



**NCCF**

**भारतीय राष्ट्रीय उपभोक्ता सहकारी संघ मर्यादित**  
**NATIONAL CO-OPERATIVE CONSUMER'S FEDERATION OF INDIA LTD.**



(Ministry of Consumer Affairs, Food & Public Distribution, Govt. of India)

Branch Office: Adarsh Nagar, Kanke Road, Ranchi - 834008

आदर्श नगर, कांके रोड, राँची- 834008

NCCF/RAN/GM/2021-22/354-

29<sup>th</sup> March, 2022

**SHORT TENDER NOTICE**

**Sub: - Service Provider for Providing Online Pre-Examination Solution with Integrated Payment Gateway and other Examination related works**

NCCF Ranchi Branch (Jharkhand) intends to providing Online Pre-Examination Solution with Integrated Payment Gateway and other examination related works for various entrance examination conducted by Jharkhand Combined Entrance Competitive Examination Board, Namkum, Ranchi vide its tender notice no. J.C.E.C.E.B./26/22-01 dated 16/03/2022 (copy enclosed)

Interested enlisted, sound and well experience supplier(s) of NCCF are requested to contact NCCF, Ranchi Branch and submit their offer on or before 4/4/2022 at 4 p.m.

- Rates is to be quoted as per tender notice
- Selection of Supplier will be made on the basis of maximum margin offered to NCCF
- NCCF Ranchi Branch may accept / reject offer without assigning any reason

*B.B. Singh*  
29/3/22

(B.B. Singh)  
Branch Manager  
Mobile No. 9883176918

Encl: Copy of tender document.

**TENDER SCHEDULE:**

Tender No.	J.C.E.C.E.B./26/22- 01
Download From	17/03/2022 <a href="https://jceceb.jharkhand.gov.in/">https://jceceb.jharkhand.gov.in/</a>
Pre Bid Meeting	28.03.2022 at 11.30 A.M.
Last date for Submission of Tender	05/04/2022 upto 04:00 P.M.
Technical Bid Opening Date & Time	06/04/2022 at 03:00 P.M.
Financial Bid Opening Date and Time	06/04/2022 at 04:00 P.M.
EMD (In Rs.)	Rs. 50,000/-as DD
Address for submission of Tender	Controller of Examination <b>Jharkhand Combined Entrance Competitive Examination Board</b> Science & Technology Campus, Sirkha Toli, Namkum- Tupudana Road, Namkum, Ranchi- 834010

# TENDER DOCUMENT

FOR

PROVIDING ONLINE PRE-EXAMINATION SOLUTION WITH INTEGRATED  
PAYMENT GATEWAY AND OTHER EXAM RELATED WORKS

BY



## JHARKHAND COMBINED ENTRANCE COMPETITIVE EXAMINATION BOARD

Science & Technology Campus, Sirkha Toli, Namkum-Tupudana Road, Namkum, Ranchi,  
Jharkhand - 834010 Phone: (0651) 2260336; 2260114

**Request for Proposal (RFP) Document**

## **General Terms and Conditions**

### **Introduction**

The Jharkhand Combined Entrance Competitive Examination Board is located at Science & Technology Campus, Sirkha Toli, Namkum-Tupudana Road, Namkum, Ranchi – 834010 [Jharkhand]

### **Objective**

The Jharkhand Combined Entrance Competitive Examination Board intends to outsource its ONLINE pre-examination solution with Integrated Payment Gateway and other examination related works to a trusted and reputed organization which has sufficient experience in handling similar kind or work.

The objective of the proposed work is to ensure seamless access to data of all aspirants through ONLINE portal of Pre-Examination related works. The work involves designing of ONLINE APPLICATION FORM, preparation of DATABASE, setup of Integrated PAYMENT GATEWAY, validation checks and various MIS reports. In order to do the aforesaid tasks, the Board requests for proposal from eligible bidders who shall study, design, develop and implement a suitable application management system which shall ensure procedural transparency, absolute data security and timely delivery of the desired and agreed deliverables.

The general overview of the work to be performed includes handling of ONLINE application management system, development of the software, Payment Gateway, capturing of all relevant data efficiently and in a cost effective manner and implementation and maintenance of the system for an agreed upon period.

### **Information to Bidders**

#### **1. Cost of Bidding**

The Bidder shall bear all costs associated with the preparation and submission of the Bid.

#### **2. RFP Document**

Bidder is expected to examine all instructions, forms, terms, and requirements in the RFP document. The invitation to Bid together with all its attachments thereto, shall be considered to be read, understood and accepted by the Bidder unless deviations are specifically stated in seriatim by the Bidder. Failure to furnish all information required by the RFP document or a Bid not substantially responsive to the RFP document in every respect may result in the rejection of the Bid.

#### **3. Amendment of RFP Document**

At any time before the deadline for submission of bids, JHARKHAND COMBINED ENTRANCE COMPETITIVE EXAMINATION BOARD for any reason, whether at its own initiative or in response to the clarifications requested by bidders may modify the RFP document by amendment thereto.

Any amendment to the RFP document shall be notified in the form of a Corrigendum to be published on Board's website. All prospective bidders should keep track of any such corrigendum publication. Such modification once published in the specified website will be binding on all prospective bidders.

#### **4. Language of Bid**

The Bid prepared by the Bidder, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and JHARKHAND COMBINED ENTRANCE COMPETITIVE EXAMINATION BOARD shall be in English.

## **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 complete 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 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 Ranchi. 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
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 5 years.
3.	Income Tax, GST and Trade License	Income Tax Clearance Certificate (preceding year), GST Registration Certificate etc.
4.	Bidder's turnover should be INR 1 Crores in each of last 3 years. (Financial Year – 2018-19,2019-20 & 2020-2021)	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 and CMMI level 3 (Not mandatory for government agencies)	Copy of Certificate to be attached
7.	The tenderer have its own Software professionals with relevant experience.	Self attested copy from HR head.
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 of all slabs for each services.
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.
- Trade License 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. 7759977786 on at 02.00 P.M. on 06.04.2022.

## **Submission of Bids and Tender Evaluation:**

The Bidders shall submit their bids in two parts:

Technical Bid and  
Financial Bid.

The Technical & Financial Bids should be kept separately in sealed envelopes and both these envelopes should be kept in one sealed envelope super-scribing "Online Application and other Examination related works for JCECEB, Ranchi". If any Bidder encloses the Financial Bid within the Technical Bid, the same shall be rejected summarily.

The Bid Document must be addressed to:

Controller of Examination,  
Jharkhand Combined Entrance Competitive Examination Board  
Science & Technology Campus, Sirkha Toli, Namkum-Tupudana Road, Namkum, Ranchi-834010.

They must be sent only by Registered/Speed Post or through Special Messenger under proper acknowledgement or by password protected e-mail so as to reach latest by 04.00 pm on 05.04. 2022. Late tenders shall not be accepted. The Password must be sent by 10.00 A.M. sharply on 06.04.2022 to Mobile No.: 07759977786.

(e) The Bid Document can be downloaded from JCECEB, RANCHI website. The bidder shall enclose a demand draft for Rs. 1,000/-, towards the cost of tender document, DD must be made in favour of "Controller of Examination, JCECEB" and payable at Ranchi. The Tender Document cost may also be deposited by online payment to "Controller of Examination JCECE Board," Account No.: 1842010000930, IFS Code: PUNB0184220. The Tenders received without the cost of tender document shall be summarily rejected.

(f) The Technical Bid should contain all the relevant information and required documents in the prescribed format along with an Earnest Money Deposit (EMD) of Rs. 50,000/- in the form of Demand Draft drawn in favour of Controller of Examination JCECE Board and payable at Ranchi. The EMD may also be deposited by online payment to "Controller of Examination JCECE Board", Account No.: 1842010000930, IFS Code: PUNB0184220. The Tender without EMD shall be summarily rejected. The EMD will be forfeited if the Bidder unilaterally withdraws the offer, or unilaterally amends, impairs or rescinds the offer within the period of its validity.

(g) The Financial bid shall be in the format prescribed. The lump-sum price in the Financial Bid should be clearly written both in figures and in words. In case of a discrepancy between the price in figures and words, the price in words will be considered and taken into account.

(h) The Technical Bids will first be opened and evaluated as per the evaluation criteria by JCECEB based upon Minimum Eligibility Criteria.

(i) Bidders will not be allowed for any alterations/corrections in the prices/rates after submitting the price bid. Before submission of price bid if any alterations/corrections in prices/rates be made by bidder then he had to indicated both in figures and words, and duly attested under the full signature of the Authorized Signatory of the Bidder in the Bid.

(j) All the pages of the Bid Document shall be continuously numbered and submitted as a package along with a Covering Letter in the prescribed Performa on the Bidder's letter head.

(k) Information, references and certificates from the respective clients certifying technical, delivery and execution capability of the Bidder should be signed and affixed with seal and the contact numbers of all such clients should be mentioned. JCECEB, RANCHI may also independently seek information regarding the performance from the clients.

(l) If the Bidder deliberately gives frivolous incorrect or misleading information in his tender or wrongfully creates circumstances for the acceptance of the tender, then JCECEB, RANCHI reserves the right to reject such a tender at any stage.

(m) Bidders are not allowed to sub-contract any part or whole of this contract to another firm/company/agency.

(n) Bids/offers received without sealed cover will be rejected.

(o) The date and time of opening of Financial Bids shall be informed to the qualified bidders separately and will also be notified on the web site of JCECEB, Ranchi.



(p) Within 3 days of the issue of award of contract to the successful bidder, the Bidder shall furnish a Security Deposit of Rs. 1 Lakh in the form of an A/C Payee Demand Draft. The EMD already paid will be adjusted against the Security Deposit.

(q) The EMD of the unsuccessful bidders will be refunded after award of the contract.

(r) JCECEB, RANCHI reserves the right to accept any bid under this tender in full or in part, or to reject any bid or all bids without assigning any reason what -so-ever.

### **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.	Candidate strength range	Weightage
1.	Bellow 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 average rate will considered as lowest i.e. L1 for each table.

### **Payment**

1. No advance will be paid to the Service Provider.
2. The Payment will be made through cheque/RTGS after successful completion of the job.
3. 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.
4. 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.

5. In case of any dispute, the decision of the Controller of Examination, JCECEB shall be final and Binding.
6. 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 one year 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 of one year.

### **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.

### **Pre Bid Meeting:**

All the bidders are requested to carefully go through the provisions laid down in this tender document. If required, bidders may seek any clarifications through e-mail-(jceceb@gmail.com) before 28.03.2022.

Pre bid meeting will be organised on 28.03.2022 at 02:30 PM via **Google Meet** with bidders who has purchase Tender Document of this Tender.

## Scope of Work

### A. Development of Pre-Examination solution of JCECEB

1. Hosting of application management system and associated database on a fast, fault tolerant, fail over, reliable and globally accessible server connected through high bandwidth.
2. Domain name registration
3. Mirroring of database to a specified JCECEB server
4. Hosting Information Bulletin(s) on the portal in pdf format.
5. Design online form with fields to be specified by JCECEB. Link is to be provided on JCECEB website.
6. Providing help desk during the period of registration /Application process. The help desk shall be active for 12 Hours (8.00 A.M. to 8.00 P.M.).
7. Registration by the candidate through a valid Email.
8. Confirmation of registration number and password sent to Email.
9. Help pop-ups and required/prescribed validations for each field including eligibility conditions/date of test for various courses.
10. Uploading of data, colored photo and signature by the candidate. Acceptance of images only in proper size and resolution is to be ensured.
11. Display of the accepted image to the candidate for confirmation.
12. Display of applicable test fees for any course as per category and as per rules of JCECEB.
13. Integration with a designated payment gateway as specified by JCECEB.
14. Display of final shape of form (with entries/other static essentials prescribed by JCECEB) to candidate before final confirmation of entries and submission of forms. Features to accept forms complete in all respects and after successful payment are to be provided.
15. Print facility (browser independent) of complete form in pdf format with auto generated form number to be available to the candidate immediately after acceptance and a copy sent to his E-mail simultaneously.
16. Daily course wise list of applicants who have applied successfully is to be provided.
17. Regular display of Application status to candidates.
18. Generation of roll number as per scheme provided by JCECEB.
19. Test Centre management module having required flexibility.
20. Test centre allocation to the candidates as per instructions of JCECEB.
21. Preparation of admit card with photo and signature in grey scale in a pre decided format.
22. Availability of Admit cards for download with link on JCECEB website.
23. Dispatch of Admit card to the candidate' s Email box along with SMS alert.
24. Tracking of Application status after its acceptance.
25. Downloading of Admit card after a specified date.
26. Any other activities deemed suitable by the JCECEB.

## **B.2. Biometric data Collection:**

1. Collection of Biometric Data (Thumb impression) and in situ photograph during Entrance Examination
2. Verification of identity of recommended candidates at the time of admission process by thumb impression and photograph collected during Entrance Examination. Verification will be done at the institutions venue.

## **C. List of Deliverables**

The Bidder would have to deliver the following in pre-exam module:

- i) Database of candidate-wise images of photo, signature and left thumb impression. List of candidates with erroneous submission along with action taken report
- ii) Printed Attendance / Nominal Roll Sheets for the exam centers
- iii) Exam centre-wise candidate information in desired format on CD
- iv) Biometric data (Thumb impression) and in situ photograph collected during Examination in CD)

## **D.1. Financial Proposals**

The financial proposals should include the Schedule of Price Bid with cost break-up for the work. Two copies of the proposal should be submitted to the Jharkhand Combined Entrance Competitive Examination Board

## **D.2. Contract Negotiations**

The aim of the negotiation is to reach an agreement on all points with the consultant and initial a draft contract by the conclusion of negotiations. Negotiations commence with a discussion of Consultant's proposal, (he proposed work plan, staffing and any suggestions you may have made to improve the Terms of Reference. Agreement will then be reached on the final Terms of Reference, the staffing and the bar chart, which will indicate personnel, periods in the field and office, man-months, and reporting schedule.

General Proposals must accompany the documents as stated below.

### **Technical Proposal**

1. **Letter of Submittal** must be on official Bidder letterhead, and must be signed by a person authorized to bind the organization to a contract with Jharkhand Combined Entrance Competitive Examination Board, if selected. The letter of Submittal must include the following in the order given:
  - a. Bidder's name
  - b. Name and title of the Bidder's authorized representative
  - c. Address
  - d. Mobile No.
  - e. Telephone number
  - f. Fax Number
2. **Description of the firm/organization** and an outline of recent experience on assignments/projects of similar nature executed during the last 3 years.
3. **Understanding of Scope of work** along with approach note on implementation of the same
4. **Description of the Implementation Plan** along with Time Schedule. The methodology proposed for carrying out the required work is necessary.

## Annexure-I

**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. / 26/ 22 ó

Dated: /03/2022

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 Online Application and other Examination related works of the JCECEB, Ranchi:

#### **Table 1**

##### **A. As per work describe in Scope of work A (1 to 18)**

Sl. No.	Candidates Strength Range	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		

#### **Table 2**

##### **B. As per work describe in Scope of work A. (1 to 26)**

Sl. No.	Candidates Strength Range	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		

**Table 3****C. Collection of Biometric Data of candidate at the time of Examination Scope of work Point B.2.1.**

Sl. No.	Candidates Strength Range	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		

**Table 4****D. Verification of identity of candidate at the time of Counselling Scope of work Point. B.2.2.**

Sl. No.	Rate in Rs. Per Candidate (In Figure)	Rate in Rs. Per Candidate (In Words)
1.		

