

ASSAM PETRO-CHEMICALS LTD.
NAMRUP

No. APL/HR/Con/Adv-53(Pt-II)/387

Dated 20.12.2018

DETAILS OF EXPRESSION OF INTEREST (EOI)

Assam Petro Chemicals Limited (Govt. of Assam Undertaking) invites tender/expression of Interest from the experienced PSU/Agencies/firm/corporation/Companies/University having minimum 10 (ten) years experience who are providing online and offline recruitment and assessment services to central Department, Organizations, Autonomous Bodies, PSU, State Government Departments etc. for recruitment of Graduate Engineer Trainees, Management Trainees.

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 <http://assampetrochemicals.co.in/> of Assam Petro-chemicals Limited from **20.12.2018 to 05.01.2019.**

*The bidder will have to submit the proposal in the EOI format only in favour of the Assam Petro- Chemicals Limited either by speed post or by Registered Post or by Courier or by hand on or before **15.01.2019 by 2 pm** addressed to the Managing Director, Assam Petro-Chemicals Limited, Namrup, P.O. Parbatpur, Pin- 786623, Dist. Dibrugarh (Assam). **Technical Bid will be opened in the same day by 3 pm.***

For further clarification if any, Assam Petro-Chemicals Limited may be contacted. Canvassing in any form will be considered as disqualification.

Sd/-
Managing Director
Assam Petro-Chemicals 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

I. SHORT-LISTING CRITERIA:

1. The agency Bidder should have a valid Registration Certificate.
2. The agency should have minimum 10 (ten) years of experience providing of similar nature.
3. The agency should have conducted minimum 20 (twenty) projects relating to OMR based Examination.
4. The Agency should have conducted minimum 1 (one) project under state Govt. of Assam (attach supporting documents).
5. The Agency should not have been debarred / blacklisted by any Govt. sector/ PSUs/ bilateral and multilateral agency/any enquiry pending against the bidder, for handling recruitment process ever in the past or present. Affidavit by the Notary of the same to be submitted by the Agency.
6. The service Provider Agency should have a minimum turnover of **Rs. 20 lakhs (Rupees twenty lakhs)** every year for the last three financial years. Financial statement with ITR for last three years with balance sheets should be submitted along with the technical proposal.
7. The agency shall furnish an Earnest Money (EMD) of **INR 20,000/- (Rupees Twenty Thousand Only)** through demand draft drawn on a nationalized bank, in favor of Assam Petro-Chemicals Ltd., Namrup and payable at Namrup at the time of submission of proposal along with technical proposal. The EMD of unsuccessful bidders will be refunded within 15 days from the date of awarding the job. Earnest Money of successful bidder will be refunded on receipt of performance security.
8. The Agency should have PAN, GST Registration (documents should be enclosed).
9. 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.
10. All the pages including the cover page confirmed as "details of expression of interest (EOI)" forms the entire EOI Document.

11. The Agency shall submit ISO 9001 and 27001 family Certificate, if any.
12. The Agency preferably be registered under Micro, Small & Medium Enterprises(MSME).
(Document to be attached)
13. The Bidder should have an Office in Assam.
14. CVC Certificate of Commitment is required.

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.	Experience in conducting Recruitment Services (20 years & above) = 5 marks (10 years-20 years) = 3 marks	5
C.	Number of OMR based Examination conducted (30 & Above) = 10 marks (25 to 29) = 6 marks (20 to 24) = 2 marks	10
	Number of OMR based Examination conducted in Assam (5 & Above) = 10 marks (2 to 4) = 6 marks (1) = 2 marks	10
D.	Annual turnover for three last years (More than Rs. 50.00 lakhs) = 10 marks (Rs.20.00 lakhs to 50.00 lakhs) = 5 marks Below Rs. 20.00 lakhs = Nil	10
E	Presentation 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-confirming EOI's will be rejected and will not be eligible for any further processing.

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

III. SCOPE OF WORK:

1. All governance, monitoring and reporting aspect of this assignment will be controlled by Assam Petro-Chemicals Ltd. (APL), Namrup. The "Service Providing Agency" will need approval for its activity plan from Assam Petro-Chemicals Ltd., Namrup on a regular interval or in monthly basis. Assam Petro-Chemicals Ltd., Namrup, will have supervisory role for all recruitment and selection events conducted by the "Service Providing Agency". The Managing Director may also involve its representative at any stage of recruitment and selection process undertaken by the "Service Providing Agency".
2. The Service Providing Agency will have to comply with the reservation policy of the State, wherever applied in recruitment process.
3. 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. The "Service Providing Agency" will ensure selection of only those candidates who fulfill eligibility criteria prescribed for the respective positions as advertised.
4. The "Service Providing Agency" will follow a structured system of scrutinizing application on set criteria, recording reasons for their rejection and selecting shortlisted applicants with necessary information for F2F interview. All information about scrutiny of applications has to be provided to Assam Petro-Chemicals Ltd., Namrup as and when required.
5. 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.
6. Respond to relevant queries received from the applicants over email before closing date.
7. To book suitable examination centers for holding written test in Guwahati / Dibrugarh following necessary formalities.
8. Prepare E-call letters/Admit cards for written test as may be approved by Assam Petro-Chemicals Ltd. and also send the written test details through SMS/e-mail to shortlisted candidates about the date, time and venue etc.
9. Generate system for the applicant (link available in the website of Assam Petro-Chemicals Ltd. for downloading the admit cards/roll nos. for appearing in the written test.
10. Printing of Copies of Question Papers & OMR sheets.
11. To make available all relevant stationary materials may be required for conducting written test.
12. Submission of USED OMR sheets to Assam Petro-Chemicals Ltd.
13. Scanning and Evaluation of OMR sheets.
14. Prepare the result/merit list of the qualified candidates for written test wherever required and upload the same on the website of Assam Petro-Chemicals Ltd.
15. Submit the result of the written test with necessary documents for conducting F2F interview from the side of APL.
16. Prepare the reply against any RTI received in this regard from any individual or organised body.

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 APL 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.
2. APL will award the contract to the Tenderer whose bid has been determined to be substantially responsive to the tender document and who has offered the lowest Evaluated Tender price.
3. The Managing Director, APL reserves the right to award tender to one or more than one bidder in part or full as and when felt necessary to any other technically Qualified bidder without assigning any reason, at the same rate, terms & conditions to which the tender shall not be eligible to any compensation or consideration in any of such events.

V. PAYMENTS TO SERVICE PROVIDING AGENCY:

1. 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 APL.
2. The Service Providing Agency should submit the bill of the claim as per number of valid eligible candidates only. No claim will be entertained for rejected candidates.

VI. TERMINATION:

By Assam Petro-chemicals Ltd. (APL):

APL 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 APL, 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 APL, 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 of Rs.100 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-15-16 FY-16-17 AND FY-17-18). Turnover of the bidders should comprise of only recruitment related activities.	
5.	Bidder should have GST registration No./PAN No. (Attach attested copy)	
6.	Financial turnover of the tendering Institute/ Organization for the last 3 Financial Years (Attach CA certified Annual Turnover Certificate of last 3 yrs)	Financial Year Amount (Rs.in Lakh) 2015-16 2016-17 2017-18 The turnover should contain ONLY Recruitment Related activities.

7.	No. of years of Experience in recruitment related services (attached proof)	
8.	No. of OMR Examination conducted till date (Order copies/Completion Certificates/Agreements to be attached)	
9	No. of OMR Examination conducted in Assam till date (Order copies/Completion Certificates/Agreements to be attached)	
10	ISO 9001 and 27001 family Certificate No.	
11	MSME Registration No. (if available)	
12	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 2017-18	
FY 2016-17	
FY 2015-16	

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 registered candidates excluding all taxes.
(Should be furnished in the sealed cover)

SI no	Particulars	Charges per candidate excluding all taxes
1	Creation of database post wise with e-mail facility to candidates for conducting written test.	
2	Processing of candidates' data for admit card generation	
3	Venue Arrangement with expenses	
4	Venue updation and Online Admit Card in portal and download process with SMS/ Mail Notification.	
5	OMR Answer sheet design, printing and sealed packing Exam Centre wise	
6	Question paper setting, question booklet design, printing and sealed packing Exam Centre wise	
7	Attendance Sheet and Seat label printing	
8	OMR Answer sheet Scanning and Evaluation, Merit List generation.	
9	Helpdesk Support for the candidates for E-Admit Card portal.	
10	Preparation of Final Merit List	
11	Any other unforeseen expenses, not included above, for the process	
12	Grand Total	

Signature of the Bidder/ Authorized Person
With Seal