

ASSAM GAS COMPANY LIMITED

DULIAJAN

No. REC/AGCL/HR&A/2019/64

Dated 02.11.2019

DETAILS OF EXPRESSION OF INTEREST (EOI)

Assam Gas company Limited (Govt. of Assam Undertaking) invites tender/expression of Interest from the experienced PSU/Agencies/firm/corporation/Companies/University having minimum 02 (two) years experience of providing online and offline recruitment and assessment services to central Department, Organizations, Autonomous Bodies, PSU, State Government Departments etc. for recruitment of various technical and non technical post. The no.of candidates for whom written test is to be conducted are stated below.

Sl	Post	Candidates no.	Qualification
i)	Graduate Engineer Trainee (civil)	285	BE/B.Tech in Civil Engineering
ii)	Divisional Assistant	871	B.Com with certificate course in Accounting software like Tally
iii)	Jr.Engineer (civil)	242	Diploma Civil Engg.

The agency should be able to conduct recruitment exercises with desirable attributes of maintaining confidentiality of the process besides maintaining delivery time frame.

The expression of Interest (EOI) form can be downloaded from the official website www.assamgas.org from 04.11.2019.

The bidder will have to submit the proposal in the EOI format only in favour of the Assam Gas company Limited either by speed post or by Registered Post or by Courier or by hand on or before 18.11.2019 by 2 pm addressed to the Managing Director, Assam Gas company limited, Duliajan Pin- 786602, Dist. Dibrugarh (Assam). Technical Bid will be opened in the same day by 3 pm.

Canvassing in any form will be considered as disqualification.

Sd/-
Managing Director
Assam Gas Company limited

Documents

The Tender/Expression of Interest should be submitted in separate envelopes subscribing super cover-A and cover-B as detailed below. Both the sealed envelopes to be inserted in a third sealed envelope super subscribing "EOI for Recruitment Services".

Cover-A (Technical Bid) should contain tender/EMD/declaration/ Bidder's profile/ Financial information/ Undertaking for Non Black-list/ Experience details and all other documentary evidence as per Tender Schedule to be furnished by the Tenderer.

Cover-B – (Commercial Bid) per candidate rate to be furnished i.e. financial Bid should be in separate sealed cover.

TECHNICAL BID

SHORT-LISTING CRITERIA:

1. The agency Bidder should have a valid Registration Certificate.
2. Firm/Agency/Company should have a registered office and operations in Assam. The Company/Firm should be operational In Assam for at least minimum last 2 Assessment years (AY 2018-19, 2019-2020).
3. Firm/Agency/Company should have been providing Recruitment related services and completed minimum 3 (three) OMR /Computer based Projects successfully In Assam and completion certificate should be enclosed.
4. The Agency should not have been blacklisted or debarred by any Govt. Organization/PSU/Supreme court of India/High Court of any state of India/District Court of any state of India etc. The Agency should submit a duly sworn affidavit to this effect from the Oath commissioner/Notary Officer.
5. Necessary documentary proof should be submitted along with EOI documents.
6. After opening of offer on the schedule date, time and venue, the Company shall examine the content of EOI document along with all prescribed mandatory documents.
7. If any technical bid during the evaluation process, does not meet the EOI conditions laid down in the EOI document, the same will be out rightly rejected.
8. The Agency/firm shall have to submit Trade License , GST Certificate , up-to date IT Return.
9. The agency shall furnish an Earnest Money (EMD) of INR **10,000/- (Rupees Ten Thousand Only)** through demand draft drawn on a nationalized bank, in favor of Assam Gas company Limited , Duliajan and payable at Duliajan at the time of submission of proposal along with technical proposal. The EMD of unsuccessful bidders will be refunded within **30 days** from the date of awarding the job.
10. All the pages of Technical as well as Financial Bid are to be duly signed and stamped with official seal otherwise bid will be summarily rejected.

II- TECHNICAL BID EVALUATION CRITERIA:

The evaluator will evaluate the Technical EOI's on the basis of the evaluation criterion as provided below:

Sl. No.	Criteria	Max. Marks
A.	Bidder's Profile	5
B.	Years of Experience in conducting OMR/ computer based Examination More than 2 years – 5 marks Only 2 years – 3 marks	5
C.	Number of OMR/ computer based Examination conducted (3 & more projects successfully)= 10 marks (2 projects successfully) = 6 marks (1 project successfully) = 4 marks	10
	Number of OMR/Computer based Examination conducted for Govt./ PSUs (3 & more projects successfully)= 10 marks (2 projects successfully) = 6 marks (1 project successfully) = 4 marks	10
D.	Submission of Annual turnover (for last three years)= 10 marks (for last two years)= 6 marks (for last one year)= 4 marks	10
E	A brief write up on methodology, approach and Technical Solution	10

Technical Bid Criteria & Evaluation :

The technical bid envelopes of the bidder will be opened. The bidders will be assessed based on technical criteria defined above. Only those who qualify technical bid shall be eligible for commercial bid. Non-conforming technical bid as per EOI's will be rejected and will not be eligible for any further processing.

- 1. The top three bidders will be considered as technically qualified**
- 2. Bidder scoring 50 % and above will also be considered as technically qualified**

III. SCOPE OF WORK:

1. All governance, monitoring and reporting aspect of this assignment will be controlled by Assam Gas company limited, Duliajan. The "Service Providing Agency" will need approval for its activity plan from Assam Gas company Limited . Assam Gas company limited, Duliajan will have supervisory role for all recruitment and selection events conducted by the "Service Providing Agency".
2. The "Service Providing Agency" is expected to maintain highest degree of transparency. The selection process should be scientific and transparent so as to substantially eliminate biases and unethical practices.
3. It is expected that the selected "Service Providing Agency" will put in place a full time recruitment experts for conducting written test and required number of administrative assistants to complete the process within time. It is desirable that key members, including the person proposed for the assignment are full time staff of the Agency. This team is expected to carry out the assignment with high degree of accountability and manage all necessary documentation for any obligations arising in future.
4. Respond to relevant queries received from the applicants.
5. To book suitable examination centers for holding written test in **Dibrugarh Township** only.
6. Prepare & send call letters/Admit cards by Registered post for written test as per the list submitted by Assam Gas company limited informing the candidates about the venue , date and time of the written examination.
7. To make available all relevant stationary materials which may be required for conducting written test.
8. Storage of USED OMR/ computer based sheets for future RTI related query
9. Scanning and Evaluation of OMR/ Computer based sheets.
10. Prepare the merit list of the qualified candidates and submit the same(both hard copy and soft copy) in closed envelope maintaining confidentiality to Assam Gas company limited within 15 days of holding the examination.
11. Prepare the reply against any RTI received in this regard from any individual or organized body for a period of at least one year post declaration of results.

IV. FINANCIAL:

1. Financial proposal of only those agencies, which fulfill the technical criteria, will be opened and the date and time of opening of financial proposal will be decided & intimated by AGCL to such bidders separately. L1 will be considered for selection for financial Bid. Agencies have liberty to be present personally or through their authorized representative (1 Representative per bidder) at the time of opening of financial proposal.

V. PAYMENTS TO SERVICE PROVIDING AGENCY:

The Service Providing Agency will be paid as per approved rates and in accordance with the terms & conditions as agreed to between the agency and AGCL on submission of bill.

VI. TERMINATION:

By Assam Gas company limited:

AGCL may terminate, by not less than Seven (7) days written notice of termination to the Service Providing Agency, to be given after the occurrence of any of the events as specified below:

1. If Service Providing Agency commits breach of contract or do not remedy/ rectify a failure in the performance of their obligation under the Contract;
2. If the Service Providing Agency become insolvent or bankrupt;
3. If the Service Providing Agency is unable to perform a material portion of the Service for a period of not less than seven (7) days; or
4. If AGCL, in its sole discretion, decides to terminate the Contract at any stage.
5. In the event of violation of any of the terms & conditions of Contract by the agency. The EMD shall stand forfeited in addition to blacklisting of Service Providing Agency for period of 3 years.

VII. ARBITRATION

1. All disputes, if any, arising amongst contract process shall resolved by arbitration. The arbitration shall be conducted in English language and the venue of the arbitration shall be in Dibrugarh.
2. The sole arbitrator will be appointed by AGCL, whose decision in this regard will be final & binding.

The following Annexures to be provided by the Bidder along with documents:-

Sl. No.	Annexures	Details
1.	Annexure-1 (format attached)	Bidders Profile
2.	Annexure-2 (format attached)	Financial Information
3.	Annexure-3 (format attached)	Undertaking of non-blacklist on non-judicial stamp paper in the shape

		of affidavit
4.	Annexure-4 (format attached)	Experience details
5.	Annexure-5 (format attached)	Financial Bid

Bidders Profile

Application form for EOI

Sl. No.	Particulars	Details to be provided by the applicant
1.	Name of Agency: (Attach attested copy of certificate of registration)	
2.	Name of proprietor/Director of Agency	
3.	Full Address of Reg. Office Telephone No: Fax No. E-Mail Address: Website: Mobile no. of Proprietor/Director:	
4.	The bidder should submit attested ITR, accounts, balance sheet over the last three financial Years (FY-16-17 , FY-17-18 and FY 18-19). Turnover of the bidders should comprise of only recruitment related activities.	
5.	Bidder should have GST registration No./PAN No. (Attach attested copy)	
6.	Financial turnover of the tendering Institute/ Organization for the last 2 Financial Years (Attach CA	Financial Year Amount (Rs.in Lakh) 2017-18

	certified Annual Turnover Certificate of last 2 yrs)	2018-2019 The turnover should contain ONLY Recruitment Related activities.
7.	No. of years of Experience in recruitment related services (attached proof)	
8.	No. of OMR /Computer based Examination conducted till date (Order copies/Completion Certificates/Agreements to be attached)	
9	No. of OMR/computer based Examination conducted in Assam till date (Order copies/Completion Certificates/Agreements to be attached)	
10	Methodology, approach, Technical solution to this EOI	

Declaration: I/ We do hereby undertake that all the above information /documents submitted are true to the best of my / our knowledge and belief.

Signature of bidder

With Seal

FINANCIAL INFORMATION

Year	Annual turnover(in INR lakh)
FY 2018-19	
FY 2017-18	

ANNEXURE-III

AFFIDAVIT FORMAT

Undertaking Regarding Blacklist

I _____, resident of _____, registered office at _____ ; affirm that the aforesaid firm/Company/Partnership firm has not been barred / blacklisted by Central Government / State Government / PSU / Supreme Court / High Court of any State / District Court of any State or any enquiry pending relating to recruitment/examination process, from participating in Project/s, as on _____

We further confirm that we are aware that, our Application for the captioned Project would be liable for rejection in case any material misrepresentation is made or discovered at any stage of the Bidding Process or thereafter during the agreement period and the amount paid (including Bank Draft) shall stand forfeited without any further intimation.

Signature of bidder

With Seal

Details of experience regarding Pre and Post Exam Work

Sl. No	Contracting Organization	Year of conduct of Exam	Approx. Applicants	Documentary Proof (Attested copies of all Orders/certificates)	Remark

FINANCIAL BID

The proposal should be the details of the charges per candidates including all taxes. (Should be furnished in the sealed cover)

Sl no	Particulars	Charges per candidate excluding all taxes
1	Admit card/ call letter generation	
2	Venue Arrangement with expenses	
3	Despatch Of Admit Card/ call letters to the candidates by registered post and email, wherever email id is available	
4	OMR Answer sheet design, printing and sealed packing Exam Centre wise	
5	Question paper setting, question booklet design, printing and sealed packing Exam Centre wise	
6	Attendance Sheet and Seat label printing	
7	OMR Answer sheet Scanning and Evaluation, Merit List generation.	
8	Helpdesk Support for the candidates	
9	Preparation of Final Merit List	
10	Any other unforeseen expenses, not included above, for the process	
11	Grand Total	

Signature of the Bidder/ Authorized Person
With Seal