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:

**BIDDERS QUALIFICATION FORM  
(EARNEST MONEY DEPOSIT DETAILS)**

**To,**  
**Controller of Examination,**  
Jharkhand Combined Entrance Competitive Examination Board,  
Science & Technology Campus, Sirkha Toli,  
Namkum-Tupudana Road, Namkum,  
Ranchi – 834010 [Jharkhand]

The undersigned hereby tenders for job and agrees to hold this tender open for your acceptance for 90 days from the date of opening of the tender.

**Details of EMD is given below:**

Demand Draft No. \_\_\_\_\_ dated \_\_\_\_\_, 2022 of \_\_\_\_\_ for Rs. 50,000/- (Rupees fifty thousand only) is enclosed as **EARNEST MONEY DEPOSIT**.

NAME: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**DECLARATIONS**

It is declared that I, Sri/ \_\_\_\_\_, being the Bidder/Authorized Signatory/Authorized Supplier/ Proprietor/ Manager of M/s \_\_\_\_\_ of (address of the Bidder) \_\_\_\_\_ have gone through and understood all the Terms & Conditions laid down in the **Tender document no. dt. \_\_\_\_/\_\_\_\_/2022** and would abide by the same terms and conditions throughout the period of contract.

I, hereby also agree to execute a “**Contractual Agreement**” with Jharkhand Combined Entrance Competitive Examination Board based on all the terms and conditions laid down in the **Tender Document no. \_\_\_\_\_ dt. \_\_\_\_/\_\_\_\_/\_\_\_\_\_ in the event of being selected as a successful Bidder.**

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**Signature with date**

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**Name in block letters**

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**Seal of the Company**

**FORMAT OF COVERING LETTER**

**Covering Letter to Accompany Technical Bid**

[On the Letter head of the Bidder and to be put in a separate sealed cover along with Technical Bid, and EMD of Rs.50,000/-

Reference: Tender No. J.C.E.C.E.B. /26 /22601

Dated: 16/03/2022

From,

Name & Address of the Bidder

To,

The Controller of Examination,  
JCECEB

Sir,

We are a -----  
-----

[Introduce your company and its activities with particular reference to your experience in Online Application works. Also furnish particulars of your registration with various statutory Tax authorities. Not more than 200 words].

- 1) We hereby submit our Bid for Online Application and other examination related works for various entrance examinations of JCECEB, RANCHI for the year 2022. We have enclosed a Demand Draft bearing Nos ..... Dated..... for Rs. 1,000 towards the cost of tender document and Rs.50,000 towards Earnest Money Deposit (EMD) in the name of the JCECEB,RANCHI, payable at Ranchi. We have read and understood and hereby agree to all the terms and conditions stipulated by the JCECEB,RANCHI in this tender including the specifications and scope of the work, the Time Line for delivery, Payment Terms, etc.

- 2) We certify that all the particulars furnished in our Bid are true and correct and based on documentary evidence. We agree to demonstrate our product during Technical Evaluation and shall abide by the decision of JCECEB, RANCHI regarding the suitability of our product to their requirement. We understand that if any of the particulars are found to be false or misleading, JCECEB, RANCHI has the right to summarily reject our bid at any stage.
- 3) In the event of our being awarded the work, and understanding the urgency involved, we undertake to remit the Security Deposit and execute the Contract with JCECEB, RANCHI within 7 days from the date of issue of the work Order.
- 4) Our Price Bid is exclusive of all taxes, duties and charges and the price quoted shall be firm till the execution of the contract for 2022 but also for 2023, if the contract is extended by JCECEB, RANCHI.
- 5) We shall work closely with JCECEB, RANCHI and aware the JCECEB, RANCHI at every stage about the progress made, and after completion of project handover the entire database to JCECEB, RANCHI.

Yours faithfully,

Date:

Place:

Signature with Seal of Authorized Signatory  
Authorized Signatory Name of Signatory Name of Agency

Address of Agency: