

TENDER SCHEDULE (Tender No.- J.C.E.C.E.B./38 /23 - 03 dated 17/03/2023)

Tender No.	J.C.E.C.E.B./38 /23-
Download From	18/03/2023 https://jceceb.jharkhand.gov.in/
Last date for Submission of Tender	05/04/2023 upto 03:00 P.M.
Technical Bid Opening Date & Time	05/04/2023 at 04:00 P.M.
Financial Bid Opening Date and Time	05/04/2023 at 04:30 P.M.
EMD (In Rs.)	Rs. 50,000/-as DD/RTGS
Address for submission of Tender	Controller of Examination Jharkhand Combined Entrance Competitive Examination Board Science & Technology Campus, Sirkha Toli, Namkum- Tupudana Road, Namkum, Ranchi- 834010

Tender Document (Tender No.- J.C.E.C.E.B./38/23 -03 dated 17/03/2023)

Jharkhand Combined Entrance Competitive Examination Board, Ranchi hereby invites Bid from reputed Institution/organization/Agencies who have necessary competence and experience to collect In-Situ Biometric Data of appeared candidates during Entrance Examinations.

Scope of Work

Biometric data Collection:

1. Collection of Biometric Data (Left Thumb impression) and in situ photograph during Entrance Examination.
2. The Entrance Examination centers may be situated in different districts headquarters of Jharkhand state.
3. The Agency should have to provide sufficient nos. of manpower and equipment so that Biometric Data (Left Thumb impression) and in situ photograph of all appearing candidates must be captured within the period of examination.
4. Center wise candidate list will be provided by the Board.
5. Agency has to provide center wise deputed manpower and district coordinator details with mobile number at least 2 days before of the date of Entrance Examination.
6. Agency has to submit center wise collected data within 2 days after completion of Examination.

Instructions for Preparation of Proposals

1. The notice inviting tender, the terms and conditions, the specifications, agreement, and corrigendum published, if any, etc. constitute the Tender Document Set.
2. Proposals must be completed in all respects and shall be submitted with requisite information and Annexure. It shall be free from any ambiguity, cutting or overwriting.
3. All pages must be numbered in order. An authorized representative of the entity shall initial all pages of the proposal.
4. For preparation of proposals, Bidders are expected to examine the Tender document in detail. Material deficiencies in providing the information requested may result in rejection of the proposal.
5. The Bidder should mention in detail about their support infrastructure including address,

contact phone no. and Email ID and modalities by which fast response to maintenance calls and minimum downtime will be ensured. Bidder must have their support services available in JCECE Board Ranchi during exam period. The post implementation support escalation & resolution / response time should be as per agreement which will be signed after finalization of the contract.

Credentials and pre-qualifications of the Bidder

An individual organization shall submit the bid. The bidder shall furnish the documentary evidence that they have financial, technical, operational and capability necessary to perform the contract. An indicative pre-qualification checklist has been provided for submission by the bidders. The bids shall be accompanied by documentary proof of criteria including but not limited to those mentioned in the pre-qualification checklist in the same order mentioned in the following table.

Pre-Qualification Checklist

Sr. No.	Criteria	Documentary Evidence
1.	Earnest Money Deposit	Demand Draft/RTGS
2.	Bidder must have minimum 3 years' experience in implementing similar works	Certificate of incorporation and Memorandum and Articles of Association, A 3-Year old PO/Work order confirming that firm is in software business for last 3 years.
3.	Income Tax and GST Registration	Income Tax Clearance Certificate (preceding year), GST Registration Certificate etc.
4.	Bidder's turnover should be INR 50 Lakh in each of last 3 years. (Financial Year –2019-20 , 2020-2021 & 2021-2022)	Audited Balance sheets for last 3 years
5.	Experience of having executed at least 3 Similar works at University / State OR Central Board / Council in India in the last 3 years (with supporting documents to substantiate the claim).	Work Order and Project Completion Certificate from Clients
6.	Bidder should be ISO 9001:2015, ISO-27001	Copy of Certificate to be attached
8.	Not Black listed/ Debarred	Attach an affidavit

Submission of Proposals

The bid submitted by the Bidder shall be in two separate parts in separate sealed envelope and clearly marked as "TECHNICAL PROPOSAL AND FINANCIAL PROPOSAL" :-

Part 1 : Technical Bid

With required documents for qualification criteria. To be opened on the date & time as specified in the Bidding Schedule.

Part 2 : Financial Bid

1. The financial proposal should include a schedule of price Bid as per annexure -1
2. Average price will be evaluated by calculating weighted average.
3. Any tender received after the specified last date & time of submission of bid will not be considered.

Proprietary Information/Public Disclosure

1. Materials submitted in response to this competitive procurement shall become the property of the Jharkhand Combined Entrance Competitive Examination Board.
2. All proposals received shall remain confidential until the contract, if any; resulting from this RFP is awarded, i.e. signed and approved by all parties. Thereafter, the proposals shall be deemed public records.

Validity of Proposal submitted

The proposal shall remain valid for a period of 90 days from the scheduled date for submission of bids. All prices quoted must be firm and valid for this period.

All prices quoted shall not be affected by any escalation in prices of labour or materials, services, machinery, equipment, etc.

Income Tax , GST & Trade License

Attested copies of the following documents must be submitted along with the Tender.

- Latest Income Tax Clearance Certificate (the original of which may have to be produced by the successful bidder before the issue of the firm work order)
- GST Registration certificate.

Earnest Money Deposit (EMD)

The Agency shall furnish an Earnest Money Deposit (EMD) of INR 50,000/- (Fifty thousand) through Demand Draft of a Nationalized Bank drawn in favour of Controller of Examination, Jharkhand Combined Entrance Examination Board payable at Ranchi with the Technical proposal, without which Tender, will be summarily rejected.

EMD of selected agencies will be returned without interest on expiry of empanelment, unless forfeited on grounds of unsatisfactory service or on submission of non responsive proposal in response to this call.

Tenderer may deposit the EMD amount of Rs. 50,000.00 (Fifty Thousand Only) and Tender Document Charge Rs. 1,000.00 (One thousand only) JCECEB Account No. 35637232587 SBI Doranda, Ranchi.

Registered MSME of Jharkhand State have relaxations in EMD amount.

Tenderer may submit their Tender by Password protected e-mail and Password should be sent to **Mobile No. 9810181450 on at 04.00 P.M. on 05.04.2023.**

Authorized Representatives

Any action required or permitted to be taken, and any documents required or permitted to be executed, under this contract by Jharkhand Combined Entrance Competitive Examination Board or the Bidder may be taken or executed by the officials authorized for the purpose.

Financial Evaluation:

The financial Bid shall be opened for only those bidders who have found to be technically eligible. Jharkhand Combined Entrance Competitive Examination Board will determine whether the Financial Proposals are complete, i.e. whether the Bidder has included all components as per the tender document. 1. All price proposals shall be exclusive of GST.

2. Average price will be evaluated by calculating weighted average of all slabs for each services.

The weightage of different candidate range (slabs) are as follow: –

Sl. No.	Candidates strength range (Exam wise not center wise)	Weightage
1.	Below 1000	1
2.	1,001 to 5000	3
3.	5,001 to 10,000	7.5
4.	10,001 to 20,000	15
5.	20,001 & above	35

Minimum weightage average rate will be considered as lowest i.e. L1 for each table.

Payment

1. No advance will be paid to the Service Provider.
2. Payment will be as per number of candidates whose biometric data will be captured.
3. The Payment will be made through cheque/RTGS after successful completion of the job.
4. The above payment is subject to timely and satisfactory completion of all the steps/activities leading to each stage. In the event of delays on the part of the Service Provider not attributable to JCECEB, RANCHI or to Force Majeure causes, JCECEB, RANCHI shall have the right to make cuts in payment at the rate of 0.50% of the amount payable per day of delay but not exceeding 10% of the amount payable.
5. In the event of unsatisfactory performance or non-performance of any of the steps/activities not attributable to JCECEB, RANCHI or to Force Majeure causes, JCECEB, RANCHI shall have the right to withhold the corresponding payment for these steps/activities either fully or partly after giving a 7 day notice to the Service

Provider to show cause against the same, and to take such other legal action to make good the losses caused by the Service Provider to JCECEB, RANCHI. JCECEB, RANCHI shall also have the sole right to terminate the contract altogether, at any point of time.

6. In case of any dispute, the decision of the Controller of Examination, JCECEB shall be final and binding.
7. In case the Service Provider fails to discharge his/their duties in time and consequently lower the dignity of JCECEB, RANCHI then JCECEB, RANCHI reserve the right to debar the Service Provider for a period of at least 3 years.

PERIOD OF CONTRACT

The contract will be valid for academic year 2022-23 and period of contract will commence from the date of signing of the contract which can be extended for further one year keeping in view of the performance of the firm and mutual consent on the existing terms and conditions from the date of expiry of the original contract.

Governing Laws

This Tender Document and the contract shall be governed by and interpreted in accordance with Laws in force in India. The courts at Ranchi shall have exclusive jurisdiction in all matters arising under the contract.

Confidentiality:

The Service Provider and their personnel shall not, either during implementation or after completion of the project, divulge/disclose any proprietary or confidential information or data related to JCECEB, without the prior consent of the JCECEB, RANCHI. JCECEB, RANCHI reciprocally agrees to do likewise regarding any proprietary or confidential information or data related to the Bidder which may come into the possession or custody of JCECEB, RANCHI in the course of execution of the project.

Format for FINANCIAL BID by the agency: (to be enclosed in a separate envelop mentioning as "FINANCIAL BID" on it.

Financial Bid

[On the Letter head of the Bidder and to be put in a separate sealed cover]

Reference: Tender No. J.C.E.C.E.B. / / -

Dated: /03/2023

From,

Name & Address of the Bidder

To,

Controller of Examination
**Jharkhand Combined Entrance
 Competitive Examination Board, Ranchi**

Dear Sir,

We hereby submit our Financial Bid for Collection of Biometric Data (Thumb Impression and In-Situ Photograph):

Sl. No.	Candidates Strength Range (Exam wise not center wise)	Rate in Rs. Per Candidate (In Figure)	Rate in Rs. Per Candidate (In Words)
1.	Bellow 1,000		
2.	1,001 to 5,000		
3.	5,001 to 10,000		
4.	10,001 to 20,000		
5.	20,001 & above		

The Price quoted is exclusive of all Taxes, GST, duties and charges and shall be firm till the completion of the Contract including the period of extension, if any.

Date:

Signature with Seal of Authorised Signatory

Place:

Representative Authorization Letter

To,

Controller of Examination,
Jharkhand Combined Entrance
Competitive Examination
Board, Sirkha Toli, Namkum,
Ranchi-834010

Sir,

Ms/Mr _____ is hereby authorized to sign relevant document
on behalf of the Agency in dealing with invitation reference No. _____ Dt. _____

/He is also authorized to attend meetings and submit general & commercial information as
may be required by you in the course of processing above said application.

Signature of witness

Date:

Place:

Signature of the Bidder

Date:

Place:

Company Seal

Self Declaration

To,

Controller of Examination,
Jharkhand Combined
Entrance Competitive
Examination Board, Sirkha
Toli, Namkum, Ranchi-
834010

Sir,

In response to the reference No. _____ Dt. _____ Ref.

Ms/Mr _____ I/We hereby declare that our Agency _____ is
having unblemished past record and was not declare ineligible for corrupt & fraudulent practice
either indefinitely or for a particular period of time by any Govt./PSU/Board also authorized to
attend meetings and submit general & commercial information as may be required by you in the
course of processing above said application.

Thanking you

Authorized Signatory

Representative Signature _____

Bid Security (EMD)

Tender for _____ Due for Opening on _____

: Name of the Service: _____

Bid Security (EMD) as required by this Tender is being submitted in the form of Demand Draft/ pay order/favoring the _____ Payable at Ranchi duly discharged in his favor in advance.

No. _____ Dated _____

Drawn on (Bank) _____

Amount: _____.

Signature of Bidder
Name & Address with Seal of the
Agency