

GOVERNMENT OF ASSAM
OFFICE OF THE DIRECTORATE OF SOIL CONSERVATION
BHUMI SHANGRAKSHAN BHAWAN, R.G. BARUAH ROAD,
GUWAHATI-781005.

No: E-TEN-1/2020-21/1306

Date:12-08-2020

RFP FOR RECRUITMENT SERVICES.

Directorate of Soil Conservation, Assam invites tender/expression of Interest affixing non-refundable court fees stamp of Rs.10 (Ten Rupees only) from the experienced Public Sector Undertaking/ Agencies/Firm/Corporation /Companies having minimum five (5) years experiences who are providing requirement and assessment services to Central Govt./ Organizations/ Autonomous Bodies/ PSU/ State Government Departments etc. for recruitment of various posts.

The agency should be able to conduct recruitment exercises with desirable attributes of maintaining confidentiality of the process besides maintaining delivery time frame.

SR. No.	Activity	Schedule/Description
1	Time and last date of depositing Bid	2 PM of 21 st Aug 2020
2	Time and date of Opening of Technical Bid	3 PM of 21 st Aug 2020
3	Time and date of Presentation and Opening of Financial Bid	Will be notified later
4	Amount of EMD to be Deposited	Rs. 100000 Only (One Lakh only) in the form of DD/B.G , in favor of "Director of Soil Conservation, Assam" , payable at Guwahati

Important Notes:

1. Any Addendum/Corrigendum date extension in respect of above RFP may be issued on our website(<https://soildirectorate.assam.gov.in/>) only and no separate notification shall be issued in the press. Bidders are therefore requested to regularly visit our website to keep themselves updated.
2. For further clarification if any, Directorate of Soil Conservation, Bhumi Shangrakshan Bhawan, R.G.B Road, Guwahati, Assam-781005, may be contacted. Canvassing in any form will be considered as disqualification.

I.SCOPE OF WORK

1. Calling of online application from the candidates and Scrutiny of the applications.
2. Setting up of Helpdesk Number and email support during the entire process.
3. Generation of Admit cards which can be downloaded and printed by the candidate. Link should be available in the website of the Department.
4. Setting up of Question Papers, printing of Question Papers and OMR Sheets and distribution in the exam venues.
5. Booking of exam centers across the state of Assam.
6. Deployment of adequate manpower venue wise and district wise for smooth running of the exam.
7. Conducting the written exam.
8. Conducting of Computer Proficiency Test (CPT) for shortlisted candidates of Jr.Assistant & Steno in 1:4ratio.(Approx. 120 Candidates)
9. Result and merit list generation as per the logic and rules given by the Department.
10. All information about scrutiny application will be provided by the Directorate of Soil Conservation, Guwahati, as and when required.
11. The bidder should be able to provide mobile Jammer Facility in every exam center, if required.
12. The tendering authority reserves the right to accept any bid either with Jammer Services or without Jammer Services, at their own discretion.

II. ELIGIBILITY CRITERIA

1. The bidder should be a Registered Indian Firm having an office in Assam.
2. The bidder should not have been blacklisted by any Govt. Dept./PSU/Board etc. in Assam.
3. The bidder should be a single bidder and No consortium will be allowed.
4. The net worth of the firm /agency/company should be POSITIVE for last 3 financial years (FY2016-17, 2017-18, 2018-19).
5. The bidder must provide at least 10 completion certificates/ Work order from competent authority to prove that they are capable of handling Recruitment related services.
6. The bidder must have at least 5 years of experience in recruitment business.
7. The Minimum Annual Turnover of the firm has to be Rs.5 Crore Average per year for last 3 years (2016-17, 2017-18, 2018-19).

III. DOCUMENT REQUIREMENT:

Interested bidders wishing to undertake the above mentioned task and qualifying in the eligibility criteria may submit their technical proposal as mentioned below. Any incomplete proposal shall be summarily rejected. The Proposal must be submitted along with the following documents.

1. Valid trade License of Assam.
2. Copy of PAN Card, Certification of Incorporation and GST Registration.
3. Audited Balance Sheet or CA Certificate showing positive net worth for the three financial years (FY 2016- 2017, 2017-2018, 2018-2019).

