

**Addendum No. DMA(NIQ)167/2018/31 dated 28-05-2018**

This addendum will be a part of the original bid document circulated vide DMA(NIQ)167/2018/15 Dated 15<sup>th</sup> May 2018

**Under Scope of Work:**

13. Printing of question papers in OMR form in both English and Assamese language.
14. The agency will set different sets of question papers for three categories of posts, i.e. Junior Assistant, Computer and Stenographer.
15. There will be 3 different series of question papers under the same set of questions for each category of cadre/post.
16. The Agency will take computer typing test (in English and Assamese) of all the shortlisted candidates.

**Under Terms and condition:**

16. The agency shall have to install CCTV system surveillance and invigilators in each of the examination halls. The footage of all camera angles will be handed over to the Director of Municipal Administration immediately after completion of the written test.
17. Agency should have the mechanism of online & offline issue of Admit cards and be able to verify the admit cards in the examination centre.
18. Agency should be able to adopt necessary mechanism to frisk candidates (separately for male and female candidates) to restrict the access of mobile phone and other communication devices like Bluetooth, smart watch, calculators etc. by deploying enough security/ police personnel at the venue of the examination.
19. The Agency must have minimum Annual Turnover of INR 5.00 lakhs in each of the last 3 (three) Financial years (2015-16, 2016-17 & 2017-18). Audited report of last 3 years should be submitted along with the Technical Bid.

**13.0 Under Quality evaluation and marking thereof:**

13.1 Evaluation of Technical Proposals

Point Distribution of Evaluation Criteria and Sub-criteria for Technical Proposals (TPs) is as follows:

Sl. No.	Criteria	Maximum Points
<b>1</b>	<b>Bidder Profile</b>	<b>20</b>
A	ISO 27001	5
B	ISO 20000	5
C	Own Data Centre with CERT-in Certificate	10
<b>2</b>	<b>No. of Successful Recruitment Assignments in India for last 3 years (2015-16, 2016-17 &amp; 2017-18)</b>	<b>20</b>
A	≥ 20 jobs	20
B	≥ 10 jobs and < 20 jobs	15
C	≥ 5 jobs and < 10 jobs	5
<b>3</b>	<b>Experience of Conducting exam for Govt. of Assam in last three years</b>	<b>20</b>
A	At least 2 exams	20
B	Less than 2 exams	10
<b>4</b>	<b>No. of years of experience in Developing Question Bank for any Govt. Department (Proof to be attached) in the last 5 years</b>	<b>10</b>
A	3 years and above	10
B	More than or equal to 1 years and less than 3 years	5
<b>5</b>	<b>Staffing Pattern (EPF Certificate and challan to be provided)</b>	<b>15</b>
A	100 and above	15
B	50 to 99	10
C	More than or equal to 20 and Less than 50	5
<b>6</b>	<b>Financial Position in last 3 financial years</b>	<b>15</b>
A	≥ Rs.10 lakhs	15
B	More than or equal to Rs. 5 lakhs and Less than Rs.10 lakhs	10
	<b>Maximum Score</b>	<b>100</b>

13.2 An agency getting 50 marks in technical bid will be qualified to participate in the financial bid opening and evaluation. Rest of the financial bids will be returned unopened to concerned agency. The Technical Score is assigned out of the 100 marks as shown above.

Price bid: The financial proposal is also given cost score based with 100 marks for the lowest and pro-rated lower marks for higher priced offers.

The financial score is computed as follows:

**Financial Score of the lowest priced proposal** = 100 points

**Financial Score of other proposals** = 100 points x (Cost of the lowest priced proposal / Cost of the proposal under consideration)

13.3 The total score shall be obtained by weighting the quality and cost score and adding them. The technical proposal will carry weightage of 70% and financial bid will carry 30%.

13.4 Annual Turn Over: Minimum Annual financial turnover of related services during the last three years, ending 31<sup>st</sup> march of the previous financial year, shall be Rs.5.00 lacs. Necessary certificate issued by certified Chartered Accountant be accompanied with the technical bid.



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