

**Government of India**  
**STAFF SELECTION COMMISSION (WR)**  
**1<sup>st</sup> floor, South Wing, Pratistha Bhavan (Old CGO),**  
**101, M.K.Road, Mumbai 400 020**  
**Tel: 22019118/22018866/22018527**

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**Tender No:-17/2/2015/SSC/WR/Adm-I**

**Dated 16.06.2015**

Sealed tenders are invited from reputed Agencies engaged in the work of videography for effectively covering recruitment activities of SSC (WR), especially during conduct of written examinations in the States of Maharashtra, Gujarat and Goa. The Commission intends to form a panel of Videography Agencies (VGAs) to perform these functions for a period of one year initially, extendable up to a maximum of two more years, one year at a time, on same terms and conditions depending upon the satisfactory execution of the work by the Videography Agency. Tender Documents with all necessary details may be obtained from Information & Facilitation Centre of Staff Selection Commission (WR), 1<sup>st</sup> Floor, Old CGO Building, 101 M.K.Road, Mumbai - 400020 on all working days between 11 AM to 4 PM on or before **30.06.2015**. Tender Documents can also be obtained by post. Cost of the Tender documents is Rs.500/- (plus Rs.50/- towards postal charges, if required by post) payable in the form of Bank Demand Draft drawn in favour of the Regional Director, Staff Selection Commission (WR), Mumbai. Request for Tender documents by post should reach the undersigned by 30.06.2015 along with a Demand Draft before the above stipulated time on 30.06.2015. The cost of tender document is non-refundable.

2. The notice inviting tender and the tender document are available on website [www.sscwr.net](http://www.sscwr.net) and can be downloaded. However, such firms who submit tender by downloading it from website, will have to submit a Demand Draft for Rs. 500/- (Rs. Five hundred only) towards the cost of tender document along with the tender bid, failing which the tender will summarily be rejected.

3. The quotation duly signed on all pages of the tender document with office seal, should reach this office by 30.06.2015.

4. Separate Quotations should be submitted for the States of Maharashtra, Gujarat and Goa.

1. Tender No. : 106/SSC/ (WR)/2015

2. Closing Date & Time of Submission : 2.30 PM on 30.06.2015

3. Due date & time of opening of Tender : 3.00 PM on 30.06.2015

**(K.B.JAGTAP)**  
**Regional Director**

**STAFF SELECTION COMMISSION (WR)  
MUMBAI**

**BID DOCUMENT FOR EMPANELMENT OF AGENCIES FOR VIDEOGRAPHY OF  
EXAMINATIONS CONDUCTED BY STAFF SELECTION COMMISSION**

Videography of Recruitment Activities is required to be done, which will specially cover the written examinations conducted by the Staff Selection Commission (WR) in the States of Maharashtra, Gujarat and Goa. The Agency may be required do video coverage of other recruitment activities, whenever required. Cities given below may change or new ones added depending on exigencies and other factors.

**Tender No. 17/2/2015/SSC/WR/Adm-I**

1.	Estimated number of Examinations to be held in a Calendar year	Presently 3 exams Likely to increase to 12 exams in a year. The first exam is likely to be held on 09.08.2015 & 16.08.2015 and successful bidder must execute work from this exam onwards.
2.	States where Examinations held	Maharashtra, Gujarat and Goa.
3.	Cities where examinations are likely to be held	Mumbai, Aurangabad, Pune, Goa Kolhapur, Nagpur, Nasik, Amravati, Chandrapur, Nanded, Jalgaon Ahmedabad, Surat, Vadodara, Rajkot etc....
4.	Cost of Tender	Rs. 500/-
5.	Period of contract	Initially 1 year extendable for further one year subject to conditions.
6.	Last date/time of submission of Tender	30.06.2015 (02.30 PM)
7.	Opening date/time of Tenders	30.06.2015 (03.00 PM)
8.	Address where Bids are to be submitted	Staff Selection Commission, 1 <sup>st</sup> Floor, Old CGO Building, Near Churchgate Station 101, M.K.Road, Mumbai - 400020.
9.	Earnest Money Deposit (EMD)/Bid security	Rs.5,000/-
10.	Performance Security	Rs. 10,000/-
11.	Scope of work, Eligibility criterion, Terms & Conditions, Timelines and Penalties etc.	Annexure-II
12.	Proforma of tender	Annexure-A
13.	Agreement form	Annexure-B

