



GOVERNMENT OF ASSAM
OFFICE OF THE COMMISSIONER PANCHAYAT & RURAL
DEVELOPMENT
PANJABARI::JURIPAR::GUWAHATI-37

EOI NO. : PDDE(II)104/2020/30

DATED: 15/09/2020

EXPRESSION OF INTEREST

FOR

EMPANELMENT OF VENDORS FOR HOLDING VARIOUS EXAMINATIONS
INCLUDING OMR BASED TEST

FOR

PANCHAYAT AND RURAL DEVELOPMENT DEPARTMENT, ASSAM

No.: PDDE(II)104/2020/30
Dated : 14/09 /2020

Expression of Interest

The Commissioner, Panchayat and Rural Development Department, Juripar, Panjabari, Guwahati-781037, Assam invites Expression of interest (EOI) through E-Tender for "**Empanelment of vendors for holding various examinations including OMR based test**" in two bid system separately (Technical and Financial) bid are hereby/ invited from reputed agencies having relevant experience in Govt./PSU/Universities/Academic Bodies/Recruitment Boards/Commissions covering all districts in Assam.

Interested agencies may visit the website "<https://pnrd.assam.gov.in> for the detailed notice inviting "**Expression of interest (EOI) for empanelment of vendors for holding various examinations including OMR based test**". This invitation to EOI is open to all bidders meeting the minimum eligibility criteria as mentioned in the EOI document. Based on details furnished thereon, interested Agencies may submit their "Expression of Interest" with all requisite credentials so as to reach the address below on or before 14:00 hours **05/10/2020**. Bidding documents may be downloaded from the website "<https://assamtenders.gov.in> from **15/09/2020 (Midnight)** to **05/10/2020** upto **14:00 hours** as per tender schedule. Bids must be submitted online on or before **05/10/2020** upto **14:00 hours**. The tender should accompany the scanned copy of tender processing fee of Rs. 1000.00 (Rupees one thousand) only and Earnest Money Deposit (EMD) of Rs. 3,00,000.00 (Rupees three lakh) only. Tender processing fee & EMD should be paid through online.

Important dates related to the EOI:

EOI Publication date	: 15 /09/2020	
EOI Pre-Bid meeting	: 21/09/2020	15:00 hours
EOI Download start date	: 15/09/2020	Midnight
EOI Submission start date	: 16/09/2020	14:00 hours
EOI Technical Bid Opening date	: 05/10/2020	15:00 hours
EOI Financial Bid Opening date	:	To be notified in Departmental website.



Commissioner,
Panchayat and Rural Development, Assam.
Juripar, Panjabari, Guwahati -781037, Assam

Memo No. PDDE(II)104/2020/30 - A

Dated: 14/09 /2020

Copy to:

1. The D.I.P.R., Assam for information and he is requested to publish the above notice in atleast three prominent daily newspapers.
2. Office Notice Board.



Commissioner,
Panchayat and Rural Development, Assam.
Juripar, Panjabari, Guwahati -781037, Assam

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 of Question Papers, printing of Question Papers and OMR Sheets and distribution in the examination venues.
5. Booking of examination 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 examination.
8. Result and merit list generation as per the logic and rules given by the Department.

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 or consortium.
4. The net worth of the firm /agency/company should be POSITIVE for last 3 financial years (FY2017-18, 2018-19, 2019-20).
5. The bidder must provide at least 3 completion certificates/ Work order from competent authority to prove that they are capable of handling Recruitment related services with seal and signature from competent authority.
6. The Bidder must have conducted single similar assignment amounting to Rs 1 crore or above and must have executed at least 1.5 lacs candidates tested in a single day.
7. The bidder must have at least 10 years of experience in recruitment business.
8. The Minimum Average Annual Turnover of the firm /agency/company has to be Rs 1 Crore for last 3 years (2017- 18, 2018-19, 2019-20).
9. Upto date GST Return and GST certificate required.

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, Certificate of Incorporation and GST Registration Certificate.
3. Audited Balance Sheet or CA Certificate showing positive net worth for the three financial years (FY 2017-2018, 2018-2019, 2019-2020).
4. Audited Balance sheet showing Average turnover of Minimum 1 Crore and above in last 3 Financial Year (FY 2017-2018, 2018-2019, 2019-2020).
5. All documentary proof against the Technical Scoring parameters as mentioned below.
6. Bidders shall have to submit the bidder's profile at a glance in the format at **Annexure – I**.
7. Company Undertaking in Letter Head as Per **Annexure -II**.
8. Relevant past experience across India to be filled as per **Annexure - III**.
9. Details of exams conducted with greater than 1 lakh candidate count as per **Annexure -IV**.

