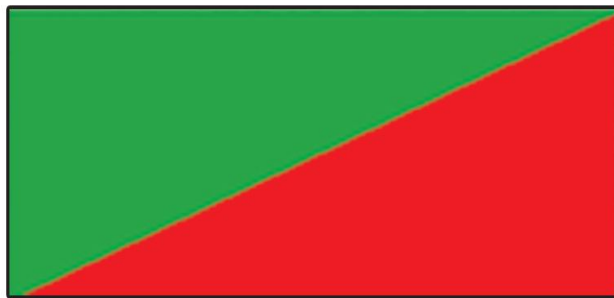


## **Revised Request for Proposal**

**For Selection of Professional Agency for  
Recruitment to various vacant posts in  
Forest Department, Assam**

**Office of the P.C.C.F & HoFF,  
Panjabari, Guwahati - 37**



**Forest Department, Assam**

**RFP No: FE/22/Recruitment Process/2016-17**

**Dated: 3<sup>rd</sup> March 2017**

## **DISCLAIMER**

All information contained in this Request for Proposal (RFP) is provided/clarified in good interest and faith. This is not an agreement and this is not an offer or invitation to enter into an agreement of any kind with any party.

Though adequate care has been taken in the presentation of this RFP document, the interested bidders shall satisfy themselves that the document is complete in all respects. The information published in this document is not intended to be exhaustive. Interested Bidders are required to make their own enquiries and assumptions wherever required.

Intimation of discrepancy, if any, should be given to the specified office immediately. If no intimation is received by this office by the date mentioned in the document, it shall be deemed that the RFP document is complete in all respects and firms submitting their bids are satisfied that the RFP document is complete in all respects.

Forest Department, Assam reserves the right to reject any or all of the applications submitted in response to this RFP document at any stage without assigning any reasons whatsoever. Forest Department, Assam also reserves right to withhold or withdraw the process at any stage with intimation to all who have submitted their bids in response to this RFP. Forest Department, Assam reserves the right to change/ modify/ amend any or all of the provisions of this RFP document without assigning any reason. Any such change would be communicated to the bidders by Post/ email or on Department website - [www.assamforest.in](http://www.assamforest.in).

Neither Forest Department, Assam nor their employees and associates will have any liability to any prospective Respondent interested to apply or any other person under the law of contract to the principles or resolution or unjust enrichment or otherwise for any loss, expense or damage which may raise from or be incurred or suffered in connection with anything contained in this RFP document, any matter deemed to form part of this RFP document, the award of the Assignment, the information and any other information supplied by or on behalf of Forest Department, Assam or their employees and Prime Bidder/Consortiums or otherwise arising in any way from the selection process for the Assignment.

Information provided in this document or imparted to any respondent as part of RFP process belongs to Forest Department, Assam shall not be used by the respondent for any other purpose, distributed to, or shared with any other person or organization.

## **Acronyms**

PCCF & HoFF – Principal Chief Conservator of Forests & Head of Forest Force

PST – Physical Standard Test

PET – Physical Eligibility Test

RC – Recruitment Cell

TRP – Transparent Recruitment Policy

CF – Conservator of Forests

DFO – Divisional Forest Officer

INR – Indian Rupees

## Table of Content

TABLE OF CONTENT .....	4
1. RFP DATA SHEET .....	7
2. INVITATION FOR COMPETITIVE BIDDING .....	8
2.1 Introduction.....	8
2.2 Project Objectives.....	8
2.3 About Assam Forest Department.....	9
3. PRE- QUALIFICATION CRITERIA.....	9
4. INSTRUCTION TO BIDDERS.....	11
4.1. Definitions .....	11
4.2. General.....	12
4.3. Validity of Proposals .....	12
4.4. Right to Terminate the Process .....	12
4.5. RFP Document Fees .....	12
4.6. Pre Bid Meeting & Clarifications .....	13
4.7. Responses to Pre-Bid queries and issuance of corrigendum.....	13
4.8. Clarifications and amendments of RFP .....	14
4.9. Earnest Money Deposit (EMD) .....	14
4.10. Preparation of Proposal .....	15
4.11. Submission of Proposal .....	16
4.12. Late Bids.....	18
4.13. Disqualifications.....	18
4.14. Deviations.....	19
4.15. Bid Opening .....	19

<b>4.16. Bid Evaluation</b> .....	<b>19</b>
<b>4.17. Pre-qualification Criteria &amp; Evaluation</b> .....	<b>20</b>
<b>4.18. Technical Proposal Criteria &amp; Evaluation</b> .....	<b>20</b>
<b>4.19. Commercial Proposal Evaluation</b> .....	<b>23</b>
<b>4.20. Notification of Award of Contract</b> .....	<b>24</b>
<b>4.21. Performance Bank Guarantee (PBG)</b> .....	<b>24</b>
<b>4.22. Signing of Contract</b> .....	<b>24</b>
<b>4.23. Fraud and Corruption</b> .....	<b>25</b>
<b>4.24. Confidentiality</b> .....	<b>25</b>
<b>5. GUIDELINES FOR IMPLEMENTATION</b> .....	<b>26</b>
<b>6. SCOPE OF WORK</b> .....	<b>26</b>
<b>6.1 Phase I – Application phase</b> .....	<b>26</b>
<b>6.2 Phase II – Physical Standard Test (PST) and Physical Efficiency test (PET)</b> .....	<b>Error! Bookmark not defined.</b>
<b>6.3 Phase III – Written Examination</b> .....	<b>26</b>
<b>6.4 Phase IV – Medical Examination</b> .....	<b>27</b>
<b>7. TIMELINES FOR IMPLEMENTATION</b> .....	<b>29</b>
<b>8. PAYMENT SCHEDULE</b> .....	<b>30</b>
<b>9. GENERAL CONTRACT CONDITIONS</b> .....	<b>31</b>
<b>9.1 Application</b> .....	<b>31</b>
<b>9.2 Relationship between the Parties</b> .....	<b>31</b>
<b>9.3 Standards of Performance</b> .....	<b>31</b>
<b>9.4 Sub-contracting/ Outsourcing</b> .....	<b>31</b>
<b>9.5 Applicable Law</b> .....	<b>32</b>
<b>9.6 Intellectual Property Rights</b> .....	<b>32</b>

<b>9.7 Governing Language</b> .....	<b>32</b>
<b>9.8 Commercial Terms</b> .....	<b>33</b>
<b>9.9 Taxes and Duties</b> .....	<b>33</b>
<b>9.10 Termination of Contract</b> .....	<b>33</b>
<b>9.11 Termination for Insolvency, Dissolution etc.</b> .....	<b>33</b>
<b>9.12 Termination for Convenience</b> .....	<b>34</b>
<b>9.13 Force Majeure</b> .....	<b>34</b>
<b>9.14. Resolution of Disputes</b> .....	<b>34</b>
<b>9.15. Legal Jurisdiction</b> .....	<b>35</b>
<b>9.15 Indemnity</b> .....	<b>35</b>
<b>9.16. Liability</b> .....	<b>36</b>
<b>10. SERVICE LEVEL AGREEMENT</b> .....	<b>38</b>
<b>10.1 Service level</b> .....	<b>38</b>
<b>10.2 Violations and Associated Penalties</b> .....	<b>39</b>
<b>11. PROPOSAL FORMATS</b> .....	<b>39</b>
<b>11.1 Form-1: Compliance Sheet for Pre-Qualification Format</b> .....	<b>41</b>
<b>11.2 Form-1A: Covering Letter on bidder's letterhead</b> .....	<b>44</b>
<b>11.3 Form-2: Compliance Sheet for Technical – Qualification Proposal</b> .....	<b>46</b>
<b>11.4 Form-2A: Bidder Profile</b> .....	<b>47</b>
<b>11.5 Form-2B: Relevant Past Experience</b> .....	<b>48</b>
<b>11.6 Form-2C: Approach &amp; Methodology and e-Recruitment Solution</b> .....	<b>49</b>
<b>11.7 Form-2D: Adequacy &amp; Quality of Resources Proposed for Deployment</b> .....	<b>50</b>
<b>ANNEXURE I – UNDERTAKING</b> .....	<b>55</b>
<b>ANNEXURE II – PERFORMANCE BANK GUARANTEE</b> .....	<b>57</b>

**1. RFP Data Sheet**

Sl no	Information	Details
1.	Tender reference number and date	FE/22/Recruitment Process/2016-17 Dated 3/3/2017
2.	Start date of issue of RFP	3/3/2017
3.	Last date & Time of issue of RFP	Till 3:00 pm 14/3/2017
4.	Last Date for submission of written Queries for clarifications	NA
5.	Date & Time of Pre-Bid Meeting	NA
6.	Last date and time for receipt of proposals	Till 3:00 pm 14/3/2017
7.	Date and time of opening of Pre-Qualification Bid	At 3:30 pm 14/3/2017
8.	Date and time of opening of Technical Proposals	To be intimated later
9.	Date of Presentation and Opening of Commercial bids	To be intimated later
10.	Address for pre-bid meeting & Opening of Proposals	Office of Principal Chief Conservator of Forests & Head of Forest Force, Aranya Bhawan, Panjabari, Guwahati – 781037, Assam.
11.	Cost of Tender document through A/c DD or Internet Banking	Rs. 5000/- (Five thousand rupees only), payable to SBI S/B A/c No. 32007181470, of "Assam State Biodiversity Board", Ganeshguri, Guwahati Branch, IFSC Code: SBIN0004134.
12.	Earnest Money Deposit in the form of Bank Guarantee	Rs. 5,00,000/- (Five lakh rupees only), in the name of "Assam State Biodiversity Board".
13.	All requisite PBG/EMD payable at Guwahati in favour of	"Assam State Biodiversity Board",
14.	Office Address (For RFP issuance, proposal submission and other relevant purposes)	Office of Principal Chief Conservator of Forests & Head of Forest Force, Aranya Bhawan, Panjabari, Guwahati – 781037, Assam.
15.	Single Point of Contact from the Headquarter regarding RFP	Addl. Principal Chief Conservator of Forests (Adm. & Vig.)
16.	Undertaking by the Bidder	As given in Annexure I
17.	Website	www.assamforest.in
18.	E Mail id	fdrecruitment2017@gmail.com

## 2. Invitation for Competitive Bidding

### 2.1 Introduction

Forest Department, Assam has always endeavoured to follow a Transparent Recruitment Policy. Transparent Recruitment Policy (TRP) envisages fair, transparent, impartial, merit-based selection of Individuals best suited for the job on the basis of modern recruitment procedures and with the use of modern yet simple technological tools and equipment.

Through TRP Forest Department, Assam intends to recruit personnel to the following posts:

1. Junior Assistant (Divisional Level)	-	84 nos.
2. Junior Assistant (Directorate Level)	-	67 nos.
3. Forest Guard	-	525 nos.
4. Draftsman (GIS Expert)	-	7 nos.
5. Surveyor (GIS Analyst)	-	25 nos.
6. Carpenter	-	1 no.
7. Electric Mistry	-	1 no.
8. Driver	-	71 nos.
9. Tracer	-	2 no.
10. Peon	-	95 nos
11. Chowkidar	-	80 nos.
12. Armed Battalion Constable	-	90 nos.

Recruitment advertisement to posts from Sl. 1 to Sl. 7 above has already been published with last date of receiving applications as 31<sup>st</sup> Jan'2017. Advertisement to posts from Sl. 8 to Sl. 12 is yet to be published. Though the actual number of applicants cannot be specified accurately in advance, however, an informed estimate is that the total number of applicants could be in the range of 1.50 lakh.

The recruitment events for posts at Sl. 1, 2 and 3 shall be conducted in all the 28 district headquarters of Assam in phases. Written examination shall be conducted on a single day at all district headquarters.

Weightage upto 10% shall be given in the merit list to the National and State level sports persons appearing as candidates

For posts at Sl. No. 1, 2, 4, 5, 6, 7, 8, 9, 10, 11 & 12 upto 20% weightage may be given to the candidates who have worked as casual/contractual employees with Forest Department @ 2% weightage for each completed year of service rendered.

### 2.2 Project Objectives

- To conduct recruitment based on modern recruitment procedures using latest technology



- To ensure selection of best suited candidates for the job on the basis of merit without fear of favour, recommendations, and corruption and procedural inadequacies.
- To keep the candidates informed at every stage of his/her performance.
- To improve efficiency and effectiveness of the Forest Department.

### 2.3 About Forest Department, Assam

The Mission of the Department of Environment and Forests, Assam is to protect and improve the environment, to safeguard the forests and wildlife of the State, to preserve and add new dimensions to the rich heritage of our composite culture, to protect and improve the natural environment including forests, lakes, rivers and wildlife and to have compassion for living creatures. Department of Environment and Forest, has endeavoured to manage this complex scenario. It also encompasses opening up the forestry sector for income and employment generation among our people while conserving the priceless biodiversity of the State.

### 3. Pre- Qualification Criteria

Sealed tender on plain papers affixing (in Technical Bid) non refundable court fee stamp of Rs. 8.25 (Rupees eight and Paise twenty five) only The invitation for bids is open to all entities registered in India who fulfil prequalification criteria as specified below:

Pre-qualification Criteria		
I	Organizational Strength/Capability	Supporting evidence to be provided
a.	The Bidder or the Prime Bidder and consortium members (in Case of a Consortium) should be company/companies with a registered office and operations in India. The company should be operational in India for at least the last 3 financial years (FY13-14, FY14-15, FY15-16).	Valid Registration Certificate
b.	In case of a consortium, a MoU / Letter of Association amongst Consortium members must be furnished with the Technical bid along with agreement between Consortium members defining their roles and responsibilities for the project.  Also, in case of a Consortium, the responsibility for successful execution of the entire project will be that of the defined prime bidder.  In case of consortium, a maximum of 3 members including prime bidder are allowed. A member cannot be a part of more than one Consortium.  The consortium members should have relevant experience of executing similar roles and responsibilities	MoU/ Letter of Association amongst Consortium members along with the roles and responsibilities of each of the members.  <u>For consortium members:</u> Work orders/Contract with scope of work for relevant experience vis-a-vis their roles and responsibilities as stated in the MoU.

<b>Pre-qualification Criteria</b>		
	in past as stated in the MoU.	
c.	The bidder/Prime Bidder in Case of a Consortium should have an average minimum per year turnover of INR 10 cores over last three Financial Years (FY13-14, FY14-15, FY15-16). In case of a Consortium, the average per year turnover of the consortium members over the last Financial Years should be INR 50 lakh.  The Prime Bidder (in Case of a Consortium) should have positive net worth in FY15-16.	Copies of audited accounts/certificate from auditors should be provided as documentary evidence
d.	The bidder/Prime Bidder and consortium members (in Case of a Consortium) should not be currently blacklisted/ ineligible to participate for bid due to corrupt/ fraudulent or any other unethical business practices.	An undertaking in the shape of affidavit, to this effect, signed by authorized signatory, has to be submitted.
e.	The bidder/Prime Bidder and consortium members (in Case of a Consortium) should have Service Tax registration no. /PAN no and TAN no.	Copies of VAT, Sales TAX, Service TAX Registration, TIN/PAN details are to be enclosed.
f.	The bidder/Prime Bidder in Case of a Consortium must have a certification of ISO 9000 family/other widely accepted International Certification related to quality services.	Copy of valid ISO 9000 family Certificate or other widely accepted International Certification related to quality services
g.	Bidder or Consortium Member should have Registered Office in Guwahati.	Trade License / Valid Certificate
<b>II</b>	<b>Experience of Similar Assignments</b>	<b>Supporting evidence</b>
a.	The bidder/Prime Bidder Or Consortium Member in Case of a Consortium should have been providing recruitment related services for at least 3 Projects of Govt. of India/ State Govt. (preferably Govt. of Assam). Out of 3, at least in one project recruitment of about 1500+ personnel has been completed.	<ul style="list-style-type: none"> <li>• Letter from competent authority listing type of services offered</li> <li>• Work Order for relevant services</li> </ul>

## **4. Instruction to Bidders**

### **4.1. Definitions**

Unless the context otherwise requires, the following terms whenever used in this RFP and Contract have the following meanings:

- 4.1.1. "O/o PCCF & HoFF" means PCCF & HoFF Assam, office at Panjabari
- 4.1.2. "Bidder" means firm/ company/ business entity who submits proposal in response to this Request for Proposal document.
- 4.1.3. "Committee" means committee constituted for evaluation of Proposals.
- 4.1.4. "Professional Agency" or "Bidder" means the firm/ company/ business entity, selected through competitive tendering in pursuance of this RFP, for providing the recruitment under the contract.
- 4.1.5. "Contract" means the Contract entered into by the parties for providing recruitment services along with the entire documentation specified in the RFP.
- 4.1.6. "Department" means the Forest Department of Assam.
- 4.1.7. "State" means state of Assam
- 4.1.8. "GCC" mean General Contract Conditions.
- 4.1.9. "Personnel" means professional and support staff provided by the Recruitment Agency to perform services to execute an assignment and any part thereof.
- 4.1.10. "Proposals" means proposal submitted by the bidder in response to the RFP issued by the O/o PCCF & HoFF for selection of Professional Agency
- 4.1.11. "Services" means the work to be performed by the Professional Agency pursuant to this RFP and to the contract to be signed by the parties in pursuance of any specific assignment awarded by the O/o PCCF & HoFF.
- 4.1.12. "INR" means currency in Indian Rupees
- 4.1.13 "Prime Bidder" means the firm or company which is the leading the Consortium
- 4.1.14 "Recruitment Committee" means the Project Monitoring Committee formed to monitor the project.

## **4.2. General**

4.2.1. While every effort has been made to provide comprehensive and accurate background information and requirements and specifications, Bidders must form their own conclusions about the recruitment support required. Bidders and recipients of this RFP may wish to consult their own legal advisers in relation to this RFP.

4.2.2. All information supplied by Bidders may be treated as contractually binding on the Bidders, on successful award of the assignment by the O/o PCCF & HoFF on the basis of this RFP

4.2.3. No commitment of any kind, contractual or otherwise shall exist unless and until a formal written contract has been executed by or on behalf of the O/o PCCF & HoFF. Any notification of preferred bidder status by the O/o PCCF & HoFF shall not give rise to any enforceable rights by the Bidder. The O/o PCCF & HoFF may cancel this RFP at any time prior to a formal written contract being executed by or on behalf of the O/o PCCF & HoFF.

## **4.3. Validity of Proposals**

4.3.1. Proposals shall remain valid for a period of 180 (one hundred and eighty) days from the issuance of RFP. The O/o PCCF & HoFF reserves the right to reject a proposal valid for a shorter period as non-responsive.

4.3.2. Prior to the expiration of the validity period, O/o PCCF & HoFF will notify the successful bidder in writing or by fax or email, that its proposal has been accepted. In case the tendering process is not completed within the stipulated period, O/o PCCF & HoFF may like to request the bidders to extend the validity period of the bid. The request and the response thereto shall be made in writing. Extension of validity period by the bidder shall be unconditional. A bidder granting the request will not be permitted to modify its Proposal.

## **4.4. Right to Terminate the Process**

4.4.1. The O/o PCCF & HoFF reserves the right to annul the RFP process, or to accept or reject any or all the Proposals in whole or part at any time without assigning any reasons and without incurring any liability to the affected bidder(s) or any obligation to inform the affected bidder(s) of the grounds for such decision.

## **4.5. RFP Document Fees**

4.5.1. RFP document can be purchased at the price, address & dates provided in the RFP Data sheet (Section 1) of this document by submitting a non-refundable A/c DD or Internet Banking, drawn in favour of "Assam State Biodiversity Board", SBI S/B A/c No. 32007181470, Ganeshguri, Guwahati Branch, IFSC Code: SBIN0004134, as mentioned in RFP data sheet.

4.5.2. The bidder may also download the RFP documents from the website as mentioned in document control sheet. In such case, the A/c Payee Cheque, DD of RFP document fees should be

submitted along with Proposal. Proposals received without or with inadequate RFP Document fees shall be rejected.

#### **4.6. Pre Bid Meeting & Clarifications (Not Applicable)**

4.6.1. O/o PCCF & HoFF shall convene a pre-bid meeting as prescribed in RFP data sheet to address any RFP related queries.

4.6.2. The Bidders will have to ensure that their queries for Pre-Bid meeting should reach the office address of O/o PCCF & HoFF as mentioned in RFP data sheet by post, by hand or by email.

4.6.3. The prospective bidder or its official representative/s [maximum 2] is/are invited to attend the pre-bid meeting.

4.6.4. The queries should necessarily be submitted in the following format:

<b>Sl no</b>	<b>RFP Document Reference (Section &amp; Page Number)</b>	<b>Content of RFP requiring Clarification</b>	<b>Points of Clarification</b>
1.			
2.			
3.			
4.			

#### **4.7. Responses to Pre-Bid queries and issuance of corrigendum (Not Applicable)**

4.7.1. Amendments necessitated as a result of the pre-bid meeting or otherwise shall be made available on website as provided in the RFP data sheet. It shall be the responsibility of the bidders to amend their proposals incorporating the amendments so communicated through the website. O/o PCCF & HoFF shall not be responsible for any oversight or negligence on part of the bidders on the amendments to the terms and conditions of the RFP document and notified through the website.

4.7.2. O/o PCCF & HoFF will endeavour to provide timely response to all queries. However, pre-bid queries common in nature shall be addressed with a single response instead of individual responses to every bidder for same query.

4.7.3. At any time prior to the last date for receipt of bids, O/o PCCF & HoFF may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the RFP document by a corrigendum.

4.7.4. The Corrigendum (if any) & clarifications to the queries from all bidders will be posted on the website as given in the RFP data sheet and no separate communication either in writing or through email will be made to any participants.

4.7.5. Any such corrigendum shall be deemed to be incorporated into this RFP.

4.7.6. In order to provide prospective Bidders reasonable time for taking the corrigendum into account, O/o PCCF & HoFF may, at its discretion, extend the last date for the receipt of Proposals.

#### **4.8. Clarifications and amendments of RFP**

4.8.1. During process of evaluation of the Proposals, O/o PCCF & HoFF may, at its discretion, ask Bidders for clarifications or to submit additional documents on their proposal for completing bid evaluation process. The Bidders are required to respond within the prescribed time frame.

4.8.2. O/o PCCF & HoFF may for any reason modify the RFP from time to time. The amendment(s) to the RFP would be clearly spelt out posted on the website as provided in the RFP data sheet and the bidders may be asked to amend their proposal due to such amendments.

#### **4.9. Earnest Money Deposit (EMD)**

4.9.1. The bidder shall furnish, as part of the Pre-qualification Proposal, an Earnest Money Deposit (EMD) amounting to Rs. 5,00,000/- (Rupees Five Lakh Only) favouring as mentioned in RFP data sheet.

4.9.2. The EMD shall be in INR and shall be in the form of a Bank Guarantee.

4.9.3. Refund of EMD- EMD of all unsuccessful bidders would be refunded by O/o PCCF & HoFF within 3 months of the bidder being notified as being unsuccessful. EMD of the successful bidder will be released after the successful bidder signs the final agreement and furnishes the Performance Bank Guarantee (PBG).

4.9.4. The EMD amount is interest free and will be refundable to the unsuccessful bidders without any accrued interest on it.

4.9.5. The EMD lying with the O/o PCCF & HoFF in respect of other tender/ RFP/ Expression of Interest awaiting approval or rejected or on account of contracts being completed will not be adjusted towards EMD for this RFP. The EMD may however, be taken into consideration in case RFP are re-invited.

4.9.6. The Earnest Money will be forfeited on account of one or more of the following reasons:-

4.9.6.1. Bidder withdraws its Proposal during the validity period specified in RFP.

4.9.6.2. Bidder does not respond to requests for clarification of its Proposal.

4.9.6.3. Bidder fails to provide required information during the evaluation process or is found to be non-responsive.

4.9.6.4. In case of a successful bidder, the said bidder fails to sign the Agreement in time; or furnish Performance Bank Guarantee.

#### **4.10. Preparation of Proposal**

The Bidder must comply with the following instructions during preparation of Proposals:

4.10.1. The Bidder is expected & deemed to have carefully examined all the instructions, guidelines, forms, requirements, appendices and other information along with all terms and condition and other formats of the RFP. Failure to furnish all the necessary information as required by the RFP or submission of a proposal not substantially responsive to all the requirements of the RFP shall be at Bidder's own risk and may be liable for rejection.

4.10.2. The Proposal and all associated correspondence shall be written in English and shall conform to prescribed formats. If any supporting documents submitted are in any language other than English, translation of the same in English language is to be duly attested by the Bidders. Any interlineations, erasures or over writings shall be valid only if they are authenticated by the authorized person signing the Proposal.

4.10.3. The Proposal shall be typed or written in indelible ink and shall be signed by the Bidder or duly authorized person(s) to bind the Bidder to the contract. The authorization shall be indicated by written power of attorney/ Board resolution and shall accompany the Proposal.

4.10.4. In addition to the identification, the envelopes containing the Proposals shall mention the name and address of the Bidder to enable the proposal to be returned in the case it is declared late pursuant, and for matching purposes.

4.10.5. No bidder shall be allowed to modify, substitute, or withdraw the Proposal after its submission.

4.10.6. The bidder shall be responsible for all costs incurred in connection with participation in the RFP process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/discussions/presentations, preparation of proposal, in providing any additional information required by O/o PCCF & HoFF to facilitate the evaluation process, and in negotiating a definitive contract or all such activities related to the bid process. O/o PCCF & HoFF will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

4.10.7. Each page of all parts should be serially numbered and in conformity with the eligibility qualifications should be clearly indicated using an index page.

4.10.8. Failure to comply with the requirements of this paragraph may render the Proposal non-compliant and the Proposal may be rejected. Bidders must:

4.10.8.1. Comply with all requirements as set out within this RFP.

4.10.8.2. Submit the forms and other particulars as specified in this RFP and respond to each element in the order as set out in this RFP.

4.10.8.3. Include all supporting documentations specified in this RFP, Corrigendum or any addendum issued.

#### 4.11. Submission of Proposal

4.11.1. Bidders shall submit their Proposals in original at the office address on or before the last date and time for receipt of proposals as mentioned in RFP Data sheet. Sealed tender on plain papers affixing (in Technical Bid) non-refundable court fee stamp of **Rs. 8.25** (Rupees eight and Paise twenty five) only.

4.11.2. Proposals shall be submitted in one envelope containing following envelopes:

Envelope	Contents
Sealed Envelope No. 1 :  <b>EMD</b>	The envelope containing only Earnest Money Deposit shall be sealed and super scribed – “<Name of Bidder>- <b>EMD for Selection of Professional Agency for Recruitment to Various Vacant Posts of Forest Department</b> ” along with RFP reference number.
Sealed Envelope No. 2 :  <b>Prequalification Proposal</b>	<ol style="list-style-type: none"> <li>a. The envelope containing one hard copy shall be sealed and superscripted “&lt;Name of Bidder&gt;-<b>Pre-qualification Proposal – Selection of Professional Agency for Recruitment to Various Vacant Posts of Forest Department</b>” along with RFP reference number.</li> <li>b. Apart from a hardcopy of Pre-qualification proposal, bidder would also submit a softcopy of all documents on two non-rewritable CDs.</li> <li>c. In case any discrepancies exist between the information provided in the hard copy and soft copy of the bid, the information provided in the hard copy will prevail.</li> <li>d. This envelope should not contain any technical or financial bid (in full or part), in either explicit or implicit form, in which case the bid will be rejected.</li> <li>e. Following list of documents shall be submitted as part of Pre-qualification Proposal: <ol style="list-style-type: none"> <li>i. RFP document fee (if downloaded) / or its receipt (if purchased)</li> <li>ii. Form-1: Compliance Sheet for Pre-Qualification Proposal</li> <li>iii. Form-1A: Covering Letter on bidder’s letterhead</li> <li>iv. MoU / Letter of Association amongst Consortium members along with the roles and responsibilities of each of the members.</li> <li>v. In case of consortium members, Work orders/Contract with scope of work for relevant experience vis-a-vis their roles</li> </ol> </li> </ol>



Envelope	Contents
	and responsibilities as stated in the MoU.
Sealed Envelope No. 3 :  <b>Technical Proposal</b>	<p>a. The envelope containing technical proposal shall be sealed and superscripted "<b>&lt;Name of Bidder&gt;-Technical Proposal for Selection of Professional Agency for Recruitment to Various Vacant Posts of Forest Department</b>" along with RFP reference number.</p> <p>b. Apart from one hardcopy of all Technical Proposal documents, bidder would also submit a softcopy of all the Technical Proposal documents on two non-rewritable CDs.</p> <p>c. In case any discrepancies exist between the information provided in the hard copy and soft copy of the bid, the information provided in the hard copy will prevail.</p> <p>d. This envelope should not contain any financial bid (in full or part), in either explicit or implicit form.</p> <p>e. Following list of documents shall be submitted as part of Technical Proposal:</p> <ol style="list-style-type: none"> <li>i. Form-2: Compliance Sheet for Technical – Qualification Proposal</li> <li>ii. Form-2A: Bidder Profile</li> <li>iii. Form-2B: Relevant Past Experience</li> <li>iv. Form-2C: Approach &amp; Methodology and e-Recruitment Solution</li> <li>v. Form-2D: Adequacy &amp; Quality of Resources Proposed for Deployment</li> </ol>
Sealed Envelope No. 4:  <b>Commercial Proposal</b>	<p>a. The envelope containing commercial proposal shall be sealed and superscripted "<b>&lt;Name of Bidder&gt; - Commercial Proposal for Selection of Professional Agency for Recruitment to Various Vacant Posts of Forest Department</b>" along with RFP reference number.</p> <p>b. The Commercial proposal shall be prepared in accordance with the requirements specified in this RFP.</p> <p>c. Each page of the Commercial proposal should be signed and stamped by the authorized signatory of the Bidder.</p> <p>d. Following prerequisites shall be ensured as part of Commercial proposal:</p> <p>e. Form-3 – Commercial Proposal Format- Commercial Proposal Cost Break Up</p>
Sealed Envelope No. 5:  <b>Cover envelope for above four envelopes</b>	<p>All the above 4 envelopes should be put in envelope no. 5 which shall be properly sealed and superscripted "<b>&lt;Name of Bidder&gt;Proposal for Selection of Professional Agency for Recruitment to Various Vacant Posts of Forest Department</b>" along with RFP reference number.</p> <p>The Bidder shall provide an <b>Undertaking (Annexure-I)</b> along with Form-1A: Covering Letter on bidder's letterhead.</p>
<i>Note</i>	<p>a. The outer envelope thus prepared should also indicate clearly the name, address, telephone number, E-mail ID and fax</p>

Envelope	Contents
	<p>number of the bidder to enable the Bid to be returned unopened in case it is declared "Late".</p> <p>b. Failure to mention the address on the outside of the envelope could cause a proposal to be misdirected or to be received at the required destination, after the deadline.</p> <p>c. Any cost/prices should not be indicated in the Pre-Qualification Proposal or Technical Proposal but should only be indicated in the Commercial Proposal.</p> <p>d. O/o PCCF &amp; HoFF will not accept delivery of proposal by fax or by email.</p> <p>e. In case any discrepancy is found in the information provided on hardcopy &amp; softcopy, the O/o PCCF &amp; HoFF may also, after assessing the criticality of such misinformation, take decision to disqualify the bidder.</p> <p>f. All envelopes should be packed and sealed with utmost care so that no documents inside the envelope should get damaged or torn while opening the envelopes.</p>

#### 4.12. Late Bids

4.12.1. Bids received after the due date and the specified time (including the extended period if any) for any reason whatsoever, shall not be entertained and shall be returned unopened.

4.12.2. The bids submitted by fax/e-mail etc. shall not be considered. No correspondence will be entertained on this matter.

4.12.3. O/o PCCF & HoFF shall not be responsible for any postal delay or non-receipt/ non-delivery of the documents. No further correspondence on the subject will be entertained.

#### 4.13. Disqualifications

O/o PCCF & HoFF may at its sole discretion and at any time during the evaluation of Proposal, disqualify any Bidder, if the Bidder has:

4.13.1. Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements.

4.13.2. Exhibited a record of poor performance such as abandoning works, not properly completing the contractual obligations, inordinately delaying completion or financial failures, etc. in any project in the preceding three years;

- 4.13.3. Submitted a proposal that is not accompanied by required documentation or is nonresponsive;
- 4.13.4. Failed to provide clarifications related thereto, when sought;
- 4.13.5. Submitted more than one Proposal (directly/in-directly);
- 4.13.6. Declared ineligible by the Government of India/State/UT Government for corrupt and fraudulent practices or blacklisted.
- 4.13.7. Submitted a proposal with price adjustment/variation provision.
- 4.13.8. Not submitted in as specified in the RFP document
- 4.13.9. Not submitted the Letter of Authorization (Power of Attorney)
- 4.13.10. Suppressed any details related to bid
- 4.13.11. Submitted subjective, conditional offers and partial offers
- 4.13.12. Submitted bid with lesser validity period

#### **4.14. Deviations**

No deviation shall be allowed with bid. Bidders must ensure that pre-bid conference is attended by their concerned senior people so that all the doubts, clarification & ambiguities regarding bid document & project are resolved well before bid submission. Any conditional bid shall be rejected.

#### **4.15. Bid Opening**

4.15.1. The Proposals submitted will be opened at time & date as specified in the document control sheet by Committee or any other officer authorized by Committee, in the presence of Bidders or their representatives who may be present at the time of opening.

4.15.2. Only two persons for each intending bidder organization will be allowed to attend the Pre Bid Meeting.

4.15.3. The representatives of the bidders should be advised to carry the identity card or a letter of authority from the bidders to identify their bonafide for attending the bid opening.

#### **4.16. Bid Evaluation**

O/o PCCF & HoFF will constitute a Committee to evaluate the Proposals submitted by Bidders. A three-stage process, as explained hereinafter, will be adopted for evaluation of Proposals. No correspondence will be entertained outside the process of evaluation with the Committee.

#### 4.17. Pre-qualification Criteria & Evaluation

The pre-qualification bids envelopes of the bidders will be opened. The bidders will be assessed as per the pre-qualification criteria defined in the RFP. Only the bidders who qualify pre-qualification shall be eligible for technical evaluation. Non-conforming Proposals will be rejected and will not be eligible for any further processing. Pre-qualification criterion is given in Section – 3 of this Document. Pre-qualification criteria are detailed in Section 3 of this document.

#### 4.18. Technical Proposal Criteria & Evaluation

4.18.1. Technical Proposals would be evaluated only for those Bidders, who qualify the Pre-qualification evaluation.

4.18.2 The evaluation committee will evaluate the Technical Proposals on the basis of the technical evaluation criterion as provided below:

Sl no	Criteria	Max. Marks
A.	Bidder Profile	100
B.	Relevant past experience with Government.	500
C.	Approach & Methodology and Solution	200
D.	Adequacy and Quality of Resources proposed for Deployment	200
	<b>Total</b>	<b>1000</b>

**The Bidder should get minimum 60% marks to get qualified for the Commercial Opening.**

4.18.3. The technical score of all the bidders would be calculated as per the criteria mentioned below:

Criteria no.	Criteria	Marks	Max. Marks	Supporting Documents required
<b>A</b>	<b>Bidder Profile (Total marks = 100 marks)</b>			
1.	The bidder/Prime Bidder in Case of a Consortium should have a minimum average turnover per year of <b>INR 10 crores</b> over last three Financial Years (FY11-12, FY12-13 and FY13-14).	<ul style="list-style-type: none"> <li>• <b>More than 20 cr = 100 marks</b></li> <li>• <b>Between 15-20 Cr = 75 marks</b></li> <li>• <b>Between 10-15 Cr= 50 marks</b></li> <li>• <b>Less than 10 Cr= 0 mark</b></li> </ul>	100	Copies of audited accounts/certificate from auditors

Criteria no.	Criteria	Marks	Max. Marks	Supporting Documents required
<b>B</b>	<b>Relevant past experience (Total Marks = 500)</b>			
1.	The Prime Bidder or consortium member (in Case of a Consortium) should have experience of projects related to providing <b>recruitment services to Govt. Of India/State Govt./ PSU/ Quasi Government bodies in India in last 3 years.</b>	<ul style="list-style-type: none"> <li>5 or more projects (including 3 projects of Govt. of Assam) = 200 marks &amp; 150 marks (without Assam)</li> <li>3-4 projects (including 1 project of Govt. of Assam) = 150 marks &amp; 100 marks (without Assam)</li> <li>1-2 project(s) = 80 marks</li> </ul>	200	Copies of Work orders/LOI/ Contract
2.	The Prime Bidder or consortium member (in Case of a Consortium) should have experience of project(s) related to providing recruitment-related services by setting up <b>field camps for physical tests like race and long jump</b> etc. in the last 3 years.	<ul style="list-style-type: none"> <li>3 or more projects (including 1 project of Govt. of Assam) = 100 marks &amp; 80 marks (without Assam)</li> <li>2 projects = 65 marks</li> <li>1 project(s) = 50 marks</li> </ul>	100	Copies of Work orders/LOI/ Contract
3.	The Prime Bidder or consortium member (in Case of a Consortium) should have experience of providing <b>mass Physical recruitment</b> services through a single contract in the last 3 years.	<ul style="list-style-type: none"> <li>Project of recruiting more than or equal to 2.5 lakh candidates = 200 marks</li> <li>Project of recruiting between 1.5 -2 lakh candidates = 150 marks</li> <li>Project of recruiting 1-1.5 lakh candidates = 80 marks</li> </ul>	200	Copies of Work orders/LOI/ Contract  Work Order should indicate the number of recruitments.  A client certificate should also be submitted.
<b>C.</b>	<b>Approach &amp; Methodology &amp; Solution (Total marks = 200)</b>			
1.	Demonstration of understanding of Project Objectives, requirements, scope of work, work break down schedule,	<ul style="list-style-type: none"> <li>Understanding of project: 50 marks</li> <li>Project plan / work break down including team deployment: 30 marks</li> </ul>	100	Assessment to be based on a note covering all requirements as mentioned & Presentation made

Criteria no.	Criteria	Marks	Max. Marks	Supporting Documents required
	Challenges likely to be encountered and Risk Mitigation Plan.	<ul style="list-style-type: none"> <li>Challenges &amp; mitigation strategies to be explained through a flow chart &amp; PPT (If required): 20 marks</li> </ul>		by Bidder before the Committee. Committee to adjudicate
2.	The extent to which the proposed Solution meets all the requirements of all the scope of work.	<ul style="list-style-type: none"> <li>Robustness of Technology solution (e-Recruitment app, Biometric, RFID and Surveillance) proposed: 70 marks.</li> <li>Approach: 30 marks</li> </ul>	100	
<b>D.</b>	<b>Adequacy and Quality of Resources proposed for Deployment (Total = 200 marks)</b>			
<b>1.</b>	<b>Project Director</b>			
	Overall work experience  (Minimum 4 years of experience)	<ul style="list-style-type: none"> <li>More than or equal to 10 years of work experience = 60 marks</li> <li>Between 8-10 years = 40 marks</li> <li>Between 6-8 years = 20 marks</li> <li>Between 4-6 years= 10 marks</li> </ul>	60	CV of the resource
<b>2.</b>	<b>Project Manager (To be based in Guwahati)</b>			
	Overall work experience  (Minimum 4 years of experience)	<ul style="list-style-type: none"> <li>More than or equal to 10 years of work experience = 140 marks</li> <li>Between 8-10 years = 80 marks</li> <li>Between 6-8 years = 40 marks</li> <li>Between 4-6 years= 20 marks</li> </ul>	140	CV of the resource

4.18.4. Bidders are advised to not to submit additional/ extra project citation/ supporting document than maximum asked in support of their experience.

#### **4.19. Commercial Proposal Evaluation**

4.19.1. The Commercial Bids of bidders will be opened on the prescribed date in the presence of bidder representatives.

The technically qualified bidder, who has submitted the lowest total project commercial proposal (CP) [amongst the bidders who are not disqualified on the basis of point 4.18.2. above], shall be designated as the L1 (Lowest bid value) and shall be awarded a Commercial Score of 100.

Commercial Scores for other technically qualified bidders will be calculated using the following formula:-

**Commercial Score of Bidder (CS) = (Commercial Proposal of L1 bidder/ Commercial Proposal of the Bidder being evaluated) X 100 % (rounded off to 2 decimal places)**

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

The weightage for the composite evaluation is as described below:

**a. Technical Score (TS) – 60%**

**b. Commercial Score (CS) – 40%**

Bidder with the highest final composite score (Final Composite Score =  $TS \times 0.60 + CS \times 0.40$ ) shall be declared as Successful Bidder" and shall be called for further process leading to the award of the contract.

4.19.3. In case of a tie in the final composite score, the bidder having highest technical score will be considered eligible for award of contract.

4.19.4. In case of tie in commercial bid process, the bidder having highest technical score will be considered eligible for award of contract.

4.19.5. Errors & Rectification:

4.19.5.1. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected.

4.19.5.2. If there is a discrepancy between words and figures of the total price, the amount in words will prevail.

4.19.5.3. If the bidder doesn't accept the correction of error(s) as specified, its bid will be rejected.

#### **4.20. Notification of Award of Contract**

4.20.1. O/o PCCF & HoFF will notify the successful bidder in writing that its proposal has been accepted. The notification of award will constitute the formation of the contract after submission of performance bank guarantee by the successful bidder.

4.20.2. Upon the successful bidder's furnishing of Performance Bank Guarantee, O/o PCCF & HoFF will notify each unsuccessful bidder and return their EMD.

#### **4.21. Performance Bank Guarantee (PBG)**

4.21.1. The successful bidder will furnish Performance Bank Guarantee within 15 days from the notification of award, for a value equivalent to 10% of the total cost. [The total cost will be determined by multiplying the weighted average unit cost quoted with 50,000 (assuming 50,000 valid admit cards will be issued)].

4.21.2. PBG shall remain valid for a period of 90 days beyond the date of completion of all contractual obligations of the successful bidder including warranty obligations.

4.21.3. The successful bidder will be responsible for extending the validity date and claim period of the PBG as and when it is due on account of non-completion of the project. In case the successful bidder fails to submit performance guarantee within the time stipulated, the O/o PCCF & HoFF at its discretion may cancel the award of contract to the successful bidder without giving any notice.

4.21.4. The Bidder will not be entitled for any interest on the PBG submitted.

4.21.5. O/o PCCF & HoFF shall forfeit the PBG in full or part in the following cases:

4.21.5.1. When the terms and conditions of contract are breached/ infringed

4.21.5.2. When contract is being terminated due to non-performance of the Bidder

4.21.5.3. Notice of reasonable time will be given in case of forfeiture of PBG. The decision of O/o PCCF & HoFF in this regard shall be final.

4.21.5.4. O/o PCCF & HoFF incurs any loss due to Bidder's negligence in carrying out the project implementation as per the agreed terms & conditions.

#### **4.22. Signing of Contract**

The successful bidder will sign the Contract with **O/o PCCF & HoFF** within 10 days of the release of notification and submission of PBG. After signing of the Contract, no variation in or modification of the term of the Contract shall be made except by mutual written amendment signed by both the parties (i.e. O/o PCCF & HoFF & BIDDER).



#### **4.23. Fraud and Corruption**

All the Bidders must observe the highest standards of ethics during the process of selection of professional agency and during the performance and execution of contract.

4.23.1. For this purpose, definitions of the terms are set forth as follows:

4.23.1.1. "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of the O/o PCCF & HoFF or its personnel in contract executions.

4.23.1.2. "Fraudulent practice" means a misrepresentation of facts, in order to influence a selection process or the execution of a contract, and includes collusive practice among bidders (prior to or after Proposal submission) designed to establish Proposal prices at artificially high or non-competitive levels and to deprive the O/o PCCF & HoFF of the benefits of free and open competition.

4.23.1.3. "Unfair trade practice" means supply of services different from what is ordered on, or change in the Scope of Work given in RFP.

4.23.1.4. "Coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the selection process or execution of contract.

4.23.2. O/o PCCF & HoFF will reject a proposal for award, if it determines that the Bidder recommended for award, has been determined to having been engaged in corrupt, fraudulent or unfair trade practices.

4.23.3. O/o PCCF & HoFF will declare a bidder ineligible, either indefinitely or for a stated period of time, for award of contract, if bidder is found to be engaged in corrupt, fraudulent and unfair trade practice in competing for, or in executing, the contract at any point of time.

4.23.4. The Bidder will not engage or retain any consultant/individual to facilitate or lobby for award of contract. Canvassing by its agent(s) for getting the contract awarded will be construed as corrupt practice.

#### **4.24. Confidentiality**

Information relating to the examination, clarification and comparison of the Proposals shall not be disclosed to any Bidder or any other persons not officially concerned with such process until the selection process is over. The undue use by any Bidder of confidential information related to the process may result in rejection of its Proposal. During the execution of the project except with the prior written consent of O/o PCCF & HoFF, the Bidder or its personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the Contract.

#### **4.25. Conflict of Interest**

4.25.1. The Bidders shall provide professional, objective, and impartial advice and at all times hold the O/o PCCF & HoFF's interests paramount, strictly avoid conflicts with other assignments/jobs or their own corporate interests and act without any consideration for future work. The Bidder shall not deploy former employees of the O/o PCCF & HoFF in any assignment under the RFP to ensure zero biasness.

#### **5. Guidelines for implementation**

Please refer to Annexure I

#### **6. Scope of Work**

The Bidders are required to go through the scope of work laid out in this section:

##### **6.1 Phase I – Application phase**

- i. The bidder shall create consolidated data of all applications received online as well as offline for each post advertised separately.
- ii. The Bidder shall develop online admit card generation and search engine software application for issuing admit cards/call letters on the online server for the candidates.
- iii. Scrutiny of applications to filter out ineligible applicants.
- iv. Generation of Call letter/Admit cards with photographs and barcodes for the eligible candidates for the Written Test, Physical Test (For Forest Guard and Armed Batallion Constables only) and Medical Examination (For Forest Guard and Armed Batallion Constables only) in a sequential manner, venue-wise and date-wise.
- v. The soft copies of the admit cards should be made available on the web site to facilitate downloading and printing of the same by the candidates.
- vi. Generate MIS reports on a weekly basis throughout the recruitment stages to enable top level officials to take decisions.
- vii. The bidder shall provide Telephonic Helpdesk support to the candidates for giving assistance for downloading their admit cards from the website.

##### **6.2 Phase II – Written Examination**

- i. Capturing of finger prints for the eligible candidates at divisional level prior to the written examination by installing at least two biometric devices at each venue one functional and one stand by.
- ii. Preparation of list of location and venue-wise attendance list for written test.
- iii. Photo, Finger print and Bar code verification of candidates' admit cards at the venue entrance.

- iv. The Bidder shall be responsible for design, printing and supply of OMR answer sheets.
- v. Printing of OMR answer scripts for all candidates called or the written examination.
- vi. Evaluation of OMR answers sheets as per the Key provided by the department through OMR Scanning.
- vii. Preparation of Merit List post-wise /caste-wise for the written test for all the mentioned posts in the advertisement.
- viii. The bidder should Arrange Written Examination Test venues district wise along with invigilators transportation and other necessary required items related to conduct the written test.

### **6.3 Phase III – Conducting of Physical Test for Forest Guard**

- i. The bidder shall be responsible for selecting Physical Test venue
- ii. The Bidder shall be responsible for the Photo, Finger print and Bar code verification of candidates' admit cards at the venue entrance.
- iii. The Bidder shall responsible for conducting physical standard test for the candidates.
- iv. CCTV should necessarily be installed at the test venue.
- v. The Bidder should evaluate the "walking Test".
- vi. Declaration of Physical Test Result and Final Merit List Preparation.

### **6.4 Phase III – Physical Standard Test (PST) and Physical Efficiency test (PET) for Armed Battalion Constables**

- i. The Bidder shall develop customizable PET/PST evaluation software as per the guideline provided by the department for conducting the PET/PST event.
- ii. The Bidder shall prepare date-wise attendance sheet for the PST and PET events. PST and PET events will be organized at Golaghat district.
- iii. The Bidder shall use Bar Code readers to scan admit cards of candidates at the entrances of PST/PET events.
- iv. Biometric devices shall be used to eliminate any chances of duplication and impersonation. The bidder shall record photographs and finger prints (right and left thumbs) of each candidate who clears Physical Standards Test (PST).
- v. The Bidder shall provide standardized height, weight measurement devices .The number of devices so deployed at one venue should be sufficient to handle about 300 candidates in about 10 hours' time of a day.
- vi. The Bidder shall propose Radio-frequency Identification system (RFID) chip timing technology for conduct of endurance run in the physical efficiency test to ensure accuracy and tamper proof conduct of run events. The measurements should be updated in the database of respective candidate. The Bidder shall provide RFID tag

- and Chest number to each candidate as required. Department will decide later on whether will go with RFID Technology or not.
- vii. The bidder should use CCTV technology to capture the video footages of the entire conduct of physical test events and medical examination.
  - viii. The bidder shall ensure accurate recording of performance figures of each candidate at the end of every event with instant result display system.
  - ix. The result of PET for each candidate shall be displayed at the test centre at the end of each day and hard copies and soft copies shall be forwarded to the department.
  - x. Generation of rejection slip to all rejected candidates after each stage of PST/PET.
  - xi. The Bidder shall provide adequate manpower and technical to conduct document verification, PST and PET at each venue. At least 10 members are to be present in each team at a single venue who can handle the various devices/systems and conduct the PST/PET.
  - xii. Preparation of the Central Merit List and Publishing the same.
  - xiii. The Bidder should arrange for transportation and installation of their recruitment related equipment and systems which are required at test venues.

**General conditions:**

- i. All the required hardware and software for conducting of Physical (PST/PET) and Written test shall be arranged by the consulting company.

**7. Timelines for implementation**

Sl no	Task	Timelines
1.	Contract Signing	T – Contract signing date
2.	Screening of all Applications and Issue of Admit cards	T+3 weeks
3.	Conducting Recruitment events a. Scrutiny b. Physical Standard Test (PST) c. Biometric Recording d. Physical Efficiency Test (PET)	T+7 weeks
4.	Preparation of List of Applicants to be called for Written Test	T+11 weeks
5.	Conducting Written Examination	T+15 weeks
6.	Generation of Merit List for Written Test	T+19 weeks
7.	Completion of Medical Examination	T+21 weeks
8.	Publication of Final Result	T+23 weeks

*N.B – The authorized signatory of the successful bidder should sign the Contract with **O/o PCCF & HoFF** within 7 days of the release of notification and submission of PBG.*

## 8. Payment Schedule

Total cost of the Project will be calculated based on the actual no. of unique admit cards issued multiplied by the unit cost for the range of admit cards issued as quoted in the '*Form-3 - Commercial Proposal Cost Break Up*'.

Milestone	Payment Head	Payment terms	Remarks
M 1	Completion of Screening of applications, Generation of a unique ID and sending SMS alerts and emails and <b>Generation of unique admit card</b>	10% of the Total cost	Payment to be released based on the validation by Project Management Consultant/ O/o PCCF & HoFF
M 2	Completion of Conducting the PST/PET/Biometrics events at Division level and generating the list for written test.	20% of the Total cost	Payment to be released based on the reports from DFOs/CFs and validation by Project Management Consultant/ O/o PCCF & HoFF
M 3	Completion of Conducting the Written test and generating the Merit list (the no. of candidates to be called for Written Test approx. 5 times the no. of vacancies)	15% of the Total cost	Payment to be released based on the reports from DFOs/CFs and validation by Project Management Consultant/ O/o PCCF & HoFF
M 4	Completion of Conducting the Medical test and Declaration of the Final Result.	5% of the Total cost	Payment to be released based on the validation by Project Management Consultant/ O/o PCCF & HoFF
M 5	Closure of Project through Knowledge transfer and Handover of database to O/o PCCF & HoFF in an encrypted hard disk drive	50% of the Total cost	Payment to be released based on the validation by Project Management Consultant/ O/o PCCF & HoFF

## **9. General Contract Conditions**

### **9.1 Application**

These general conditions shall apply to the extent that provisions in other parts of the Contract do not supersede them. For interpretation of any clause in the RFP or Contract Agreement, the interpretation of O/o PCCF & HoFF shall be final and binding.

### **9.2 Relationship between the Parties**

Nothing mentioned herein shall be constructed as relationship of master and servant or of principal and agent as between O/o PCCF & HoFF and the Bidder (or Prime Bidder in case of a consortium). The Bidder (or Prime Bidder in case of a consortium) subject to this contract for selection has complete charge of its personnel in performing the services under the Project from time to time. The Bidder (or Prime Bidder in case of a consortium) shall be fully responsible for the services performed by it or any of its personnel on behalf of the Bidder hereunder.

### **9.3 Standards of Performance**

The Bidder (or Prime Bidder in case of a consortium) shall perform the services and carry out its obligations under the Contract with due diligence, efficiency and economy in accordance with generally accepted professional standards and practices. The Bidder (or Prime Bidder in case of a consortium) shall always act in respect of any matter relating to this contract as faithful advisor to the O/o PCCF & HoFF. The Bidder (or Prime Bidder in case of a consortium) shall always support and safeguard the legitimate interests of the O/o PCCF & HoFF, in any dealings with the third party. The Bidder (or Prime Bidder in case of a consortium) shall abide by all the provisions/Acts/Rules etc. of Information Technology prevalent in the country. The Bidder (or Prime Bidder in case of a consortium) shall conform to the standards laid down in the RFP in totality.

### **9.4 Sub-contracting/ Outsourcing**

The Bidder shall not, without the consent in writing of the O/o PCCF & HoFF appoint any delegate/subcontractor for the performance of Services under this contract. It is desirable that the number of sub-contractors engaged by the Bidder for this contract is kept to the minimum possible. It is clarified that the Bidder shall be responsible for all claims arising from the liabilities statutory or otherwise, concerning the sub-contractors. The Bidder undertakes to indemnify the O/o PCCF & HoFF or its nominated agencies from any claims on the grounds stated hereinabove.

The Bidder shall be responsible and shall ensure the proper performance of the sub-contractors and shall be liable for any non-performance or breach by such service providers. The Bidder shall be responsible for making all payments to the sub-contractors as may be necessary, in respect of any services performed or task executed, and the O/o PCCF & HoFF shall not be responsible for any part or full payment which is due to such service providers.

The Bidder shall ensure that the Sub-Contractor appointed is competent, professional and possesses the requisite qualifications and experience appropriate to the tasks they will perform.

The Bidder shall not terminate the contract / agreement with the sub-contractor (s) without prior written consent of the O/o PCCF & HoFF. Further, in case the Bidder terminates any contract/arrangement or agreement with a sub-contractor for any reason whatsoever, the Bidder shall ensure the smooth continuation of services by providing forthwith, a suitable replacement which is acceptable to the Purchaser at no additional cost to the Purchaser.

All rights of use of any process, product, service or facility developed or any other task performed by the sub-contractors for the Bidder, under this contract would lie exclusively with the O/o PCCF & HoFF in perpetuity free from all liens, encumbrances and other third party rights and the Bidder shall, wherever required, take all steps that may be necessary to ensure the transfer of such ownership in favor of the O/o PCCF & HoFF.

#### 9.5 Applicable Law

Applicable Law means the laws and any other instruments having the force of law in India as may be issued and in force from time to time. The Contract shall be interpreted in accordance with the laws of the Union of India and the State of Assam.

#### 9.6 Intellectual Property Rights

No services covered under the Contract shall be sold or disposed 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 any charge mortgage or lien. The Bidder shall indemnify O/o PCCF & HoFF from all actions, costs, claims, demands, expenses and liabilities, whatsoever, resulting from any actual or alleged infringement as aforesaid and at the expenses of the Bidder, O/o PCCF & HoFF shall be defended in the defence of such proceedings.

#### 9.7 Governing Language

The Contract shall be written in English Language. All correspondences and other documents pertaining to the contract, which are exchanged between the parties, shall be written in the English Language.



## 9.8 Commercial Terms

9.8.1 Milestone based payment will be made as per the payment schedule defined in Section 8

9.8.2 The Bidder will submit the invoice along with respective deliverable approvals by O/o PCCF & HoFF and all other supporting documents/proofs only after the completion of a milestone.

9.8.3 O/o PCCF & HoFF will release the payment subject to necessary approval of invoice by the O/o PCCF & HoFF after proper verification of the invoice and all supporting documents.

9.8.4 Payment shall be made through account payee cheques only after statutory deductions as applicable.

## 9.9 Taxes and Duties

All taxes, duties and any statutory levies etc. payable by the Bidder during the contract tenure shall be the sole responsibility of the Bidder.

All taxes, duties and statutory levies payable to the Bidder shall be paid as per prevailing rates in Assam.

## 9.10 Termination of Contract

Following reasons shall lead to the termination of contract:

9.10.1. Failure of the successful bidder to accept the contract and furnish the Performance Bank Guarantee within specified time period.

9.10.2. The term of Contract expires.

9.10.3 Termination of Contract by the O/o PCCF & HoFF due to non-adherence of contract/RFP terms and conditions.

## 9.11 Termination for Insolvency, Dissolution etc.

O/o PCCF & HoFF may at any time terminate the Contract by giving written notice to the Bidder, if the Bidder becomes bankrupt or otherwise insolvent or in case of dissolution of firm/company or winding up of firm/company. In this event termination will be without compensation to the Bidder, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to O/o PCCF & HoFF.

#### 9.12 Termination for Convenience

O/o PCCF & HoFF reserves the right to terminate, by prior written notice, the whole or part of the contract, at any time for its convenience. The notice of termination shall specify that termination is for O/o PCCF & HoFF's convenience, the extent to which performance of work under the contract is terminated, and the date upon which such termination becomes effective.

#### 9.13 Force Majeure

9.13.1. The Bidder shall not be liable for forfeiture of its PBG or termination of contract for default if and to the extent that delays in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

9.13.2. 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 not foreseeable. Such events may include, but are not restricted to, acts of O/o PCCF & HoFF in their sovereign capacity, wars or revolutions, riot or commotion, earthquake, fires, floods, epidemics, and quarantine restrictions.

9.13.3. If a Force Majeure situation arises, the Bidder shall promptly notify O/o PCCF & HoFF in writing of such condition and the cause thereof. Unless otherwise directed by O/o PCCF & HoFF in writing, the Bidder shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

#### 9.14. Resolution of Disputes

If any dispute arises between parties, then these would be resolved in following ways:

##### 9.14.1. Amicable Settlement

Performance of the Contract is governed by the terms and conditions of the Contract, however at times dispute may arise about any interpretation of any term or condition of Contract including the scope of work, the clauses of payments etc. In such a situation either party of the contract may send a written notice of dispute to the other party. The party receiving the notice of dispute will consider the Notice and respond to it in writing within 30 days after receipt. If that party fails to respond within 30 days, or the dispute cannot be amicably settled within 60 days following the response of that party, then the second Sub-clause of resolution of disputes shall become applicable.

##### 9.14.2. Arbitration

"Any dispute or difference whatsoever arising between the parties to this Contract out of or relating to the construction, meaning, scope, operation or effect of this Contract or the validity of the breach thereof shall be referred to a sole Arbitrator to be appointed by mutual consent of both the parties herein. If the parties cannot agree on the appointment of the Arbitrator within a period of one month from the notification by one party to the other of existence of such dispute, then the Arbitrator shall be appointed the provisions of the Arbitration and Conciliation

Act, 1996 will be applicable and the award made there under shall be final and binding upon the parties hereto, subject to legal remedies available under the law. Such differences shall be deemed to be a submission to arbitration under the Indian Arbitration and Conciliation Act, 1996, or of any modifications, Rules or re-enactments thereof. The Arbitration proceedings will be held at Guwahati, India."

#### 9.15. Legal Jurisdiction

All legal disputes between the parties shall be subject to the jurisdiction of the Courts situated in Guwahati, Assam only.

#### 9.15 Indemnity

9.15.1. Subject to Clause 10.15.2 below, Bidder (the "Indemnifying Party") undertakes to indemnify O/o PCCF & HoFF (the "Indemnified Party") from and against all Losses on account of bodily injury, death or damage to tangible personal property arising in favour of any person, corporation or other entity (including the Indemnified Party) attributable to the Indemnifying Party's negligence or wilful default in performance or non-performance under this Agreement. If the Indemnified Party promptly notifies Indemnifying Party in writing of a third party claim against Indemnified Party that any Service provided by the Indemnifying Party infringes a copyright, trade secret or Indian patents of any third party, Indemnifying Party will defend such claim at its expense and will pay any costs or damages that may be finally awarded against Indemnified Party. Indemnifying Party will not indemnify the Indemnified Party, however, if the claim of infringement is caused by (a) Indemnified Party's misuse or modification of the Service; (b) Indemnified Party's failure to use corrections or enhancements made available by the Indemnifying Party; (c) Indemnified Party's use of the Service in combination with any product or information not owned or developed by Indemnifying Party; (d) Indemnified Party's distribution, marketing or use for the benefit of third parties of the Service; or (e) information, direction, specification or materials provided by Indemnified Party or any third party contracted to it. If any Service is or likely to be held to be infringing, Indemnifying Party shall at its expense and option either (i) procure the right for Indemnified Party to continue using it, (ii) replace it with a non infringing equivalent, (iii) modify it to make it non infringing. The foregoing remedies constitute Indemnified Party's sole and exclusive remedies and Indemnifying Party's entire liability with respect to infringement.

9.15.2. The indemnities set out in Clause 10.15.1. shall be subject to the following conditions:

9.15.2.1 The Indemnified Party as promptly as practicable informs the Indemnifying Party in writing of the claim or proceedings and provides all relevant evidence, documentary or otherwise;

9.15.2.2. The Indemnified Party shall, at the cost of the Indemnifying Party, give the Indemnifying Party all reasonable assistance in the Defense of such claim including reasonable access to all relevant information, documentation and personnel provided that the Indemnified Party may, at its sole cost and expense, reasonably participate, through its attorneys or otherwise, in such Defense;

9.15.2.3. If the Indemnifying Party does not assume full control over the Defense of a claim as provided in this Article, the Indemnifying Party may participate in such Defense at its sole cost and expense, and the Indemnified Party will have the right to defend the claim in such manner as it may deem appropriate, and the cost and expense of the Indemnified Party will be included in Losses;

9.15.2.4. The Indemnified Party shall not prejudice, pay or accept any proceedings or claim, or compromise any proceedings or claim, without the written consent of the Indemnifying Party;

9.15.2.5. All settlements of claims subject to indemnification under this Clause will:

- be entered into only with the consent of the Indemnified Party, which consent will not be unreasonably withheld and include an unconditional release to the Indemnified Party from the claimant or plaintiff for all liability in respect of such claim; and
- include any appropriate confidentiality agreement prohibiting disclosure of the terms of such settlement;

9.15.2.6. The Indemnified Party shall account to the Indemnifying Party for all awards, settlements, damages and costs (if any) finally awarded in favour of the Indemnified Party which are to be paid to it in connection with any such claim or proceedings;

9.15.2.7. The Indemnified Party shall take steps that the Indemnifying Party may reasonably require to mitigate or reduce its loss as a result of such a claim or proceedings;

9.15.2.8 In the event that the Indemnifying Party is obligated to indemnify an Indemnified Party pursuant to this Article, the Indemnifying Party will, upon payment of such indemnity in full, be subrogated to all rights and defenses of the Indemnified Party with respect to the claims to which such indemnification relates; and

9.15.2.9. If a Party makes a claim under the indemnity set out under Clause 17.1 above in respect of any particular Loss or Losses, then that Party shall not be entitled to make any further claim in respect of that Loss or Losses (including any claim for damages).

## 9.16. Liability

9.16.1. The liability of Bidder (whether in contract, tort, negligence, strict liability in tort, by statute or otherwise) for any claim in any manner related to this Agreement, including the work, deliverables or Services covered by this Agreement, shall be the payment of direct damages only which shall in no event in the aggregate exceed the Total Contract Value. The liability cap given under this Clause 10.16.1 shall not be applicable to the indemnification obligations set out in Clause 10.15.

9.16.2. In no event shall either party be liable for any consequential, incidental, indirect, special or punitive damage, loss or expenses (including but not limited to business interruption, lost business, lost profits, or lost savings) even if it has been advised of their possible existence.

9.16.3. The allocations of liability in this clause 10.16 represent the agreed and bargained-for understanding of the parties and compensation for the Services reflects such allocations. Each Party has a duty to mitigate the damages and any amounts payable under an indemnity that would otherwise be recoverable from the other Party pursuant to this Agreement by taking appropriate and commercially reasonable actions to reduce or limit the amount of such damages or amounts.

**10. Service level Agreement**

## 10.1 Service level

Sl no	Service Metrics Parameters	Baseline	Violation of Service level agreement		Remarks
			Metric	Penalty	
1.	Screening of all Applications and Issue of Admit cards	As per set timelines of implementation	Per day after the deadline	Rs. 10,000/day	Based on the report of Recruitment Committee/ O/o PCCF & HoFF
2.	Setting helpdesk at Centralized location	As per set timelines of implementation	Per day after the deadline	Rs. 5,000/day	Based on the report of Recruitment Committee/ O/o PCCF & HoFF
3.	Delay in Conducting Recruitment events for reasons attributed to the professional agency a. Scrutiny b. Physical Standard Test (PST) c. Biometric Recording d. Physical Efficiency Test (PET)	As per set timelines of implementation	Per day after the deadline	Rs. 1,000/day/v enue	Based on the report of DLB and Recruitment Committee/ O/o PCCF & HoFF
4.	Any incidence of loss of data or video footage for any reason whatsoever	Loss of data or video footage	Per incident	2% of contract value	Based on the report of Recruitment Committee/ O/o PCCF & HoFF
5.	Delay in updation of data from test centres into the central system within 72 hours.	Delay in updation	Per incident	Rs. 10,000/inci dent	Based on the report of Recruitment Committee and DFOs/ CFs.

6.	Delay in Preparation of List of Applicants to be called for Written Test	As per set timelines of implementation	Per day after the deadline	Rs. 15,000/day	Based on the report of Recruitment Committee/ O/o PCCF & HoFF
7.	Delay in supply of printed Question set and OMR sheet	As per set timelines of implementation	Per day after the deadline	Rs. 15,000/day	Based on the report of Recruitment Committee/ O/o PCCF & HoFF
8.	Generation of Merit List for Written Test	As per set timelines of implementation	Per day after the deadline	Rs. 15,000/day	Based on the report of Recruitment Committee/ O/o PCCF & HoFF

## 10.2 Violations and Associated Penalties

The primary intent of Penalties is to ensure that the bidder performs in accordance with the defined service levels. Penalties are not meant to be punitive or, conversely, a vehicle for additional fees.

### Penalty Calculations

The framework for Penalties, as a result of not meeting the Service Level Targets is as follows:

- The performance will be measured for each of the defined service level metric against the minimum / target service level requirements and the violations will be calculated accordingly.

## 11. Proposal Formats

Following are the proposal formats to be used by the bidders for submitting their Proposals for selection as Bidder under the RFP:-

Sr. No.	Form	Description
1.	Form-1	Compliance Sheet for Pre-Qualification Format
2.	Form-1A	Covering Letter on bidder's letterhead
3.	Form-2	Compliance Sheet for Technical – Qualification Proposal
4.	Form-2A	Bidder Profile

5.	Form-2B	Relevant Past Experience
6.	Form-2C	Approach & Methodology and e-Recruitment Solution
7.	Form-2D	Adequacy & Quality of Resources Proposed for Deployment
8.	Form-3	Commercial Proposal Cost Break Up

[Note: Italicized comments in rectangular brackets of formats have been provided for the purpose of guidance/ instructions to bidders for preparation of the Proposal Formats. These should not appear in the final Proposals to be submitted by the bidders]



**11.1 Form-1: Compliance Sheet for Pre-Qualification Format**

*(The pre-qualification proposal should comprise of the following basic requirements. The documents mentioned in this compliance sheet along with this form, needs to be a part of the Pre-Qualification proposal)*

RFP Reference No.

Sl no.	Specific Requirement	Documents Required	Provided (Yes/No)	Ref & Page no. in the proposal
1.	RFP Document fees	Rs. 5000, should be paid in the form of a Demand Draft/ Internet Banking		
2.	Special Power of Attorney / Board Resolution	Copy of Board Resolution/ Power of Attorney in the name of the Authorized Signatory		
3.	Bid Covering Letter	As per Form 1A		
4.	EMD	Bank Guarantee		
5.	The Bidder or the Prime Bidder and consortium members (in Case of a Consortium) should be company/companies with a registered office and operations in India. The company should be operational in India for at least the last three financial years (FY13-14, FY14-15 and FY15-16).	Valid Registration Certificate		
6.	In case of a consortium, a MoU / Letter of Association amongst Consortium members must be furnished with the Technical bid along with agreement between Consortium members defining their roles and responsibilities for the project.  Also, in case of a Consortium, the responsibility for successful	MoU / Letter of Association amongst Consortium members along with the roles and responsibilities of each of the members.  For _____ consortium members: Proof of experience vis-a-vis their roles as		

SI no.	Specific Requirement	Documents Required	Provided (Yes/No)	Ref & Page no. in the proposal
	<p>execution of the entire project will be that of the defined prime bidder.</p> <p>In case of consortium, a maximum of 3 members including prime bidder are allowed. A member cannot be a part of more than one Consortium.</p> <p>The consortium members should have relevant experience of executing similar roles and responsibilities in past as stated in the MoU.</p>	stated in the MoU.		
7.	<p>The bidder/Prime Bidder in Case of a Consortium should have an average minimum per year turnover of INR 10 cores over last three Financial Years (FY13-14, FY14-15, FY15-16). In case of a Consortium, the average per year turnover of the consortium members over the last Financial Years should be INR 50 lakh.</p> <p>The Prime Bidder (in Case of a Consortium) should have positive net worth in FY15-16.</p>	Copies of audited accounts/certificate from auditors should be provided as documentary evidence		
8.	The bidder/Prime Bidder and consortium members (in Case of a Consortium) should not be currently blacklisted/ ineligible to participate for bid due to corrupt/ fraudulent or any other unethical business practices.	An undertaking in the shape of affidavit, to this effect, signed by authorized signatory, has to be submitted.		
9.	The bidder/Prime Bidder and consortium members (in Case of a Consortium) should have Service Tax registration no. /PAN no and TAN no	Copies of VAT, Sales TAX, Service TAX Registration, TIN/PAN details are to be enclosed.		

SI no.	Specific Requirement	Documents Required	Provided (Yes/No)	Ref & Page no. in the proposal
10.	The bidder/Prime Bidder in Case of a Consortium must have a certification of ISO 9000 family/other widely accepted International Certification related to quality services	Copy of valid ISO 9000 family Certificate or other widely accepted International Certification related to quality services		
11.	The bidder/Prime Bidder in Case of a Consortium should have been providing recruitment related services for at least three years. In case of a consortium, members of the consortium other than prime bidder should have experience in their respective fields for at least three years	<ul style="list-style-type: none"> <li>• Letter from competent authority listing type of services offered</li> <li>• Work orders/Contract for recruitment related services</li> </ul>		
12.	Bidder or Consortium Member should have Registered Office in Guwahati.	Trade License / Valid Certificate		
13.	Technical Bid	Envelope No.3		
14.	Commercial Bid	Envelope No.4		

## **11.2 Form-1A: Covering Letter on bidder's letterhead**

*[Bidders are required to submit the covering letter as given here on their letterhead]*

To,  
The Principal Chief Conservator of Forests & HoFF  
Aranya Bhawan, Panjabari,  
GUWAHATI – 781037

### **Sub: Submission of proposal for Selection of Professional Agency for Recruitment to various posts in Forest Department, Assam**

Dear Sir,

We, the undersigned, having carefully examined the referred RFP no. FE/22/Recruitment Process/2016-17, offer to propose as a Professional Agency for Recruitment to various posts in Forest Department, Assam, in full conformity with the said RFP.

2. We have read all the provisions of RFP & Corrigendum, if any and confirm that these are acceptable to us.

3. We further declare that additional conditions, variations, deviations, if any, found in our proposal shall not be given effect to.

4. We agree to abide by this Proposal, consisting of this letter, our Pre-qualification, Technical and Commercial Proposals, the duly notarized written power of attorney/ Board Resolution, and all attachments, for a period of 180 days from the date of Issuance of RFP as stipulated in the RFP and modifications resulting from contract negotiations, and it shall remain binding upon us and may be accepted by you at any time before the expiration of that period.

5. Until the formal final Contract is prepared and executed between us, this Proposal, together with your written acceptance of the Proposal and your notification of award, shall constitute a binding contract between us.

6. We hereby declare that all the information and statements made in this proposal are true and accept that any misrepresentation or misinterpretation contained in it may lead to our disqualification.

7. We understand you are not bound to accept any proposal you receive, not to give reason for rejection of any proposal and that you will not defray any expenses incurred by us in bidding.

8. We declare that this is our sole participation in this RFP bid and we are not participating/co-participating through any of other related party or channel.

9. Bank Guarantee no. \_\_\_\_\_ dated \_\_\_\_\_ drawn on \_\_\_\_\_ for INR 5,00,000/- is enclosed towards EMD.

10. Demand draft no. \_\_\_\_\_ / NEFT Ref No. dated \_\_\_\_\_ drawn on \_\_\_\_\_ for INR 5,000/- is enclosed towards RFP document cost as document was downloaded from website.

10. RFP document was purchased by us by making cash payment vide receipt number \_\_\_\_\_ dated \_\_\_\_\_ of your office.

Signature

Full Name

In the capacity of

Duly authorized to sign Proposal for & on behalf of

Date..... Place.....

**11.3 Form-2: Compliance Sheet for Technical – Qualification Proposal**

[The Technical qualification proposal should comprise of the following basic requirements. The documents mentioned in this compliance sheet along with this form, needs to be a part of the Technical Qualification proposal]

Bid Reference No. :

SI no.	Specific Requirement	Documents Required	Provided (Yes/No)	Ref & Page no. in the proposal
1.	Bidder profile <ul style="list-style-type: none"> <li>Sales turnover</li> <li>Net worth</li> </ul>	Form 2A along with extracts of audit report		
2.	Relevant past experience <i>Completion Certificate of the projects completed as on 31/12/2016 need to be provided (issued to the responding bidder by the respective client</i>	Form 2B along with work order and corresponding completion certification		
3.	Approach & Methodology & Solution	Form 2C along with work order/LOI/ Contracts and Completion certificate		
4.	Adequacy and Quality of Resources proposed for Deployment	Form 2D		

**11.4 Form-2A: Bidder Profile**

SI no.	Particular	Details
1.	Sales Turnover a. FY 2013-14 b. FY 2014-15 c. FY 2015-16  Net Worth a. FY 2015-16	<p><i>In case of a single bidder/prime bidder in case of a consortium, Extracts from audited balance sheet and P &amp; L along with authentic certificate from the practising fellow member of Institute of Chartered Accountants of India (ICAI) confirming that Average Annual Sales Turnover is INR 5 Crore or more during the last 3 financial years and that the Net Worth is positive for the year, 2013-14 as per the last published balance sheets.</i></p> <p><i>In case of consortium, for members other than the prime bidder, Extracts from audited balance sheet and P &amp; L along with authentic certificate from the practising fellow member of Institute of Chartered Accountants of India (ICAI) confirming that Average Annual Sales Turnover is INR 1 Crore or more during the last 3 financial years and that the Net Worth is positive for the year, 2013-14 as per the last published balance sheets.</i></p>

Signature.....

In the capacity of.....

Duly authorized to sign Proposal for  
And on behalf of.....

Date.....

Place.....

**11.5 Form-2B: Relevant Past Experience**

*[For all the below details, the Completion Certificate of the projects completed as on 31/12/2016 need to be provided (issued to the responding bidder by the respective client)]*

*[Bidders are required to provide details of relevant experiences in the format given below, highlighting experience of implementing similar projects.]*

Use separate sheet for each citation.

<b>Sl no</b>	<b>Particular</b>	<b>Details</b>
1.	Project Serial number	1
2.	Name of Project	
3.	Name of Client	
4.	Address of Client	
5.	Contact Person Name & Mobile / Telephone of Client	
6.	Total Project Overall Value (INR)	
7.	Project Start Date	
8.	Project End Date	
9.	Project Team Size	
10.	No. of recruitments done	
11.	Brief narrative description of project with respective to recruitment services (or specified roles for a consortium member)	
12.	Project credentials as per the criteria	



### 11.6 Form-2C: Approach & Methodology and e-Recruitment Solution

*[Based on the broad areas of work outlined in the RFP and bidder's own experiences, bidders are required to provide details in the form of power point presentation.]*

PowerPoint Presentation

Sl. No.	Understanding the Objectives of the Assignment	Approximate Time for Presentation (Time in Minutes)
1	Demonstration of understanding of Project Objectives, requirements, scope of work, work break down schedule, Challenges likely to be encountered.	30
2	The extent to which the proposed Solution meets all the requirements of all the scope of work.	30

- a. Assessment to be based on a note covering all requirements as mentioned in Presentation and Information submitted by Bidder before the Committee
- b. 'Approach & Methodology' Presentation, which is part of Technical Evaluation

**11.7 Form-2D: Adequacy & Quality of Resources Proposed for Deployment**

*[Bidders are required to provide the profiles of proposed Project Director and Project Manager who will be involved in the assignments (having relevant experiences) as per format given below. Use separate sheet for each citation. Each citation should be signed by the respective staff themselves or by authorized signatory]*

<b>Serial No. 1</b>	Name:	
PHOTOGRAPH	Age & Date of Birth:	
	Present Designation:	
	Nationality:	
Educational Qualification(s)		
Total Experience (No. of Years)		
Relevant Experience (No. of Years)		
No. of Years with Bidder		
Employment Record (starting from present employment & designation and in reverse order with details of Dates, Roles & Responsibilities, Achievements etc.)		
Proposed Position for this Project		
Details of Past Experience relevant to this Project		
Name of the Project:		
Duration: From: To:	Position Held:	
Client Name & Address		
Main Project Features		
Responsibility		
Name of the Project:		
Duration: From: To:	Position Held:	
Client Name & Address		
Main Project Features		
Responsibility		

I, the undersigned, certify that above profile correctly describes about qualifications and experiences about myself/ my staff to best of my knowledge. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

*[Signature of staff member or authorized signatory*

*And on behalf of.....]*

**Date.....**

**Place.....**

**11.9 Form-3 - Commercial Proposal Cost Break Up**

**Format-1** [For the Post of Junior Assistant (Divisional Level), Junior Assistant (Directorate Level), Draftsman (GIS Expert), Surveyor (GIS Analyst)]

Sl no	Items of works	Unit cost for No. of valid admit cards issued less than or equal 50,000 <b>'X'</b>	Unit cost for No. of valid admit cards issued more than 50,000 but less than or equal to 1 lakhs <b>'Y'</b>	Unit cost for No. of valid admit cards issued more than 1 lakhs <b>'Z'</b>
1	Creation of database of all applications post wise and Acknowledgement of receipt of applications.	<b>NOT TO BE FILLED</b>		
2	Processing of candidates' data for admit card Generation			
3	Online Admit Card download process with SMS & Mail Notification			
4	OMR Answer sheet design, printing and packing Exam Centre wise & transportation			
5	Venue, invigilator , transportation charges and other expenses for conducting written test per candidate wise			
6	OMR Answer sheet Scanning and evaluation			
7	Finger Print Capturing and Validation for the candidates for the Written Test			
8	Helpdesk Support for the candidates			
9	Merit list preparation based on Govt. policy of reservation in recruitment(for Written Test and Final Merit List)using customized candidate selection engine software			
10	Responding to all queries including RTI and Court matters, if any			
11	Any other unforeseen expenses, not included above, for the process			
	<b>Unit cost (corrected up to two decimal)</b>			

$$\text{Weighted average Unit cost} = [X*0.25 + Y*.50 + Z*0.25]$$

**Format-2 [For the Post of Forest Guard]**

Sl no	Items of works	Unit cost for No. of valid admit cards issued less than or equal 50,000 <b>'X'</b>	Unit cost for No. of valid admit cards issued more than 50,000 but less than or equal to 1 lakhs <b>'Y'</b>	Unit cost for No. of valid admit cards issued more than 1 lakhs <b>'Z'</b>
1	Creation of database of all applications post wise and Acknowledgement of receipt of applications.	<b>NOT TO BE FILLED</b>		
2	Processing of candidates' data for admit card Generation			
3	Online Admit Card download process with SMS & Mail Notification			
4	OMR Answer sheet design, printing and packing Exam Centre wise & transportation			
5	Venue, invigilator , transportation charges and other expenses for conducting written test per candidate wise			
6	OMR Answer sheet Scanning and evaluation			
7	Finger Print Capturing and Validation for the candidates for the Written & Physical Test			
8	Helpdesk Support for the candidates			
9	Conducting of Physical(Physical Standard Test and Walking Test) and Medical Test per candidate wise			
10	Merit list preparation based on Govt. policy of reservation in recruitment(for Written Test and Final Merit List)using customized candidate selection engine software			
11	Responding to all queries including RTI and Court matters, if any			
12	Any other unforeseen expenses, not included above, for the process			
	<b>Unit cost (corrected up to two decimal)</b>			

**Weighted average Unit cost =  $[X*0.25 + Y*.50 + Z*0.25]$**

**Format-3** [For the Post of Armed Battalion Constable without RFID Technology]

Sl no	Items of works	Unit cost for No. of valid admit cards issued less than or equal 50,000 <b>'x'</b>	Unit cost for No. of valid admit cards issued more than 50,000 but less than or equal to 1 lakhs <b>'y'</b>	Unit cost for No. of valid admit cards issued more than 1 lakhs <b>'z'</b>
1	Creation of database of all applications post wise and Acknowledgement of receipt of applications.	<b>NOT TO BE FILLED</b>		
2	Processing of candidates' data for admit card Generation			
3	Online Admit Card download process with SMS & Mail Notification			
4	OMR Answer sheet design, printing and packing Exam Centre wise & transportation			
5	Venue, invigilator, transportation charges and other expenses for conducting written test per candidate wise			
6	OMR Answer sheet Scanning and evaluation			
7	Finger Print Capturing and Validation for the candidates for the Written & Physical Test			
8	Helpdesk Support for the candidates			
9	Conducting of PET/PST Test per candidate wise (Evaluation process only using PET/PST software with Data Entry Operators)			
10	Merit list preparation based on Govt. policy of reservation in recruitment (for Written Test and Final Merit List) using customized candidate selection engine software			
11	Responding to all queries including RTI and Court matters, if any			
12	Any other unforeseen expenses, not included above, for the process			
	<b>Unit cost (corrected up to two decimal)</b>			

**Weighted average Unit cost =  $[X*0.25 + Y*.50 + Z*0.25]$**

**Format-4 [For the Post of Armed Battalion Constables with RFID Technology]**

Sl no	Items of works	Unit cost for No. of valid admit cards issued less than or equal 50,000 'x'	Unit cost for No. of valid admit cards issued more than 50,000 but less than or equal to 1 lakhs 'y'	Unit cost for No. of valid admit cards issued more than 1 lakhs 'z'
1	Creation of database of all applications post wise and Acknowledgement of receipt of applications.	<b>NOT TO BE FILLED</b>		
2	Processing of candidates' data for admit card Generation			
3	Online Admit Card download process with SMS & Mail Notification			
4	OMR Answer sheet design, printing and packing Exam Centre wise & transportation			
5	Venue, invigilator , transportation charges and other expenses for conducting written test per candidate wise			
6	OMR Answer sheet Scanning and evaluation			
7	Finger Print Capturing and Validation for the candidates for the Written & Physical Test			
8	Helpdesk Support for the candidates			
9	Conducting of PET/PST Test per candidate wise (Including RFID Technology and PET/PST evaluation software)			
10	Merit list preparation based on Govt. policy of reservation in recruitment(for Written Test and Final Merit List)using customized candidate selection engine software			
11	Responding to all queries including RTI and Court matters, if any			
12	Any other unforeseen expenses, not included above, for the process			
	<b>Unit cost (corrected up to two decimal)</b>			

**Weighted average Unit cost =  $[X*0.25 + Y*.50 + Z*0.25]$**

**Format-5** [For the Post of Carpenter, Electric Mistry, Driver, Tracer, Peon and Chowkidar]

Sl no	Items of works	Unit cost for No. of valid admit cards issued less than or equal 50,000 'X'	Unit cost for No. of valid admit cards issued more than 50,000 but less than or equal to 1 lakhs 'Y'	Unit cost for No. of valid admit cards issued more than 1 lakhs 'Z'
1	Creation of database of all applications post wise and Acknowledgement of receipt of applications.	<b>NOT TO BE FILLED</b>		
2	Processing of candidates' data for admit card Generation			
3	Online Admit Card download process with SMS & Mail Notification			
4	Any other unforeseen expenses, not included above, for the process			
	<b>Unit cost (corrected up to two decimal)</b>			

$$\text{Weighted average Unit cost} = [X*0.25 + Y*.50 + Z*0.25]$$

Where,

$X$  = unit cost for No. of valid admit cards issued less than or equal 50,000

$Y$  = unit cost for No. of valid admit cards issued more than 50,000 but less than or equal to 1 lakhs

$Z$  = unit cost for No. of valid admit cards issued more than 1 lakh

**Note: -**

- i. Total cost quoted above is an all-inclusive figure
- ii. No cost other than quoted above shall be claimed separately.
- iii. Final evaluation shall be done on total project commercial proposal.

Dated this [day / month / year]

Authorized Signatory (in full and initials):

Name and title of signatory:

Duly authorized to sign this Proposal for and on behalf of [Name of Bidder]

Name of Firm:

Address:

**ANNEXURE- I** [The Bidder shall submit this Undertaking along with Form-1A: Covering Letter on bidder's letterhead]

**UNDERTAKING**

It is hereby acknowledged that the Commercial Proposal made in the Form-3 is based on full understanding of the procedure to complete the recruitment process and that the Commercial Offer made hereunder is inclusive of all expenses related to the recruitment process such as,

- (i) Cost of Hardware and Software required for recruitment related activities.
- (ii) Cost of process (PET/PST /Written Test/ Medical Test)
- (iii) Cost of advertisements etc.
- (iv) Cost of transportation/travel
- (v) Miscellaneous unforeseen expenses.

Signature.....

In the capacity of.....

Duly authorized to sign Proposal for  
And on behalf of.....

Date.....

Place.....



Annexure II– Performance Bank Guarantee

<Name>

<Designation>

<Address>

<Phone Nos.>

<Fax Nos.>

<Email id>

Whereas, <<name of the Bidder and address>> (hereinafter called "the applicant") has undertaken, in pursuance of contract no. <<insert contract no.>> dated. <<insert date>> to provide consulting services for <<name of the assignment>> to << Assam state Biodiversity Board >> (herein called "the beneficiary")

And whereas it has been stipulated by in the said contract that the applicant shall furnish you with a bank guarantee by a recognized bank for the sum specified therein as security for compliance with its obligations in accordance with the contract; And whereas we, <<Name of the Bank>> a banking company incorporated and having its head /registered office at <<address of the registered office>> and having one of its office at <<address of the local office>> have agreed to give the Bidder such a bank guarantee.

Now, therefore, we hereby affirm that we are guarantors and responsible to you, on behalf of the Bidder, upto a total of Rs. <<Insert Value>> (Rupees <<insert value in words>> only) and we undertake to pay you, upon your first written demand declaring the Bidder to be in default under the contract and without cavil or argument, any sum or sums within the limits of Rs. <<Insert Value>> (Rupees <<insert value in words>> only) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the applicant before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the Bidder shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This Guarantee shall be valid until <<Insert Date>>.

Notwithstanding anything contained herein:

- I. Our liability under this bank guarantee shall not exceed Rs <<Insert Value>>(Rupees <<insert value in words>> only).

- II. This bank guarantee shall be valid up to <<insert expiry date>>.
- III. It is condition of our liability for payment of the guaranteed amount or any part thereof arising under this bank guarantee that we receive a valid written claim or demand for payment under this bank guarantee on or before <<insert expiry date>> failing which our liability under the guarantee will automatically cease.