

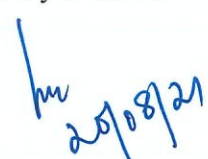
STATE INSTITUTE OF PANCHAYAT & RURAL DEVELOPMENT, ASSAM
(APEX CENTRE FOR RESEARCH AND TRAINING IN RURAL DEVELOPMENT)
UNDER DEPARTMENT OF PANCHAYAT & RURAL DEVELOPMENT, GOVT. OF ASSAM
G. S. ROAD :: KHANAPARA :: GUWAHATI :: 781022

No: SIPRD-98/2021/19
Dated:20-08-2021

**Invitation of Bids for supporting Recruitment Process (OMR based)
for contractual vacancies.**

SIPRD, Assam invites technical and financial bids from the eligible, reputed and qualified Organisations (IT Firms) with sound technical capabilities for supporting Recruitment Process (OMR based) for different contractual positions. The details with technical qualifications and Terms & Conditions may be obtained/ seen in the detailed document available at <https://sirdassam.gov.in> from 22-08-2021 to 10-09-2021 during office hours.

Interested and eligible bidders are requested to submit their proposal as per the prescribed format. The Last date of receipt of the proposal is **14:00 hours on 14th September, 2021** and will be opened at the same day at 15:00 hours. The Director, SIPRD, Assam reserves the right to accept or reject any or all the bids without assigning any reason thereof.



(M. Sharma, ACS)
Director,
SIPRD, Assam.

Memo. No.SIPRD-98/2021/19-A

Dated: 20-08-2020

Copy to:

1. The D.I.P.R., Assam, for information and he is requested to publish the above notice in five issues prominent daily newspaper.
2. Santosh Medok, Faculty member-IT, SIPRD, Assam for information & necessary action for uploading in Institutes website.
3. Office Notice Board


(M. Sharma, ACS)
Director,
SIPRD, Assam.

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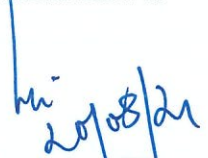
**Invitation of Bids for Supporting Recruitment Process (OMR based)
for contractual vacancies.**

IMPORTANT INFORMATION

1. Ref. No. : SIPRD-98/2021//19, Dated:20-08-2020
2. Last date & time of receipt : 14-09-2021 till 14:00 hours.
3. Time & date for opening of Bid : 14-09-2021 at 15:00 hours.
4. Address for Submission of Bid :
State Institute of Panchayat & Rural Development, Assam,
G.S. Road, Po: Khanapara, Guwahati-781022
5. Website for downloading the Bid document: <https://sirdassam.gov.in>.

The sealed envelope should be superscribed as “Tender for supporting Recruitment Process (OMR based) for contractual vacancies”.

The Director, SIPRD, Assam shall not be held liable for any delay in the receipt of Tender. Bidders requiring any clarification on the Bid document may visit the office during office hours. The Director, SIPRD, Assam reserves the right to accept or reject any or all Bids without assigning any reasons thereof.


(M. Sharma, ACS)
Director,
SIPRD, Assam.

1. About SIPRD, Assam.

The State Institute of Panchayat & Rural Development (SIPRD), Assam under the Department of Panchayat & Rural Development, Assam –is a premier Institute, providing Training & Research in the field of Panchayat and Rural Development, Assam. The SIPRD, Assam has always endeavoured to follow a Transparent Recruitment Policy, which envisages fair, transparent, impartial, merit –based selection of Individuals best suited for the job on the basis of modern recruitment procedure and with the use of modern yet simple technological tools and applications.

2. Purpose of this Tender

This Tender intends to avail services of support Agency for Recruitment Process (OMR based) for various contractual positions under the department. This invitation to bid is open to all bidders meeting the pre-qualification criteria as mentioned in this Document.

3. Background Information

- a) SIPRD, Assam invites responses (“Proposals”) to this Invitation of Bids for supporting Recruitment Process (OMR based) for contractual vacancies from Organisations (IT Firms)/ Agencies herein referred as Firm/Service Provider. The indicative contractual positions are 634 number covered under 11 different categories.
- b) Proposals must be received not later than the time, date at the venue mentioned in the document. Proposals received after the deadline will not be considered.
- c) Interested bidders are advised to study the RFP document carefully. Submission of response shall be deemed to have been done after careful study and examination of the RFP document with full understanding of its implications.

4. General Information and Instruction to the Bidders

- a) Submission of offers, the Firm/ Service provider shall submit their proposal in two parts:
 - (i) Technical Proposal
 - (ii) Financial Proposal
- b) The tender is “Two Bid” document. The technical proposal should contain all the relevant information and desired enclosures in the prescribed format along with Earnest Money Deposit (EMD).
- c) The financial proposal should contain only price **Bid Form - IX**. In case, any bidder encloses the financial bid within technical bid, the same shall be rejected summarily.
- d) The bidders are cautioned that not giving complete information called for in the tender forms or not giving it in clear terms or making any change in the prescribed forms or deliberately suppressing the information may result in the bidder being summarily disqualified.
- e) The Tenders should be computer generated but there should not be any overwriting or cutting or interpolation. The name and signature of bidder’s authorized person should be recorded on each page of the application.

- f) Bidders must keep their offer open for a minimum period of 180 days from the date of opening of the Technical Bid, within which the bidders cannot withdraw their offer.
- g) Reference, information and certificates from the respective clients certifying technical, delivery and execution capability of the bidder should be signed and the contact numbers of all such clients should be mentioned. The SIPRD, Assam, may also independently seek information regarding the performance from the clients.
- h) The bidder is advised to attach any additional information, which he thinks is necessary in regard of his capabilities to establish that the bidder is capable in all respects to successfully complete the envisaged work. No further information will be entertained after tender document is submitted, unless the Institute calls for it.
- i) The tender document is to be downloaded from SIPRD, Assam's website <https://sirdassam.gov.in> and be submitted along with a fee of Rs.500/- (Rupees five hundred only) in the form of Demand Draft/Banker's Cheque in favour of "Director, SIPRD, Assam". There is no exemption from payment of tender document fees and tenders without requisite fees shall not be accepted.
- j) The technical bid shall be opened as per schedule in presence of bidders who may like to be present.
- k) The bidder shall indicate the prices/rates as specified in the Price quotation format.
- l) The bidders should quote their most competitive prices/rates and it should be noted that their quotations would not ordinarily be subject to further negotiations.
- m) All prices/rates should be clearly written both in figures and in words. Failure to write prices/rates both in figures and in words shall render the tender liable for rejection. Bidders should avoid alterations / corrections in the prices/rates submitted by them. However, if alterations / corrections in prices/rates are inescapable each alteration / correction should be indicated both in figures and words and duly attested under the full signature of the Bidder/Authorized Signatory.
- n) The prices/rates quoted shall be firm throughout the period of the validity of the offer and subsequently during there shall be no variation/revision of rate under any circumstances.
- o) The payment shall be made only after successful completion of work without errors and delays. No advance payment shall be made and the successful bidder has to sign an agreement on non-judicial stamp paper which shall contain clauses related to liquidated damages on account of delays, errors, cost and time over-run etc. In case the bidder fails to execute the contract, the SIPRD, Assam shall have liberty to get it done through any other agency with full cost recoverable from the bidder in addition to damages and penalty.
- p) At any time prior to the date of submission of tender, the Tender Inviting Authority may, for any reason, whether on his own initiative or in response to a clarification requested by a prospective Bidder, modify the tender document by an amendment and that will be binding on them. In order to provide reasonable time to take the amendment into account in preparing their bid. Tender Inviting Authority may at its discretion, extend the date and time for submission of tenders. A pre-bid meeting may be held on 31-08-2021 at 15:00 hours to address the query of prospective bidder, if any.

All pages of Bid Document is required numbered and signed by the bidder in all pages with office seal. The bid documents sealed in two separate envelopes for Technical Bid and Financial Bid should be superscribed as

“Tender for Supporting Recruitment Process (OMR based) for contractual vacancies.” addressed to the Director, State Institute of Panchayat & Rural Development, Assam, G.S. Road, Khanapara, Guwahati-781022, Assam.

5. **Earnest Money Deposit**

- a) The bidder shall be required to submit the Earnest Money Deposit (EMD) for an amount of Rs.25,000/- by way of demand draft or Bank Guarantee only. The demand drafts/ Bank Guarantee shall be drawn in favour in favour of “Director, SIPRD, Assam”. The demand drafts or Bank Guarantee for earnest money deposit must be enclosed in the envelope containing the technical bid. The EMD of the successful bidder shall be returned after the successful submission of Bank Guarantee/ Security Deposit and for unsuccessful bidder(s), it would be returned after award of the contract. Bid(s) received without EMD will be rejected.
- b) The successful bidder shall be required to deposit Performance Bank Guarantee equivalent to 10% of contract value to the Institute before release of his EMD.
- c) Earnest money will be forfeited if the bidder unilaterally withdraws the offer, or unilaterally amends, impairs or rescinds the offer within the period of its validity.