10. EMD of Rs. 3,00,000.00 only in the form of DD payable to Commissioner, Panchayat and Rural Development, Juripar, Panjabari, Guwahati -37 can be paid online in the accounts details mentioned below:

- a) Ac Name:
- b) Ac No:
- c) IFSC Code:
- d) Bank Name:
- e) Branch:

- 11. The Technical Proposal should be uploaded only in the e-Tender Portal under heading: "TECHNICAL BID".
- 12. 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 superscribing it as "PROPOSAL FOR RECRUITMENT SERVICES", with the EOI number and addressed to "**Office of the Commissioner, Panchayat and Rural Development, Panjabari, Juripar, Guwahati, Assam-37**" and should be deposited before 2 PM of **05/10/2020**. Any document received after **2PM of 05/10/2020** will be out rightly rejected.
- 13. All the pages along with the EOI document should be signed and stamped by Authorised signatory of the bidder.
- 14. Registered Power of Attorney/Board resolution indicating the Authorized Signatory needs to be submitted.
- 15. Bidders shall have to submit a declaration for maintaining entire Covid 19 protocol while conducting recruitment examination in the prescribed format at **Annexure -V**.

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.

Bidders, whose bids are responsive, based on minimum qualification criteria / documents as in Pre- Qualification Criteria and score at least 80 marks out of 100 in the defined scoring mechanism, would be considered technically qualified. Price Bids of such technically qualified bidders shall only further be opened.

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

Sl. No	Criteria	Score
1	Annual Turnover from Recruitment & Assessment Business (average of last three financial years as in the pre-qualification criteria)	
	Rs.50 Lakh upto Rs 1 Crores	3
	>Rs. 1 Crores upto 9.99 Crores	5
	>Rs. 10 Crores and Above	7
2	Quality Certifications	
	i) ISO 20000 and ISO 27001 Certifications (Any of the Certifications Required)	8
ii)	CMM LEVEL 3 and above Certification	10
3	MANPOWER IN COMPANY'S PAYROLL (PF CHALLAN TO BE ATTACHED)	
	Less than 10	0
	>10 upto 25	10
	>25	20
4	Experience of handling candidate in one single exam/Work order	
	50 Thousand upto 1 Lakhs Candidates	5
	Above 1 Lakhs upto 5 Lakhs candidates	10
	Above 5 Lakhs candidates	15
6	Presentation	40

Note : 1. Interested and eligible bidders are required to submit the Technical and Commercial Bids in separate sealed envelopes. Both envelopes should be put and sealed in an outer cover (bigger envelope) addressed to the Office of the Commissioner, Panchayat and Rural Development, Panjabari, Juripar, Guwahati, Assam-37.

2. Exemption of tender fee & EMD will only be given to MSME/NSIC registered bidders. Documentary proof should be submitted.

3. The department may empanel numbers of successful agencies as deemed required considering the scope of works covering all districts in Assam. It is to be stated that each district authority will float the advertisement separately for preparation of merit list for recruitment of Grade IV for the district.

Financial Evaluation of the Bids:

- Price bid of technically qualified bidder as prescribed at Annexure -V (A & B) shall only be opened.
- The final selection of the bidder will be based on L1.
- Emapanellment will be considered upto 10% above of the L1 rate.
- Tender inviting authority reserve the right to accept or reject the whole tender at any point of time without assigning any reason thereof and is not bound to accept the lowest rate. The decision taken by the tender committee will be final.
- The bidder shall submit price bid on the appropriate financial bid schedule as prescribed at Annexure -V (A & B)
- The price quoted should include all taxes, whatsoever as applicable excluding GST
- A bidder shall be entirely responsible for all taxes, duties, license fee, etc.
- All taxes payable as per Govt. income tax and GST norms will be payable by the bidders.
- TDS of income tax will be deducted from the payment of the bidder as per the prevalent laws and rules of Govt. of India and Govt. of Assam.
- If the bidder quote abnormally low rate in comparison to the present government approved rate shall not be accepted.
- All bidders are entitled to be present at the date and time of opening of technical bid as specified in the bid document.
- Only those bidders whose technical bids are found to be acceptable on the bid eligibility criteria will be invited to be present at the date and time of opening of financial bid of the tender. The price bid of bidders not found technically eligible shall not be opened.
- The bid shall remain valid for a period of 180 days after opening of technical bid. Bids with shorter validity shall be rejected.
- No bidders shall be allowed at any time on any ground whatsoever to claim revision or modification in the rate quoted by bidder.
- Representation to make correction in the tender document on the ground of clerical error, typographical error, etc. committed by the bidder in the bids shall not be entertained after submission of the bids.

Annexure - I

Bidder's profile at a glance

Sl. No.	Particulars	
1	Name of the company/Firm/Agency	
2	Mailing Address	
3	Name of the contact person	
4	Designation	
5	Contact Phone Number/Mobile Number	
6	E-mail ID	
7	Website	
8	Status of the Company/Firm/Agency	
9	Year of establishment of the company/Firm/Agency	
10	Company profile (<100 words)	
11	Skilled Manpower	
12	Accreditation (Own Firm)	
13	Has any Govt./Govt. undertaking ever debarred the firm/Agency from executing any work?	
14	Special remarks, if any	

Signature of the Bidder

Name:

Designation:

Company Seal:

Annexure - II

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 - III

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 - IV

Details of Examinations with Candidate count of Greater than 1 Lakhs

Sl. No.	Name of the Project	Client Name	Project Value	Candidate count	Remarks
1					
2					
3					
4					
5					

Annexure -V

**Declaration from the Bidder on maintaining of prescribed protocols on
Covid-19**

I, _____, do hereby solemnly affirm and declare an oath for and on behalf
of _____

a firm/company having its registered office at _____

that we will maintain all prescribed protocols related to COVID-19 pandemic in conducting
Recruitment Exam and during the complete Recruitment Process.

Name of the Applicant:

Signature of the authorised person:

Name of the authorised person:

Annexure – V (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 Candidate Range 1 – 10,000 (Charges per Candidate in INR)	Charges per Candidate excluding all taxes Candidate Range 10,000 – 50,000 (Charges per Candidate in INR)	Charges per Candidate excluding all taxes Candidate Range 50,000 – 1,00,000. (Charges per Candidate in INR)	Charges per Candidate excluding all taxes Candidate Range 1,00,000 Above (Charges per Candidate in INR)
1.	Online Application portal with servers, creation of database post wise with e-mail facility to candidates for registration.				
2.	Scrutiny of candidate's data for admit card Generation.				
3.	Venue Arrangement with expenses.				

4.	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.	Helpdesk Support for the candidates for E-Admit Card portal.				

9.	OMR Answer sheet Scanning and Evaluation, Merit List generation/ Compilation and Preparation of Final Merit List				
10.	Any other unforeseen expenses, not included above, for the process				
11.	Jammer service required at examination rooms/ centers				
TOTAL PER CANDIDATE (EXCLUDING TAXES)					
TAXES @ (18%)					
GRAND TOTAL PER CANDIDATE (INCLUDING TAXES)					

Seal of Bidder

Signature of Bidder:

Name:

Phone:

Email ID:

Annexure – V (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 Candidate Range 1 – 10,000 (Charges per Candidate in INR)	Charges per Candidate excluding all taxes Candidate Range 10,000 – 50,000 (Charges per Candidate in INR)	Charges per Candidate excluding all taxes Candidate Range 50,000 – 1,00000. (Charges per Candidate in INR)	Charges per Candidate excluding all taxes Candidate Range 1,00000 Above (Charges per Candidate in INR)
1.	Online Application portal with servers, creation of database post wise with e-mail facility to candidates for registration.				
2.	Scrutiny of candidate's data for admit card Generation.				

3.	Venue Arrangement with expenses.				
4.	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.	Helpdesk Support for the candidates for E-Admit Card portal.				

9.	OMR Answer sheet Scanning and Evaluation, Merit List generation/ Compilation and Preparation of Final Merit List				
10.	Any other unforeseen expenses, not included above, for the process				
TOTAL PER CANDIDATE (EXCLUDING TAXES)					
TAXES @ (18%)					
GRAND TOTAL PER CANDIDATE (INCLUDING TAXES)					

Seal of Bidder:

Signature of Bidder:

Name:

Phone:

Email ID:

On Stamp Paper

Affidavit for declaration of not being Blacklisted by any Corporation/Board or State/Central Government in India

I, _____, does hereby solemnly affirm and declare on oath for and on behalf of _____, a firm/company having its registered office at _____

1. I am working in the said Firm as proprietor at its office located at _____, a firm/company having its registered office at _____
2. The Firm/Company has never been blacklisted by any Government, semi Government organization, Public Sector Units, or any other organizations.

I do hereby solemnly affirm that the above statements are true and correct to the best of my knowledge and belief and nothing material has been concealed there from.

Name of the Applicant:

Signature of the authorised person:

Name of the authorised person:

Annual Turnover statement

The Annual turnover of M/S _____
for the past three financial years are given below and certified that the statements are true
and correct.

Sl. No.	Year	Turnover
1	2017-2018	
2	2018-2019	
3	2019-2020	
	Total	
	Average	

Signature of the Auditor / Chartered Accountant
Name:
Registration Number:

Seal: