

Documents

The Tender / Expression of Interest should be submitted in separate super cover-A and cover-B as detail below.

Cover-A (Technical Bid) should contain tender / EMD / declaration / Bidder's profile / Financial information/ Undertaking for Non Black-list / Experience details and all other documentary evidence as per Tender Schedule to be furnished by the Tender.

Cover-B – Rate should be furnished per candidate i.e. financial Bid should be in separate sealed cover.

I. SHORT-LISTING CRITERIA:

1. The agency Bidder should have a valid Registration Certificate.
2. The agency should have minimum 10 (ten) years of experience providing of similar nature.
3. The agency should have conducted minimum 10 (ten) projects relating to OMR based Examination.
4. The Agency should not have been debarred / blacklisted by any Govt. sector/ PSUs/ bilateral and multilateral agency against the bidder, for handling recruitment process ever in the past or present. Affidavit by the Notary of the same to be submitted by the Agency.
5. The agency shall furnish an Earnest Money (EMD) of INR 5000/- (Rupees Five Thousand Only) through demand draft/FDR drawn on a nationalized bank, in favor of office of the Assam Administrative Staff College, Guwahati and payable at Guwahati at the time of submission of proposal along with technical proposal. The EMD of unsuccessful bidders will be refunded within 15 days from opening of financial bids. Earnest Money of successful bidder will be refunded on receipt of performance security.
6. The Agency should have PAN, GST Registration (documents should be enclosed).
7. The Agency shall submit ISO 9001 and 27001 family Certificate.
8. The Agency preferably be registered under Micro, Small & Medium Enterprises (MSME). (Document to be attached)

II. SCOPE OF WORK:

1. All governance, monitoring and reporting aspect of this assignment will be controlled by the Assam Administrative Staff College, Guwahati. The “Service Providing Agency” will need approval for its activity plan from the Office of Assam Administrative Staff College, Guwahati on a regular interval or in monthly basis. The Office of the Assam Administrative Staff College, Guwahati, will be supervisory role for all recruitment and selection events conducted by the “Service Providing Agency” The Director may also involve its representative at any stage of recruitment and selection process undertaken by the “Service Providing Agency”.
2. The Service Providing Agency will have to comply with the reservation policy of the State, wherever applied in recruitment process.
3. The “Service Providing Agency” is expected to maintain highest degree of transparency. The selection process should be scientific and transparent so as to substantially eliminate biases and unethical practices. The “Service Providing Agency” will ensure selection of only those candidates who fulfill eligibility criteria prescribed for the respective positions.
4. The “Service Providing Agency” will follow a structured system of receiving application, scrutinizing them on set criteria, recording reasons for their rejection and releasing shortlist with necessary information on website. All information about scrutiny application will be provided by the Assam Administrative Staff College, Guwahati as and when required.
5. It is expected that the selected “Service Providing Agency” will put in place a full time recruitment expert for the interview and required number of administrative assistants complete the recruitment process within time. It is desirable that key members, including the person proposed for the assignment are full time staff of the Agency. This team is expected to carry out the assignment with high degree of accountability and manage all necessary documentation for any obligations arising in future.
6. Addition or deletion in number of position may be possible as per the actual requirements during the assignment period. This would be worked out mutually between department and the “Service Providing Agency”
7. Respond to relevant queries received from the application over email before closing date.
8. To book suitable examination centers for holding written test in Guwahati and computer practical test centrally at Guwahati in the district of Kamrup (Metro).
9. Prepares E-call letters / Admit cards for written test and Computer practical test as may be approved by the Office of the Director of Training, Assam Administrative Staff College, Khanapara, Guwahati-22 and also send the SMS/e-mail such candidate about the date, time and venue etc.
10. Generate system for the applicant (link available in the website of the Assam Administrative Staff College, Khanapara, Guwahati-22; for downloading the admit cards /roll nos. for appearing in the written test / computer practical test.
11. Printing of Copies of Question Papers & OMR sheets.

12. To make available all relevant stationary materials may be required for conducting written test.
13. Collection of USED OMR sheets in consultation with Director of Training, Assam Administrative Staff College, Khanapara, Guwahati-22 Scanning and Evaluation of OMR sheets.
14. Prepare the result / merit list of the qualified candidates for written test and upload the same on the website of the Office of Assam Administrative Staff College, Khanapara, Guwahati-22

IV. FINANCIAL:

1. Financial proposal of only those agencies, which fulfill the technical criteria, will be opened and the date and time of opening of financial proposal will be decided & intimated by Department to such bidders separately. L1 will be considered for selection for financial Bid. Agencies are liberty to be present personally or through their authorized representative (1 Representative per bidder) at the time of opening of financial proposal.
2. Department will award the contract to the Tender whose bid has been determined to be substantially responsive to the tender document and who has offered the lowest Evaluated Tender price.
3. The Director of Training, AASC, reserves the right to award tender to one or more than one bidder in part or full as and when felt necessary to any other technically Qualified bidder Agency without assigning any reason, at the same rate, terms & conditions to which the tender shall not be to any compensation or consideration in any of such events.

V. PAYMENTS TO SERVICE PROVIDING AGENCY:

1. The Service Providing Agency will be paid as per approved rates and in accordance with the terms & condition as agreed to between the agency and Department on receipt on sanction from Govt.
2. The Service Providing Agency should submit the bill of the claim as per number of valid candidates only. No claim will be entitled for rejected candidates.

VI. TERMINATION:

A. By Department:

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 Department; whose decision this regard will be final & binding.

The following Annexures be to be provided by the Bidder along with documents:-

| Sl. No. | Annexures | Details |
|----------------|------------------------------|--|
| 1. | Annexure-1 (format attached) | Bidders Profile |
| 2. | Annexure-2 (format attached) | Undertaking of non-blacklist on non-judicial stamp paper of Rs.100 in the shape of affidavit |
| 3. | Annexure-3 (format attached) | Experience details |
| 4. | Annexure-4 (format attached) | Financial Bid |

Bidders Profile

Application form for EOI

| Sl. No. | Particulars | Details to be provided by the application |
|---------|--|---|
| 1. | Name of Agency: (Attach attested copy of certificate of registration) | |
| 2. | Name of proprietor/Director of Agency | |
| 3. | Full Address of Reg. Office Telephone No: Fax No. E-Mail Address: Website: Mobile no. of Proprietor / Director: | |
| 4. | Bidder should have GST registration No./PAN No. (Attach attested copy) | |
| 5. | No. of years of Experience in recruitment related services (attached proof) | |
| 6. | No. of OMR Examination conducted till date (Order copies/Completion Certificates/Agreements to be attached) | |
| 7. | ISO 9001 and 27001 family Certificate No and any other Certificate | |
| 8 | MSME Registration No. (if available) | |

ANNEXURE-II

AFFIDAVIT FORMAT

Undertaking Regarding Blacklist

I _____, resident of _____, registered office at _____ ; affirm that the aforesaid firm/Company/Partnership firm has not been barred / blacklisted by Central Government / State Government / PSU / Supreme Court / High Court of any State / District Court of any State from participating in Project/s, as on _____

We further confirm that we are aware that, our Application for the captioned Project would be liable for rejection in case any material misrepresentation is made or discovered at any stage of the Bidding Process or thereafter during the agreement period and the amount paid (including Bank Draft) shall stand forfeited without any further intimation.

ANNEXURE-III

Details of experience regarding Pre and Post Exam Work

| Sl. No. | Contracting Organization | Year of conduct of Exam | Approx. Applicants | Documentary Proof (Attested copies of all Orders/certificates) | Remark |
|----------------|---------------------------------|--------------------------------|---------------------------|---|---------------|
| | | | | | |

ANNEXURE-IV**FINANCIAL BID**

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 software and server with email facility. | |
| 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 | Computer Test at AASC Computer Lab | |
| 11 | Evaluation of Computer Test | |
| 12 | Preparation of Final Merit List | |
| 13 | Any other unforeseen expenses, not included above, for the process | |

Signature of the Bidder/ Authorized Person