

GOVERNMENT OF ASSAM
OFFICE OF THE COMMISSIONER OF TRANSPORT, ASSAM
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No. CT-E/229/2017/

Dated Guwahati, the 25th June' 2018

EXPRESSION OF INTEREST (EOI) RECRUITMENT SERVICE

Commissionerate of Transport, Assam invites tender/expression of Interest non-refundable court fees stamp of 8.25 (rupees eight paise twenty five) from the experienced public sector undertaking / Agencies/firm/corporation/Companies having minimum three years experience who are providing online and offline recruitment and assessment service to central Department, Organizations, Autonomous Bodies/PSU/State Government Departments etc. for recruitment services.

The agency should be able to conduct recruitment exercises with desirable attributes of maintaining confidentiality of the process besides maintaining delivery time frame. The exercise will include pre and post examination activities including receipt of online applications, scrutiny of application, data processing, Admit card generation, venue selection, Question paper printing, OMR scanning and evaluation merit list generation.

The details of expression of Interest (EOI) can be downloaded from the official website the office of the <https://comtransport.assam.gov.in> and shall be submitted on or before 16th July' 2018 by 2 P.M. pm along with bid documents fees @ Rs. 100/- inform of D.D./ BD/IPO favour of Commissioner of Transport, Assam at office of the Commissioner of Transport, Assam. Pre-Bid will be opened in the day by 3 pm.

Documents

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

Contd.P/2

I. SHORT-LISTING CRITERIA:

1. The agency Bidder should have a valid Registration Certificate.
2. The agency should have minimum 3 years of experience of providing similar nature of works.
3. The Agency should have conducted at least 10 (Ten) recruitment projects – in the last five years for PSUs/ Central Govt. Departments/organization/ autonomous body/ State Govt. Departments. (attach supporting documents).
4. The Agency should not have been debarred / blacklisted by any Govt. sector/ PSUs/ bilateral and multilateral agency, for handling recruitment process ever in the past. Affidavit by the Notary of the same be submitted by the Agency.
5. The service Provider Agency should have a minimum turnover of **Rs. 1.00 (Rupees One Crore)** every year for the last three financial years. Financial position/statement with ITR for last three years should be submitted along with the technical proposal.
6. The agency shall furnish an Earnest Money (EMD) of INR 50,000/-(Rupees Fifty Thousand Only) though demand draft/FDR drawn on a nationalized bank, in favor of the “Commissioner of Transport, Assam” and payable at Guwahati at the time of submission of proposal along with the technical proposal. The EMD of unsuccessful bidders will be refunded within 15 days from opening of the financial bids.
7. The Agency should have PAN, GST Registration (documents should be enclosed).
8. Trade License from competent authority.
9. The bidder is preferred to be registered under Micro, Small & Medium Enterprises(MSME).

II. TECHNICAL BID:

The evaluation will evaluate the pre- qualification EOI's on basis of the evaluation criterion as provided below:

Sl. No.	Criteria	Max. Marks
A.	Bidder's Profile	10
B.	The Bidder should have experience of projects related to providing recruitment service.	20 1. 10 or more Projects/work Orders = 20 marks 2. 7 or more projects/work orders = 13 marks 3. 5 or more Project/ work Orders = 7 marks 4. Less than 5 Projects = Nil (Copies of work Order/Certificate/Agreement/Contract)
C.	Annual turnover for three last years More than Rs. 50.00 lakhs = 20 marks Rs.30.00 lakhs to 50.00 lakhs = 10 marks Below Rs. 30.00 lakhs = Nil	20

III. Criteria & Evaluation :

Once the Technical bid envelopes of the bidder are opened, the bidders will be assessed as defined above. Only those who qualify the Technical Bid shall be eligible for financial bid. Non-confirming EOI's will be rejected and will not be eligible for any further processing.

The Bidder should get minimum 70% marks to get qualified for the financial Bid.

IV. SCOPE OF WORK:

1. The Department will engage a "Service Providing Agency" (the selected bidder) to undertake the requisite recruitment of staff as Jr. Assistant, AEI, EC, Stenographer under the Office of the Commissioner of Transport, Assam.

2. The recruitment will be done largely from market through advertisement.
3. All governance, monitoring and reporting aspect of this assignment will be controlled by the Office of the Commissioner of Transport, Assam. The “Service Providing Agency” will need approval for its activity plan from the Office of the Commissioner of Transport, Assam on regular interval or in monthly basis. The Office of the Commissioner of Transport, Assam will be supervisory role for all recruitment and selection events conducted by the “Service Providing Agency” The Commissioner may also involve its representative at any stage of recruitment and selection process undertaken by the “Service Providing Agency”
4. The Service Providing Agency will have to comply with the reservation policy of the State, wherever applied in recruitment process.
5. The “Service Providing Agency” is expected to maintain the 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.
6. 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 Office of the Commissioner of Transport, Assam as and when required.
7. It is expected that the selected “Service Providing Agency” will put in place full time recruitment experts for the interview and required number of administrative assistants to 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.
8. Addition or deletion in number of vacancy 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”
9. Design the format of application for online submission of application by the candidates that should be linked to the Office of the Commissioner of Transport, Assam website.
10. Send the SMS/e-mail to the application/candidates intimating them of their successful submission of the application forms.
11. Respond to relevant queries received from the applicant over email before closing date.
12. To book suitable examination centers for holding written test in Guwahati and outside Guwahati, if applicants are more and computer practical test centrally at Guwahati in the district of Kamrup (Metro).
13. Prepare E-call letters/Admit cards for written test and Computer practical test as may be approved by the Office of the Commissioner of Transport, Assam and also send SMS/e-mail to each candidate about the date, time and venue etc.

14. Generate system for the applicant (link available in the website of the Office of the Commissioner of Transport, Assam for downloading the admit cards/roll nos. for appearing in the written test/computer practical test.
15. Printing of Copies of Question Papers & OMR sheets.
16. To make available all relevant stationary materials that may be required for conducting written test.
17. Collection of USED OMR sheets from District Transport Officers (DTO) in consultation with Commissioner of Transport.
18. Scanning and Evaluation of OMR sheets.
19. Prepare the result/merit list of the qualified candidates for written test and shortlist for computer practical test wherever required and upload the same on the website of the Office of the Commissioner of Transport, Assam.
20. Prepare schedule for the computer practical test in consultation with the Office of the Commissioner of Transport, Assam.

V. FINANCIAL BID :

1. Financial Bid 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. Agencies are at 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 Tenderer whose bid has been determined to be substantially responsive to the tender document and who has offered the lowest Evaluated Tender price.
3. The Commissioner, 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.

VI. 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.

VII. TERMINATION:

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 becomes 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.

VIII. ARBITRATION

1. All disputes, if any, arising amongst contract process shall resolved by arbitration. The arbitration shall be conducted in English language and the jurisdiction 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)	Details of the Bidder
2.	Annexure-2 (format attached)	Undertaking of non-blacklist on non-judicial stamp paper of Rs.50 in the shape of affidavit
3	Annexure-3 (format attached)	Experience details
4	Annexure-4 (format attached)	Financial Bid

Annexure-1

**Details of the Bidder
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: Mobilenos.of Proprietor/Director:	
4.	The bidder should submit attested ITR, accounts, balance sheet with financial soundness certificate from Bank over the last three financial Years (FY-14-15. FY-15-16 AND FY-16-17) as per Annexure- II. Turnover of the bidders should comprise of only recruitment related activities.	
5.	Bidder should have GST registration No./PAN No. (Attach attested copy)	
6.	Financial turnover of the tendering Institute/ Organization for the last 3 Financial Years (Attach Auditors certified Annual Turnover Certificate of last 3 yrs)	Financial Year Amount (Rs.in Lakh) 2014-15 2015-16 2016-17 The turnover should contain ONLY Recruitment Related activities.
7.	MSME Registration No (preferable) (Copy to be enclosed)	

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.

Details of experience regarding Pre and Post Exam Work

Sl. No.	Contracting Organization	Whether Pre OR Post Exam Work	Year of conduct of Exam	Approx. Applicants	Documentary Proof (Attested copies of all Orders/certificates/agreements) (Attach the same along with each details)	Remark

Note:

- *Pre- Exam work shall include Online/offline data processing, Scanning, Extraction of data through ICR/Image Capturing Software.*
- *Post-Exam work shall include printing of Question Booklets & OMR sheets, Scanning & Evaluation of OMR sheets*

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 form with 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 downloads process with SMS/ Mail 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	
10	Conduct of CPT (Computer Proficiency test) wherever required.	
11	Preparation of Final Merit List	
12	Any other unforeseen expenses, not included above, for the process	

Signature of the Bidder/ Authorized Person