



GOVERNMENT OF ASSAM
DIRECTORATE OF MUNICIPAL ADMINISTRATION
ASSAM :::: GUWAHATI-6

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Phone No. (0361) 2261436

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No. DMA(NIQ) 167/2018/24

Dated Guwahati, the 15th May, 2018

NOTICE INVITING QUOTATION FOR RECRUITMENT SERVICES

Sealed quotations affixing court fee stamp of Rs. 8.25 are invited from registered Organizations/Institutes etc., having experience in recruiting manpower for Govt./Semi Govt./P.S.U.s/Corporate Sector/ Autonomous Bodies having experience in recruitment related works. Interested and eligible Bidders may obtain tender documents from the office of the Director, Municipal Administration, Assam, Dispur, Guwahati-6, or the documents may also be downloaded from the official website www.dma.assam.gov.in from 22/5/2018 and shall be submitted on or before 12/6/2018 till 3.00 P.M. The bids will be opened on 12/6/2018 at 3.30 P.M.

Sd/-

Director,
Municipal Administration, Assam
Dispur, Guwahati-6

Memo no : DMA(NIQ) 167/2018/24

Dated Guwahati, the 15th May, 2018

Copy to :-

1. The Director, Information and Public Relation, Assam, Dispur for information. He is requested to publish the Notice Inviting Quotation in leading one English and one Assamese dailies atleast for two consecutive days preferably on 22nd May, 2018 and 23rd May, 2018 and to forward a copy to the undersigned immediately after publication.

Sd/-

Director,
Municipal Administration, Assam
Dispur, Guwahati-6



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No. DMA(NIQ) 167/2018/15

Dated Guwahati, the 15th May, 2018

BID DOCUMENT FOR HIRING SERVICES FOR RECRUITMENT OF MAN-POWER
UNDER

Directorate of Municipal Administration, Assam

Sealed quotations affixing court fee stamp of Rs. 8.25 are invited from registered Organizations/ Institutes etc. having experience in recruiting manpower for Govt./ Semi-Govt./P.S.U.s/Corporate Sector/ Autonomous Bodies for preparation of a Merit List on the basis of written test, Computer test (Practical) for recruitment of Grade-III posts under Directorate of Municipal Administration, Assam in following cadre. The quotation will be received up-to 12/6/2018 till 3:00 pm in the Office of the undersigned and will be opened at 3.30 pm on the same date in presence of bidders/representatives at the O/o the Director of Municipal Administration, Assam.

NAME OF CADRE	NO OF POSTS.
JUNIOR ASSISTANT	7 (SEVEN)
COMPUTER	2 (TWO)
STENOGRAPHER	1 (ONE)

The approximate no. of applications received is around 6550 nos.

The details of bid terms and conditions can be obtained from the office of the undersigned on any working day between 11 am to 3 pm from 22/5/2018 and can also be downloaded from official website www.dma.assam.gov.in.

Only registered and bona fide Service Providers/Agency/Organization/Institutes having experience of at least 3 (Three) similar works in last 3 (Three) years in recruitment of Manpower/ Candidates to Govt./ Semi-Govt./Govt. Mission/P.S.U.s/Corporate Sector/ Autonomous Bodies are eligible to participate.

Important Dates:

1. Issue of Tender Document : 22-05-2018
2. Pre-Bid Meeting : 25-05-2018 at 11.00 A.M.
3. Last Date of submission of Bids : 12-06-2018 at 3.00 P.M.
4. Opening of Technical Bid : 12-06-2018 at 3.30 P.M.
5. Opening of Price Bid : Will be informed later

Sd/-

Director,
Municipal Administration,
Dispur, Guwahati-6

SCOPE OF WORK.

The Service Provider selected for the assignment would be required to undertake the process of Recruitment and selection of Junior Asstt., Computer and Stenographer involving written test which will later be followed by a Computer Practical test. The agency should be able to conduct recruitment exercises with desirable attributes of maintaining confidentiality of the process besides maintaining delivery time frame. Pre and post examination activities including right from Data processing, scrutiny of applications, providing list of eligible and ineligible candidates, sending of admit cards, setting & printing of Question Paper, Answer Scripts holding of examination and submission of result to the Department concerned as per the parameters given.

