

GOVERNMENT OF ASSAM
DIRECTORATE OF INFORMATION & PUBLIC RELATIONS
ASSAM, DISPUR, GUWAHATI-06

No.AE.34/2008/180

Dated, Dispur the 19th July, 2018

EXPRESSION OF INTEREST (EOI) FOR RECRUITMENT OF SERVICES

The Directorate of Information & Public Relations, Assam, Dispur, Guwahati-06 invites Expression of Interest from the experienced Agencies/Firms/Companies having minimum 2 (two) years of experienced and providing online and offline recruitment and assessment service to Central Government Departments/Autonomous Bodies/State Government Departments for recruitment of 50(Fifty) nos. of various posts of Grade-III.


The Agency/ Company/ Firms should be able to conduct recruitment exercises with desirable attributes of maintaining confidentiality of the process besides maintaining delivery time frame. The exercises will include Pre and Post examination activities including right from release of advertisement in consultation with the undersigned, receipt of online applications, data processing, scrutiny of applications, providing list of eligible and ineligible candidates, Admit Card generation and sending of admit cards to the eligible candidates, setting & printing of Question Paper and OMR, Answer Scripts, venue selection, holding of written examination, OMR scanning and evaluation, merit list generation and submission of result to the Department concerned for further necessary steps as per provision of Assam Directorate Establishment (Ministerial) Service(Amendment) Rules, 2016.

The detail of the Expression of Interest (EOI) can be downloaded from the official website of the Directorate of Information & Public Relations, Assam, Dispur, Guwahati-06 i.e dipr.assam.gov.in and also can be collected personally from the office of the undersigned during office hour from 21/07/2018 till 03/08/2018 upto 12:00 P.M.

The last date of submission of the EOI document is 03/08/2018 at 02:30 PM. The Technical bid will be opened on the same day at 03:30 P.M.

Firm/Agency/Company have to give a proper presentation to the authority to qualify for the financial bid.

After scrutiny of technical expertise, qualified Firm/ Agency/ Company will be called for the Financial Quotation and finally one eligible firm will be selected.



Director of Information & Public Relations
Assam, Dispur, Guwahati-06

Memo No. AE. 34/2008/180-A

Dated, Dispur the 19th July, 2018

Copy to :

1. The P.S to Hon'ble Media Adviser to CM, Assam for kind appraisal of the Media Adviser.
2. The P.S to Addl. Chief Secretary to the Govt. of Assam, Information & Public Relations Department, Dispur, Guwahati-06 for kind appraisal of the Addl. Chief Secretary.
3. Shri Pradeep Brahma, Addl. Directorate of Information & Public Relations, Assam, Dispur, Guwahati-06. He is requested to publish the above matter in the leading local dailies on 20/07/2018.
4. Shri Pranjit Hazarika, DDIPR & B.O Website. He is requested to arrange for uploading the EOI in the departmental website "dipr.assam.gov.in" immediately w.e.f 20/07/2018.


Director of Information & Public Relations
Assam, Dispur, Guwahati-06

EXPRESSION OF INTEREST (EOI) FOR RECRUITMENT OF SERVICES

The Service Provider selected for the assignment would be required to undertake the process of Recruitment and selection of the following posts involving written test which will later be followed by a Computer Practical Test. The Service Provider is expected to undertake and perform the following tasks:

	Name of Cadre	No. of Post	Grade	Remarks
1.	Lower Division Asstt.-cum-Typist	15	III	
2	LDA(HoD)	2	III	
3	LDA (D/L) HQ	3	III	
4	Translator	5	III	
5	Miching Journalist	1	III	
6	Librarian	2	III	
7	Advertisement-cum-Circulation Manager	1	III	
8	Technician	3	III	
9	Operator	6	III	
10	Artist	1	III	
11	Junior Photographer	2	III	
12	Despatcher, H.Q.	2	III	
13	Distributor, H.Q.	1	III	
14	Clipper, H.Q.	3	III	
15	Journalist	1	III	
16	S.E.P.R	1	III	
17	Proof Reader	1	III	

SCOPE OF WORK OF THE SUCCESSFUL BIDDER:

1. Development of the online Application submission Portal for the candidates that should be linked to Directorate of Information & Public Relations, Assam, Dispur, Guwahati-06 with SMS and email to the applicants/Candidates intimating them of their successful submission of their application.
2. Scrutiny of the Submitted Applications and sorting of valid and rejected candidates' data.
3. To book suitable Examination Centre for holding Written Test and Computer Test Practical Test Centrally at Guwahati in the District of Kamrup (M) and in case of necessity at several district Head Quarter depending upon the number of Applicants.
4. Respond to relevant queries received from the applicants over telephone, Whatsapp or e-mail before closing date.
5. Prepare call letters/Admit Cards for Written Test and Computer Practical Test as may be approved by DIPR and also send the SMS/e-mail to such candidates about the date, time and venue etc.
6. Generate system for the applicants (Link available in the website of DIPR) for down loading the Admit card/Roll No for appearing in the Written Test/Computer Practical Test.
7. Printing, packaging (Exam Centre wise) and transporting of copies of Question Papers both in English and Assamese will be the responsibility of the successful bidder. Question paper setting will be done by the Recruitment Committee of the department.
8. To make available all relevant stationery material including OMR Answer Sheet, attendance sheets, Envelop, Tags etc. as may be required for conducting Written Test and Computers/Desktop for the Computer Practical Test.
9. To obtain NOC/ relevant permissions from the concerned Department of State Govt. and other relevant Agencies, if any required, for sending the relevant information to the applicants via SMS/e-mail.
10. Scanning and evaluation of the OMR answer sheets under the supervision of the departmental authorized personnel.
11. Prepare the result merit list of the qualified candidates for Written Test and computer Practical Test and upload the same on the website of DIPR.

4. Company shall handle queries related to technical aspect of filling up of applications only, all administrative queries, shall be dealt by this office. A technical Nodal Officer may be deputed for resolving the queries on the spot in this regards.
5. Company will report every administrative queries to this office received online.
6. Software must certify of security audit from any cert-in vendor or equivalent.
7. Software should be hosted preferably in India.
11. **Certified Agency :** The successful bidder/Agency should submit a third party Security Audit report before hosting the software over the Internet.
12. **Sub Contract :** The vendor shall not without Written consent of the Chairman, Selection Committee Sub-Contract or assign the awarded contract for any part thereof to any third party.
13. **Consortium :** No Consortium will be entertain in the bid process. The bidder must hold the full responsibility of the contract.
14. **Penalty Clause :** If the service rendered by the vendor are not completed or not completed satisfactory, the earnest money deposited shall be liable to the forfeited and suitable action shall also be initiated against the vendor as per law as its risk and cost.
15. **Revision of prices/Rates :** The prices/rates quoted shall be fixed throughout the period of the validity of the offer and subsequently during the currency of the contract and shall not be subject to any variation/revision. The bidders should quote their most competitive prices/rate and it should be noted that their quotation could not ordinarily be subject to further negotiation. Negotiation may however, be carried out as per the instruction on the subject at the discretion of DIPR.
16. **Evaluation and acceptance of the offer :** Selection of the vendor shall be base on quality and cost base selection (QCBC) besides, their past tract record, infrastructure, financial soundness and suitability to meet the project requirement. The Selection Committee reserved the right to accept any bid in full or part, or to reject any bid or all bid without assigning any reasons. No enquiry shall be entertain in this regard.
17. **Offer :** The bidders must keep their offer open for a minimum period of 90 days from the date of opening of the tender and during this period they cannot withdraw their offer. However, the period may be extended further if require by mutual agreement from time to time.

ELIGIBILITY CRITERIA

The interested Agency should meet the following criteria :

1. Firm/Agency/Company should have a registered office and operations in Assam. The Company/Firm should be operational in Assam for at least minimum last 2 Assessment years (AY 2016-17 & AY 2017-18).
2. The net worth of the Firm/Agency/Company should be positive for the last 2 Assessment years (AY 2016-17 & AY 2017-18).
3. Firm/Agency/Company should have been providing Recruitment related services and completed at least 2 Projects successfully in Assam.
4. The service provide Agency should have experienced in the field of such work area in the State of Assam and the Agency should provide certificate of satisfactory services rendered during issued by the concerned Institution/Organisation.
5. The Agency should not have been blacklisted or debarred by any Govt. organisation/PSU/Supreme court of India/High Court of any state of India/District Court of any state of India etc. The Agency should submit a duly sworn affidavit to this effect from the Oath commissioner/Notary Officer.
6. Necessary documentary proof be submitted along with EOI documents.
7. After opening of offer, on the schedule date, time and venue, the Committee shall examine the content of ROI document along with all prescribed mandatory documents.
8. If any quotation during the evaluation process, does not meet the EOI conditions laid down in the EOI document, the same will be out rightly rejected.

