

ODISHA SUB-ORDINATE STAFF SELECTION COMMISSION

ଓଡ଼ିଶା ଅଧିକାରୀ କର୍ମଚାରୀ ଚୟନ ଆୟୋଗ

ବ୍ଲକ ନଂ -3 ଏବଂ 5, ୟୁନିଟ -1, ଭୁବନେଶ୍ୱର -751009

ଦୂରଭାଷ - 0674-2597149, 2597152 (ଅଧିକ), ଫାକ୍ସ- 0674-2597155, ୱେବସାଇଟ : www.osscc.gov.in

BIDDING

No. IIE-60/2022-1581/OSSCC

Dated 30th September, 2022

FOR SELECTION OF SERVICE PROVIDERS FOR SERVICES RELATED TO RECRUITMENT EXAMINATIONS OF DISTRICT CADRE GROUP – B & C POSTS OF GOVT. OF ODISHA

The Odisha Sub-ordinate Staff Selection Commission, Bhubaneswar, set up by the Government of Odisha to conduct centralized recruitment examination for district cadre Group- B & C civil posts, invites Bid for selection of Service Providers for the following examination related services.

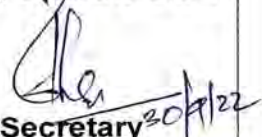
1. **Examination:** - DTP (Typing bilingual), designing, printing and supply of Question Booklets and Two Part Carbonless blank OMR Answer Sheets.
2. **Post Examination:** - Scanning of OMR Answer Sheets, validation of data, evaluation, verification and authentication of roll numbers, processing, preparation of merit list of all candidates along with district-wise, category-wise break up.

The selection will remain valid for the next 5 years unless otherwise found wanting in performance. The Commission reserves the right to select upto three service providers, i.e. L1, L2 and L3 bidders for this service provided the L2 and L3 bidders agree to provide the services at L1 rate. In case the Commission selects two or three service providers, the work will be allocated to the service providers on rotation basis as will be decided by the Commission from time to time.

The terms of reference, detailed scope of work, eligibility criteria etc. are available in the full document hosted in the Commission's web portal www.osscc.gov.in. BID complete in all respect with documents indicated in the proper proforma should reach "The Secretary, Odisha Sub-ordinate Staff Selection Commission, Block No.3 & 5, Unit I, Bhubaneswar-751009" by Registered/Speed Post or private courier in a sealed envelope superscribed on the Top cover "BID FOR SELECTION OF RECRUITMENT SERVICE PROVIDERS" latest by 05.00 PM on **31.10.2022**.

- a) Pre-Bid meeting will be held at **03.00PM** on **05.11.2022** in virtual mode. Agencies/parties, if interested to participate in the pre-bid meeting will have to submit their willingness by Email : osscc.od@nic.in to the Commission on or before **20.10.2022**. The link to join Pre-Bid meeting will be made available to the parties in advance.
- b) After the Pre-Bid meeting required modification, if any, will be incorporated in the document and will be finally published on **10.11.2022** and will be closed on **30.11.2022**.
- c) The bidding process will start from **10.11.2022** and close on **30.11.2022**.
- d) The Technical BIDs will be opened at **11.30AM** on **01.12.2022** and Financial bid will be opened at a later date and intimated to the parties who qualify in Technical Bid.

The OSSCC, Bhubaneswar, reserves rights to cancel or reject any or all the BID/s without assigning any reason thereof.


Secretary 30/9/22


Memo No. 1582 /OSSSC **dt.** 30.9.2022

Copy to the Office Notice Board of the OSSSC, Bhubaneswar, for affixture and wide publicity/Technical Consultant, OSSSC Sri Anurag Prasad, Scientist-F, NIC, Bhubaneswar, along with soft copy in PDF format for information with a request to kindly host the same in the website: www.osscc.gov.in with immediate effect.


Secretary
30/9/22


Memo No. 1583 /OSSSC **dt.** 30.9.2022

Copy along with this Notice for publication of bid documents both in hard and soft copy (in shape of CD in P.D.F Format) forwarded to Chief, IT Portal Centre Secretariat, Odisha, Bhubaneswar, with request to host the same in the Govt. Website i.e. www.odisha.gov.gov.in with immediate effect.


Secretary
30/9/22

Memo No. 1584 /OSSSC **dt.** 30.9.2022

Copy forwarded to the Director, Information and Public Relation Department Odisha, Bhubaneswar for kind information with a request to send copy of this notification to advertisement managers of the dailies (National Editions) for publication of the advertisement on next issue of The Times of India, The Hindu, The Indian Express, The Economic Times and local dailies' The Samaj and The Dharitri.


Secretary
30/9/22

Memo No. 1585 /OSSSC **dt.** 30.9.2022

Copy forwarded to the FA-cum-Additional Secretary to Government, G.A & P.G. Department for kind information and necessary action.


Secretary
30/9/22

Memo No. 1586 /OSSSC **dt.** 30.9.2022

Copy to the P.A. to Chairman for kind information of the Chairman/ Joint Secretaries/ Accounts Officer/ Cashier/ Store Assistant for information and necessary action/ Guard file.


Secretary
30/9/22

ODISHA SUB-ORDINATE STAFF SELECTION COMMISSION
BLOCK NO.3 & 5, UNIT – I, BHUBANESWAR – 751009
FAX: 0674-2597155, Email: osssc.od@nic.in

Notification No. - 1581 /OSSSC Date-30.09.2022

BIDDING

FOR SELECTION OF SERVICE PROVIDERS FOR SERVICES RELATED TO RECRUITMENT

**FOR RECRUITMENT EXAMINATIONS OF
DISTRICT CADRE GROUP-'B' & 'C' CIVIL POSTS AND SERVICES
OF GOVERNMENT OF ODISHA**

**ODISHA SUB-ORDINATE STAFF SELECTION COMMISSION
BLOCK NO.3 & 5, UNIT – I, BHUBANESWAR – 751009**

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17	Last date & time for submission of Bid documents	Up to 05.00 PM on 30.11.2022	
18	Date & time for opening of Bid	11.30 AM onwards 01.12.2022.	
19	Place of opening of Bid	OSSSC, Block No.3 & 5, Unit-I, Bhubaneswar.	
20	Minimum validity period of Bid	Till finalization of the BIDs	

