

Re-Tender with Reference to the NIT No-53/IT Dated-01.07.2016

Tender Document
for
Selection of Recruitment Agency for conducting
entire process of Selection for Recruitment in
different posts under the Office
of the Collector and District
Magistrate, Nadia

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19/7/16

Addl District Magistrate(Gen & IT), Nadia

Government of West Bengal
Office of the Collector and District Magistrate, Nadia
Krishnagar, Nadia

Re-Tender with Reference to the NIT No-53/IT Dated-01.07.2016

NOTICE INVITING TENDER

NIT No: 65 / IT

Dated: 19.07.2016

1. Detailed Specification , scope of work and conditions are given in the bidding documents which are available at the official website of Nadia District per the following schedule :

Sl. No.	Particulars	Date & Time
1	Date of uploading of N.I.T. & other Documents (Publishing Date)	19.07.2016
2	Last Date of submission of Bid and Earnest Money Deposit	28.07.2016 at 2 PM
3	Bid opening date	28.07.2016 at 3 PM

A complete set of bidding documents may be downloaded by any interested bidder from the website <http://nadia.gov.in> directly.

Downloading the bidding documents shall not automatically construe that the bidder fulfils the Qualifying Requirements which shall be determined during bid evaluation based on data/documents submitted by the bidder

2. All bids must be accompanied by bid security for an amount of **Rs 10,000 [Rupees Ten thousand only]** in the form of **Demand Draft /Pay order** In favour of **District Magistrate, Nadia** and shall remain valid for a period of 60 days from the date of opening of Bids with a claim period of another 90 days thereafter. Bidders must submit the Bid in the dropbox placed at the **IT Cell, Office of the Collector and District Magistrate, Nadia**. Non submission of the acceptable bid security along with prescribed cost of bidding documents as specified here, in a sealed cover or submission of bid security and cost of bidding document of inadequate value shall be rejected and in such cases bids shall be considered as non-responsive.


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3. Works to be done:

- a. Receiving of online application through portal
 - a. Generate Roll Nos(unique nos) on submission and print receipt
 - b. May edit the application before last date of submission(authentication via OTP/ other measures)
- b. Processing & Shortlisting of eligible applications received via portal
- c. Allot Venue/ Date/ Time of examination for the candidates
- d. Generation of admit card and intimation through bulk SMS
- e. Generate attendance sheet Venue/ Date/ Time wise
- f. Works to be done during conducting examination:
 - a. Supplying of OMR sheet
 - b. Scanning and checking of the used OMR sheets
 - c. Generating result on the same day after processing the OMR sheets
 - d. Other related works
- g. Generate admit card of the eligible and shortlisted candidates for computer practical and interview and intimation of the same through bulk SMS
- h. Display of the shortlisted candidates
- i. Other related works as per requirement

4. Bid format to be submitted by the bidders. The rate submitted should be inclusive of all the taxes.

Sl	Criteria	Works	Rate per candidate(in Rs)	Total Rate per candidate(in Rs)	Avg Rate per candidate (in Rs)
1	Nos of candidates 5000 or below	Portal related works as per point no 3(excluding 3.f.)	Rs..... (a)	Rs. (e=a+b)	Rs. (g=(e+f)/2)
		OMR related works as per point no 3.f.	Rs..... (b)		
2	Nos of candidates above 5000	Portal related works as per point no 3(excluding 3.f.)	Rs..... (c)	Rs. (f=c+d) (N.B. 'f' > 75% of 'e')	(L1 will be determined based on g)
		OMR related works as per point no 3.f.	Rs..... (d)		

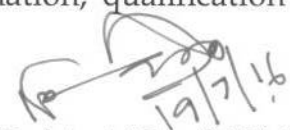

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5. Qualifying Requirement for bidders:

- (a) Must have at least three years of experience in conducting recruitment process as on 01.06.2016.
- (b) The Agency/Firm must have the capability to process applications, and must have experience of registration through online copies of applications and documents as per requirement. The agency must have sufficient experience in conducting written examination in multiple venues at the same day, conducting interview for the eligible candidates through engaging expert in the respective field and submission of final merit list of the selected candidates.
- (c) The Agency/Firm must have successfully completed recruitment work for Govt. Departments/Central PSUs/State PSUs/State Govt./Statutory Corporation for an order value of Rs. 1 Lakh or more per order and at least three such orders will have to be executed during last three financial years.
- (d) They must have sufficient infrastructure for processing applications on-line through IT infrastructure, competent and technically/professionally qualified manpower of required number for conducting selection process involving minimum 1,000 or more applicants in each case.
- (e) The Recruitment Agency must have sufficient storage space to keep the examination related documents for at least 3 years on behalf of the Company, in case of conducting selection.
- (f) The Agency must have experience for conducting large public examinations with multiple venues and experience for conducting interview for professionally qualified candidates from open market through engagement of experts in the concerned fields and in other allied matters including submission of merit list as per Govt. guidelines.
- (g) An Unregistered Partnership / Firm or Society shall not be eligible to apply.
- (h) The Agency/Firm shall, during the entire period of contract place in position a core team consisting minimum three key personnel who are professionally qualified in the respective field and well experienced in recruitment process. The Agency/Firm, on being enlisted, shall furnish the details of the core team with their name, designation, qualification and


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contact no. to this office in case of assigning any particular project on successful bidding. The core team so engaged shall remain unchanged throughout the period of a particular recruitment project.

- (i) Out sourcing of any job at any stage of recruitment (if assigned to the agency on being enlisted) by the agency without permission of this office is strictly prohibited.
 - (j) Co-operative societies for hand delivery of energy bills, security agencies, manpower hiring agencies, self-help group, housekeeping agencies, outsourcing agencies, consortium etc. are not eligible to take part in enlistment.
 - (k) Data processing and verification centre of the agency must be situated in Kolkata.
 - (l) The net worth of the Agency should be positive
 - (m) Minimum Annual Average Turnover for the participating bidders should be Rs.6,00,000/- (six lakhs) for the best three years out of the last five financial year.
6. This office reserves the right to accept or reject any bid partly or fully or cancel the bidding without assigning any reasons thereof and in such case no bidder/ intending bidder shall have any claim arising out of such action.
 7. The bidder must submit all the documents to justify his/ her qualification on the grounds mentioned above. The rate finalised will remain valid for a period of one year from the date of first Work Order.


Addl District Magistrate (Gen & IT), Nadia

Date - 19.07.2016

Memo Nos: 65/1(5)/ IT

Copy forwarded for kind information and necessary action to:

1. SDO Sadar
2. NDC
3. O/C IT
4. DIO NIC with a request to display it in the official website of Nadia
5. PA to DM, Nadia with a request to place before the authority for kind perusal


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