



# WEST BENGAL STAFF SELECTION COMMISSION

Mayukh Bhavan, Salt Lake, Kolkata – 700091

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

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## NOTICE INVITING TENDER

No. 04 / NIT / EXAM / WBSSC/ 2015

Dated, 27 / 04 / 2015

Sealed tenders are invited in two parts, **Part I- Technical Bid** and **Part II- Financial Bid**, on behalf of the West Bengal Staff Selection Commission for the following item of work:-

### **Conduct of ONLINE TYPING TEST in selected Examination Venues in Kolkata from time to time.**

The Commission intends to select an agency or a panel of agencies to perform these functions for a period of one year initially, extendable up to a maximum of one more year, on same terms and conditions, depending upon the satisfaction of the Commission.

Interested bidders may download the Tender Document from the website free of cost. But during submission, bidders must deposit a sum of **Rs. 1000/- (Rupees one thousand) only** as the price of Tender document, in the form of **Demand Draft** to be drawn in favour of the **Secretary, West Bengal Staff Selection Commission**, payable at **Kolkata** along with the **Technical Bid**.

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 Bhaban (3<sup>rd</sup> floor), Salt Lake, Kolkata-700091

### IMPORTANT SCHEDULE

- Last date and time for submission of Tenders : **26<sup>th</sup> May, 2015 (upto 4 PM)**
- Date and time for Technical Presentation and Demo : **27<sup>th</sup> May, 2015 at 1 PM**
- Date and time for opening of the Technical Bid : **27<sup>th</sup> May, 2015 at 3 PM**
- Date and time for opening of the Financial Bid : **29<sup>th</sup> May, 2015 at 1 PM**

## INFORMATION IN A NUTSHELL

- ✓ **Tender No.** : **04 / NIT / EXAM / WBSSC/ 2015**  
**Dated, 27 / 04 / 2015**
  
- ✓ **Cost of Tender Document** : **Rs.1000/- (Rupees One Thousand) only,**  
To be submitted with the **Technical Bid.**
  
- ✓ **Instructions to Tenderers,  
Pre-qualification Criteria (PQ),  
Schedule of Requirement with  
Specification, Evaluation Criteria  
and Conditions of Contract** : Refer **Annexure – I** of this Notice.
  
- ✓ **Proforma for Technical Bid** : Refer **Annexure – II** of this Notice.
  
- ✓ **Proforma for Financial Bid** : Refer **Annexure – III** of this Notice.
  
- ✓ **Bid Security (Earnest Money)** : **Rs. 30,000/- (Rupees Thirty Thousand) only,**  
to be submitted with the Technical Bid.
  
- ✓ **Contract Performance Security** : **Rs. 50,000/- (Rupees Fifty Thousand) only.**
  
- ✓ **Undertaking by the Tenderer** : Refer **Annexure – IV** of this Notice.
  
- ✓ **Proforma of Bank Guarantee for  
Bid Security (Earnest Money)** : Refer **Annexure – V** of this Notice.
  
- ✓ **Proforma of Guarantee Bond for  
Performance Security  
(Security Money)** : Refer **Annexure – VI** of this Notice.

## I. SUBJECT:

### CONDUCT OF ONLINE TYPING TEST IN SELECTED EXAMINATION VENUES IN KOLKATA

West Bengal Staff Selection intends to hold **Online Typing Test** either for selection of candidates for various posts under Govt. of West Bengal or for conducting Departmental Examinations, for certain categories of Government employees, from time to time.

Presently the Commission intends to hold **Departmental Typing Test in English and in Bengali two times a year** (first one in the month of **June** and the second one in the month of **December** of every calendar year). Interested Departmental Candidates may appear in such tests in any convenient Examination Venue at Kolkata to be arranged by the agency.

Commission may arrange the typing test in any or all of the following patterns:-

Pattern	Scheme of the typing test	Tentative time for the test
I	Online Typing Test in English (typing from a given passage)	15 minutes
II	Online Typing Test in Bengali (typing from a given passage)	15 minutes
III	Online Typing Test in English (typing from a given passage) followed by Online Typing Test in Bengali (typing from a given passage)	30 minutes (15 minutes for English and 15 minutes for Bengali. There will be a gap of 15 minutes in between)

The Agency to be engaged for conducting ONLINE TYPING TEST has to -

1. Prepare **Customised Software** for conducting **Online Typing Test** in **English** or in **Bengali** or in **both** as per requirement of the Commission and **instant Evaluation of typed materials using customised software to be prepared by the agency as per specific requirement of the Commission, from time to time.**
2. Make all arrangements for selection of examination venues, installations of all hardware and software components at the venue level for holding the test, verification of candidates and marking their attendance, instant evaluation of the typed materials using software, handing out a printout of the typed material to the candidates along with details of marks scored by them, etc.
3. Submission of candidate wise click by click audit trails, individual typed materials, individual evaluation sheets, mark sheets, attendance sheets, attendance reports etc to the Commission, immediately after conduct of the test.

## ANNEXURE-I

### **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. But during submission, bidders must deposit a sum of **Rs. 1000/- (Rupees one thousand) only** as the price of Tender document, in the form of **Demand Draft** to be drawn in favour of the **Secretary, West Bengal Staff Selection Commission**, payable at **Kolkata** along with the **Technical Bid**, failing which the tender will be summarily rejected.

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

- A) The tenderers shall either submit the sealed bid containing two separate 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 26<sup>th</sup> May, 2015** 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 Part-I : Technical Bid :**

The first sealed cover should contain:

- (i) **Confirmation of understanding the Scope of work**, specification and other terms & conditions mentioned in this tender document and details of procedure, quality checks to be undertaken by the firm to meet the required quality and delivery schedule, payment terms, penalty clause and confirmation of validity of Financial Bid for 60 days from the date of opening of the tender.
  
- (ii) A list of Manpower and Machinery available to undertake the work.

(iii) **Bid Security (Earnest Money) of Rs 30,000/- (Rupees Thirty thousand) only**, in the form of a Bank Draft drawn in favour of the “**Secretary, West Bengal Staff Selection Commission**”, payable at “**Kolkata**” or in the form of Bank Guarantee.

(iv) **Copies of IT returns and audited accounts of last preceding three years.**

(v) **Credentials:** A list of similar work (**Online Typing Test / Online Examination / Computer or Software based Typing Test or similar nature of work**) undertaken in the past three years by the Tenderer (Firm) for UPSC / State Public Service Commissions / Universities / CBSE / State Educational Boards / Government Departments / IITs / IIMs / Institute of Banking Personnel Selection / Railway Recruitment Boards / Central Public Sector Undertakings/ any other reputed public / private organisation. **Copies of work orders must be attached as proof.**

(vi) The envelope should be super scribed with the following words (in BLOCK Letters) in respect to the item bidden for in the following manner:-

**“TECHNICAL BID FOR CONDUCTING ONLINE TYPING TESTS IN SELECTED EXAMINATION VENUES UNDER VARIOUS CENTRES”**

The tenderers shall arrange for a technical presentation and demo of **maximum 10 minutes** in the Conference Room (3<sup>rd</sup> floor) of Commission’s office at Mayukh Bhaban, Salt Lake on **27/05/ 2015 at 1 P.M sharp.** **Due weightage shall be given on technical demonstration as stated above for evaluation of bids based on Score Model described in this tender.**

The technical quotations will be opened in the Conference Room (3<sup>rd</sup> floor) of Commission’s office at Mayukh Bhaban, Salt Lake on **27/05/ 2015 at 3 P.M.** sharp in presence of the tenderers who may like to remain present.

**1.4 Part-II : Financial Bid :**

The second sealed cover should contain:

The “**Financial Bid**” and a **photocopy of the Demand Draft / Bank Guarantee as Earnest Money** deposited with the Technical Bid. The envelope should be super scribed with the following words:-

**“FINANCIAL BID FOR CONDUCTING ONLINE TYPING TESTS IN SELECTED EXAMINATION VENUES UNDER VARIOUS CENTRES”**

The “Financial Bid” would be opened only of those tenderers whose Technical Bids are found to be in conformity with pre-qualification criteria of the tender and found to be capable of undertaking the work. The Financial Bids will be opened in respect of shortlisted tenderers only on **29/05/ 2015 at 1 P.M.** sharp in the Conference Room (3<sup>rd</sup> Floor) of Commission’s office at Mayukh Bhaban, Salt Lake in presence of the shortlisted tenderers who may like to remain present .

### 1.5 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.

### 1.6 Bid Security (Earnest Money)

- (i) **Bid Security (Earnest Money) of Rs 30,000/- (Rupees Thirty Thousand) only**, in the form of a Bank Draft drawn in favour of the “Secretary, West Bengal Staff Selection Commission”, payable at “Kolkata” or in the form of Bank Guarantee **MUST BE SUBMITTED** with the Technical Bid, failing which the bid will be summarily rejected. No exemption would be permitted from submission of Bid Security under any circumstances. The Bank Guarantee from any Scheduled Banks of India approved by RBI in the prescribed form as per **Annexure-V** will also be accepted as Bid Security. The Bid security shall be kept valid for a period of 60 days beyond Financial Bid validity period. If a tenderer withdraws or amends the bid in any respect within the validity period or fails to enter into a contract for award of the work, the entire amount of Bid security will be forfeited.

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

Following are the minimum pre-requisites / requirements / eligibility criteria for participating in this tender:-

Sl. No.	Basic Requirement	Specific Requirements	Documents Required
1	Turnover	Average Annual Turnover of the company should be <b>at least Rs. 25 Lac</b> during last three financial years ending March 2014. The turnover refers to a company and not the composite of its subsidiaries / sister concerns etc.	Extracts from the audited Balance sheet and Profit & Loss account;  OR  Certificate from auditor appointed by the company

2	Technical Capability	Bidder must have successfully conducted <b>at least 3 (Three) Computer based examinations / typing tests of at least 100 candidates (per examination) in single shift</b> in India [within 1 <sup>st</sup> January, 2015].	Completion Certificates from the client; OR Work Order + Self certificate of Completion (Certified by Authorized Signatory)
3	Service Tax and Income Tax	Company should have a valid Service Tax Registration and Income Tax returns.	Copy of Service Tax Registration  <ul style="list-style-type: none"> <li>Income Tax returns for last 3 financial years (till 2012-13)</li> <li>Audit report from CA for last 3 financial years (till 2013-14)</li> </ul>
4	Legal Entity	Firm should be a Company registered under the Indian companies act, 1956 (or) a firm registered under the Limited Liability Partnership Act,2008 (or) a firm registered under the Partnership Act,1932	Certificates of Incorporation
5	Manpower Strength	The Company should have <b>at least 3 software development personnel and 3 administrative employees</b> involved in conducting online examination / online typing test	Proof of ESI / PF registration along with Declaration by HR head of the Company
6	Blacklisting	The agency should have unblemished past records and has never been revoked / cancelled / terminated in any CBT mode examinations in any Government / PSU / Statutory body	Undertaking on company letter head certified by authorized signatory.
7	Geographical Presence of Firm / Company	The Bidder should have an operational office in West Bengal State.	Certificate by Authorized signatory with address of Office
8	Certifications	The bidder should be certified for compliance with Information security Standard	Copy of ISO certificate with the signature of authorized Signatory
9	Financial Strength	Bidder must be profitable for at least 2 out of the last 3 Financial Years	CA Certificate to be submitted

Bidders who meet the pre-qualifications/ eligibility requirements as stated above would only be considered as qualified to move to the next stage of Technical and Financial evaluations.

## 1.8 Evaluation of Bids (Ranking Criteria):

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

SL. NO	CRITERIA	SCORE
<b>1</b>	<b>COMPANY CREDENTIALS (Maximum Score for this section – 40)</b>	
<b>1.1</b>	<b>Legal Structure (Maximum Score – 5)</b>	
	Public Limited	5
	Private Limited	3
	Partnership /Proprietary	2
<b>1.2</b>	<b>Annual Turnover (average of last three financial years as in the pre-qualification criteria) (Maximum Score – 10)</b>	
	Above Rs. 2 Crores	10
	Above 1 Crores but less than 2 Crores	8
	Rs. 25 Lac to 1 Crore	6
<b>1.3</b>	<b>Certifications (Maximum Score – 10)</b>	
	27001:2005 and 9001:2008 / CMMI certifications (SVC & DEV)	10
	Other recognised Certifications	5
<b>1.4</b>	<b>Minimum number of software development personnel experienced in developing and supporting software to manage integrated examination management system (Proof of employees to be submitted) (Maximum Score – 10)</b>	
	More than 15	10
	10-15	8
	5 - 10	6
	3-5	4
<b>1.5</b>	<b>Operational Office (Maximum Score – 5)</b>	
	in West Bengal State with more than 15 technical employees	5
	in West Bengal State with 10 - 15 technical employees	4
	in West Bengal State with 5 - 10 technical employees	3
	in West Bengal State with 3 - 5 technical employees	2



<b>2</b>	<b>TECHNICAL AND OPERATIONAL CAPABILITY (MAXIMUM SCORE FOR THIS SECTION – 45)</b>	
<b>2.1</b>	Experience in conducting Computer based examination/ Online Typing Test for minimum 100 Candidates in single shift in at least 3 cities in India in last one year (as on last date of bid submission) (Maximum Score – 20)	
	> 10 assignments	20
	7- 10 assignments	18
	5-7 assignments	16
	3-5 assignments	14
	2 to 3 assignments	12
	1 assignment	10
<b>2.2</b>	<b>Infrastructure Capability in West Bengal State (Proof to be submitted)</b> (Maximum Score – 15)	
	More than 500 computers	15
	400 – 500 computers	12
	300 - 400 computers	10
	200 - 300 computers	8
	100 - 200 computers	6
	50-100 computers	4
	20-50 computers	2
<b>2.3</b>	<b>Infrastructure Capability in West Bengal State (Proof to be submitted) : Conducted online exam / online typing test / computer based typing test in West Bengal in last 2 years</b> (Maximum Score – 10)	
	in more than 5 districts of West Bengal	10
	in 3-5 districts of West Bengal	7
	in 2-3 districts of West Bengal	5
	in 1 district of West Bengal	3
<b>3 PRESENTATION AND DEMO (MAXIMUM SCORE FOR THIS SECTION – 15)</b>		
<b>3.1</b>	Presentation	10
<b>3.2</b>	Demo	5
<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 opened.**

▪ **Financial Evaluation:**

The financial bids shall be opened 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 **70% weightage for Technical Evaluation** and **30% for Financial Evaluation** based on the following Broad Criteria:-

- Standing of the bidder and Financial Position including turn over
- Technical competency
- Similar Work Experience
- Software / Solution
- Proven Test Capability (Including manpower and machine) to handle large volume
- Security and Software Quality Certification
- Technical Demonstration

**Note-** The detailed technical scoring criteria and cut off scores will be informed to bidders before the bids are opened on the bids opening day.

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

▪ **Commercial / Financial Bid Evaluation:**

The Commercial bid of those bidders, who qualify in the technical evaluation, will only be opened. All other Commercial bids will not be opened. The Commercial bids of the technically qualified bidders will only be evaluated.

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:

$F_n = F_{min} / F_b * 100 \%$  ( 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

**Composite Score (S) =  $T_s * 0.7 + F_n * 0.3$**

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

### **1.9. Scope of work:**

**This has been divided into following three broad phases**

- Pre- Examination Phase
- Examination Phase
- Post Examination Phase

#### **1.9.1. Pre Examination Phase**

- All pre-examination phase processes shall be carried out in consultation with the WBSSC.
- The SP shall draw the examination plan and design the examination processes as follows:
  - Complete Security management processes
    - Physical Security
    - Information Security
    - Server Security
    - Network Security

- Candidate handling process
  - Mapping of candidates details with Exam Venues
  - Validation and verification of identity
  - Attendance
  - Machine/seat allocation and handling of security parameters
  - Bulk/individualized SMS
  - Bulk/individualized emails
  - Toll Free/Customer care number for attending queries
  
- Any other processes related to conduct of the Typing Test.
  
- To prepare and provide Standard Operating Procedure (SOP) for all processes for safe and secure conduct of examination along with rules for contingency and exception handling/ emergency procedures.
- To provide specifications for Hardware and Software required at all stages of the examination.
  - Preparation of customised software for conducting Online Typing Test in English and in Bengali and instant evaluation of the typed materials
  - Exam Centres
  - Devices and systems to be used for authentication and audit trail mechanisms required for Exam.
- To provide consulting, training and manpower support to handle the entire Examination.
- To ensure that Exam Centre has the required suitable Hardware, Software, Internet and LAN connectivity for conducting Examination.
- To ensure UPS facilities and Generator facility at each Exam Centre for un-interrupted power.
- To carry periodic audit at Exam Venues for
  - Hardware, Operating System, Processor Speed, RAM, Network and internet connectivity, Key Boards etc.
  - Software - Screen resolution, bandwidth for internet and LAN connectivity, Browser.
  - Working conditions of UPS and Generator.
- To ensure suitable drinking water and separate toilet facilities both for Women and Men.
- To provide facility to candidates for mock test through downloadable software within a fortnight of signing the contract. The same facility should also be available online to be run through web server. The mock test should be replica of the examination.

- To provide help to candidates through a call centre (toll free/customer care number) ensuring the service quality 24x7.

### 1.9.2. Examination Phase

- To host and manage the examination process through intranet based solution at Examination venues.
- To securely transmit, download, install and implement Typing Material received from WBSSC. The Typing Material installation and implementation shall be as per requirement of WBSSC.
- Soft Copies of encrypted Typing Material (separately for English and for Bengali) for each Venue will be provided **not before 2 hours** prior to the commencement of examination in prescribed format. Decryption key for the question paper shall be provided by WBSSC **30 minutes** before the commencement of the typing test.
- Checking of original documents and admit card of the candidates at the examination gate. Individual password shall be given to each candidate by the SP at the examination venue after verification of the documents.
- Signature of the candidate in the attendance sheet and Verification of the signature in attendance sheet vis-à-vis the signature in the admit card.
- To complete registration process of the candidates (digital photo, finger print etc.) and allow candidates to appear for exam at Exam Venue through pre-allotted seat / machine.
- To arrange / provide adequate displays and provide required instructions/ information to the candidates appearing for exam at Exam Venues.
- To maintain audit trails of all activities of candidate (click by click) during the course of examination.
- To monitor and supervise Exam Venue activities on monitoring console to be installed by the SP in WBSSC Office. The data should be a real time data to be generated from each Exam Venue during the examination.
- At the end of the exam, transfer/export candidate response and audit trails on secured channel from local server to Central server of the SP within 1 Hour from each exam venue. Other data such as attendance sheet, finger print, photograph, video recording, seating plan etc should be sent to SSC within 3 days of conclusion of each exam shift.

### 1.9.3. Post Examination Phase

- To send the Typing Material presented to the candidate along with the candidate's typed material through e-mail to the candidate at the end of the exam.
- To calculate marks obtained by each candidate as per requirement of the WBSSC.
- The candidate's responses, photograph, audit trails should be uploaded automatically from the local server to company own data centre in a secured manner. There should not be any traces of any data pertaining to candidate whatsoever post uploads left on the exam server.

- The SP should be able to hand over the raw typed material / data to WBSSC immediately after the candidate's response upload from local exam server within 60 minutes.
- The candidate should be able to get the typing material on email id on the same day of the exam. The typing material should be visible in the same sequence/ format as it appeared for the candidate during exam including the material typed by the candidate to ensure transparency.
- All the attendance sheets and any other documents collected as a part of verification or WBSSC process should be handed over to WBSSC within 7 days of examination.
- The result has to be processed on the same day after the test and should be handed over to WBSSC in a secured manner.
- The final result / merit list of the test is to be done by SP as per the guidelines laid down by WBSSC.
- To provide documented inputs and support for handling
  - i) Candidates queries
  - ii) Press interaction
  - iii) RTI queries
  - iv) Court Cases

Note:

1. The SP shall have to carry/ demonstrate complete System Test Run (STR) with test data to the WBSSC before implementation. The SP should also be able to demonstrate click by click audit trail for any type of enquiry.

## **1.10. IMPORTANT INSTRUCTIONS:**

- I. The SP should be registered in India. The registered SP should be operating in India for a minimum of three years with an objective of offering IT Solutions and Services that are the subject matter of this tender.
- II. The SP should follow defined Software Change Management processes to manage changes in the software. Such a process would include Change Request Management, Impact Analysis, Change Approval, Change Implementation, Version Control, Version labelling, Testing, OA Certification and Deployment into production.
- III. The SP must employ multiple backup systems including offline backups to securely maintain the software and its corresponding source code.
- IV. The SP should have an in-house quality assurance and product testing team with a robust quality management processes that are followed to test and certify the system used to conduct the exam. The organization should maintain documented test cases and maintain evidence of successful test execution covering all test cases. Rigorous testing must be done for major as well as minor and patch releases
- V. Testing should not be limited to system features and functionality. The system used to conduct the exam must be tested for Performance, Security, Usability, High-Availability, Business Continuity, and Disaster-Recovery.
- VI. The SP should design a high-performance system and conduct performance tests to verify successful achievement of high concurrency, fast response time, and long-stress duration required of the system used to conduct the test. Results of such performance tests should be made available for each major release of the system used to conduct the exam.
- VII. The SP should design a highly secure system and conduct security tests to verify that there are no vulnerabilities that can make the system susceptible to attacks. Comprehensive testing of source code, software binaries, and the infrastructure must be carried out. Results of such security tests should be made available for each major release of the system used to conduct the exam.
- VIII. Suitable emergency management plan towards any crisis situations/redundancy of servers, nodes additional centre locations, students' data.
- IX. The candidate console should have a Zoom capability/feature.
- X. At any time before the submission of bids, WBSSC may amend the tender by issuing an addendum in writing or by standard electronic means. The addendum shall be sent to all SPs and will be binding on them. SPs shall acknowledge receipt of all amendments.
- XI. If the amendment is substantial, SP(s) shall be given reasonable time to make amendment or to submit revised bid and the deadline for submission of bids will be extended by WBSSC.
- XII. The SP will provide a question paper authoring tool which will ensure end-to-end security of the question paper with 256 bit AES encryption.
- XIII. All software for question paper authoring, computer based examination, candidate handling etc. must be owned by SP.
- XIV. The SP shall provide the look and feel of exam paper including screen shots in consultation with WBSSC.

- XV. The SP shall provide for emailing of exam paper along with the matter typed by each candidate, to him/ her.
- XVI. The SP shall ensure the maximum security of processes, infrastructure, servers, networks etc as per the plan drawn in consultation with WBSSC.
- XVII. The SP shall demonstrate the software developed and carry out the suggested changes as many times as needed by WBSSC.

#### **1.11. Contract Performance Security (Security Deposit):**

The firm / firms entering into a contract for performance of the work Agreement will be required to deposit **Contract Performance Security (Security Money) as prescribed by the Commission** by furnishing a **Demand Draft or Fixed Deposit** Receipt issued by a Scheduled Bank approved by RBI drawn in favour of the “**Secretary, West Bengal Staff Selection Commission**”, payable at Kolkata. The Security Deposit can also be made in the shape of Guarantee Bond executed by a Scheduled Bank as per **Annexure-IV**.

Security deposit will be retained by the Commission till satisfactory completion of the work. It should be clearly understood that in the event of the Contract not being executed and completed as per the quality and time schedule laid down, the security deposit is liable to be forfeited. This will be in addition to the penalty, if any, which may be imposed as specified in the delivery schedule.

#### **1.12. Payment Terms:**

Commission may, at its discretion, release full payment or part payment (eighty percent of the cost of the work order) within 30 (thirty) days of receipt of the online examination data as per specification ordered by the Commission. The balance payment (if necessary) shall be released by the Commission, within 60 (sixty) days of conduct of the examination concerned.

#### **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 only.
- Hypothetical and conditional tenders will not be entertained.



- While submitting tender, the tenderers must submit Tender document and Technical Bid in a sealed envelope superscribing as “**Technical Bid**”. The Financial Bid should be submitted in a separate sealed envelope superscribing as “**Financial Bid**”.
- The sealed envelopes of “Technical Bid” and “Financial Bid” should be kept in a single large envelope superscribing “**Tender for \_\_\_\_\_**”.
- **All the pages of the tender document, technical bid and financial 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 Technical Bid envelope will be opened first 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.
- If the bidder qualifies in the Technical Bid, the Financial Bid envelope of the concerned bidder shall be considered for opening. The Financial Bid of the unsuccessful bidder shall not be opened and shall be kept in the file with the signature of all committee members with a remark “Not opened because disqualified in the Technical Bid”.
- 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. The period of contract may be extended beyond one year on satisfactory execution of the said work at same rates. Extension of the said contract is at the sole discretion of the West Bengal Staff Selection Commission.
- No additional payment will be made for preparation of samples. Preparation of samples / design shall be made as per the instruction given by the Commission.
- The EMD / Security deposit is liable to be forfeited in case the supplier fails to execute the order in time or violates any other stipulations as laid down by the West Bengal Staff Selection Commission and the firm shall be black listed.
- The EMD amount will be returned to the unsuccessful bidders without any interest after completion of selection process. In case of successful bidder, the same will be converted to Performance Security which will be returned to the bidder after successful execution of the contract.
- 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 of the Universities or Examination Boards or Agencies or any other 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.
- There shall be no commitment of minimum quantum of work which can be awarded during currency of the contract.
- The contract shall be for a period of one year which may be extended for a further period of one year on the same terms & conditions at the discretion of the West Bengal Staff Selection Commission on satisfactory performance.
- The West Bengal Staff Selection Commission reserves the right to enter into contract with more than one firm for the job mentioned in this Notice. The decision of the West Bengal Staff Selection Commission in this regard will be final and binding.
- 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**



# 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)

## Annexure- II

### PROFORMA FOR TECHNICAL BID

Ref: N.I.T. NO. 04 / NIT / EXAM / WBSSC / 2015, Dated, 27/ 04/ 2015, issued by the office of WBSSC

#### **ITEM : CONDUCT OF ONLINE TYPING TEST IN SELECTED EXAMINATION VENUES IN KOLKATA FROM TIME TO TIME**

- General Information:**

Sl. No.	Item	Description
1	Name of the Public Limited/ Private Limited / Company	
2	Address of the Public Limited/ Private Limited / Company  (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	Is your firm registered under a) The Indian Companies Act b) The Indian Partnership Act	

8	if your firm is a sole proprietorship firm (give details)	
9	If your firm comes under any other categories (give details)	
10	Whether insured against fire, theft, and burglary.  If so, please state the amount for which insured, the name of the insurance Company and Policy Number	
11	Sale Tax/VAT Regn.No./ TIN No.	
12	Permanent Account No (PAN)	
13	Service Tax Registration Number i.e. TAN/SRIN	

Sl. No	Criteria	Response
1	Company Credentials (give details)	
1.1	Legal Structure (write yes / no)	
	Public Limited	
	Private Limited	
	Partnership /Proprietary	
1.2	Annual Turnover in Rs. (average of last 3 financial years as in the pre-qualification criteria)	
1.3	Certifications	
	27001:2005 and 9001:2008	
	CMMI certifications (SVC & DEV)	
	For others, please specify	

1.4	Number of software development personnel experienced in developing and supporting software to manage integrated examination management system. <b>(Proof of employees to be submitted)</b>	
1.5	Address of the Operational Office in West Bengal	
<b>2</b>	<b>Technical and Operational Capability</b>	
<b>2.1</b>	Experience in conducting Computer based examination for minimum 100 Candidates in single shift in at least 3 cities in India in last one year <b>(as on last date of bid submission)</b>	
	No. of assignments	
<b>2.2</b>	<b>Infrastructure Capability in West Bengal State (Proof to be submitted)</b>	
	No. of computers	
	<b>Infrastructure Capability in West Bengal (Proof to be submitted):</b> Conducted online exam / online typing test / computer based typing test in West Bengal in last 2 years <b>[ Number of Districts and their names to be given]</b>	

- Experience of the Firm:**

Please enclose Experience Certificate regarding conduct of online application

Sl. No.	Name of Board / University/ Similar Organisation / any reputed Private organisation, etc.	Name of work	Volume of work
1			
2			
3			

- Annual turnover of last three years. (Enclose documentary proof):

Financial Year	Year Annual Turnover (in Rupees)
2013-14	
2012-13	
2011-12	

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

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

Encl: \_\_\_\_\_ no. sheets

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

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

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

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

\_\_\_\_\_  
Contact No. \_\_\_\_\_

E- Mail : \_\_\_\_\_

**Annexure- III**

**PROFORMA FOR FINANCIAL BID**

Ref: N.I.T. NO. 04 / NIT / EXAM / WBSSC / 2015, Dated, 27/ 04/ 2015, issued by the office of WBSSC

**ITEM : CONDUCT OF ONLINE TYPING TEST IN SELECTED EXAMINATION VENUES IN KOLKATA  
FROM TIME TO TIME**

**Details of the rate Quoted for Pattern I**

Pattern	Scheme of the typing test	Tentative time for the test
I	Online Typing Test in English (typing from a given passage)	15 minutes

Sl. No.	Rate per Candidate for Conducting online typing test	Amount (Rs)
1.	Up to 100 candidates	
2.	From 101 to 500 candidates	
3.	From 501 to 1000 candidates	
4.	From 1001 to 1500 candidates	
5.	From 1501 to 2000 candidates	
6.	From 2001 to 2500 candidates	
7.	From 2501 to 3000 candidates	
8.	More than 3000 candidates	

**Details of the rate Quoted for Pattern II**

Pattern	Scheme of the typing test	Tentative time for the test
II	Online Typing Test in Bengali (typing from a given passage)	15 minutes

Sl. No.	Rate per Candidate for Conducting online typing test	Amount (Rs)
1.	Up to 100 candidates	
2.	From 101 to 500 candidates	
3.	From 501 to 1000 candidates	
4.	From 1001 to 1500 candidates	
5.	From 1501 to 2000 candidates	
6.	From 2001 to 2500 candidates	
7.	From 2501 to 3000 candidates	
8.	More than 3000 candidates	

Continued to next page



**Details of the rate Quoted for Pattern III**

Pattern	Scheme of the typing test	Tentative time for the test
III	Online Typing Test in English (typing from a given passage) followed by Online Typing Test in Bengali (typing from a given passage)	30 minutes (15 minutes for English and 15 minutes for Bengali. There will be a gap of 15 minutes in between).

Sl. No.	Rate per Candidate for Conducting online typing test	Amount (Rs)
1.	Up to 100 candidates	
2.	From 101 to 500 candidates	
3.	From 501 to 1000 candidates	
4.	From 1001 to 1500 candidates	
5.	From 1501 to 2000 candidates	
6.	From 2001 to 2500 candidates	
7.	From 2501 to 3000 candidates	
8.	More than 3000 candidates	

**Declaration:** (i) The rates quoted above are inclusive of all statutory taxation liabilities in force and therefore, no extra charges on account of any taxes will be charged under any circumstances.

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

**Signature of Tenderer**

**Encl:** \_\_\_\_\_ no. sheets

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

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

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

\_\_\_\_\_

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

**ANNEXURE-IV**

**UNDERTAKING BY THE TENDERER**

- (i) I declare that I have gone through the instructions to Tenderers, Pre-Qualification Criteria (PQ), Scope of work, Evaluation Criteria and Terms & Conditions of Price Agreement contained in Annexure-I and I shall abide by these conditions.
  
- (ii) I also confirm the validity of Financial Bid containing the Price Schedule (Annexure-II) has been kept for a period of 60 days from the due date of opening of Technical Bid.

**Signature of Tenderer**

**Date: \_\_\_\_/ \_\_\_\_/ 2015**

ANNEXURE – V

**PROFORMA OF BANK GUARANTEE FOR BID SECURITY**  
**(ON NON-JUDICIAL STAMP PAPER OF REQUISITE VALUE)**

Ref.....

Date.....

Bank Guarantee No.....

**To**

**The Secretary cum Controller of Examinations,  
West Bengal Staff Selection Commission,  
Mayukh Bhavan,  
Salt Lake, Kolkata – 700 091**

Dear Sir,

In accordance with your invitation to Tender No..... dated, \_\_\_/\_\_\_/ 2015 For ..... (description of work) M/s..... hereinafter called the tenderer with the following Directors on their board of Directors / Partners of the firm wish to participate in the said tender for ..... (description of work). As a Bank Guarantee against Bid Guarantee for a sum of Rs. .... (in words and figures) valid for (105)\* one hundred and five days from the date of opening of tender required to be submitted by the tenderers as a condition for the participation, this bank hereby guarantees and undertakes during the above said period of (105)\* one hundred and five days to immediately pay on demand by the Secretary cum Controller of Examinations, West Bengal Staff Selection Commission, the amount of Rs..... (in words and figures) to the said Secretary cum Controller of Examinations, West Bengal Staff Selection Commission, Mayukh Bhavan, Salt Lake, Kolkata – 700 091, and without any reservation and recourse if

- (i) the tenderer after submitting his tender, modifies the rates or any of the terms & conditions thereof except with the previous written consent of the purchaser; or
- (ii) the tenderer withdraw the said bid within 60 days after opening of bid; or
- (iii) the tenderer having not withdrawn the bid, fails to furnish Performance Guarantee Bond (Security Deposit) within the period provided in Price Agreement.

This guarantee shall be irrevocable and shall remain valid up to 4.00 P.M. on .....  
If further extension to this guarantee is required, the same shall be extended by such required period on receiving instructions from M/s..... on whose behalf this guarantee is issued.

Date:.....

Signature.....

Place: .....

Printed Name.....

Witness

(Designation)

(Bank's common seal)

## ANNEXURE-VI

### PROFORMA OF BANK GUARANTEE FOR CONTRACT PERFORMANCE SECURITY

**To**  
**The Secretary cum Controller of Examinations,**  
**West Bengal Staff Selection Commission,**  
**Mayukh Bhavan,**  
**Salt Lake, Kolkata – 700 091**

1. Against Price Agreement concluded by the advice acceptance of the tender No. .... dated ..... covering supply of ..... (hereinafter called the said contract), entered between the Secretary cum Controller of Examinations, West Bengal Staff Selection Commission and ..... (hereinafter called the 'Contractor'), this is to certify that at the request of the contractor We ..... (Bank) are holding in trust in favour of the West Bengal Staff Selection Commission, the amount of Rs..... (write the sum in words) to indemnify and keep indemnified the Secretary cum Controller of Examinations, West Bengal Staff Selection Commission against any loss or damage that may be caused to or suffered by the Secretary cum Controller of Examinations, West Bengal Staff Selection Commission by reason of any breach by the contractor or any of the terms and conditions of the said contract and/or the performance thereof. We agree that the decision of the Secretary cum Controller of Examinations, West Bengal Staff Selection Commission whether any breach of any of the terms and conditions of the said contract and/ or in the performance thereof has been committed by the contractor and the amount of loss or damage that has been caused or suffered by the Secretary cum Controller of Examinations, West Bengal Staff Selection Commission shall be final and binding on us and the amount of the said loss or damage shall be paid by us forthwith on demand and without demur to the Secretary cum Controller of Examinations, West Bengal Staff Selection Commission.
2. We ..... (Bank) further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for satisfactory performance and fulfilment in all respects of the said contract by the Contractor, i.e. till ..... (for a period of one year from date of Price Agreement), hereinafter called the 'said date' and that if any claim accrues or arises against us (Bank) by virtue of this guarantee before the said date, the same shall be enforceable against us ..... (Bank) notwithstanding the fact that the same is enforced within six months after the said date, provided that notice of any such claim has been given to us ..... (Bank) by the Secretary cum Controller of Examinations, West Bengal Staff Selection Commission before the said date. Payment under this letter of guarantee shall be made promptly upon receipt of notice of that effect from the Secretary cum Controller of Examinations, West Bengal Staff Selection Commission.

3. It is fully understood that this guarantee is effective from the date of the said contract and that we ..... (Bank) undertake not to revoke this guarantee during its currency without the consent in writing of the Secretary cum Controller of Examinations, West Bengal Staff Selection Commission.
4. We undertake to pay to the Government any money so demanded notwithstanding any dispute raised by the Contractor in any suit or proceedings pending before any court of tribunal thereto, our liability under this present being absolute and unequivocal.
5. We ..... (Bank) further agree that the Secretary cum Controller of Examinations, West Bengal Staff Selection Commission shall have the fullest liberty, without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said contract or to extend time of performance by the Contractor from time to time or to postpone for any time or from time to time any of the powers exercisable by the Secretary cum Controller of Examinations, West Bengal Staff Selection Commission against the said contract and to forbear or enforce any of the terms and conditions relating to the said contract and we ..... (Bank) shall not be released from our liability under this guarantee by reason of any such variation or extension being granted to the said Contractor or for any forbearance and/ or omission on the part of the Secretary cum Controller of Examinations, West Bengal Staff Selection Commission or any indulgence by the Secretary cum Controller of Examinations, West Bengal Staff Selection Commission to the said Contractor or by any other matter or thing what-so-ever, which under the law relating us from our liability in the constitution of the Bank or Contractor.

Date

Signature

Place

Printed Name

Witness

(Designation)

(Bank's common seal)