**STAFF SELECTION COMMISSION (WR)**

**Tender No. 17/2/2015/SSC/WR/Adm-I**

**1.0 Introduction**

The Staff Selection Commission (Maharashtra Mumbai Region) invites Tenders from reputed agencies engaged in the work of Videography for video coverage of various recruitment activities, especially of the written examinations conducted by the Staff Selection Commission (WR) in the States of Maharashtra, Gujarat and Goa. The Cities/Towns mentioned in Annexure-I may change or new Cities/Towns added depending on exigencies and other factors. Videography of examinations should start from 0800 Hrs. on the examination day and continue till the last process of examination is over. Examinations are held in both single and double shifts/sessions. Each Exam Centre consists of candidates in multiples of 144 up to 576 candidates. Each examination hall/room consists of a maximum of 24 candidates with two Invigilators. Video coverage of examinations starts from the very start of the examination process and inter-alia includes:

- (i) The general atmosphere at the venue with the candidates entering the main gate and the school/college.
- (ii) Coverage of the Notice Boards near the gate of the Examination Centre, where the details of the candidates are displayed.
- (iii) Arrangements for safe custody of mobile phones, if exists.
- (iv) Security arrangements and personnel on security duty at the examination Centre.
- (v) Receipt of the Examination materials from the Co-ordinator.
- (vi) Seals on the bags and the overall condition of the bags received from the Co-ordinator.
- (vii) Opening process of the bags and its distribution to the Invigilators or other officials (for further distribution to the Invigilators in the room/hall).
- (viii) Footage of the Centre Supervisor, Inspecting Officers, officials and other staff present in the room.
- (ix) Invigilators, Flying Squad, other officials visiting the Centre.
- (x) Instructions being conveyed to the Invigilators.
- (xi) A short of the list of candidates allotted to a particular room.
- (xii) Each and every candidate present during the written examination, hall-wise and preferably in serial order. During videography it should be ensured that the full frontal view of the candidates face is captured. Candidates should be advised to hold their open Admit Cards close to their chest so that their Roll Number/Photo printed thereon is clearly visible in the Video shot.
- (xiii) Invigilators and other functionaries in the room.
- (xiv) Special coverage of any activity that may be noticed unusual in the examination hall, like usage of mobile phones, copying, candidates talking with each other, etc.
- (xv) Desks in the examination hall where OMR Sheets/Questions Papers are kept on the desks of absentees.
- (xvi) Filling up of the OMR Sheets and writing of the examination;
- (xvii) Provision of lighting, ventilation and drinking water facility in the examination halls;
- (xviii) Arranging, packing and sealing of the OMR Sheets/Answer Booklets after the examination, etc.
- (xix) Any other unusual incident which may arise at a particular venue or any other event as per the direction of the Centre Supervisor/Inspecting Officer/SSC Official.

The Commission intends to form a panel of agencies to perform these functions for a period of one year initially, extendable up to a maximum of two more years, one year at a time, on same terms and conditions depending upon the satisfactory execution of the work by the Agency. However, if the Commission is not satisfied with the work of the agency so empanelled, the agreement will liable to be terminated at any point of time at the sole discretion of the Commission. The Commission at its discretion can empanel and allot the work to any of the agencies at its own discretion in the interest of the work of the Commission.

## 2.0 About Staff Selection Commission (Maharashtra Mumbai Region):

2.1 The Staff Selection Commission recruits Group C non-technical & Group B non-gazetted personnel for the Government of India. Departmental Examinations for promotion to posts of Stenographer Grade 'C', UDCs/LDCs and Proficiency Tests are also conducted. Mumbai Western Region of the Staff Selection Commission handles candidates of Maharashtra, Gujarat and Goa. Manual applications are received at SSC(WR) located at 1<sup>st</sup>, Floor, Old CGO Building, 101 M.K.Road, Near Church Gate Station, Mumbai-400020.

Following are the main Open Examinations conducted by SSC -

- (i) Junior Engineer (Civil & Elect.) Examination.
- (ii) Combined Graduate Level Examination.
- (iv) SI in CPOs (CAPFS) Examination.
- (v) Stenographers Gr. 'C' & Gr. 'D' Examination
- (vi) Combined Higher Secondary Level (10+2) Examination.
- (vii) Multi-Tasking (Non-Technical) Staff Exam.
- (viii) Junior Translator (CSOLS)/ Junior Hindi Translator Examination.

2.2 Apart from above examinations, SSC (WR) also conducts Departmental Examinations and other examinations on Consultancy basis, for example, recruitment of Constables (GD) in CAPFs.

## 3.0 Scope of Work:

3.1 The complete record of the videography, session-wise and venue-wise should be handed over to the Regional Director, SSC(WR), Mumbai after completion of the written examination in external hard-discs or in DVDs as instructed. Adequate Back-up should be taken and kept in readiness for use, if required.

3.2 On publication of result the videos of the selected candidates for the next stage (if application) should be segregated in separate external Hard disc. The same is to be aligned later with their video shot during the Next stage. The hard disc/DVDs should be handed over to the Regional Director, SSC(WR) Mumbai. Adequate Back-up be taken and kept in readiness for use, if required. The CDs should be handed over to the Commission within 4 days after the completion of the exam.

3.3 The videographers engaged for each venue should be experienced and should possess Identity Cards/ Authority letters signed by the competent authority or Regional Director, SSC(WR), Mumbai.

3.4 Each candidate must be video graphed for a minimum of 3 to 4 seconds.

3.5 The videos should be of high quality so that the images do not become grainy and fuzzy upon magnification up to 04 times the original image size.

3.6 The work shall be undertaken as per instructions/guidelines given by/ the Regional Director, SSC from time to time.

**3.7 No person, whose wards or relatives are taking part in that particular examination should be engaged for videography or assigned any related works.**

3.8 The Agency shall ensure that any details of office, operational process, technical know-how, security arrangements, and administrative/organizational matters are not divulged or disclosed to any person by its personnel deployed and **utmost secrecy and confidentiality must be maintained.**

#### 4.0 **PROCESS FOR SUBMISSION OF BID:**

4.1 Bidders are advised to read the description of all activities, terms and conditions and other information mentioned in Bid Document very carefully before filling up Annexure-A (TENDER FORM) in order to avoid rejection and or any future dispute.

4.2 The Bidders shall submit the sealed bid as prescribed below as per closing date and time of receipt of Bids and due date and time of opening of bids mentioned in Annexure-I, at this Regional Office. SSC (WR) will not be responsible for any delay in receipt of bids. Any bids received after the closing date and time shall not be entertained. In case closing date of submission of bid happens to be a holiday due to unforeseen reasons, the bids will be received and opened on the next working day at the same time.

4.3 The sealed envelope shall contain TENDER BID (Annexure-A) along with EMD. Envelope shall be super scribed with "Tender". Tender shall be opened on due date and time of opening mentioned in Annexure-I by the Tender Opening Committee nominated by Regional Director in the presence of Authorized representative of Bidders. Tender without EMD shall be summarily rejected.

#### 5.0 **EARNEST MONEY DEPOSIT (EMD)/ Bid Security:**

The EMD (Earnest Money Deposit) for an amount of Rs. 5,000/- (Rupees Five Thousand Only) should be in the form of Demand Draft. The DD should be in favour of Accounts Officer, Staff Selection Commission (WR), Mumbai. Earnest Money Deposit in any other form will not be accepted. Earnest Money of the successful bidder will be adjusted against the performance security. No exemption of EMD shall be allowed to anyone including PSU/Cooperative Society / Govt. Organization. Tender Bids without EMD or EMD of lesser amount shall be summarily rejected. EMD shall be returned/ refunded to unsuccessful bidders. (Note: EMD will be liable to be forfeited in the event of withdrawal of the proposal any time after the last date for receipt of the proposal or modification of the terms of the proposal after such last date or in the event of failure to execute the work order after being awarded the work)

#### 6.0 **PERFORMANCE SECURITY:**

(i) The successful bidder shall have to furnish a Performance Security of Rs. 10,000/- (Rupees Ten thousand Only) in the form of Bank Demand Draft, in favour of Accounts Officer, Staff Selection Commission (WR), Mumbai within seven days of acceptance of bid for successful performance during the period of contract along with the agreement to be executed with the Commission.

(ii) In case of any breach of lapse on the part of the Agency, the Commission will be entitled to invoke the performance security without any objection from the Agency in any manner.

(iii) In case of any additional work, the Agency will furnish an additional performance security for a sum of 5% on the cost of such additional work.

(iv) If the successful bidder/ agency fail to furnish the above performance security, then EMD (Earnest Money Deposit) shall be forfeited.

(v) Both the Earnest Money Deposit and the Security Deposit will not earn any Interest.

#### 7.0 **ELIGIBILITY CONDITIONS/SELECTION CRITERIA:-**

(a) The agency should have a valid Service Tax Registration Number issued by competent authorities. (Attach copy of the same, duly signed and stamped by seal of company).

(b) The agency should be a government agency or Public or Private Limited company or Firm having experience of minimum of two years in the work of videography.

(c) The Agency / any of its Directors / Partners etc. should have not been black listed by any Govt. Organizations / Departments or have not been convicted for any offence by any court of law as on date (provide an undertaking in Annexure-A).

(d) Any agency with whom the SSC (WR) has terminated/cancelled the agreement for execution of the work within last five years and till the date of submitting the Bid, shall not be eligible for taking part in the Bid process. (Provide an undertaking in Annexure-A).

(e) The Agency shall have proper Work Place, Manpower including technical Manpower, Computer, etc. (Provide relevant documentary proof).

(f) SSC (WR) has the right to award the work to any of the agencies by relaxing the experience clause if it is satisfied that the agency can carry out the work in the interest of the Commission. The decision of the commission will be final in this regard.

#### 8.0 **EMPANELMENT OF AGENCIES:**

(I) The Commission will empanel One/two more agencies in addition to the lowest bidder (L1), on their written consent to work at the rates of lowest bidder.

(II) All empanelled agencies shall have to enter into a contract with the Commission separately and individually by format signing of the agreement and this will be effective from the date of signing of agreement. All empanelled firms shall have to submit performance security of Rs. 10,000/- (Rs. Ten Thousand Only) as per clause 6 of Annexure-II at the time of entering into agreement/contract. All other terms and conditions will remain same for all empanelled agencies.

(III) The SSC (WR) reserves the right to assign the full or part work of Examination/Examinations to one or more agency as per requirement.

#### 9.0 **PERIOD OF CONTRACT:**

9.1 The empanelment of agencies will be for a period 1 year initially from the date of signing the agreement. The agreement with the agencies can also be extended for a further period of maximum of two years, one year at a time, upon satisfactory performance of the Agency and requirement of the Commission.

9.2 The agency shall be liable to complete all pending activities in respect of work already assigned during the period of Contract/Agreement.

9.3 After the expiry/Termination of Agreement / Contract with Agency by whatever reason, the Commission would be entitled to get the work done from any other firm/agency or person and the bidder would be liable to hand over all materials to the Commission and will not object in any manner to the work being completed by any other agency.

#### 10.0 **AGREEMENT / CONTRACT:**

10.1 The parties to the contract i.e. the Commission and successful Bidder shall have to enter into a contract by formal signing of the agreement and this will be effective from the date of signing. The Agreement will also include a clause for "Non-Disclosure of Information".

#### 11.0 **PAYMENT TERMS AND CONDITIONS:**

- a) Full amount payable will be released after deducting penalty amount, if any, on successful completion of the work and on receipt of bill.
- b) TDS (Tax Deducted at Source) on Income Tax, or any other tax as applicable will be deducted by the Commission as per rules.
- c) The agency shall submit bills for payment in duplicate along with Work Completion Certificate (WCC) pertaining to the activities carried out and completed.

- d) Payment will be made only after the Commission is satisfied about the completion of work in terms of quality & quantity.

#### 12.0 **PENALTIES:**

12.1 The Agency shall be responsible for 100% accuracy in the execution of work. The agency shall be responsible for completion of work as per time schedule stipulated in the Bid document/agreement and as per the direction of the Commission.

12.2 The Commission will have the right to impose a penalty. The quantum of penalty levied will be based on whether the laxity of work is major or minor. Decision of the Regional Director will be final on this.

12.3 For any loss, damage, financial liability etc. occurring to the Commission by way of court matter; litigation or under right to Information Act or otherwise on account of any irregularities, negligence, omission, commission or mishandling etc., the Agency shall be accountable and the entire damage or loss of financial liability shall be borne entirely by the agency.

#### 13.0 **TERMINATION OF AGREEMENT:**

(a) In case of any delay in execution of work assigned, the Agency would be liable to pay penalties. However, in case of regular delays, the Commission would be entitled to cancel the agreement and in that case the agency will not be entitled to any amount payable to them under this contract.

(b) In case of excessive errors and if the Commission is of the view that the work has not been performed satisfactorily and cannot be performed by the Agency, the Commission at its discretion may terminate the agreement without any prior notice and without assigning any reasons in that case the Commission would not be liable to pay any amount on any account to the Agency.

(c) If the work of the agency is not found satisfactory or any breach is noticed or any manipulation is reported to or noticed by SSC (WR), the SSC (WR) reserves the right to cancel the contract and/ or forfeit Performance Security submitted by the agency and/ or to take legal action including black listing the agency, at any point of time during the period of contract without prior notice.

(d) In case the contract is terminated with agency, the Commission would be entitled to get the work done from any other firm/agency or person and the bidder would hand over the completed and uncompleted work to the Commission and will not object in any manner to the work being completed by any other agency.

(e) The agency shall strictly comply with the terms and conditions of the agreement. In case of violation of any of the terms and conditions, the agreement shall be liable to be cancelled immediately and Performance Security shall also be forfeited and the agency will not be entitled to any amount payable to them under this contract.

#### 14.0 **FORCE MAJEURE:**

14.1 Notwithstanding the provisions of the tender, the Agency shall not be liable for forfeiture of its Performance Security, liquidated damages or termination for default, to the extent that, it's delay in performance or other failure to perform its obligations under the contract is the result of an event of Force Majeure.

14.2 For purposes of this clause, "Force Majeure" means an event beyond the control of the agency and not involving the Agency and not involving the Agency's fault or negligence and not foreseeable. Such event may include, but are not restricted to, acts of the client either in its sovereign or contractual capacity, war or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

14.3 If a force Majeure situation arises, the qualified agency shall promptly notify the commission in writing of such conditions and the cause thereof. Unless otherwise directed by the Commission in writing, the Agency shall continue to perform its obligations, under the contract as far as reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. The Commission may terminate the contract, by giving a written notice of 7 days to the agency, if as a result of force Majeure, the agency being unable to perform activities/functions for a period of more than two weeks.

15.0 **ARBITRATION:**

In the event of any dispute or differences, the matter will be referred to the sole arbitrator appointed by Regional Director, Selection Commission (WR), whose decision shall be final and binding.



**STAFF SELECTION COMMISSION (WR)**

**Tender No. 17/2/2015/SSC/WR/Adm-I**

**(A) JOB AND RATE**

S.No	Nature of work	Rate quoted for Single & Double Sessions					
		Maharashtra		Gujarat		Goa	
		Single	Double	Single	Double	Single	Double
1	Videography (which includes all the work mentioned at the scope of work) for one Examination Centre with 576 candidates or less/First 576 Candidates						

NOTE: The rates quoted will include all the aspects of the work, including those in the "Scope of Work" and Service Tax.

(A) Details of Earnest Money (No tender will be entertained without Earnest Money).

- i) Amount : Rs.5,000/-
- ii) Bank Draft/Pay Order No. (A/c payee in favour of Regional Director, SSC (WR),Mumbai :
- iii) Name of Bank :

I declare and affirm that the information given by me in the Tender are true to the best of my knowledge and belief and that if any untrue information be contained in the Tender, my Tender may be cancelled at any stage. I also undertake to complete the job exactly as laid down in the Tender terms and conditions of the Commission.

**(SIGNATURE OF THE TENDERER)**

**STAFF SELECTION COMMISSION (WR)**

**Tender No. 17/2/2015/SSC/WR/Adm-I**

**AGREEMENT**

This agreement made this day of \_\_\_\_\_ between the Staff Selection Commission (WR) through The Regional Director (WR), 1<sup>st</sup> Floor, Old CGO Building, 101 M.K.Road, Mumbai-400020, hereinafter called the Commission, represented by the Regional Director on one part and \_\_\_\_\_, hereinafter called the VGA, on the other part which shall include his executors, administrators and representatives in interest.

And whereas the said VGA has tendered his rates, as mentioned hereunder, for the Videography works of the Commission as detailed in General Conditions laid down in the tender document.

S.No	Nature of work	Rate quoted for Single & Double Sessions					
		Maharashtra		Gujarat		Goa	
		Single	Double	Single	Double	Single	Double
1	Videography (which includes all the work mentioned at the scope of work) for one Examination Centre with 576 candidates or less/First 576 Candidates						

**NOTE:** The rates quoted will include all the aspects of the work, including those in the "Scope of Work" and Service Tax.

The above rate has been approved and accepted by the Commission.

**Now, therefore, this agreement witnesses:**

1. That now the Agency will carry out all the Videography works **as detailed and specified in General Conditions laid down in the tender** document as and when called upon to do so during the currency of this agreement.
2. That the Parties would be bound by all the General Conditions laid down in the tender document which shall be deemed to form part of this agreement.
3. In case of violation of any of the terms/conditions of the tendered work, any mistake or delay in the supply of output returns/DVDs according to the schedule or any lapse on the part of Agency or in case of non-implementation of the instructions of the Commission, the Commission shall have the right to rescind the contract and will have the right to get the work done through other agency at the risk and cost of the VGA. In that case the VGA shall

forfeit the Security deposit. Any loss arising out of the same shall be borne by the VGA. In the event of cancellation of contract, the VGA will be required to handover all the materials to the Commission in its premises within two days from the date of such intimation.

4. The CDs of the exams videographed should be handed over to the commission's office within 4 days after the completion of the exam.

5. The time schedule laid down by the Regional Director (WR), Staff Selection Commission, Mumbai for completion of the work will be strictly adhered to by the VGA and no extension under any circumstances will be given. Failure on part of the VGA to the time frame given by the Commission will be viewed seriously and will render the said firm(s) liable to pay penalty up to Rs.1,000/- per day for the period of delay and the amount will be deducted from the bill.

6. The Commission will have the right to impose a penalty. The Commission will have the right to impose a penalty. The quantum of penalty levied will be based on whether the mistake is major or minor. Decision of the Regional Director will be final on this.

7. The Commission reserves itself the right to maintain a panel of VGAs and to utilize the services of anyone or all of them, and assign part-work of a particular examination to the Agency in connection with the Commission's work during the subsistence of the contract, at the discretion of the Regional Director (WR), whenever a need for such engagement arises.

8. The VGA shall not terminate the contract after the commencement of the job relating to particular examination. The contract can be terminated by serving one month's notice only after the entire job relating to the particular examination is fully and satisfactorily completed.

9. An earnest money deposit of Rs. 5,000/- (Rupees Five Thousand only) sent with the Quotation together with the deposit of Rs.5,000/- (Rupees Five Thousand only) made by the VGA in the form of Demand Draft / Pay Order, duly drawn in favour of the Regional Director (WR), Staff Selection Commission i.e., total amount of Rs.10,000/- (Rupees Ten Thousand only) remitted shall stand as Security Deposit. This Security Deposit will not earn any interest.

10. The payment of the bills will be made only after satisfactory and timely completion of the job in respect of a particular examination

11. TDS at the applicable rates will be deducted on each payment to the VGA and amount will be recovered from the bills by the Drawing and Disbursing Officer, Staff Selection Commission (WR), Mumbai.

12. In case of any dispute as to interpretation of the terms of the contract, the decision of the Regional Director (WR) shall be final and binding.

13. The contract will be valid for a period of one year commencing from July, 2015 to June, 2016 but can be extended from time to time, by mutual Agreement. Notwithstanding that the contract may have expired the VGA shall continue to carry out the work allotted by the Regional Director, at the rate agreed to in the original contract, until other arrangements

are made by The Regional Director. However, the Commission shall be at liberty to terminate the agreement if it thinks so at any time during the currency of the agreement without assigning any reasons, by giving one week's notice to the VGA.

**Regional Director, SSC (WR)**  
**Signed for and on behalf of Commission.**

**On behalf of the \_\_\_\_\_**  
**(Mr. XXXXXX)**  
**CHIEF EXECUTIVE**

**Witness:     1.**  
**2.**