6. **Scope of work**

- a) All governance, monitoring and reporting aspect of this assignment will be controlled by the Chairman of the Recruitment Committee, State Recruitment Cell. The “Firm/ Service provider” will need approval for its activity plan from Chairman of the recruitment Committee on a regular interval or in monthly basis. The Director, State Institute of Panchayat & Rural Development (SIPRD), Assam will play supervisory role for all recruitment and selection events conducted by the “Firm/ Service provider”. The relevant Officer may also involve its representative at any stage of recruitment and selection process undertaken by the “Firm/ Service provider”.
- b) The “Firm/ Service provider” will have to comply with all the points in Scope of work, reservation policy of the State etc. wherever applied in recruitment process.
- c) The “Firm/ Service provider” 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 “Firm/ Service provider” will ensure of only those candidates for appear in written examination who fulfill eligibility criteria prescribed for the respective positions.
- d) The “Firm/ Service provider” will follow a structured system of receiving application, scrutinizing them on set criteria, recording reasons for their rejection and preparing list of eligible applicants for appearing in the written examination. The scrutiny of application will be carryout under supervision of officials of the State Institute of Panchayat & Rural Development (SIPRD), Assam, as and when required.
- e) Addition or deletion number of positions may be possible as per actual requirements during the assignment period. This would be worked out mutually between department and the “Firm/ Service provider . Respond to relevant queries received from the application over e-mail before closing date.
- f) Prepare Online Application Portal with Servers, E-call letters/Admit Cards.
- g) Generate system for the applicant (link available in the website of Office of the State Institute of Panchayat & Rural Development (SIPRD), Assam, for downloading the Admit Cards/roll nos. for appearing in different level of written examination after verification). www.sird.assam.gov.in

- h) Provide dropdown option to select Post & upload relevant documents as per Advertisement.
- i) To do manual verification of all relevant documents by deploying manpower within stipulated time frame of all relevant documents provided by candidates while applying Supporting, under supervision of official designated by Director, SIPRD, Assam, for the purpose.
- j) Prepare Post wise/ Category wise merit list
- k) To provide Supporting downloading of application forms with digital Signature.
- l) The Director, SIPRD, Assam, may exclude/ not require any of the services categorized in the Financial Bid in its sole discretion.

7. Deliverables:

- 7.1 The Service Provider should design the application for candidates to register themselves for the online application.
- 7.2 The Service Provider should make the provision for admit card download. The candidate should be able to download and take the print of successfully filled applications.

7.3.1 General requirement

- Design and development of Online receiving application format.
- Hosting and managing of Online application,
- Providing Helpdesk for Supporting Application (Helpdesk software), Easy to analyze complaints registered on this system for future application development.
- Managing and capturing of scanned photo, signature and scanned documents from the candidates.
- Backup of Supporting Application database on real time basis to maintain high availability of Supporting Application.
- Verifying of Supporting Application after completion of notification (after completion of Supporting hosting).

7.3.2 Administration requirement

- Design and development and hosting of Online application
- Cut down manual effort, increase productivity and add more value
- Turnkey solution up to the conduct of the test
- Eliminate the clutter of data management and information sharing

7.3.3 Process with stages

Stage - 1, Online application design and Online Hosting in SIPRD website

- Online Application is hosted on the cloud server
- Online Application will be in – English
- Candidate access online application from the Website
- Candidate selects post to apply (Post code required to be created)

- While applying IP address of system captured
- Candidate enters the basic information:
 - Candidate Name (As in HSLC / Class X Standard marks card)
 - Date of Birth
 - Gender
 - Father's Name
 - Mother's Name
 - Address i) Permanent ii) Temporary with the field –Village, Town, PO, PS, District, State, Pin code.
 - Mobile Number
 - Email ID
 - Caste – UR, ST(P), ST(H), SC, OBC/MOBC
 - Reservation Claimed – as per GoA rules & regulations PwD, EwS
 - Age relaxation categories – As per GoA rules & regulations: calculated by the system.
 - Education Qualification – Maximum Marks, Marks obtained, Percentage will be calculated by the system.
- Submit the Application
- Basic Information is stored to Database
- Unique Application ID is generated

Stage– 2, Uploading of Documents

- Candidate enters the Application ID
- Enter the Date of Birth (Auto calculation of age)
- User Number
- On submission, the system redirects candidate to upload documents
- Candidates select and upload the documents mentioned in Supporting application.
- Documents get stored to the file server under the Application ID Folder
- After successful submission of documents, complete application form is generated.
- Candidate gets a confirmation message on mobile and email. Copy of the application form can be downloaded by the candidate in PDF format.

Stage– 3, Test Stage.

Pre-Test Activities -

- Sorting and finding duplicate applications.
- Downloading of database and documents from server.
- Authorized personnel from SIPRD, Assam will give details of Test venue after identification, mapping/audit and finalization of test centers for smooth conduction of the test.
- Generation of e-Hall Ticket (eHT)/ Admit Card numbers and matching with application id and allocation of test centers to candidates.
- Preparing and hosting of eHT for candidates appearing for the test in the web site as directed by SIPRD.

Stage-4

Post Examination.

- OMR Answer Sheets Scanning and Evaluation

7.3.4 Time line

Timeline for design , testing & finalisation of Online Application form: 10 days from the date of workorder.

TimeLine for the rest of the deliverables will be finalised after the pre-bid meeting.

8. Eligibility Criteria

- The bidder should be a company/ firm registered (minimum 3 years in operation) with an objective of offering relevant IT Solutions and Services that are the subject matter of this tender.
- The bidder shall be single point of contract with SIPRD, Assam and shall be solely responsible for the execution and delivery of the work. No Consortium of companies is allowed.
- The bidder should have delivered at least 3 similar recruitment projects under Govt. of India/ Govt. of Assam/ Autonomous Bodies/ PSU.
- The bidder should have delivered minimum 1 examination recruitment of **100+ posts**.
- The Service Provider shall ensure the maximum security of processes, infrastructure, servers, networks etc. as per the plan drawn in consultation with SIPRD, Assam.
- The Bidder should have a minimum annual turnover of **Rs. 50.00 lakh** in each year for last three years . The balance sheet/audited report for the last three financial years should be submitted (2017-18,2018-19,2019-20).

9. Evaluation Criteria:

(a) Technical Bid criteria & evaluation

The firms/service providers participating in the process shall be evaluated and marks will be allotted based on the following criteria. Maximum marks allotted in the Evaluation Criteria will be 90. The Bidder should get minimum 60% marks in Technical Bid to get qualified for the Commercial Bid opening.

1. Experience of the Firm.
2. Certification
3. Average Annual Turnover

The participating firms are therefore instructed to properly read the parameters mentioned below in each category and furnish proper supporting documents.

Sl	Criteria	Distribution of marks
1	Number of Work-order Experience of completed and ongoing similar works in Government Departments/Government Agencies/ Public Sector Undertakings/ Autonomous Bodies etc. Marks Allotted :: 20	On submission of work orders [cumulative for the last 3 financial years i.e. 2017-18, 2018-19 & 2019-20] <ul style="list-style-type: none"> • 1 to 2 work orders-10 Marks • 3 to 5 work orders-15 Marks • Above 5 work orders 20 Marks
2	Workorder value Experience of completed and ongoing similar works in Government Departments/Government Agencies/ Public Sector Undertakings/ Autonomous Bodies etc. Marks Allotted :: 20	On work order of value – (Cumulative for the last 3 financial years i.e. 2017-18, 2018-19 & 2019-20). <ul style="list-style-type: none"> • Upto to Rs 50.00 Lakh- 10 marks • Above Rs 75.00 Lakh to Rs 100.00 Lakh – 15 Marks • Above Rs 100.00 Lakh – 20 Marks
3	Organisation Experience Number of government organizations/PSUs, Autonomous Bodies etc. the agency is associated with. Marks Allotted :: 10	<ul style="list-style-type: none"> • 1 to 3 organizations- 5 • Above 3 organizations- 10
4	Experience of Key Person: Experts available and proposed to be engaged for management and supervision of the assigned project, their qualification and experience Marks allotted: 10	<ul style="list-style-type: none"> • Up to 5 Experts: 5 Marks • More than 5 Experts: 10Marks
5	Recruitment process completed for different positions in a single project. Marks allotted:10	<ul style="list-style-type: none"> • Upto to 100 posts - 5 marks • Above 100 posts up to 200 – 7 Marks • Above 200 posts – 10 Marks
6	Average annual turnover in the last three (3) financial years i.e. 2017-18, 2018-19 & 2019-20. Marks Allotted:: 20	Average Annual Turnover: <ul style="list-style-type: none"> • Upto to Rs 50.00 Lakh- 10 marks • Above Rs 75.00 Lakh to Rs 100.00 Lakh – 15 Marks • Above Rs 100.00 Lakh – 20 Marks

(b) Financial Bid Criteria & Evaluation

- The Financial Bid of technically qualified bidder shall only be opened on the prescribed date in the presence of bidder or its representatives.
- The technically qualified bidder, who has submitted the lowest financial bid amongst the technically qualified bidder, shall be designated as L1 (Lowest bid value) and shall be awarded a score of 100.
- Financial Scores for other technically qualified bidders will be calculated using the following formulae-

Financial Score of Bidder (FS) = (Financial bid of L1 bidder/Financial bid of the bidder being evaluated) x 100 (rounded off to 2 decimal places)

(c) Final Evaluation:

- Final Evaluation shall be done on "Quality Cost Based Selection" method as below:

- The weightage for the composite evaluation is as described below:
- Technical Score (TS) - Technical Score or marks obtained out of 100.
- Financial Score (FS)- (Financial bid of LI bidder/Financial bid of the bidder being evaluated) x 100 (rounded off to 2 decimal places)
- Bidder with the highest final composite score (Final Composite Score = TS*0.70 + FS 0.30) shall be declared as successful bidder and shall be called for further process leading to the award of the contract.
- In case of a tie in the final composite score, the bidder having highest technical score will be considered eligible for award of contract.
- In case of a tie in the financial bid process, the bidder having highest technical score will be considered eligible for award of contract.

10. The technical bid shall consist of:

- (i) Technical information as desired in prescribed format under Form – I to Form VIII.
- (ii) The Price/Financial bid as per Form – IX shall be sealed separately in an envelope as shall be in accordance with terms in tender document.
- (iii) EMD/Security deposit.
- (iv) A copy of bid document with all pages signed and stamped at the bottom by the bidders' authorized signatory.
- (v) Envelopes must be sealed and super-scribed as required.

11. General clauses

a) Standard of performance

- The Bidder shall provide the services and carry out its other obligations under the agreement with due diligence, efficiency, economy, confidentiality, promptness and techniques. The Bidder shall adhere to professional, engineering and consulting standards recognized by international professional bodies while observing sound management, technical and engineering practices.
- The Bidder shall abide by the provisions of the legislation(s), related to the Information Technology, prevalent in this country.

b) Intellectual Property Rights

- No software or services covered by the contract shall be developed, sold, disposed or done by the Bidder in violation of any right whatsoever of third party, and in particular, but without prejudice to the generality of the foregoing of any patent right, trademark or similar right, or of any charge, mortgage or lien.
- The Bidder shall warrant that there is no infringement of any patent or intellectual proprietary rights caused by the supply of IT Infrastructure and Software and the documents, which are subject matter of this project.

c) Performance Security

Within 7 days of the Bidder's receipt of notification of award, the Bidder shall furnish performance security of 10% of the total order value as demanded by the SIPRD, Assam, valid up to 90 days after the date of completion of the contract. The Bidder has to deposit this security in the form of Bank Guarantee of a Nationalised Bank, which is valid for the entire period in favour of the SIPRD, Assam.

d) Consortium

No consortium will be entertained by SIPRD, Assam. The bidder shall hold the full responsibility of the contract.

e) Prices

The prices quoted for the items/services shall under no condition change during the period of agreement.

f) Subcontracts

The Bidder shall not subcontract the awarded contract or part thereof without written consent of the SIPRD, Assam.

g) Delays in the Bidder's Performance

- Conduct of the examination as per timeline is the main aspect of the work and performance of the Services shall be made by Bidder in accordance with the approved time schedule as notified from time to time by the SIPRD, Assam to the bidder and will become the forming part of the Contract Agreement.
- The activities involved are time bound and it is expected that no extension of time for performance of any activity/ activities will either be sought or given in this project.
- Delay on part of the Bidder in the performance of its delivery obligations shall render the bidder liable to the imposition of penalty unless an extension of time is agreed upon.

h) Termination for Default

Either Party may, without prejudice to any other course of action for breach of contract, by written notice of 30 days to the other party, terminate the agreement in whole or in part, if:

- The defaulting party fails to perform any or all of the obligations within the time period(s) specified in the agreement or any extension thereof granted, by the other party.
- The quality of the delivery of various tasks is not up to the satisfaction of the SIPRD, Assam.
- The defaulting party fails to perform any other obligation under the agreement.
- In case of termination of contract, all Bank Drafts/ FDRs furnished by the Bidder by way of Bid Security / Performance Security shall stand forfeited.

i) Suspension

The SIPRD, Assam may, after giving a written notice of suspension to the Bidder, and considering the representation, if any, submitted to him within a period of 7 days from receipt of such notice, suspend all payments to the Bidder, if the Bidder fails to perform any of its obligations (including the carrying out of the services) provided that such notice of suspension:

- Shall specify the nature of the failure and
- Shall direct the Bidder to remedy such failure within a specified period from the date of receipt of such notice of suspension by the Bidder.

j) Confidentiality

The Bidder and their personnel shall not, either during implementation or after completion of the project, disclose any proprietary or confidential information relating to the services, agreement or the SIPRD's business or operations without the prior consent of the SIPRD, Assam.

k) Force Majeure

Notwithstanding anything contained in the Bid Document, the Bidder shall not be liable for forfeiture of security, liquidated damages or termination for default, if and to the extent that, it's delay in performance or other failures to perform its obligations under the agreement is the result of an event of Force Majeure.

For purposes of this clause "Force Majeure" means an event beyond the control of the Bidder and not involving the Bidder's fault or negligence and which was not foreseeable. Such events may include wars or revolutions, fires, floods, earth quakes, epidemics. The preventive majors for fire breakdown must be followed otherwise will not be applicable here. The decision of the SIPRD, Assam, regarding Force Majeure shall be final and binding on the Bidder.

If a Force Majeure situation arises, the Bidder shall promptly notify to the SIPRD in writing, of such conditions and the cause thereof. Unless otherwise directed by the SIPRD in writing, the Bidder shall continue to perform its obligations under the agreement as far as reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. The SIPRD may, terminate this agreement by giving a written notice of a minimum 15 days to the Bidder, if as a result of Force Majeure; the Bidder is unable to perform a material portion of the services for a period of more than 30 days.

l) Resolution of Disputes

The SIPRD, Assam and the Bidder shall make every effort to resolve amicably by direct informal negotiation, any disagreement or dispute that may arise between them under or in connection with the Contract.

m) Legal Jurisdiction

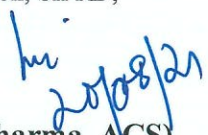
All legal disputes between the parties shall be subject to the jurisdiction of the courts situated in Guwahati (India) only.

n) Local Conditions

The Bidder shall inspect the cities/sites of operation and shall satisfy himself of the cities/site conditions and availability of required resources and shall apprise himself of the procedure for engagement of agencies and shall collect any other information that may be required before submitting the bid. Claims and objections due to ignorance about site conditions shall not be considered after the submission of bid.

o) Responsibilities of the Bidder

The bidder shall be responsible for the successful conduct and processing of Supporting examination (OMR Based Test) as per the terms and specification and direction of Examination Section, SIPRD, Assam.


(M. Sharma, ACS)
Director,
SIPRD, Assam.

12. Quotation Formats

The following forms are required to be used for submission of bid –

Form I	:	Bid Form
Form II	:	Checklist
Form III	:	Bidders Profile
Form IV	:	Duly authenticated list of full time Technical and Administrative Experts to be employed for the work.
Form V	:	Details of Similar completed works during last 3 years.
Form VI	:	Details of work under execution or awarded.
Form VII	:	List of Satisfactory Performance report from clients
Form VIII	:	Undertaking (on Rs.10 Non Judicial stamp duly notarized)
Form IX	:	Price Bid (in separate sealed envelope)

Bid Form

Reference No.:

Dated:.....

To,

The Director,
State Institute of Panchayat & Rural Development, Assam,
G.S. Road, Khanapara,
Guwahati-781022

Sir,

I/ We hereby submit our tender for processing Supporting Examination for contractual vacancies to be conducted by SIPRD, Assam.

I / We have enclosed the earnest money deposit in the shape of demand draft of Rs. 25,000/- (Rupees twenty five thousand (Refundable) in favour of SIPRD, Assam, payable at Guwahati, Demand Draft .No. _____ dated. _____ Issued from Bank _____ dated.

I / We hereby agree to all the terms and conditions, stipulated by the SIPRD, Assam, in this connection including delivery, penalty etc. quotations for each group are being submitted under separate covers and sheets and shall be considered on their face value.

I / We undertake to sign the contract / agreement within 7 (seven days) from the issue of the letter of acceptance and start the work as per instruction immediately, failing which our / my earnest money deposit may be forfeited and our / my name may be removed from the list of service providers.

I/We agree to abide by this bid for a period of 180 days after the date fixed for bid opening or for any further period for which bid validity is extended and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

I / We agree that until a formal contract is prepared and executed, this bid together with your written acceptance thereof and your notification of award shall constitute a binding Contract between us.

I / We understand that you are not bound to accept the lowest or any bid you may receive. I / We have gone through all terms & conditions of the tender documents before submitting the same and accept the same.

Yours faithfully.

Signature with date

Name of Signatory
Designation
Office Seal

Name of the Bidder :
Address :
Telephone Number :
email id. _ :

Checklist

Please ensure that your offer contains the following documents:

EMD	:	Rs. 25,000/- (Twenty five thousand only)
Tender fees	:	Rs. 500/- (Rupees five hundred only)
Form I	:	Bid Form
Form II	:	Checklist
Form III	:	Bidders profile.
Form IV	:	Duly authenticated list of full time Technical and Administrative Personnel to be employed for the work.
Form V	:	Details of Similar completed works during last 3 years.
Form VI	:	Details of work under execution or awarded.
Form VII	:	List of Satisfactory Performance report from clients
Form VIII	:	Undertaking (on Rs.10 Non Judicial stamp duly notarized)
Form IX	:	Price Bid (in separate sealed envelope)

Bidder's Profile
(On Firm's Letter Head)

Sl. no.	Essential information to qualify technically	Mention the document name submitted as proof of eligibility
1	Name of the Firm	Certificate of Incorporation/ Trade License
2	Status of the firm (whether proprietorship/ Partnership/ Company, any other)	Attach supporting documents
3	Complete address of the Firm with contact details	Address: Mobile: e-mail id:
4	Name of the Proprietor/Managing Partner/etc.	
5	Date of commencement of business	
6	Trade License number & validity date	
7	PAN no.	
8	GST no.	
9	Details of bank, its address and current account number	
10	CA Certificate for the last three financial year, i.e., <u>2017-18, 2018-19 & 2019-20</u>	As per Annexure-I
11	The firm should not be blacklisted by any Government Agency/PSU	(as per format at Form-VIII)
12	Any other related document/information which the firm desires to inform.	
13	Letter of Authority	As per Annexure-II

Signature with date

Name of Signatory

Designation

Office Seal

Name of the Bidder :
Address :
Telephone Number :
email id. _ :

Duly authenticated list of full time Technical and Administrative Experts to be employed for the work.

List of full time Professionals of the organization who will be associated with the project to be given in the table below-

Sr. No.	Name	Designation	Educational Qualification	Experience
1.				
2.				
3.				
4.				
5.				
6.				
7.				

Signature with date

Name of Signatory

Designation

Office Seal

Name of the Bidder :
 Address :
 Telephone Number :
 email id. _ :

Form V

Details of Similar completed works during last 3 years.

Performa for Performance Statement

(Summary profiles of projects completed during last three years related to Supporting examination)

S. No	Name , address, of organization for which Supporting Examination work has been executed	Name of the Examination	Value of Contract (in lakh)	Period of Execution	Delay if any from scheduled time (give reasons)	Litigation/Arbitration Pending in progress With detail	Remarks

Signature with date

Name of Signatory

Designation

Office Seal

Name of the Bidder :
Address :
Telephone Number :
email id. _ :

Details of work under execution or awarded

Performa for performance statement

(Summary profiles of project under execution / awarded related to Supporting Examination)

S. No	Name , address, of organization for which Supporting Examination work has been executed	Name of the Examination	Value of Contract (in lakh)	Period of Execution	Delay if any from scheduled time (give reasons)	Litigation/Arbitration Pending in progress	Remarks

Signature with date

Name of Signatory

Designation

Office Seal

Name of the Bidder :
 Address :
 Telephone Number :
 email id._ :

List of Satisfactory Performance report from clients

Performa for Performance Statement

(List of Satisfactory Performance Certificate from Clients related to Supporting Examination)

Sr. No.	Name , address, Tele no. and fax no. of organization for which Supporting Examination work has been executed and satisfactory Service certificate has been enclosed	Description & Name of the Examination	Value of Contract (in lakhs)	Period of Execution	Remarks

Signature with date

Name of Signatory

Designation

Office Seal

Name of the Bidder :
Address :
Telephone Number :
email id._ :

Undertaking (on Rs.10 Non Judicial stamp duly notarized)

Declaration (On Firm's Letter Head)

1) I/We

_____ (Name & Designation) solemnly affirm that the facts stated above are correct and nothing has been concealed. If any information submitted above, is found to be false or fabricated, I/We may be liable to be debarred from empanelment.

- 2) This is to certify that the Firm has not been blacklisted/debarred/suspended/ banned from business dealing by any Ministry/ Department of State/Central Government/ PSU/ Private sector as on date of filling the responses of this EoI.
- 3) I / we also hereby declare that all matters related to SIPRD, Assam, Khanapara, Assam shall be treated as confidential and no information shall be passed on to any unauthorized person without written permission of the Competent Authority.
- 4) Mr. /Ms. whose signature is appearing below, is/are the authorized representative(s) of the firm.
- 5) I/We permit SIPRD, Assam to inspect my/our records to ascertain the above facts.
- 6) I/We permit SIPRD, Assam to cross check the above facts from any other source.
- 7) I/We will abide by the decision of Director, SIPRD, Assam regarding empanelment.
- 8) I/We have read & understood the EOI and agree to all the terms & conditions stated therein.

Signature with date

Name of Signatory

Designation

Office Seal

Price Bid**[On the Letter head of Bidder and should be separately sealed as per instruction]**

Reference No.:

Dated:.....

To,

The Director,
State Institute of Panchayat & Rural Development, Assam,
G.S. Road, Khanapara, Guwahati-781022

Sir,

I/ We hereby submit our price bid for Supporting Recruitment Process (OMR based) of the SIPRD,
Assam.

Commercial Proposal Cost Break Up

(Rates are to be quoted Indian Rupees)

SI No.	Item of Works	Unit cost for No. of valid admin cards issued less than or equal 5,000	Unit cost for No. of valid admin cards issued more than or equal 5,000 but less than or equal to 30,000	Unit cost for No. Of valid admit cards issued more than 30,000
		'X'	'Y'	'Z'
1	Creation of portal under www.ruraldevelopment-jobs-assam.org.in for receiving Supporting application			
2	Setting up of a Helpline cell to guide the applicant through e-mail & over phone call			
3	Generation OTP for candidates for Supporting application			
4	Creation of consolidated database of all applications received Supporting for each post advertised separately			
5	Scrutiny of applications to filter out ineligible applicants.			
6	Developing Supporting Admit Card Generation and Search Engine Software Application for issuing Admit Card/Call Letters on the Supporting server for the candidates.			
7	Generation of Call Letters/Admit Cards with photographs for eligible candidates for the Written Test, in a sequential manner, venue wise and date wise. The soft copies of Admit Cards should be made available on the website of facilitate downloading and printing of the same by the candidates			
8	Evaluation of OMR answers sheets as per the Key provided by the department through OMR Scanning.			
9	Arrangement of Jammer in the Venue per 25 Candidates.			
10	Compilation of marks secured by the candidates appeared in the written test for all the mentioned posts in the advertisement (separately for each set of category wise posts).			
11	Generation of Merit List			

12	Receiving Grievances online			
13	Any other unforeseen expenses, not included above, for the process			
	GST (%)			
Unit cost (corrected up to two decimal)				
Weighted average Unit cost =				

Signature with date

Name of Signatory

Designation

Office Seal

Name of the Bidder :
Address :
Telephone Number :
email id. _ :

Annual Turnover statement

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

(Rs.in lakh)

Sl	Year	Turnover
1	2017-2018	
2	2018-2019	
3	2019-2020	
	Total	
	Average	

Signature of Auditor / Chartered Accountant
Name & Registration Number
Seal

Letter of Authority
(On Firm's Letter Head)

To,

The Director,
State Institute of Panchayat & Rural Development, Assam
Khanapara
G.S. Road, Guwahati-781022

Sub: Letter of Authority

Sir,

I/We _____ confirm that Mr. _____ (Name and address) is authorized to represent us on our behalf with you against the EOI "Expression of Interest (EOI) for Empanelment of firms for designing & printing works at the office of SIPRD, Assam.

We confirm that we shall be bound by all and whatsoever our said representative shall commit.

Authorised Person's Signature:

Name:

Yours faithfully,

Signature

Name of Signatory
Designation
Office Seal.