EXPRESSION OF INTEREST
(On stamp paper of min. INR.....)

I/We _____ the proprietor/ Partment/ Company Officer to provide our services in conformity with the EOI document issued by the DIPR for recruitment of the Grade III posts :

The Information, documents in relation to our financial status, credibility, details of experience etc. furnished are true and correct to the best of my/our knowledge and belief. I/We shall be liable for civil/criminal action for furnishing of any false information at our end and it would lead to rejection of our quotation at any stage besides forfeiture of my/our Bank guarantee.

I/We have examined the EOI document and our fully clear about the job to be done during the period of agreement and also knowledge to bear consequence of known performance or deficiency in the services on my/Our part.

Signature

Proprietor/Company's name.....

Address



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DETAILS OF THE SERVICE PROVIDER AGENCY

1. Name of the Service Provider Agency :
2. Name of Owner /Director :
3. Complete Address :
4. Contact Telephone No :
5. Fax No :
6. E-mail :
7. PAN/TAN No :
8. GST Registration No :
9. Name - telephone & Mobile No of the dealing/
authorised representative.
10. Any other information :

Signature of authorised signatory

Name :

Place :



UNDERTAKING REGARDING BLACKLIST

(On a stamp paper of Rs)

AFFIDAVIT

I/We M/S (sole applicant /Lead member/Member/Affiliate), the names and address of the registered office) barred/blacklisted by Central Govt./State Govt./PSU/Supreme court /High Court of any state/District Court of any state from participating in projects either individually or as member of consortium as on the (Date of signing of application).

I/We further confirmed that we are aware that our application for the caption project would be liable for rejection in case any material misrepresentation is made for discover at any stage of the bidding process or thereafter during the agreement period and the amount paid (including Bank guarantee) shall stand forfeited without any further intimation.

Datedthis theday of

Name of the applicant

Signature of authorised person

Name of authorised person



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Annexure-V

Details of relevant past experiences executed in the past two years.

Sl. No	Name of the project	Contracting organisation	Cost of work	Starting date	Ending date	Documentary proof submitted certified/attested	Remarks

Note : Project of similar nature currently under execution may also be furnished by the Agency.



Signature of Bidder

Annexure-VI

FINANCIAL INFORMATION

Year	Annual turnover(in INR lakh)	Net worth (in INR lakh)
AY 2017-18		
AY 2016-17		
AY 2015-16		



Signature of bidder

12. To obtain security audit of the software designed for online application submission of accredited Govt. Agencies .
13. Prepare schedule for the Written Test and Computer Practical Test in due consultation with DIPR.
14. Publication cost : The Advertisement format shall be prepared by the Selection Committee constituted under the chairmanship of DIPR. The publication cost and expenses shall be borne by DIPR.
15. Result : After list of shortlisted candidates is prepared, the vendor shall generate online call letter and send the same to the shortlisted candidates on their respective e-mail IDs besides sending relevant information viz : The date, Time and Venue of Computer Practical Test may be notified by the Selection Committee , DIPR. The schedule of the interview shall also be *uploaded* in the website of DIPR.
16. The Data of entire recruitment process shall be handed over to the Selection Committee, DIPR in hard as well as soft copies in PDF Format as and when called for.
17. Any other criteria or term of reference or final details regarding the work to be executed can be furnished at the time of signing the contract.
18. The executing authority should keep close liaison with the Director or Nodal Officer at all time for any clarification or taking the spot decision during examination.

OTHER CONDITIONS :

1. **Time line** : The recruitment process has to be completed within the Time Line fixed by the Selection Committee.
2. **Secrecy and confidentiality** : The Agency is bound to maintain strict secrecy and utmost confidentiality of entire recruitment process and related data.
3. **Ownership of Data** : The entire recruitment related data shall be the property of DIPR shall not be shared with any third party in any manner whatsoever.
4. **Software/forms** : The software/Forms created for online submission of applications for any other purpose during the entire recruitment process, shall be developed by the selected Agency.
5. **Bank/Guarantee** : Bank/ Guarantee of 25% of the awarded amount shall be furnished by the successful agency at the time of signing of contract.
6. **Miscellaneous** : The interested Agency should submit all relevant details as per annexures mentioned under key submission. The bid should reflect the work experience and financial strength of the interested Agency. The Agency will be required to work under supervision of the Selection Committee as well as the appointing authority.
7. **Arbitration clause** : In case of any dispute, the matter will be referred to the Arbitrator, appointed by the Government and the award passed by the Arbitrator will be final and binding upon the contractors.
8. **Technical Bids**: The bids documents furnished by the vendors shall be Technical bid. The Technical Bid must be submitted in the given format. The Bid documents should be submitted in sealed envelope scribing "Tender for Recruitment of post of various Grade-III Posts under Directorate of Information & Public Relations, Assam, Dispur, Guwahati-06. After scrutiny of technical expertise, qualified Firm/ Agency/ Company will be called for the Financial Quotation and finally one eligible firm will be selected.
9. **Mode of payment** : The payment to the vendors shall be made in INR and shall be paid only after the successful completion of the entire work without any delay for errors. No advance payment shall be made. If the vendors fail to complete the awarded work for a part thereof, the Selection Committee/ DIPR, Assam shall have the liberty to get the work done through any other agency at the risk and cost of the vendors with a right to recover the full cost from the vendors in addition.
10. **Software for recruitment** :
 1. Software should have scalability to receive any number of applications.
 2. Software should be capable enough to handle more than 5000 nos of multiple request at a time and does not hang.
 3. Every down time in software and fail attempt should be reported to this office.

DOCUMENTS REQUIREMENT

Interested Agencies wishing to undertake the above task may submit their quotations. The offer should be completed in all respect as mentioned below. Any incomplete quotation shall be summarily rejected. Quotation must be submitted along with following documents:

1. Valid Registration Certificate.
2. Copy of PAN card.
3. Notarized Affidavit required.
4. Letter from competent authority listing type of services offered Work Order for relevant services.
5. Upto date Income Tax clearance certificate of the last 2 Assessment years.
6. Certificate of financial soundness from the Bankers of the bidders of the last one year.
7. Trade licence.
8. GST Registration Certificate.
9. Financial arrangement for carrying out the proposed work.
10. Details regarding balance Sheet, Profit and loss account for the last two Assessment years as certified by the Charter Accountant.
11. EOI form as per Annexure -I
12. Detail of Agency in the format given in Annexure-II
13. The instrument such as power of Attorney as per Annexure-III authorising an officer of the tenderer and nominating a responsible person of the tenderer to transact the business with full discretionary authority.
14. Affidavit on non judicial stamp paper regarding the firm having been not found guilty of malpractice, misconduct of black listed-debarred by Central Govt. / State Govt./PSU/Supreme Court/High Court of any state/ District court of any state in the past three years as per Annexure-IV.
15. Work experience in the format as per Annexure-V
16. Format information as per Annexure-VI.
17. Format for the submission of the Financial bid as per Annexure-VII
18. Submit the complete seal EOI on or before **03/08/2018** up to **02:30 PM** and it will be opened on the same day i.e **03/08/2018** at **03.30 PM** in the presence of the bidders or their authorised representative at the office of DIPR, Assam ,Dispur.
19. Quotation not submitted within time will not be accepted under any circumstances. The decision of the Selection Committee shall be final and no enquiry or application for review shall be entertained.
20. The office of the undersigned reserved the right to modify the term and conditions partially for wholly or cancel the EOI without assigning any reason thereof.
21. For any further clarification please contact at **Phone No. 0361-2262830** on any working day.

Power of Attorney

Format for power of Attorney for signing of application
(On a stamp paper of relevant value)

Power of Attorney

We M/S (name & address of the registered office) do hereby constitute, appoint and authorised Mr/Ms (name & designation), who is presently employed with us and holding the position of as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our bid for "BOI" for office of the DIPR including signing and submission of all documents and providing information/ response to the office of the DIPR representing us in all matters before selection committee in connection with our bid for the said project. We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this power of attorney and that all acts, deeds and things done by our aforesaid attorney shall always be deem to have been done by us.

Datedthis theday of

For
(Name, designation & address)

Accepted
(Signature)

(Name, title & address of the attorney)

Date