ODISHA SUB-ORDINATE STAFF SELECTION COMMISSION**ଓଡ଼ିଶା ଅଧିକାରୀ କର୍ମଚାରୀ ଚୟନ ଆୟୋଗ**

ବ୍ଲକ୍ ନଂ -3 ଏବଂ 5, ୟୁନିଟ୍ -1, ଭୁବନେଶ୍ୱର -751009

ଦୂରଭାଷ – 0674-2597149, 2597152 (ଅଧିକ), ଫାକ୍ସ- 0674-2597155, ୱେବସାଇଟ : www.osscc.gov.in**BIDDING**No. IIE-60/2022- 1581 /OSSCC Dated 30th September, 2022**FOR SELECTION OF SERVICE PROVIDERS FOR SERVICES RELATED TO RECRUITMENT EXAMINATIONS OF DISTRICT CADRE GROUP – B & C POSTS OF GOVT. OF ODISHA**

The Odisha Sub-ordinate Staff Selection Commission, Bhubaneswar, set up by the Government of Odisha to conduct centralized recruitment examination for district cadre Group- B & C civil posts, invites Bid for selection of Service Providers for the following examination related services.

1. **Examination:** - DTP (Typing bilingual), designing, printing and supply of Question Booklets and Two Part Carbonless blank OMR Answer Sheets.
2. **Post Examination:** - Scanning of OMR Answer Sheets, validation of data, evaluation, verification and authentication of roll numbers, processing, preparation of merit list of all candidates along with district-wise, category-wise break up.

The selection will remain valid for the next 5 years unless otherwise found wanting in performance. The Commission reserves the right to select upto three service providers, i.e. L1, L2 and L3 bidders for this service provided the L2 and L3 bidders agree to provide the services at L1 rate. In case the Commission selects two or three service providers, the work will be allocated to the service providers on rotation basis as will be decided by the Commission from time to time.

The terms of reference, detailed scope of work, eligibility criteria etc. are available in the full document hosted in the Commission's web portal www.osscc.gov.in. BID complete in all respect with documents indicated in the proper proforma should reach "The Secretary, Odisha Sub-ordinate Staff Selection Commission, Block No.3 & 5, Unit I, Bhubaneswar-751009" by Registered/Speed Post or private courier in a sealed envelope superscribed on the Top cover "BID FOR SELECTION OF RECRUITMENT SERVICE PROVIDERS" latest by 05.00 PM on **31.10.2022**.

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The OSSCC, Bhubaneswar, reserves rights to cancel or reject any or all the BID/s without assigning any reason thereof.

Sd/-
Secretary

Memo No.1582/OSSSC dt.30.09.2022

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Secretary

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Sd/-
Secretary

ODISHA SUB-ORDINATE STAFF SELECTION COMMISSION

BLOCK NO.3& 5, UNIT-I, BHUBANESWAR, ODISHA-751009

Tel: 0674-2597152, Fax-0674-2597155, Website: www.osscc.gov.in, Email: osscc.od@nic.in

No. 1581 /OSSSC Dated 30.09.2022

TECHNICAL BID AND FINANCIAL BID

FOR SELECTION OF RECRUITMENT SERVICE PROVIDERS FOR CONDUCT OF RECRUITMENT EXAMINATIONS OF DISTRICT CADRE GROUP-'B' & 'C' POSTS:

The Odisha Sub-Ordinate Staff Selection Commission, Bhubaneswar, set up by the Government of Odisha to conduct centralized recruitment examinations for district cadre Group- 'B' & 'C' civil posts, invites 'Technical and Financial Bids' for selection of Recruitment Service Providers for the following two services.

1. **Examination:-** DTP (typing bilingual), proof-reading, designing, printing and supply of Question Booklets in four different sets of identical questions and/or answers jumbled in different order as A,B,C,D. and single double Bar coded two part carbonless blank OMR Answer Sheets. These materials in sealed and secured manner are to be delivered to the Secretary of the Commission, at OSSSC, Bhubaneswar as per direction of the Commission. The examination materials are to be printed, proofed, packed in triple cover polythene pouches with secret seal of the agency at each stage of examination, centre wise, sitting wise, subject wise and district wise as per the denomination fixed by the Commission.

2. **Post Examination:-** Verification and reconciliation of used OMR Answer Sheet data with attendance, double scanning of used OMR answer sheet, validation of correct responses, evaluation, processing of results with individual score and furnishing data with Merit List of all candidates along with district-wise, category-wise break up.

PART-I

TECHNICAL BID

General Terms & Conditions: (For Technical Bid)

1. The Bidders responding to this enquiry shall be deemed to be agreeable to the terms & conditions herein contained.
2. Bidders complying partly are liable to be rejected.
3. Submission of more than one competitive bid by the same firm is prohibited. All such bids except the one received first shall be cancelled as per the discretion of the Commission.
4. In order to maintain secrecy, sanctity and confidentiality of the examination and post examination work, it has been decided by the Commission to allow only the Bidders located outside Odisha to participate in this selection process. Bidders having presence in Odisha shall not be eligible to participate in this selection process.
5. The Bidders should have experience of similar type of work in any State Government / Central Government / Public Service Commission / UPSC / Examination Boards / Universities etc. Certificate relating to award of work by organizations, agencies, Government etc. where such services rendered needs to be enclosed.
6. The selection will ordinarily remain valid for the next 5 years unless otherwise found wanting in performance. The Commission reserves the right to select upto three service providers, i.e. L1, L2 and L3 bidders for this service provided the L2 and L3

- bidders agree to provide the services at L1 rate. In case, the Commission selects two or three service providers, the work will be allocated to the service providers on rotation basis as will be decided by the Commission from time to time.
7. The quantum of requirement of Question booklets, two part carbonless OMR Answer Sheets are subject to number of applicants and recruitment examinations. This may vary from time to time.
 8. The Recruitment Service Provider (R.S.P.) should undertake to execute an Agreement with OSSSC which would be valid for 5 calendar years from the date on which agreement will be signed. However, in case of exigency, the OSSSC reserves the right to extend the contract period, as deemed fit, upto one-year maximum.
 9. No claim for price increase shall be entertained for the contract period.
 10. The Agency will have responsibility for any or all of the activities related to the examination process as mentioned in Point- 1 and 2 above i.e. examination and post-examination by using his own infrastructure and credible software having adequate security provision/protective anti-virus including firewall of employees etc. to maintain absolute secrecy and confidentiality.
 11. The eligibility criteria for selection will be achieving minimum 60% marks in the evaluation of Technical bid. Technical Bid shall be opened first for technical evaluation. Thereafter, Price Bid of eligible Bidders (found eligible in Technical Evaluation) will be opened and selection will be made on lowest bid basis, separately for Examination Services and Post-examination Services.
 12. Bids complete in all respect with documents indicated in the proper pro-forma should reach **"The Secretary, Odisha Sub-Ordinate Staff Selection Commission, Block No.3 & 5, Unit-I, Bhubaneswar – 751009"** by Registered / Speed Post or Private Courier in a sealed large envelope superscribed on the top cover as **"BID FOR SELECTION OF RECRUITMENT SERVICE PROVIDERS"** latest by **05.00PM** on **30.11.2022**. This large envelope must contain two separate sealed small envelopes containing **Technical Bid** and **Financial Bid**. These small envelopes must be super scribed in bold capital letters as **"TECHNICAL BID"** & **"FINANCIAL BID"** "respectively as the case may be on the Top of each cover with proper seal and signature of the bidders. Unsealed and unsigned covers will not be entertained and rejected outright.
 13. Pre-Bid meeting with interested Bidders, if any, will be held at **03.00PM** on **05.11.2022**. The Commission reserves the right to revise the terms and conditions of this bidding process after the Pre –Bid meeting.
 14. The Technical Bid envelope will be opened first at **11.30AM** on **01.12.2022** in presence of the bidders or their authorized representative (as per the format enclosed at Annexure-T-9) and shall be evaluated as per the standard of evaluation as prescribed. If the bidder qualifies in the Technical Bid, then only the Financial Bid of that bidder shall be considered for opening.
 15. Financial Bid of the unsuccessful bidders shall not be opened and shall be kept in the file with the signature of the committee members with a remark "Not opened due to disqualification in the Technical Bid". EMDs of such parties shall be returned to them without any interest after completion of entire process of the selection.

16. Bidders scoring minimum 60 marks (out of 100) with minimum 50% of marks in each of the 06 parameters of evaluation shall be technically qualified to progress to the next stage i.e. Financial Bid which will be opened at a later date and intimated to the qualified parties.
17. The OSSSC, Bhubaneswar, reserves rights to cancel or reject any or all the bids without assigning any reason.
18. EMD of Rs. 50,000/- must be given at the time of Bidding in shape of Demand draft drawn in favour of The Secretary, OSSSC, payable at Bhubaneswar. The EMD/Security is liable to be forfeited in case the Bidder fails to execute the order in time or violates any other stipulations as laid down by the OSSSC.
19. Payment shall be made after successful completion of supply of materials/delivery of services on submission of bills in duplicate subject to satisfaction of the Commission as per specified quality. Punitive deduction shall be made from the bill, as decided by the Commission, if the paper quality is not as per the prescribed specification.
20. In case of any default, delay, defect, poor performance or non-performance, OSSSC reserves the right to take action as deemed fit including termination of the agreement/contract.
21. TDS under GST Laws and Income Tax shall be made at the time of payment.
22. No advance payment shall be made to carry out the work.
23. The bidder will have to satisfy the fulfillment of all the Terms and Conditions of the BID and will enter into contract agreement with the Commission for execution of the above mentioned work after finalization and acceptance of rates.
24. The Agency will provide RTI support and provide required documents / information for court cases, audit observations etc. as and when required by the Commission.
25. Any Bid received after the given dateline shall be rejected and the OSSSC will not be responsible for any postal delay.

Eligibility Criteria (To be filled in Annexure-T-1)

The following criteria are prescribed for determining the eligibility of the Bidders:

1. Common for all 2 categories of Service Providers:
 - i. Should be a Company registered under the Companies Act, 1956 or Limited Liability Partnerships (registered under LLP Act, 2008).
 - ii. The bidder should be registered with the Goods and Service Tax Authorities and operating for the last five years. The Bidder should submit GST Return for the last two years (2019-20 and 2020-21).
 - iii. The bidder should submit IT Return for last three years(2019-20, 2020-21 and 2021-22).
 - iv. Should have conducted at least five similar activities of recruitment tests/examinations for Govt. /PSU sector for over 25,000 candidates in a single sitting at least once in last 5 years.
 - v. Must have vast experience of end to end recruitment process in the Govt./ PSU Sector to cover activities like printing and processing of OMR answer sheets, setting & printing of question paper, typing bilingual, proof reading ,result processing and generation of merit list .
 - vi. Annual average turnover during last 5 financial years (at least 3 financial years among last 5 years) as per the audited accounts from the business of providing such services should not be less than Rs. 50 lakh.

- vii. Must have adequate in house resources to meet the requirement (as mentioned in the audited accounts i.e. asset and liability statement).
- viii. The bidder company or any of its director should not have been convicted by any court of law or by any Government concern nor any criminal case be pending against such concern by any government.

2. Besides the above, the Service Provider should fulfil the following conditions for the respective job.

Examination:

- i. Should have experience in designing, printing and supply of at least 5,00,000 Question Booklets and two parts carbonless blank OMR Answer Sheets etc. in any single recruitment in a year during the last five years.
- ii. Should have proven track record in delivering services in time and maintaining quality.
- iii. Should have in-house printing facilities for printing of question booklets and two part OMR answer sheets.
- iv. Should possess in-house up-to-date computer hardware and software facilities for data processing.
- v. Should have its own qualified skilled manpower with proper firewalling on the pay roll.

Post Examination:-

- i. Should have its own high power, high speed scanner and experience in scanning of OMR Answer Sheets, validation of data, processing, preparation and publication of result of at least five lakh examinees in any single recruitment in a year during the last three years.
- ii. Should have its own adequate skilled manpower to perform the same with utmost confidentiality.
- iii. Should have proven track record in delivering services in time and maintaining quality.

Documentary evidences to be sent with BID (As per Annexure-T-8)

- a) Certified audited accounts statement of balance sheet/Profit & Loss Accounts/Annual Report of last five financial years(i.e.2017-18,2018-19, 2019-20,2020-21 &2021-22),
- b) Copy of Income Tax Returns for last 3 years along with copy of PAN (2019-20, 2020-21, 2021-22).
- c) Copy of GST return for last two years (2019-20, 2020-21).
- d) Contract/Work/Engagement orders indicating the details of assignment, client, value of assignment, date of award, satisfactory job completion certificate for doing similar job with list of names & address of the clients to whom the tendered items have been supplied with during the last 5 years; (As per Annexure T-2)
- e) Certificate of registration of the Company/Agency;
- f) Copy of Annual Turnover certificates for last 5 years.
- g) Profile of the bidder giving details of activities, infrastructure, manpower etc.;
- h) Self-declaration of the Bidder for unblemished past record with zero failure and not being declared ineligible for corrupt and fraudulent practices.
- i) A notarized affidavit to the effect that any Central / State Govt. institution etc. has not blacklisted the bidder.
- j) EMD of Rs.50000 in shape of Demand Draft drawn in favour of the Secretary, OSSSC, Payable at Bhubaneswar.
- k) The Technical Bid and Financial Bid must be submitted separately with seal and dated signature in every page.

- l) Information to be submitted for all Annexure from T-1 to T-9 for Technical Bid cover and Annexure F in Financial Bid cover.

PREPARATION OF PROPOSAL

Language of the Proposal

The Proposal prepared by the Bidder, as well as all correspondence and documents relating to the Proposal exchanged by the Bidder and the OSSSC shall be in English only.

Clarification of BIDs

During evaluation of BIDs, OSSSC may at its discretion, ask the Bidder for clarification of its Proposal.

The OSSSC reserves rights:

To verify, modify, revise, amend or change any of the Terms and Conditions mentioned above or to reject any or all the Bids without assigning any reason whatsoever or may terminate the BID midway without assigning any reason. Further OSSSC has the right to empanel a party for the full or part under any item of works mentioned in the scope of work without any intimation to the Bidders.

Opening of Financial Bid.

Financial Bid will be opened only for those who will qualify in the Technical Bid i.e. securing 60% marks (out of 100 marks) in the above calculation with minimum 50% of marks in each of the 06 parameters of evaluation. If the number of eligible Service Providers is less than 3 in any category, the condition may be relaxed uniformly to have fair competition.

STANDARDS FOR EVALUATION OF TECHNICAL BID

The standards, which will be taken into account for the technical evaluation of the BIDs, are given here under. It is pointed out that these standards shall be evaluated only if all the conditions of the aforesaid eligibility criteria are fulfilled.

FORMAT FOR TECHNICAL BID (To be submitted in Annexure-T-9)

Parameter	Marking Scale	Maximum Marks
Common to aforesaid two categories of Service Providers	To be filled as per formats under Annexure-A	100
Certificates of incorporation	Mandatory	No mark
GST Registration Certificate, PAN copy, up-to-date GST clearance & other necessary supporting documents	Mandatory	No mark
No. of exams conducted in last 5 years (In respect of printing of question papers)	Per exam 2 marks Limited to maximum 20 marks	20
No. of exams conducted in last 5 years (In respect of printing of two part carbonless OMR)	Per exam 1 mark Limited to maximum 10 marks	10
Exams conducted with highest no. of examinees in last 5 years. (In respect of printing of question papers)	i. 25000 to 50000- 4 marks ii. 50001 to 100000- 8 marks iii. 100001 to 200000- 12 marks iv. 200001 to 400000- 16 marks v. Above 400000 - 20 marks	20
Exams conducted with highest no. of examinees in last 5 years. (In respect of printing of two part carbonless OMR)	i. 25000 to 50000- 2 marks ii. 50001 to 100000- 4 marks iii. 100001 to 200000- 6 marks iv. 200001 to 400000- 8 marks v. Above 400000 - 10 marks	10
Average annual turnover of the agency for last 5 years, i.e. 2017-18, 2018-19, 2019-20, 2020-21 and 2021-22	i. Up to Rs.1crore: 5 marks ii. Above 1crore up to 02crores: 10 marks iii. Above 2crore up to 5crores: 14 marks iv. Above 5 crores: 20 marks	20
Profit(before tax) of the agency for last 5 years, i.e., 2017-18, 2018-19, 2019-20, 2020-21 and 2021-22(i.e. % of average annual turnover of last five years)	i. Up to 5%: 6 marks ii. Above 5% up to 10%: 10 marks iii. Above 10% up to 15%: 14 marks iv. Above 15%: 20 marks	20

PART-II

FINANCIAL BID**Scope of Examination work**

1. DTP (typing bilingual), proof-reading, designing, printing, packing and supply of Centre wise, sitting-wise, subject-wise, and district-wise serially numbered **Question Booklets** in 4 different Sets of identical questions and/or answers jumbled in different order as A,B,C,D duly proofed and packed in triple cover polythene pouches and cartoon.
2. Designing, printing, packing and supply of centre-wise, sitting-wise, subject-wise, and district-wise serially numbered single/double Bar-coded **two part carbon less Blank OMR Answer Sheets** (Top copy printed in 100-105GSM & bottom copy printed in 50-60 GSM paper) proofed and packed in triple cover polythene pouches and cartoon.

Scope of Post-Examination work

1. Verification and reconciliation of used OMR Answer Sheet data with Attendance..
2. Double Scanning of used OMR Answer Sheet.
3. Validation of correct responses, evaluation of Answer Sheet.
4. Processing of results with individual score and furnishing data with Merit List of all candidates along with district-wise, category-wise break up.

Terms and Conditions: (For Financial Bid)

1. There shall be a designated 'Nodal Officer' from the OSSSC as well as from the side of Service Provider to constantly interact with each other for resolution of issues, sharing of information and quick decision.
2. The Service Provider shall stick to the time limit fixed by the Commission for completing various tasks. The contract is liable to be terminated for any delay or default in adhering to the prescribed time limits, quality and standard of work.
3. Absolute confidentiality shall be maintained at all times at all levels.
4. The price quoted for all the items should be per single unit of the specified items and should include all charges towards printing packing, forwarding, transit insurance, transportation charges, loading-unloading charges etc. up to the point of delivery i.e. OSSSC, Bhubaneswar.
5. The Service Provider will have to receive and deliver all materials relating to examination and post- examination work (including confidential materials) from/at OSSSC, Bhubaneswar at his own risk.
6. The price quoted by the bidder shall remain fixed during entire period of supply/delivery of services and shall not be subject to variation on any account.
7. The EMD amount will be forfeited, if the bidder withdraws his Bid during the period of Bid validity.
8. If the successful Bidder fails to submit Letter of Acceptance, furnish Performance Security, supply the Tendered Items/ services in time, fulfil any of the conditions stated in this contract, the EMD amount will be forfeited and further necessary action will be taken against him as per law.
9. All the Bid Documents have to be filled in completely and signed on each page by the authorized officer of the Firm.
10. Any overwriting/ erasures in the Financial Bid must be avoided. In the unavoidable circumstances, the over writing/erasures made, if any by the bidder, should be attested by the responsible person of the firm with his signature and seal.

11. The successful bidder shall be required to pay Total Performance Security amount equal to Rs.5 lakh in shape of Bank Guarantee for the entire contract period involving full amount of assignment.
12. The performance security shall be valid for 60 days beyond the contract period and shall be submitted along with the agreement.
13. The Performance Security will be discharged after completion of Bidder's performance of obligations under the contract.
14. If the Bidder fails or neglects any of his obligation under contract, it shall be lawful for the OSSSC to forfeit either whole or any part of performance security furnished by the bidder as compensation for any loss resulting from such failure.
15. The OSSSC without prejudice to any other remedy for breach of contract may terminate the contract in whole or in parts if the contractor fails to supply the ordered items/services within the specified time or in contravention of the specifications and specimens ordered.
16. The OSSSC may also, by giving a written notice and without compensation to the supplier terminate the contract if the contractor becomes unwilling, bankrupt or otherwise insolvent without affecting its right of action or remedy as Customer.
17. This Tender is subject to Force Majeure Clause in order to protect both the parties as per law. However, the decision of the OSSSC will be final.
18. This tender is subject to Late Delivery Clause. If there is delay in completion of supply of materials/services, the party is liable to pay an amount of 2% of the total cost of supply order for every day of delay or part thereof as Liquidated Damages subject to a maximum of 10% of the supply order cost and further action thereof as will be decided by the Commission depending on the dislocation caused. After that the OSSSC shall be at liberty to cancel the award.
22. Payment shall be made after successful completion of supply of materials/delivery of services on submission of bills in duplicate subject to satisfaction of the Commission as per specified quality. However, the payment of scanning bills shall be made after publication of result.
23. The OSSSC shall provide its premises, accommodation, furniture, electricity, stationery etc. for execution of the works assigned. Infrastructural and other supports expected if any beyond the said facilities must be clearly spelt out by the Bidders in separate sheet.
24. The successful Bidder has to execute an Agreement at his own cost and undertake the works assigned within a week of receipt of the work orders to be issued from the Commission and abide by the terms and conditions of the agreement.
25. It is not binding on OSSSC to accept the lowest rate tender.
26. In the event of any dispute or difference arising out of the agreement or in connection therewith, the same shall be referred to sole arbitration of the Courts of Bhubaneswar.

FINANCIAL BID FORMAT (To be submitted in Annexure-F)

Sl. No.	Item of work for the 2 nd party	Quality, Size & Specification	Unit	Rates in (Rupees) inclusive Freight, Loading and Unloading charges excluding Tax as applicable.	Time line for completion of work by the 2 nd party
1	2	3	4	5	6
1	DTP (typing bilingual), proof-reading, designing, printing, packing and supply of centre-wise, sitting-wise, subject-wise and district-wise serially numbered Question Booklets in 4 different Sets of identical questions and/or answers jumbled in different order as A,B,C,D duly proofed and packed in triple cover polythene pouches and cartoon.	Printing bilingual (Odia and English) questions in A4 size good quality paper of 60-70 GSM prepared in shape of booklet as required by the Commission,	Per Page a. Up to 50000 b. 50001 to 1 lakh c. 100001 to 5 lakh d. 500001to 20 lakh e. 2000001 to 50 lakh f. 5000001 to1 crore g. Above 1 crore		7 to 15 days maximum from the date of Order
2.	Designing, printing, packing and supply of centre-wise, sitting-wise, subject-wise and district-wise serially numbered single/double Bar-coded two-part carbon less Blank OMR Answer Sheets (Top copy printed in 100-105GSM & bottom copy printed in 50-60 GSM paper) proofed and packed in triple cover polythene pouches and cartoon.	Two part carbonless in A4 size sheets. One set includes Top Copy of OMR (original) & Bottom Copy carbonless paper (candidate's copy)	(per set) a. Up to 10000 b. 10001 to 50000 c. 50001 to 1 lakh d. 100001 to 2 lakh e. 200001to 4 lakh f. Above 4 lakh		7 to 15 days maximum from the date of Order

Contd.....Annexure-F

Sl No.	Item of work for the 2 nd party	Quality, Size & Specification	Unit	Rates in (Rupees) inclusive Freight, Loading and Unloading charges excluding Tax as applicable.	Time line for completion of work by the 2 nd party
1	2	3	4	5	6
1.	<p>1. Verification and reconciliation of used OMR Answer Sheet data with Attendance.</p> <p>1. Double Scanning of used OMR Answer Sheet.</p> <p>2. Validation of correct responses, evaluation of Answer Sheet.</p> <p>3. Processing of results with individual score and furnishing data with Merit List of all candidates along with district-wise, category-wise break up.</p>	As per the requirement of the Commission.	<p>(Per candidate)</p> <p>a. Up to 10000</p> <p>b. 10001 to 50000</p> <p>c. 50001 to 1 lakh</p> <p>d. 100001 to 2 lakh</p> <p>e. 200001 to 4 lakh</p> <p>f. Above 4 lakh</p>		

UNDERTAKING

I, Sri/Smt.....S/oD/o.....Owner/
Director/Proprietor of M/S..... do hereby undertake that, I have gone through the letter no...../Dt..... of the Odisha Sub-ordinate Staff Selection Commission, Bhubaneswar inviting Financial Bids for providing recruitment related services, as detailed in scope of examination and post examination work basing on the Terms and Conditions under Part-II (Financial Bid). Further, I declare that, I have clearly understood the nature and importance of the work and offered my Financial Bids as above.

Full dated Signature and Seal of the Bidder

The interested bidder should submit the bids along with required documents properly filled in and complete in all respect so as to reach the undersigned by **30.11.2022**. Bids received after due date and time shall not be considered

Secretary

PROPOSAL SHEET

BID Reference No and Date :

Bidders Name and Address :

Person to be contacted :

Name :

Designation :

Phone/Mobile No :

E-mail :

Telephone No(s) :

Telex No. :

Fax No.

(Signature)

(Name and Designation) Seal

Date :

Place :

Business Address :

FORWARDING LETTER FOR SUBMISSION OF BID PROPOSAL

To

The Secretary,
OSSSC, Block No. 3 & 5, Unit-I, Bhubaneswar-751009

Subject: BID Proposal for selection of "RECRUITMENT SERVICE PROVIDERS" for Recruitment Examinations to District Cadre Group- 'B' & 'C' Posts of Odisha: Turn-Key Job or Part thereof.

Sir,

I/We, the undersigned Bidder/s, having read and examined in detail the Specifications and all the bidding documents in respect of Services for the above mentioned subject do hereby propose to provide Services as specified in the Bidding documents for both Technical Bid and Financial Bid in Annexure-T-9, Annexure-F separately duly superscribed as TECHNICAL BID FOR SELECTION OF RECRUITMENT SERVICE PROVIDERS AND FINANCIAL BID FOR RECRUITMENT OF SERVICE PROVIDERS.

I/We am/are an Indian firm. I/We hereby declare that all taxes which are leviable under law prevailing at that time will be paid by me/us.

I/We hereby declare that my/our proposal is made in good faith, without collusion or fraud and the information contained in the proposal is true and correct to the best of my/our knowledge and belief.

I/We declare that all pages of proposal are numbered and signed on all pages by my/our authorized signatory.

I/We have thoroughly verified the Check-list and submitted the required documents as per Annexure-T-8.

Thanking you,

Yours faithfully,

(Signature)

(Name and Designation) Seal

Date :

Place :

Business Address:

BIDDER'S AUTHORISATION CERTIFICATE

To,

The Secretary,
OSSSC, Block No. 3 & 5, Unit-I, Bhubaneswar-751009

<Bidder's Name>, <Designation>

.....is hereby authorized to sign relevant documents on behalf of the company in dealing with Tender of reference OSSSC/BID No _____/2022/dated _____.

He is also authorized to attend meetings and submit Technical & Financial information as may be required by you in the course of processing above said tender.

Thanking you,

Yours faithfully

(Signature)

(Name and Designation) Seal

Date :

Place :

Business Address:

AFFIDAVIT

I, Sri/Smt..... , Director/.....
Proprietor of M/s_____having its Registered Office
at.....does hereby solemnly affirm and declare as follows:

That, I have been authorized to execute this affidavit on behalf of this
Company/Firm by the Board of Directors vide its Resolution passed on
That the OSSSC vide Advertisement (OSSSC/BID
No_____/2022/dt.....)published in _____ has invited
'BID' FOR SELECTION OF RECRUITMENT SERVICE PROVIDERS FOR
RECRUITMENT EXAMINATIONS TO DISTRICT CADRE GROUP-'B' & 'C'
POSTS OF ODISHA: TURNKEY JOB OR PART THEREOF.

That, in response to the said Advertisement, our firm has submitted its proposals
to the Secretary, OSSSC, Block No. 3 & 5, Unit-I, Bhubaneswar-751009
on_____

I do hereby declare that the agency or its office bearer has never been black
listed by central Govt/State Govt./PSU/ Semi Govt. Agency and there is no legal
action pending against the agency or any punishment order issued in any
criminal proceeding against the same.

That, the technical proposal of our firm M/s.....
containing necessary information and particulars are furnished as per given
proforma.

That, the statements made of the foregoing Affidavit as above are true to my
knowledge and belief and if anything is found contrary, I stand liable to be
prosecuted under appropriate Act/Laws in force.

Solemnly affirmed by the said.....at..... on this the
..... day of 2022

--Deponent:

Identified by

SELF-DECLARATION

Ref: Date:

To

The Secretary,
OSSSC, Block No. 3 & 5, Unit-I, Bhubaneswar-751009

In response to the OSSSC / BID No _____
/2022-----/ dated _____ as a Owner / partner / Director of
Sri/Smt/Mr./Mrs

I/We hereby declare that our Agency is having unblemished past record with
'zero failure' and has not been declared ineligible for corrupt and fraudulent
practices either indefinitely or for a particular period of time.

(Signature)

(Name and Designation) Seal

Date :

Place :

Business Address

Minimum Eligibility Condition	<u>Annexure-T-1</u>
Criteria Common for all two categories of Service Providers:	I satisfy the stated condition
1. Certificates of incorporation	Yes / No
2. Goods and Service Tax Registration Certificate, PAN copy, up-to-date GST clearance & other necessary supporting documents	Yes / No
3. Whether the bidder has handled at least 5 similar tests for Govt. / PSU sector on an all India basis for over 25,000 candidates in a single sitting at least once in last 5 years;	Yes / No
4. Whether the bidder has Experience of end to end recruitment process in the Govt./ PSU Sector to cover activities like printing of question paper, result processing and merit list generation;	Yes / No
6. Whether the bidders Annual average turnover in last 5 years as per the audited statement of account from the business of providing such services recorded above Rs. 50 lakh in any of the 3 years within last 5 years;	Yes / No
7. Whether the bidder has adequate in house resources to meet the requirement (as mentioned in the audited accounts i.e. Asset & Liability statement).	Yes / No
8. Whether the bidder company or any of its director has ever been convicted by any court of law or blacklisted by any Government concern or any criminal case is pending against such concern by any government.	Yes / No

EXAMINATION:	
1. Whether the bidder has experience in DTP (Typing bilingual), proof reading, designing, printing and supply of Question Booklets and two part carbonless blank OMR Answer Sheets during last 5 years.	Yes / No
2. Whether the firm is handling similar work from Central /State Govt./PSU sector.	Yes / No
3. Does it have its own captive printing press with manpower for printing of test booklets and answer sheets?	Yes / No
4. Whether the firm has In-house up -to-date computer (hardware & software) facilities for data processing.	Yes / No
5. Whether qualitative and Experienced Key Personnel are working in the organization. (emphasis will be on 'firewalling' of the employees)	Yes / No

POST-EXAMINATION:	
1. Whether the bidder has got experience in processing OMR answer sheets on behalf of clients for a single exams for at least once in last 5 years for over 500000 candidates within 1 month time from date of exam.	Yes / No
2. Does the firm possess Owns Technical infrastructure (for evaluation of OMR answer sheets and results processing) with Minimum Computer Specifications as per our requirement ?	Yes / No
3. Whether the Firm has experience of handling similar work from Central /State Govt./PSU sector.	Yes / No
4. Whether qualitative and Experienced Key Personnel are working in the organization (emphasis will be on 'fire walling' of the employees).	Yes / No

Signature of the Bidder/authorized representative

EXAMINATION

EXPERIENCE IN EXAMINATION WORKS –DESIGNING, PRINTING & SUPPLY OF EXAMINATION MATERIALS

Name & address of the client	Year (Last 5 year)	Name of the Exam	Quantity of Examination materials designed, printed & supplied during the year.		Quantity designed, Printed & supplied in a single Exam during the year, (highest)		Whether Bi-lingual (Odia & English)	Languages in which printed	Date of assignment by the Client	Time taken for completion of assignment		Complaints of Delay/ Failure received from the Client	Action Taken for removal of delay/failure
			Question Booklet	Two part carbonless OMR Sheet	Question Booklet	Two part carbonless OMR Sheet				From	To		
1	2	3	4	5	6	7	8	9	10	11	12	13	14

Signature of the Bidder/authorized representative

Annexure-T-3

DETAILS OF KEY PERSONNEL FOR EXAMINATION WORKS ON PAY ROLL OF THE AGENCY FOR THE LAST 5 YEARS

Sl.No	Name of the personnel	Qualifications		Length of Experience	Field of Competency	Position in the Agency	Works assigned	Total Wages paid	EPF No.	ESI No.	Period worked in the agency		Provision of Fire Walling done
		Academic	Professional								From	To	
1	2	3	4	5	6	7	8	9	10	11	12	13	14

NB:-Please enclose in the above format a list of Key Personnel on your roll, qualifications and their competence/ capability and past experience in **design, development, printing and supply of Question Booklet, two part carbonless blank OMR Answer Sheet etc.** and Stability with these Key people in your organization (Attrition Rate for last 5 years may be brought out, &date from which current Key personnel are working with you). Are you following strictly policy of 'fire walling'? Please enclose the organization structure. **Also indicate expectation & support required from client.**

Signature of the Bidder/authorized representative

Annexure-T-4

Please enclose Technical infrastructure owned/ hired for Scanning/Processing OMR Answer Sheets.

PARTICULARS OF INFRASTRUCTURE OWNED FOR EXAMINATION WORKS						
Sl. NO.	Name of the Infrastructure owned (including computer Hardware/Software)	Technical Specifications	Number owned	No hired	Cost of the Infrastructure /hire charges	Remarks
1	2	3	4	6	7	8

NB:-

Please enclose a time-line of each key activity for undertaking the projects.

Please indicate expectations and support required from the client and any other stakeholder under control of client.

Signature of the Bidder/authorized representative

POST-EXAMINATION:

Annexure-T-5

EXPERIENCE OF THE AGENCY IN POST EXAMINATION WORKS FOR AND ON BEHALF OF CLIENTS (AT LEAST FOR LAST 5 YEARS IN CHRONOLOGICAL ORDER)

Client Name	Was client Central/State Govt./PSU	Year of Examination (latest examination first and backward s)	Name of Examination for which Post Examination services rendered	Scanning and processing of OMR sheets done? Yes/No	Volume of OMR sheets Scanned and Processed	Volume of OMR sheets Scanned and Processed in a single (highest) examination during the year	No of candidates involved	Duration from Date of examination to declaration of result
1	2	3	4	5	6	7	8	9

N.B.: Please indicate expectation & support required from the client.

Signature of the Bidder/authorized representative

DETAILS OF KEY PERSONNEL FOR POST-EXAMINATION WORKS ON PAY ROLL OF THE AGENCY FOR THE LAST 5 YEARS

Sl. No.	Name of the personnel	Qualifications		Length of Experience	Field of Competency	Position in the Agency	Works assigned	Total Wages paid	EPF No.	ESI No.	Period worked in the agency		Provision of Fire Walling done
		Academic	Professional								From	To	
1	2	3	4	5	6	7	8	9	10	11	12	13	14

NB:- Please enclose in the above format a list of Key Personnel on your rolls, qualifications and their competence/ capability and past experience in result evaluation and Stability with these Key people in your organization (Attrition Rate for last 5 years may be brought out and the date from which current Key personnel are working with you). Are you following strictly the policy of 'firewalling'? Please enclose the organization structure. **(Please indicate expectation and support required from client).**

Signature of the Bidder/authorized representative

Please enclose Technical infrastructure owned/ hired for Scanning/Processing OMR Answer Sheets.

PARTICULARS OF INFRASTRUCTURE OWNED/HIRED FOR EXAMINATION WORKS						
Sl. NO.	Name of the Infrastructure owned (including computer Hardware/Software)	Technical Specifications	Number owned	Number hired	Cost of the Infrastructure /hire charges	Remarks
1	2	3	4	6	7	8

NB:-

Please enclose approach that will be used in evaluating and declaring results for managing examinations ensuring 100% confidentiality. Please enclose a time-line with key activities for undertaking the projects.

Please indicate a brief on your on-line Examination capability.

Please indicate expectations and support required from the client and any other stakeholder under control of client.

Signature of the Bidder/authorized representative

DOCUMENTS TO BE SUBMITTED (Common to all categories)

- Audited accounts/Certificate, from Auditors for 2017-18, 2018-19, 2019-20, 2020-21, 2021-22.
- Income Tax Returns for last 3 years i.e 2019-20,20-21,21-22;
- Copy of GST return for last two years i.e. 2019-20 and 20-21.
- Certificate of registration of the Company/Agency;
- Contract/Work/Engagement orders indicating the details of assignment, client, value of assignment, date of award , satisfactory job completion certificate for doing similar job with list of names & address of the clients to whom the tendered items have been supplied with during the last 5 years; (As per Annexure B1)
- Copy of Annual Turnover certificates for last 5 years.
- Profile of the bidder giving details of activities, infrastructure, manpower etc.;
- Self-declaration of the Bidder for unblemished past record with zero failure and not being declared ineligible for corrupt and fraudulent practices.
- A notarized affidavit to the effect that the bidder has not been blacklisted by any Central / State Govt. institution etc.
 - EMD of Rs.50000 in shape of Demand Draft drawn in favour of the Secretary, OSSSC, payable at

Bhubaneswar

Signature of the Bidder/authorized representative

(TECHNICAL BID)

Annexure-T-9

Common to All Categories of Service Providers	Criteria	Self-Scored Points	Document /Remarks
No. of exams conducted in last 5 years (In respect of printing of question papers)	Per exam 2 marks Limited to maximum 20 marks		Proof to be submitted separately
No. of exams conducted in last 5 years (In respect of printing of two part carbonless OMR)	Per exam 1 mark Limited to maximum 10 marks		-do-
Exams conducted with highest no. of examinees in last 5 years. (In respect of printing of question papers)	i. 25000 to 50000- 4 marks ii.50001 to 100000- 8 marks iii.100001 to 200000- 12 marks iv.200001 to 400000- 16 marks v. Above 400000 - 20 marks		-do-
Exams conducted with highest no. of examinees in last 5 years. (In respect of printing of two part carbonless OMR)	i. 25000 to 50000- 2 marks ii.50001 to 100000- 4 marks iii.100001 to 200000- 6 marks iv.200001 to 400000- 8 marks v. Above 400000 - 10 marks		-do-
Average annual turnover of the agency for last 5 years (2017-18,2018-19,2019-20, 2020-21 and 2021-22)	i) Up to Rs.1.00 crore :5 ii) Above 1.00 crore up to 2.00crores: 10 iii) Above2.00crore up to 5.00crores: 14 iv) Above 5.00 crores:20		IT Returns for the last 3 years to be enclosed.
Profit of the agency for last 5 years (2017-18,2018-19,2019-20, 2020-21 and 2021-22)	Up to 5%: 6 Above 5up to 10%: 10 Above 11up to 15%: 14 Above 15%: 20		Please enclose Proof from Profit and Loss Statement

FINANCIAL BID -30-

Annexure-F

Sl. No.	Item of work for the 2 nd party	Quality, Size & Specification	Unit	Rates (Rupees) inclusive Freight, Loading and Unloading charges excluding Tax as applicable.	Time line for completion of work by the 2 nd party
EXAMINATION WORK					
1	2	3	4	5	6
1	DTP (typing bilingual), proof-reading, designing, printing, packing and supply of centre-wise, sitting-wise, subject-wise and district-wise serially numbered Question Booklets in 4 different Sets of identical questions and/or answers jumbled in different order as A, B, C, D duly proofed and packed in triple cover polythene pouches and cartoon.	Printing bilingual (Odia and English) questions in A4 size good quality paper of 60-70 GSM prepared in shape of booklet as required by the Commission	<p align="center">Per Page</p> <p>a. Up to 50000 b. 50001 to 1 lakh c. 100001 to 5 lakh d. 500001 to 20 lakh e. 2000001 to 50 lakh f. 5000001 to 1 crore g. Above 1 crore</p>		7 to 15 days maximum from the date of Order
2.	Designing, printing, packing and supply of centre-wise, sitting-wise, subject-wise and district-wise serially numbered single/double Bar-coded two-part carbon less Blank OMR Answer Sheets (Top copy printed in 100-105GSM & bottom copy printed in 50-60 GSM paper) proofed and packed in triple cover polythene pouches and cartoon.	Two part carbonless in A4 size sheets. One set includes Top Copy of OMR (original) & Bottom Copy carbonless paper (candidate's copy)	<p>(per set)</p> <p>a. Up to 10000 b. 10001 to 50000 c. 50001 to 1 lakh d. 100001 to 2 lakh e. 200001 to 4 lakh f. Above 4 lakh</p>		7 to 15 days maximum from the date of Order

POST-EXAMINATION WORK					
Sl. No.	Item of work for the 2 nd party	Quality, Size & Specification	Unit	Rates in Rupee inclusive Freight, Loading and Unloading charges excluding Tax as applicable.	Time line for completion of work by the 2 nd party
1	2	3	4	5	6
1.	<p>1. Verification and reconciliation of used OMR Answer Sheet data with Attendance.</p> <p>4. Double Scanning of used OMR Answer Sheet.</p> <p>5. Validation of correct responses, evaluation of Answer Sheet.</p> <p>6. Processing of results with individual score and furnishing data with Merit List of all candidates along with district-wise, category-wise break up.</p>	As per the requirement of the Commission.	<p>(Per candidate)</p> <p>a. Up to 10000</p> <p>b. 10001 to 50000</p> <p>c. 50001 to 1 lakh</p> <p>d. 100001 to 2 lakh</p> <p>e. 200001 to 4 lakh</p> <p>f. Above 4 lakh</p>		

CHECK LIST

PART-I

Enclosures	Yes/ No
PROPOSAL SHEET	
FORWARDING LETTER	
BIDDER'S AUTHORISATION CERTIFICATE	
AFFIDAVIT	
SELF-DECLARATION	
ANNEXURE T-1(YES/NO)	
ANNEXURE: T-2, T-3, T-4, FOR EXAMINATION SERVICE PROVIDER	
ANNEXURE: T-5, T-6, T-7, FOR POST EXAMINATION SERVICE PROVIDER	
ANNEXURE: T-8 (COMMON TO ALL CATEGORIES)	
ANNEXURE:T-9 (TECHNICAL BID)	
PART-II	
ANNEXURE –F (FINANCIAL BID)	
SIGNED ON ALL PAGES OR NOT (TECHNICAL BID & FINANCIAL BID)	
PROPOSAL SUBMITTED IN TIME OR NOT	

Signature of the Bidder/authorized representative