4. Audited Balance sheet showing Average turnover of Minimum 5 Crore and above from Recruitment & Assessment related business in last 3 FY (2016-17, 2017-18, 2018-19).
5. All documentary proof against the Technical Scoring parameters as mentioned below.
6. Company Undertaking in Letter Head as Per Annexure I.
7. Relevant past experience across India to be filled as per Annexure II.
8. Details of exams conducted with greater than 1 lakh candidate count as per Annexure III.
9. Commercial Proposal as per Annexure IV.
10. Proof of self-owned Printing Press. (If the agency has its own self owned Printing Press)
11. EMD of Rs. 1,00,000 in the form of DD/B.G payable to "Director of Soil Conservation, Assam".
12. The Technical Proposal and Commercial Proposal should be uploaded Only in the e-Tender Portal under heading: "TECHNICAL BID" and "COMMERCIAL BID" respectively.
13. Scanned copies of the Demand Drafts should be uploaded in the Portal and the Hard copies of the Demand Drafts should be sealed in an envelope super scribing it as "PROPOSAL FOR RECRUITMENT SERVICES", with the RFP number and addressed to "The Soil Conservation Department, Assam" and should be deposited before 2PM of 21st August 2020. Any document received after 2PM of 21st August 2020 will be out rightly rejected.
14. All the pages along with the EOI document should be signed and stamped by Authorised signatory of the bidder.
15. Registered Power of Attorney/Board resolution indicating the Authorized Signatory needs to be submitted.

IV. EVALUATION PROCESS:

Technical Evaluation

Detailed technical evaluation shall be carried out to determine the substantial responsiveness of each solution provided in the technical bid. The substantially responsive bid is one that confirms to all the eligibility and terms and conditions of the Bid without any material deviation shall only be considered for evaluation.

The technical evaluation committee or any such body entrusted with the evaluation will call the eligible bidders for presentation to facilitate and assess their understanding of the scope of work and its execution.

Evaluation and Comparison of Bids

There will be **70% weight age** for Technical Evaluation and **30% for Financial Evaluation**

The entire evaluation process will be Quality and Cost based evaluation with pre-declared scoring for technical part of the bid (QCBS)

**For Commercial Score, the bidder with lowest Commercial rate will be allocated a score of 100 and the Commercial score for other bidders will be arrived by the formula
Commercial score of lowest bidder/Commercial score of bidder X 100**

Final Score of the bidder will be calculated as per the below formula:

Final Score = Technical Score*0.7 + Commercial score*0.3

The bidder with highest Final Score (H1) shall be considered as the successful bidder.

V. Signing of Contract:

The successful bidder will sign the contract with the Office of the Directorate of Soil Conservation, Guwahati, Assam within 10 Days from the issue of the Order against the Recruitment Services to the successful bidder.

VI. Termination:

Department may terminate, by not less than Seven (7) days written notice of termination to the Service Providing Agency, to be given after the occurrence of any of the events as specified below:

1. If Service Providing Agency commits breach of contract or do not remedy /rectify a failure in the performance of their obligation under the Contract;
2. If the Service Providing Agency become insolvent or bankrupt;
3. If the Service Providing Agency is unable to perform a material portion of the Service for a period of not less than seven (7) days; or
4. If Department, in its sole discretion, decides to terminate the Contract at any stage.
5. In the event of violation of any of the terms & condition of Conditions of Contract by the agency. The EMD shall stand forfeited in addition to blacklisting of Service Providing Agency for period of 3 years.

VII. Arbitration

1. All disputes, if any, arising amongst contract process shall resolved by arbitration. The arbitration shall be conducted in English language and the venue of the arbitration shall be in Guwahati.
2. The sole arbitrator will be appointed by Directorate of Soil Conservation, Guwahati, whose decision this regards will be final & binding.

Technical Scoring format with required documents in support of the clauses:

Sl. No	Criteria	Maximum Marks
1	Annual Turnover from Recruitment & Assessment Business (average of last three financial years as in the pre-qualification criteria)	15
	Rs.5 Crore upto Rs 15 Crores = 5marks	
	>Rs. 15 Crores upto 25 Crores = 10marks	
	>Rs. 25 Crores = 15marks	
2	Number of OMR based Examination processed in India.	20
	11 to above = 20 marks	
	6 to 10 = 10marks	
	1 to 5 = 5marks	
3	Quality Certifications	10
i) ISO 20000 and ISO 27001 Certifications (Both Certifications Required) = 5 marks		
ii) CMMI LEVEL 5 certification = 5 marks		
4	MANPOWER IN COMPANY'S PAYROLL(PF CHALLAN TO BE ATTACHED)	10
	Less than 25 = 0 marks	
	>25 upto 75 = 5 marks	
	>75 = 10 marks	
5	Experience of handling candidate in one single exam/Work order	15
	1 Lakh upto 5 Lakhs Candidates = 5 marks	
	Above 5 Lakhs upto 10 Lakhs candidates = 10 marks	
	Above 10 Lakhs candidates = 15 marks	
6	Self owned Printing Press = 10 marks	10
7	Presentation= 20 marks	20

Annexure I

Undertaking by the Bidder in their Company letter Head:

I/we have read all the Terms & Conditions of the Tender Document Vide No.: _____ Dated: _____

And agree to the same.

Seal of Bidder

Signature of Bidder :

Name

Designation

Address:

Phone :

Email:

Mobile

Annexure- II

Details of relevant Past Experience of Recruitment (Across India)

SL	Name of Project	Client Name	Project Value	Credentials	Remarks
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

Annexure- III

Details of Exams with Candidate count of Greater than 1 Lakh

SL	Name of Project	Client Name	Project Value	Candidate count	Remarks
1					
2					
3					
4					
5					

Annexure –IV (A)

COMMERCIAL PROPOSAL (WITH JAMMER)

The proposal should be the details of the charges per registered candidates excluding all taxes. (Should be furnished in the sealed cover)

Sl. No.	Particulars	Charges per Candidate excluding all taxes
1	Online Application portal with servers, creation of database post wise with e-mail facility to candidates for registration.	
2	Processing of candidates data for admit card Generation .	
3	Venue Arrangement with expenses.	
4	Venue updation and Online Admit Card portal and download process with SMS Notification.	
5	OMR Answer sheet design ,printing and sealed packing Exam Centre wise	
6	Question paper setting ,question booklet design, printing and sealed packing Exam Centre wise.	
7	Attendance Sheet and Seat label printing.	
8	OMR Answer sheet Scanning and Evaluation ,Merit List generation.	
9	Helpdesk Support for the candidates for E-Admit Card portal.	
10	Conduct of CPT (Computer Proficiency test) wherever required (1:4 ratio) (Approx. 120 Candidates)	
11	Compilation and Preparation of Final Merit List	
12	Any other unforeseen expenses, not included above, for the process	
13	Jammer service required at examination rooms/ centres	

TOTAL PER CANDIDATE (EXCLUDING TAXES)	Rs.
TAXES @ (18%)	Rs.
GRAND TOTAL PER CANDIDATE (INCLUDING TAXES)	Rs.

Seal of Bidder

Signature of Bidder:

Name:

Designation:

Address:

Phone:

Email:

Mobile:

Annexure –IV (B)
COMMERCIAL PROPOSAL (WITHOUT JAMMER)

The proposal should be the details of the charges per registered candidates excluding all taxes. (Should be furnished in the sealed cover)

Sl. No.	Particulars	Charges per Candidate excluding all taxes
1	Online Application portal with servers, creation of database post wise with e-mail facility to candidates for registration.	
2	Processing of candidates data for admit card Generation .	
3	Venue Arrangement with expenses.	
4	Venue updation and Online Admit Card portal and download process with SMS Notification.	
5	OMR Answer sheet design ,printing and sealed packing Exam Centre wise	
6	Question paper setting ,question booklet design, printing and sealed packing Exam Centre wise.	
7	Attendance Sheet and Seat label printing.	
8	OMR Answer sheet Scanning and Evaluation ,Merit List generation.	
9	Helpdesk Support for the candidates for E-Admit Card portal.	
10	Conduct of CPT (Computer Proficiency test) wherever required.(1:4 ratio)(Approx. 120 candidates).	
11	Compilation and Preparation of Final Merit List	
12	Any other unforeseen expenses, not included above, for the process	

TOTAL PER CANDIDATE (EXCLUDING TAXES)	Rs.
TAXES @ (18%)	Rs.
GRAND TOTAL PER CANDIDATE (INCLUDING TAXES)	Rs.

Seal of Bidder

Signature of Bidder:

Name:

Designation:

Address:

Phone:

Email:

Mobile: