

**NATIONAL INSTITUTE OF ELECTRONICS AND INFORMATION
TECHNOLOGY (NIELIT) CHANDIGARH**

Village Bada Phull, Rupnagar – 140001

**AN AUTONOMOUS SCIENTIFIC SOCIETY
OF
MINISTRY OF ELECTRONICS AND INFORMATION TECHNOLOGY (MEITY)
GOVERNMENT OF INDIA**



**Tender Document for Selection of Vendor for Empanelment for Pre-Examination Process and Conduct of
Physical Efficiency Test and Physical Standards Test**

Name & Address of Bidder		
TENDER FEE		NIL
No Tender without Bid Securing Declaration will be entertained.		

Empanelment of vendor for Pre-Examination Process and Conduct of Physical Efficiency Test and Physical Standards Test

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1. IMPORTANT NOTICE

- i) Tender document may be downloaded from Central Public Procurement Portal <https://eprocure.gov.in/eprocure/app>. Aspiring Bidders who have not enrolled/registered in e-procurement should enroll/register before participating through the website <https://eprocure.gov.in/eprocure/app>. The portal enrollment is free of cost. Bidders are advised to go through “Instructions for online Bid Submission” provided at Annexure-A.
- ii) Bidders can access Tender document on the website, fill them with all relevant information and submit the completed Tender document into electronic tender on the website <https://eprocure.gov.in/eprocure/app>
- iii) Tenders and supporting documents should be uploaded through e-procurement. Hard copy of the tender documents will not be accepted.

2. BACKGROUND

- i) NIELIT Chandigarh, a premier institute of the northern region, is a registered society under 'The Societies Registration ACT XXI' of 1860. It was setup as "Regional Computer Centre" by the erstwhile Department of Electronics, Govt. of India in the year 1978 to promote the use of Information Technology and to provide IT education to various Government Organizations, Public Sector Undertakings and Autonomous Bodies of northern region. RCC upon merger with DOEACC Society, Department of Information Technology, Ministry of Communication and Information Technology, in the year 2002, was re-christened as DOEACC Society, Chandigarh Centre. The centre has now been renamed as NIELIT Chandigarh w.e.f. 10th Oct., 2011. NIELIT Chandigarh is a professionally managed centre with clear-cut strategies and aims at developing excellence in IECT and reaching out to masses for their skill development.
- ii) NIELIT Chandigarh has been imparting education and training in the field of Electronics and Information Technology in formal and non-formal sector. Students of various Engineering Colleges as well as employees of various Govt. departments, Defence personnel etc. have been undergoing training in various advanced courses. It has also been extending its services in various other fields of Electronics and Information Technology at national level. The permanent Campus of NIELIT Chandigarh is situated at Village Bada Phull, Rupnagar (Punjab) – 140001.

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3. INVITATION TO BID

NIELIT Chandigarh invites on-line bids through CPP Portal <https://eprocure.gov.in/eprocure/app> for empanelment of vendor for **Pre-Examination Process and Conduct of Physical Efficiency Test and Physical Standards Test**.

3.1 Tender to Bidders

- i) NIELIT Chandigarh (hereinafter called “the Purchaser”) invites on-line Bids for **“Empanelment of Vendor for Pre-Examination Process and Conduct of Physical Efficiency Test and Physical Standards Test”**. The detailed scope of work for this assignment is provided in **Section 4 – Scope of Services**.
- ii) Notice regarding issue of this Tender will be displayed on the website of Central Public Procurement Portal <http://eprocure.gov.in/eprocure/app> and the website of the Purchaser at nielit.gov.in/Chandigarh.
- iii) Any subsequent corrigenda/clarifications related to this Tender Document will be published on the website of the Purchaser at nielit.gov.in/Chandigarh and website of Central Public Procurement Portal <http://eprocure.gov.in/eprocure/app>. All such subsequent corrigenda/ clarifications shall be binding on the bidders.
- iv) The bidders are advised to study this Tender document carefully before submitting their bids in response to the bid Invitation. Submission of a bid in response to this invitation shall be deemed to be have been done after careful study and examination of this document with full understanding of its terms, conditions and implications.
- v) The bidders will need to upload their Bid and the documents at Central Public Procurement Portal <http://eprocure.gov.in/eprocure/app>. The formats for Submission of Technical Bids have been given at Annexure-D of this Tender document and shall be followed by the bidder.
- vi) The Purchaser is not bound to accept any bids, and at its sole discretion reserves the right to annul the selection process at any time prior to the award of contract without assigning any reasons to the bidders whatsoever and without thereby incurring any liability to the bidders. Format of Technical Bid and Financial Bid are enclosed at Annexure-D and Annexure-E.
- vii) Estimated Value of the Contract is Rs. 30 Lakhs (approximate) and duration of empanelment will be one year from date of empanelment.

viii) Tender Fees:

No tender fee is to be paid.

ix) Bid Securing Declaration:

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All bids submitted in response to this Tender document shall be accompanied by Bid Securing Declaration (Annexure-G) in lieu of Earnest Money Deposit (EMD).

x) Invocation of terms of the Bid Securing Declaration (BSD):

The bidder will be suspended for the period of 2 years from being eligible to submit Bids for contracts with NIELIT Chandigarh under the following conditions:

- a. If the bid is withdrawn during the validity period or any extension agreed to by the Bidder thereof.
- b. If the bid is varied or modified in a manner not acceptable to the Purchaser after opening of Bid during the validity period or any extended period.
- c. If the Bidder tries to influence the evaluation process.
- d. If the Bidder is successful and fails to sign the Contract within the time stipulated by the Purchaser.
- e. If the Bidder refuses to take up the job within the time stipulated by the purchaser.
- f. If the bidder fails to comply with any of the provisions of the tender document.
- g. If the Bidder, having been notified of his selection, fails or refuses to submit the required Performance Security Deposit by way of Bank Guarantee within the time stipulated by the Purchaser.

xi) Performance Bank Guarantee:

Security Deposit in the form of an unconditional, unequivocal and irrevocable Performance Bank Guarantee (PBG) will be submitted within period of ten days of the date of award of job order equivalent to **3% (Three Percent)** of the contract value valid for a period of 60 days beyond the date of completion of all contractual obligations and any applicable extension periods as may be required by the Purchaser. The format for PBG is provided in **Annexure-F, Format of Performance Bank Guarantee (PBG)**.

The PBG must be routed through Structured Financial Messaging System (SFMS) from issuing bank to bank account of NIELIT by sending IFN 760 COV Bank Guarantee Advice Message. Thereafter only physical Bank Guarantee will be taken as submitted and become operational. Bank details of NIELIT Chandigarh are:

1.	Beneficiary Name	NIELIT, Chandigarh
2.	Name of the Bank	Punjab National Bank

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3.	Bank Branch & Address	Punjab National Bank, College Road, Rupnagar
4.	Beneficiary A/c No.	7854005900000019
5.	IFSC Code	PUNB0040800

The proceeds of the Performance Security shall be payable to the Purchaser as compensation for any loss (including loss of opportunity, time or cost) resulting from the Service Provider's/Supplier's/ Bidder's failure to comply with its obligations under the Contract. Forfeiture of performance security deposit shall be without prejudice to any other right of NIELIT to claim any damages as admissible under the law as well as to take such action against the Agency/ Bidder such as severing future business relation or black listing, etc., as may be deemed fit.

3.2 Important Information

S. NO.	Information	Details
1.	Name of the purchaser	NIELIT Chandigarh
2.	Date of Publishing of Tender Document	15-12-2020 (1800 hrs)
3.	Tender Document Download Start Date	15-12-2020 (1800 hrs)
4.	Bid Submission Start Date	15-12-2020 (1800 hrs)
5.	Last date and time for Bid submission (Technical & Financial)	05-01-2021 (1100 hrs)
6.	Date and Time for opening of Technical Bids	06-01-2021 (1100 hrs)
7.	Date and Time for opening of Financial Bids	Will be intimated later to the technically qualified bidders on website & CPP portal
8.	Contact Person for queries	Sh. Sanjay Sharma, Additional Director Mobile: 70872 35356 Email: sanjay.sharma@nielit.gov.in Sh. Amit Jain, Joint Director(Tech.) Mobile : 94173 79950 Email: amitjain@nielit.gov.in

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3.3 Definitions and Acronyms

- i) PST – Physical Standards Test.
- ii) PET – Physical Efficiency Test.
- iii) BG – Bank Guarantee.
- iv) Bid – Bid means the entire set of documents including the financial bid that have been submitted by the bidders in response to this Tender Document.
- v) Bidder – Shall mean agency participating in this bidding process. The bidder should mandatorily have relevant and demonstrable experience in the relevant field.
- vi) EMD – Earnest Money Deposit.
- vii) BSD – Bid Securing Declaration
- viii) PBG – Performance Bank Guarantee.
- ix) Period of Contract – One year from the date of signing of contract with the selected bidder(s), which may be extended by the Purchaser depending upon the nature of work.
- x) Purchaser - “Purchaser” means the entity with which the selected Bidder signs the Contract for the Services. In this Tender document and for the purposes of this project, the ‘Purchaser’ means ‘NIELIT Chandigarh’.
- xi) CPP Portal – Central Public Procurement Portal.
- xii) BoQ – Bill of Quantities.

3.4 Eligibility Criteria:

- i) The bidder should have PAN and GST Registration number.
- ii) The Headquarter of the vendor should be in India. Joint ventures are permitted.
- iii) The Bidder should have annual turnover of at least Rs. 30 lakh during each of the last three financial years i.e. 2017-18, 2018-19 and 2019-20 as evidenced by the audited accounts of the organization/ CA Certificate certifying turnover. If the vendor is a joint venture, the turnover of at least one partner should be as above.
- iv) The bidder should not have incurred loss in last three years i.e. 2017-18, 2018-19 and 2019-20 as evidenced in audited Profit & Loss Account.
- v) The Bidder should not have been blacklisted by the Central, any State/UT Government, or any central or state Government agency as on the date of publishing of this Tender document or during the subsequent bid processing and evaluation.
- vi) The vendor should have the experience of using RFID equipment for measuring timing of runner's simultaneously in five locations or more for a period of 10 days minimum and have timed more than 70,000 candidates in a single similar kind of work, in the past. The vendor would have successfully executed & completed minimum (3) three projects of the same volume mentioned above or more in the last three financial years, i.e., 2017-18, 2018-19 and 2019-20. If the vendor is a

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joint venture, then this experience should be available with any of the partners of the joint venture.

- vii) The vendor should have the experience of using Digital PST equipment for measuring digital height, weight & chest of runner's simultaneously in five locations for more than 50,000 candidates in a single similar kind of work, in the past. The vendor should have successfully executed & completed minimum (3) three projects of the same volume mentioned above in the last three years. If the vendor is a joint venture, then this experience should be available with any of the partners of the joint venture.
- viii) The vendor should also have the experience of use of biometric technology for Recruitment / preventing impersonation for 70,000 candidates. If the vendor is a joint venture, then this experience should be available with any of the partners of the joint venture.
- ix) The Vendor must be able to prove access to resources -manpower, hardware, networking and integrated software for organizing the PST/PET at five locations, simultaneously across the state for a period of one weeks.
- x) The attested / original documents such as Letter of Acceptance or the copy of the Agreement or Work Order and Completion Certificate issued by the authorities who have organized / conducted the timing events such as recruitments in other Govt. departments shall be enclosed in support of the claim.
- xi) The department may call for the original of the credentials for verification from the bidders or any clarification / confirmations on the contents of the documents submitted.
- xii) The bidders whoever fulfils the Eligibility Criteria may be asked, if required, to give a demonstration of their technology, within 7 days, for which an intimation will be sent separately.
- xiii) The Demonstration will be a 'real time' event and the 'Start' and 'Finish' Time taken by the candidates in completing the given distance should be automatically recorded and the 'Net' Time is immediately shown in the system when they cross the 'Finish' line.
- xiv) The Ground, Power (Electricity) supply and Runners required for conducting the demonstration will be provided by the NIELIT/recruitment boards. All other requirements, including equipment's, UPS, etc., for conducting the demonstration have to be met by the Vendor.
- xv) The Firms / Agencies who are giving the demonstration, will have to make a Power Point Presentation of the concept of technology to be used for conducting PET and PST along with working plan and implementation framework, before their demonstration.
- xvi) The department shall consider awarding the contract to the Tenderer whose Tender is substantially responsive to the Tender document and whose offer has been determined to be the lowest evaluated.

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- xvii) Only those Bidders who meet the eligibility criteria specified above will be eligible to respond to this Tender. The Bidder's bid shall contain the relevant information and supporting documents (as specified in next **Section: Mandatory List of Documents to be Submitted** against each criteria) to substantiate the eligibility of the Bidder vis-à-vis the pre-qualification criteria.

3.5 Mandatory List of Documents to be Submitted

- i) Scanned copy of Technical bid duly signed by authorized signatory of the bidder along with seal of firm as per Annexure-D.
- ii) Scanned copy of complete Tender document duly signed by authorized signatory of the bidder along with seal of firm.
- iii) Bid Securing Declaration as per Annexure-G duly signed by authorized signatory of the bidder along with seal of firm.
- iv) Scanned copy of Balance sheets duly certified by CA / certificate of CA certifying Annual Turnover for last three years as specified in Eligibility Criteria duly signed by authorized signatory of the bidder along with seal of firm.
- v) Profit & Loss Accounts duly certified by CA for last three years as specified in Eligibility Criteria duly signed by authorized signatory of the bidder along with seal of firm.
- vi) Scanned copy of job orders and Satisfactory Performance certificate from at least three organizations with addresses and contact numbers where the contractor has supplied/provided the relevant material/services during the last three years as per experience requirement in the specified Eligibility Criteria, clearly proving the eligibility.
- vii) Declaration by the Authorised Signatory of the organization clearly stating that the organization has not been blacklisted by Central/State/UT Government or any other Government agency and has not been charged/prosecuted by court of law for any fraudulent activity duly attested by Notary Public. Format enclosed at Annexure-C
- viii) Scanned copy of the valid GST Registration No. of the bidder from concerned Department of the Government of India as well as copy of PAN Card of the firm allotted by the income tax department duly signed by authorized signatory of the bidder along with seal of firm.
- ix) Scanned copy of non-relationship certificate with any official of NIELIT (on bidder's letter head).
- x) Scanned copy of duly filled Tender Acceptance Letter as per Annexure-B.
- xi) Scanned copy of Annexure-H duly filled with Page numbers of all mandatory documents as above.

4. SCOPE OF SERVICES

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Rates are to be quoted keeping following points under consideration: -

- i) The price quoted shall be inclusive of GST / taxation and should include all other taxes and charges.
- ii) The Purchaser reserves the right to reject the full/part of work order if the services by the vendor are found not confirming to the required standards as mentioned in the work order.
- iii) The contract is for Pre Examination activities and PET and PST, which is detailed in **Annexure – I**. However, a brief description is given below.

S.no.	Description of work
A.	Online Application, their Data Processing and Online Admit Card Generation & hosting them on recruitment website
B.	Conduct of PET & PST in Maximum 5 locations simultaneously <i>Note: PET can have 3 events like race of 100M or 1600M, long jump, high jump, rope climbing, shotput etc.</i>
	i.) Registration and Bio-metric fingerprint capturing for verification of candidates & bar coding and updating of candidates attendance
	ii.) Provision of RFID Race Timing Technology
	iii.) Putting-up DIGITAL Height measurement scales (with at least 2 sensors under the heels of the feet and 3 sensors for head) along with digital display of readings.
	iv.) Video recording of the events by placing Video/CCTV cameras at various locations for monitoring and feedback
C.	Biometric Verification at Written Exam or at the time of Counselling

- iv) The selected vendor will be responsible Online Data Collection & Processing and Pre-Examination Process and Conduct of Physical Efficiency Test and Physical Standards Test. In case of default, this office will have the right to arrange alternative arrangement at vendor's risk and cost from any other source.
- v) The nature of work is highly confidential. The vendor is supposed to maintain a high level of secrecy during the contract period and even after completion of the work. The vendor should not disclose or communicate any of the information dealt in this contract to any individual or any private or semi-government / government agency without prior approval from the user department.
- vi) The vendor will set up of help desk support for 7 days a week and 9 hours a day (9.00 AM to 6.00 PM) throughout the recruitment process. Service will be provided as and when desired by this Centre.

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5. Time Schedule

- i) The vendor will arrange to conduct/start the activities listed at 4 (iii) A. or 4 (iii) B. or 4 (iii) C strictly as per time schedule given in the work order. Work order will usually be issued at least 10 days before the conduct of the activity.

6. OTHER TERMS & CONDITIONS

- i. The bidder will not sublet / transfer whole or any part of the assigned work to other(s).
- ii. The bidder should quote rates for 4 (iii) A. , 4 (iii) B. and 4 (iii) C in the Financial Bid (Annexure - E).
- iii. Canvassing whether directly or indirectly, in connection with tenders is strictly prohibited and the tenders submitted by the bidders who resort to canvassing will be liable to rejection.
- iv. Incomplete/Conditional tenders will be rejected.
- v. Rates quoted by the bidder should be inclusive of all charges like GST and any other taxes as applicable from time to time. No other charges/taxes/levies shall be payable.
- vi. The bidder shall maintain strict secrecy and confidentiality and shall not divulge any information to any third party.
- vii. The approved rates shall be valid for the duration of the contract.
- viii. Any subsequent corrigenda/clarifications related to this tender will be published on the website nielit.gov.in/Chandigarh and CPP Portal. All such subsequent corrigenda/ clarifications shall be binding on the bidders.
- ix. The Director, NIELIT Chandigarh reserves the right to reject any or all the tenders without assigning any reason.
- x. The decision of Director, NIELIT Chandigarh in regard to interpretation of the Terms & Conditions and the Agreement shall be final and binding on the Agency.
- xi. The bill will be raised to NIELIT Chandigarh.
- xii. Bills must bear the vendor's GST Registration Number and NIELIT's GST number.
- xiii. No advance payment against job order will be made.

7. INSTRUCTIONS TO BIDDERS

7.1 Submission of Bid

The bid shall be submitted online in two parts, viz., Technical bid and Financial bid.

a. TECHNICAL BID

The scanned copies of the required documents are to be uploaded by the bidder as per details mentioned in Section: **Mandatory List of Documents to be Submitted.**

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b. FINANCIAL BID

The Financial bid format as per Annexure-E is provided as BoQ_XXXX.xls file along with this tender document at <https://eprocure.gov.in/eprocure/app>. Bidders are advised to download this BoQ_XXXX.xls as it is and quote their offer/rates inclusive of all type of taxes and charges in the permitted column and upload the same in the financial bid. Bidder shall not tamper/modify downloaded price bid template in any manner. In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and provisions of the BSD may be invoked.

7.2 Validity of Bid submitted

The bids submitted by the firms/agencies shall remain valid for a period of 90 days after the closing date (deadline) for submission of bids prescribed in this document. A bid valid for shorter period may be rejected as non-responsive. The Purchaser may solicit the bidders' consent to an extension of tender Document validity (but without the modification in their Bid).

7.3 Clarifications on Bid submitted

During evaluation, the Purchaser may, at its discretion, ask the respondents for clarifications on their bids. The Bidders are required to respond within the time frame prescribed by the Purchaser.

7.4 Amendments of Tender Document

At any time prior to the deadline for submission of the Bid, the Purchaser may for any reason, amend the Tender document by issuing suitable Corrigendum. Any corrigendum in this regard will be published on the website <https://eprocure.gov.in/eprocure/app> and the website of the Purchaser at nielit.gov.in/Chandigarh and such amendments shall be binding on bidder(s).

7.5 Disqualification

The Purchaser may at its sole discretion and at any time during the evaluation of bid, disqualify any bidder, if the bidder:

- a. makes misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements;
- b. exhibits a record of poor performance such as abandoning works, not properly completing the contractual obligations, inordinately delaying completion or financial failures, etc. in any job allotted in the preceding three years;
- c. submits a bid which is not accompanied with required documentation or which is non-responsive to the terms and conditions and stipulations herein;
- d. fails to provide clarifications related thereto within given time frame, when sought;
- e. submits more than one bid;

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- f. has been declared ineligible by the Government of India/State/UT Government for corrupt and fraudulent practices.

7.6 Acceptance of the award of Contract

The selected bidder(s) shall be required to give acceptance within seven (07) days of the award of the contract or within such extended period, as may be specified by the Purchaser.

The acceptance of the award of the contract shall constitute a binding contract between the Purchaser and the selected bidder incorporating all the terms and conditions of the tender document, corrigendums, if any, and such other terms and conditions as may be communicated by the Purchaser in the award letter necessary for the due performance of the work, as envisaged herein and in accordance with the Bid and the acceptance thereof.

7.7 Period of Contract

The contract for empanelment would be for an initial period of one (1) year, which may be extended at Purchaser's discretion, depending upon the nature of work and performance of the selected bidder, for a maximum period of six months. Work orders shall be issued to the empaneled agency for each exam / activity.

7.8 Penalty

Penalty for any missed candidate for any of the activities will be deducted at double the amount quoted subject to maximum of total value of the work order.

7.9 Payment Terms

Payment will be made only after successful completion of the activities as mentioned in the work order as per Scope of Work [4(iii)], on submission of tax invoice for actual number of called candidates. No payment shall be made if the exam is cancelled due to deficient services of the selected vendor.

7.10 Confidentiality

Information relating to the examination, clarification, comparison and evaluation of the bids submitted shall not be disclosed to any of the responding firms or their representatives or to any other persons not officially concerned with such process until the selection process is over. The undue use by any responding firm of confidential information related to the process may result in rejection of its bid.

7.11 Disclaimer

The Purchaser reserves the right to

- a) Reject any / all bids without assigning any reasons therefore,
- b) Relax or waive any of the conditions stipulated in this Tender document as deemed necessary without assigning any reasons therefore, and

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- c) Include any other clause in the scope of work at any time after consultation in the pre-bid meeting or otherwise.

7.12 Corrupt or Fraudulent Practices

In the event of the bidder engaging in any corrupt or fraudulent practices during the bidding process, the Purchaser reserves the right to reject such bids at its sole discretion.

For the purpose of this clause:

“Corrupt Practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of an official of the Purchaser in the selection process. It also includes bringing undue influence through any quarter or interfering directly or indirectly in the selection process to affect its outcome.

“Fraudulent Practice” means a misrepresentation of facts in order to influence the evaluation and selection process to the detriment of the Purchaser.

7.13 Limits on Promotion/Publicity/Advt.

The selected bidders shall not perform any kind of promotion, publicity or advertising etc. at the Purchaser and their field offices through any kinds of hoardings, banners or the like.

7.14 Force Majeure

Any delay or failure in the performance by either party hereunder shall be excused if and to the extent caused by the occurrence of a Force Majeure. For purposes of this tender, Force Majeure shall mean a cause or event that is not reasonably foreseeable or otherwise caused by or under the control of the Party claiming Force Majeure, including acts of God, fires, floods, explosions, riots, wars, hurricane, sabotage terrorism, vandalism. Accident, restraint of government, governmental acts, injunctions, other than those of the party or its suppliers, that prevent party from furnishing the materials or equipment, and other like events that are beyond the reasonable anticipation and control of the Party affected thereby, despite such Party's reasonable efforts to prevent, avoid, delay, or mitigate the effect of such acts, events or occurrences, and which events or the effects thereof are not attributable to a Party's failure to perform its obligations under this tender.

If a party asserts Force Majeure as an excuse for failure to perform the party's obligation, then the nonperforming party must prove that the party took reasonable steps to minimize delay or damages caused by foreseeable events, that the party substantially fulfilled all non-excused obligations, and that the other party was timely notified of the likelihood or actual occurrence of an event described in this Clause (Force Majeure).

7.15 Arbitration

All disputes, differences and questions arising out of, in any way touching or concerning Purchaser and bidders / suppliers, will be referred to the sole Arbitrator

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to be appointed by the Director, NIELIT Chandigarh. Arbitration shall be in accordance with the Arbitration and Conciliation Act 1996 and Rules framed there under as amended from time to time. The arbitrator shall be entitled to extend the time of arbitration proceeding with the consent of the parties.

7.16 Jurisdiction

In case of failure of arbitration proceedings, appropriate courts at Rupnagar under the jurisdiction of Hon'ble High Court of Punjab and Haryana at Chandigarh shall have exclusive jurisdiction to try and entertain any dispute arising there from.

7.17 Applicable Law

The contract shall be governed by the laws and procedures established by Govt. of India, within the framework of applicable legislation and enactment made from time to time concerning such commercial dealings/processing.

8. BID OPENING AND EVALUATION

8.1 Evaluation Committee(s)

The Evaluation Committee constituted by the Purchaser shall evaluate the Bids as per procedures.

8.2 Bid Opening and Evaluation

- i) The bids will be evaluated under Two-Bid System.
- ii) The Bids must be submitted online only at CPP website: <http://eprocure.gov.in/eprocure/app>. on or before the due date and time.
- iii) 'Technical Bid' of all the Bids uploaded on CPP Portal will be opened at specified date time mentioned in Tender document.
- iv) The Technical evaluation of the bids will be done on the basis of the information supplied by the bidders in their bid as well as all other relevant documents submitted by the bidder and demonstration, if any.
- v) Financial bids of only Technically short-listed qualified bidders shall be opened by the Tender Evaluation Committee for which separate date will be fixed and displayed on CPPP website: <http://eprocure.gov.in/eprocure/app>.
- vi) The bidder must quote for all items failing which the bid is liable to be rejected.
- vii) All bids shall be ranked as L1,L2,L3 on basis of Grand Total of the cost of all items in the financial bid and work will be awarded to L1 (Lowest quote).**
- viii) The Director, NIELIT Chandigarh shall at its own discretion have the authority to disqualify any or all bid(s) that it finds to be inappropriate without giving any reason/justification to the bidder.
- ix) The decision of the Director, NIELIT Chandigarh on any of the above matters will be final and binding on all the bidders and no further discussion/interface will be held with the bidders whose bids are disqualified/rejected.

Empanelment of vendor for Pre-Examination Process and Conduct of Physical Efficiency Test and Physical Standards Test

- x) NIELIT will not be responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders due to local issues. The bidders are advised to submit the bids through online eProcurement system well before the bid submission end date and time (as per CPP Portal Server System Clock)**

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Annexure-A - Instructions for Online Bid Submission

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL: <http://eprocure.gov.in>). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More and updated information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app> .

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "Click **here to Enroll**" on the CPP Portal is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify/ TCS / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

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PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF/ XLS / RAR / DWF formats. Bid documents may be scanned with 100 dpi with black and white option.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as "offline" to pay the tender fee /EMD as applicable and enter details of the instrument.
- 4) Bidder should submit the EMD as per the instructions specified in the tender document.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the prices bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

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- 6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128-bit encryption technology. Data storage encryption of sensitive fields is done.
- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 3070 2232.

Annexure-B - Tender Acceptance Letter
(TO BE GIVEN ON COMPANY LETTER HEAD)

To,

The Director
National Institute of Electronics & Information Technology, Chandigarh
Permanent Campus, Village Bada Phull,
Rupnagar 140001.

Sub: **Acceptance of Terms & Conditions of Tender.**

Dear Sir,

1. I/We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the CPPP Portal.
2. I/We hereby certify that I / we have read the entire terms and conditions of Tender document including all documents Annexure's, which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/ organization too has also been taken into consideration, while submitting this acceptance letter.
4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.
5. In case any provisions of this tender are found violated, then your department/ organisation shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the invocation of the provisions of the BSD absolutely.
6. I/we hereby certify that I/we have not been suspended by any organization / department during last 2 years as per terms of the Bid Securing Declaration.

Place: _____

Signature:

Date: _____

Name:

Designation: _____

Authorized Signatories

Seal

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**Annexure-C - Self-Declaration – Non Blacklisting
(Duly attested by the Notary Public)
(To Be Submitted With Technical Bid)**

To

The Director
National Institute of Electronics & Information Technology, Chandigarh
Permanent Campus, Village Bada Phull,
Rupnagar 140001.

Sir,

In response to this tender, I/ We hereby declare that presently our Company/ firm M/s _____ is having unblemished record and is not declared ineligible for corrupt and /or fraudulent practices either indefinitely or for a particular period of time by any State/ Central Government/ PSU/Autonomous Body. We further declare that presently our Company/ firm M/s _____ is not blacklisted and not declared ineligible for reasons other than corrupt & fraudulent practices by any State/ Central Government/ PSU/ Autonomous Body on the date of Bid Submission and no Criminal Case is pending against the firm/employees.

If this declaration is found to be incorrect at any stage then without prejudice to any other action that may be taken, my/ our PBG may be forfeited in full, provisions of BSD may be invoked and the award of Work Order may be cancelled.

Thanking you,

Place: _____

Signature:

Date: _____

Name:

Designation: _____

Authorized Signatories

Seal

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Annexure-D - Technical Bid Format (To Be Submitted with Technical Bid)

1.	Name, Registered Address and Telephone Number of the Organization.	:	
2.	Date of commencement of Business –Details of incorporation of the company (Please furnish proof in support of your statement)	:	
3.	Status of the organization (i.e. whether Proprietorship, Partnership, Private Limited / Public Limited Company, Registered under Societies Registration Act, etc.)	:	
4.	Registration Number of the Organization. (Please attach Certificate of Registration / Incorporation).	:	
5.	Name of the C.E.O. / Proprietor	:	
6.	Name, designation and address, including phone/mobile number of the Contact Person.	:	
7.	Annual Turnover (In Lakh Rupees) (upload copies of Balance Sheet/ CA Certificate)	:	2017-18 2018-19 2019-20
8.	Self-Declaration duly attested by the Notary Public for never being blacklisted as per Annexure-C	:	Yes / No

Sl. No.	Documentary Proof of	Registration No. with Date & validity up to	Proof Uploaded (if Yes then File Name)
1.	Proof of incorporation/inception of the Agency		
2.	PAN Card		
3.	Income Tax Return for the last 3 Financial years i.e. 2017-18, 2018-19 and 2019-20.		
4.	GST Registration Number		
5.	Any other relevant information		

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Details of value of contracts in terms of experience in the Eligibility Criteria of the tender document (attach a comprehensive list along-with copies of contracts/Purchase Orders and satisfactory supply certificate from customer organization)

Name & Address of the organization to which material supplied	Contract/Purchase Order No and Date	Name & Phone No. of contact person	Brief Description of material supplied/ service provided

Place: _____

Signature: _____

Date: _____

Name: _____

Designation: _____

Authorized Signatories

Seal

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Annexure-E - Financial Bid (Schedule of price bid in the form of BOQ_XXXX.xls)

Tender Inviting Authority:		NIELIT Chandigarh		
Name of Work:		Empanelment of Vendor for Pre-Examination Process and Conduct of Physical Efficiency Test and Physical Standards Test		
Contract No:		NIELIT/CH/PUR/224/V-1/2020		
Bidder Name :				
		<p align="center"><u>PRICE SCHEDULE</u> (This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)</p>		
S.no.	Description of work	Qty. to be taken for arriving at L1	Unit Rate per Candidate inclusive of GST and any other charges (INR)	Total Amount
1.	Online Application, their Data Processing and Online Admit Card Generation & hosting them on recruitment website	15000		
2.	Conduct of PST and PET. <i>Note: PET can have 3 events like race of 100M or 1600M, long jump, high jump, rope climbing, shotput etc.</i> I.Registration and Bio-metric fingerprint capturing for verification of candidates & bar coding and updating of candidates attendance II.Provision of RFID Race Timing Technology III.Putting-up DIGITAL Height measurement scales (at least 2 sensors under the heels of the feet and 3 sensors for head) along with digital display of readings IV.Video recording of the events by placing Video/CCTV cameras at various locations for monitoring and feedback	15000		
3.	Initial setup cost for conduct of PST/PET per examination, if any	1		
4.	Biometric Verification at Written Exam or at the time of counselling	15000		
	Grand Total			

*** Bids will be ranked on the basis of Grand Total**

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Annexure-F - Format of Performance Bank Guarantee (PBG)

BANK GUARANTEE NO.

DATE

PERIOD OF BANK GUARANTEE: - VALID UPTO (UPTO 60 DAYS BEYOND COMPLETION OF ALL CONTRACTUAL OBLIGATIONS)

AMOUNT OF GUARANTEE: Rs. -----

To

**The Director,
NIELIT Chandigarh
Permanent Campus, Village Bada Phull,
Rupnagar 140001.**

THIS DEED OF GUARANTEE EXECUTED ON THIS ____ Day of _____ 2019 by {Name of the Bank issuing guarantee} a scheduled commercial bank , constituted under the Banking Companies (Acquisition and Transfer of Undertakings) Act 1970, having its registered office at -----, Head office at (H.O. Address) and one of the Branch offices at (Branch address) hereinafter referred to as the 'Guarantor Bank' (which expression unless it be repugnant to the context or meaning thereof shall include its successors and assigns.) in favour of The Director, NIELIT Chandigarh, Permanent Campus at Village Bada Phull, Rupnagar 140001 (hereinafter referred to as "Purchaser" which expression shall unless it be repugnant to the context or meaning thereof shall include its successors and assigns).

Whereas Selection Notification No. ----- dated ----- (Hereinafter called the "Selection Notification") for selecting M/s. ----- as Agency for **Empanelment for Pre-Examination Process and Conduct of Physical Efficiency Test and Physical Standards Test** to NIELIT Chandigarh stands accepted by NIELIT Chandigarh.

And whereas to ensure due performance of the obligations of the Agency to the satisfaction of the Purchaser towards **Pre-Examination Process and Conduct of Physical Efficiency Test and Physical Standards Test** to NIELIT Chandigarh the said performance and in terms thereof by the Agency as aforesaid, the Guarantor Bank at the request of the Agency has agreed to give guarantee as hereinafter provided.

NOW THIS GUARANTEE WITNESSETH AS FOLLOWS:

In consideration of the Purchaser, having engaged M/S _____ as Agency for **Pre-Examination Process and Conduct of Physical Efficiency Test and Physical Standards Test** to NIELIT Chandigarh stands accepted by NIELIT Chandigarh (Name of the Guarantor Bank) do hereby undertake as under:

Empanelment of vendor for Pre-Examination Process and Conduct of Physical Efficiency Test and Physical Standards Test

- a) To indemnify and keep indemnified the Purchaser to the extent of the sum of Rs. -----
----- -- /- (Rs. ----- only) for the losses and damages that may be caused to or suffered by the Purchaser in the event of non-performance or part/under performance of whatever nature on the part of the Agency in discharging their obligations under the said contract against the above selection notification order and further undertake to pay immediately on demand to the Purchaser the amount claimed under this guarantee not exceeding Rs. ----- /- (Rs. -----
-----only) without demur and without the Purchaser needing to prove or to assign reasons for the demand so made for the sum specified therein and mere written claim or demand of the Purchaser shall be conclusive and binding on the guarantor Bank as to the amount specified under these presents.
- b) The guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the obligations under the contract against the Selection Notification and that it shall continue to be enforceable till all the dues of the Purchaser under or by virtue of the said contract against the Selection Notification have been fully paid and its claims satisfied or discharged or till _____ Office / Department / Ministry of _____ certifies that the terms and conditions of the said contract against the Selection Notification have been fully and properly carried out by the Agency and accordingly discharges this guarantee. Unless a demand or claim under this guarantee is made on us in writing on or before the _____ we shall be discharged from all liability under this guarantee thereafter.
- c) This guarantee shall not in any way be affected by the change in the constitution of the Agency or of guarantor bank nor shall be affected by the change in the constitution, amalgamation, absorption or reconstruction of the Purchaser or otherwise but shall ensure for and be available to and enforceable by the absorbing amalgamated or reconstructed Company of the Purchaser.
- d) We, _____ (indicate the name of bank) further agree with the Purchaser that the Purchaser shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said contract against the Selection Notification or to extend time of performance by the Agency from time to time or to postpone for any time or from time to time any of the powers exercisable by the Purchaser against the Agency and to forbear or enforce any of the terms and conditions relating to the said contract against the Selection Notification and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the Agency or for any forbearance, act or omission on the part of the

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Purchaser or any indulgence by the Purchaser to the Agency or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

- e) We, _____ (indicate the name of bank) undertake not to revoke this guarantee during its currency except with the previous consent of the Purchaser in writing.
- f) Notwithstanding anything contained above the liability of the guarantor Bank under this deed of guarantee is restricted to Rs. ----- /- (Rs. ----- only). This guarantee shall remain in full force till (mention date) and the guarantor Bank is liable to pay the guaranteed amount or any part thereof under this Bank Guarantee only and only if the Purchaser serves upon the guarantor Bank a written claim or demand on or before (mention date) at (name of the guarantor Bank and branch).

IN WITNESS WHEREOF the authorized signatories of the said (Guarantor Bank) have signed this deed for and on behalf of the guarantor on the date first hereinabove mentioned.

Place

For

Date

Authorized Signatories
Seal

Empanelment of vendor for Pre-Examination Process and Conduct of Physical Efficiency Test and Physical Standards Test**Annexure-G - Bid Securing Declaration**

To

The Director

National Institute of Electronics and Information Technology (NIELIT)

Permanent Campus, Village Bada Phull, Ropar, Punjab-140001.

Sub: Submission of Bid Securing Declaration in Lieu of Earnest Money Deposit against Tender for Selection of Vendor for Empanelment for Pre-Examination Process and Conduct of Physical Efficiency Test and Physical Standards Test

Dear Sir,

1. I/We have downloaded / obtained the tender document for the above mentioned 'Tender/Work' from the CPPP Portal.
2. I/We understand that according to terms and conditions of this tender, bids must be supported by a bid security which may be in the form of Bid Securing Declaration.
3. I/We hereby undertake that if in case I/We withdraw or modify my/our Bid during the period of validity or if I/We are awarded the contract and I/We fail to sign the contract, or to submit a performance security before the deadline defined in the request for bids document then I/We will be suspended for the period of 2 years from being eligible to submit Bids for contracts with NIELIT Chandigarh.
4. I/We understand that this Bid Securing Declaration shall cease to be valid under the following circumstances:
 - i. Upon expiration of bid validity period, or any extension thereof pursuant to your request;
 - ii. I am/we are declared ineligible;
 - iii. I am/ We are declared as successful bidder and I/we have furnished the Performance Security and Signed the Contract.

Place: _____

Signature:

Date: _____

Name:

Designation:

Authorized Signatories

Seal

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Annexure-H - Index of Documents Uploaded

(To be uploaded along with the technical bid duly filled)

- i) Scanned copy of Technical bid duly signed by authorized signatory of the bidder along with seal of firm as per Annexure-D.
- ii) Scanned copy of complete Tender document duly signed by authorized signatory of the bidder along with seal of firm.
- iii) Bid Securing Declaration as per Annexure-G duly signed by authorized signatory of the bidder along with seal of firm.
- iv) Scanned copy of Balance sheets duly certified by CA / certificate of CA certifying Annual Turnover for last three years as specified in Eligibility Criteria duly signed by authorized signatory of the bidder along with seal of firm.
- v) Profit & Loss Accounts duly certified by CA for last three years as specified in Eligibility Criteria duly signed by authorized signatory of the bidder along with seal of firm.
- vi) Scanned copy of job orders and Satisfactory Performance certificate from at least three organizations with addresses and contact numbers where the contractor has supplied/provided the relevant material/services during the last three years as per experience requirement in the specified Eligibility Criteria.
- vii) Declaration by the Authorised Signatory of the organization clearly stating that the organization has not been blacklisted by Central/State/UT Government or any other Government agency and has not been charged/prosecuted by court of law for any fraudulent activity duly attested by Notary Public. Format enclosed at Annexure-C
- viii) Scanned copy of the valid GST Registration No. of the bidder from concerned Department of the Government of India as well as copy of PAN Card of the firm allotted by the income tax department duly signed by authorized signatory of the bidder along with seal of firm.
- ix) Scanned copy of non-relationship certificate with any official of NIELIT (on bidder's letter head).
- x) Scanned copy of duly filled Tender Acceptance Letter as per Annexure-B.

Empanelment of vendor for Pre-Examination Process and Conduct of Physical Efficiency Test and Physical Standards Test**Annexure- I - Scope of Services to Be Provided**

1. NIELIT Chandigarh is going to undertake Physical Standards Test (PST) and Physical Efficiency Test (PET) for the user department. PST & PET would be carried out at maximum five different locations for one single examination and each of these centers would be active for a period of approximately 1-2 weeks or till the completion of the process. Each centre will be active for 8 to 10 hours a day. The list of centers and time schedule will be intimated in the work order.
2. The vendor shall set up at least one (1) Document Verification counters, one (1) PET Registration Counters and one (1) PST counters per 200 candidates at each venue. At least 2 Servers (Main & Backup) are required at each venue.
3. Document Verification shall be done by officials of user department (usually one official per 200 candidates) and each official will assisted by a person assigned by vendor. All softwares must be provided by Vendor as per user department for digitization, scanning, document verification & impersonation control.
4. When a candidate arrives for PET and PST, the vendor would be required to examine the admit card and photograph, record relevant data of the candidate from the admit card and departmental record provided at the site in the database and issue him chest number. Unique Chest jacket (number printed on it) has to be provided by the Vendor. Candidates will then be guided towards PET Registration counters.
5. The candidate would be required to run the designated distance between the designated start and finish points, as prescribed by the user department for various categories of candidates. The details of the distances required to be run in the allotted time for the recruitment of a post will be intimated at the time of issue of work order.
6. The vendor is required to evaluate the candidates as per their performance and marks, as per prescribed guidelines for grading, to be allotted to the candidates. The result of PET will be announced as soon as the run is completed. The vendor is required to provide the related data, immediately after the completion of run. The data should include start time, finish time, lap time (of each lap) and total time taken by each candidate and the marks assigned to every candidate as per grading, given above.
7. The vendor would be required to record the fingerprint and photograph while registration and also update in PST database for next Test. Vendor shall ensure no Impersonation has happened.
8. The vendor would be required to submit the data in a recordable media as per the format and schedule provided by the department.
9. Two Videographers must record the start/finish point for each batch. The record must be stored and handed over to the Nodal officer in a media storage. The videos must be batch wise. Time of Videographers cameras must be synced with RFID timing.
10. The height, weight & Chest (as applicable) would be measured by the vendor using Digital Height, Weight & Chest measurement equipment's connected to a computer for all the qualified candidates called for conduct of Physical Standards Test (PST).

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11. Each digital weight measurement must have certificate from concerned Weights & measurement department.
12. Vendor must assign a technical operator (apart from computer operator) for each PST machine to guide user department officials for measurement. All the five technical operators shall check and provide certificate of calibration for every 50 candidates during the process. Calibration of Height, weight and chest must be done and shown to user department officials for every 50 candidates.
13. A CCTV showing candidate face and monitor (displaying result) must be recorded. CCTV's must be installed for recording activities of all the Digital PST machines installed at each venue. The time and date should be displayed on all recordings. These recordings would be required to be submitted by the vendor to the user Department at the end of each day. It should be possible to detect any irregularity from these recordings with a facility to search and retrieve the images.
14. The vendor should provide sufficient monitors for all the CCTV cameras at each venue, so that the inputs of all CCTV cameras can be observed/ seen at one location on the monitors.
15. Each PST computer operator shall verify candidate's biometrics and photographs while registering for PST. Only qualified candidates must be allowed for PST registration. Vendor shall ensure all possible measures to avoid impersonation while conducting PST at each venue.
16. All PST computer must be connected to the single server of that centre. The members of the recruitment board will take the measurements and ensure correct entry of the data in computers. Two copies of the printed slip showing the height, weight & chest measurement (as applicable) of the candidate will be generated. One copy will be given to the candidate and the other one, after being signed by the candidate, will be kept in record by the recruitment board.
17. Adequate number of spare parts of digital measuring tapes will be provided by the vendor for uninterrupted conduction of PST. The prescribed requirements of Physical Standards for the various categories of candidates are as follow:
18. Based on the performance, as per the standards provided by the user Department, candidates would be declared pass or fail. The candidates who fail in PST shall be required to deposit their chest numbers back and be escorted out of the venue. Digital Biometric thumb impression of all successful candidates will be taken up to check the impersonation at the time of next level.
19. All the successful candidates who have qualified in PST will be called for PET.
20. The vendor would also be required to submit daily report in hard and soft copy to the user Department regarding number of candidates appeared, qualified, failed, etc. as per the format provided by the user Department.
21. The vendor would be required to arrange on his own all hardware and software required for the uninterrupted conduct of PET and PST, including the power back up / UPS. The software should be capable of integrating all the data for report generation. The user

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Department would provide premises, electricity supply, emergency medical care during the events, running track, barricading, temporary shelter/storage space for storage of vendor's equipment's and the general security of the venues.

Note: The quantities of various items given in the Schedules for the works to be executed are only approximate and are for the guidance of the bidder. As far as possible, they have been assessed correctly but are likely to vary during the execution of the work, recording of timings should be 100 percent error free. Adequate servers and computer terminals with peripherals are to be provided and maintained by the Vendor for Registration and Deregistration of the candidates and other purposes.

22. The timing recording system should have a back-up system at the START/FINISH lines. The corresponding systems, i.e. RFID Tag. Readers, should function in synchronized manner i.e. the main at START Line with the main at FINISH Line for recording the timings and arriving at the NET Timings of the candidates.
23. There should not be any kind of shortage in RFID based timing recording systems, number of equipment's like computer terminals, communication equipment's, etc. including back-up systems.
24. All officials of department and vendor shall be issued with Identity Cards. Unique Identification Cards with colour codes shall be provided by the vendor to control access to restricted areas. The colour code will differentiate a person's accessibility to specified areas. The agency will be responsible for preparing the cards. The cards will be signed by the officer designated by the department.
25. The contractor should ensure that all the candidates who are called and reported for the PST/ PET on any particular day are subjected to the test on the same day. Further, spillover of candidates, if any, are to be subjected to PST/PET on a subsequent day nominated by department without any additional charge.
26. The departments will not be responsible for any power shut down, defects/ failures in the infrastructure, server computer system, peripherals, RFID Tags, Video coverage, shortage of manpower required to operate the systems, etc. The contractor should ensure uninterrupted testing by having adequate back-up for all the Systems and Manpower.
27. All the systems should be installed and validated by conducting repeated trials for at least 3 days before the commencement of the PET and PST at each location.
28. Biometric verification shall be done by the vendor as per the government guidelines issued from time to time.