The Service Provider is expected to undertake and perform the following tasks :

1. Scrutinize approximately 6550 Nos. of applications providing list of eligible and ineligible candidates This Directorate will hand over the applications 'as is received basis' to the successful bidder.
2. Printing of Copies of Question Papers in English and Assamese.
3. To arrange suitable examination centres for holding written tests and computer practical tests centrally at Guwahati in the district of Kamrup(Metro).
4. Respond to relevant queries received from the applicants over e-mail before closing date.
5. Prepare call letters/Admit Cards for written test and Computer practical test as may be approved by Director, Municipal Administration, Assam and also send by post or through e-mail (if e-mail id mentioned in the application form) to such candidates about the date, time and venue etc.
6. Make arrangement for applicant (link available in the website of Director, Municipal Administration, Assam) for downloading the Admit cards/Roll Nos. for appearing in the Written Test , Computer Practical Test.
7. To make available all relevant stationery material including Answer sheets, Answer Scripts, envelops, tags etc. as may be required for conducting written tests and Computers/desktops for the Computer practical test.
8. Prepare the result/ merit list of the qualified candidates for Written Test and Computer practical Test and upload the same on the website of Director, Municipal Administration, Assam.
9. Prepare Schedule for the written test and computer practical test in due consultation with Director, Municipal Administration, Assam.
10. After the list of short listed candidates is prepared, the vendors send call letters and to the short listed candidates on their respective communication address provided in the application forms. Besides sending relevant information viz., the date, time and venue of Computer Practical Test may be notified by the Director, Municipal Administration, Assam. The schedule of the interview shall also be uploaded in PDF format.
11. Any other criteria or terms of reference or final details regarding the work to be executed can be finalized at the time of signing the contract.
12. For co-ordination with Director Municipal Administration one Nodal Officer shall be appointed by the Agency with complete authority to take on the spot decisions for smooth conducting the entire recruitment process.

TERMS AND CONDITIONS

1. TIME LINE : The recruitment process has to be completed within 3 months from awarding work order.
2. SECRECY & CONFIDENTIALLY : The agency is bound to maintain Strict Secrecy & utmost confidentiality of entire Recruitment Process & related data.
3. OWNERSHIP OF DATA : The entire recruitment related data shall be the property of Director, Municipal Administration, Assam shall not be shared with any third party in any manner whatsoever.
4. BANK/GUARANTEE : Bank Guaranty of 25% of the awarded amount shall be furnished by the successful Agency at the time of signing of contract.
5. DETAILS OF BID : The interested agency should submit all relevant details as per Annexures mentioned below. The bid should reflect the work experience & financial strength of the interested agency. The agency will be required to work under supervision of Director, Municipal Administration, Assam.

Envelop-I shall contain following documents :

- i. Offer letter on Bidder's letter head.
- ii. Bid document duly signed on each page
- iii. Copy of Experience certificates,
- iv. Copy of GST registration,
- v. Copy of PAN card and
- vi. Information by the bidder (**Annexure-I**)
- vii. Letter of acceptance of quotation (**Annexure II**)
- viii. Declaration from Bidder (**Annexure-III**)

Envelop-II shall contain : **Price bid (Annexure-IV)**

6. TECHNICAL BIDS AND FINANCIAL BIDS : The bids documents furnished by the vendors shall include both technical as well as financial aspect. The Financial bids must be submitted in the given format. The bid documents should be submitted in sealed envelopes scribing "HIRING SERVICES FOR RECRUITMENT OF MAN-POWER."
7. SECURITY DEPOSIT/EARNEST MONEY DEPOSIT (EMD) : The bidders should enclose the EMD of INR Rs. 25000/- (Rupees Twenty five thousand) only in the form of Bank Guarantee/DD drawn in favour of Director, Municipal Administration, Assam, Guwahati-6 from Nationalised/Scheduled Bank alongwith the bid documents. The bid without EMD shall be summarily rejected. The EMD will be returned to unsuccessful bidder without interest. The bidder shall be at liberty to adjust EMD of Rs. 25000/- (Rupees Twenty five thousand) only in the Performance Bank Guarantee amount. The earnest money will be forfeited if the bidder unilaterally withdraws the offer, amends, impairs or rescinds the offer within the period of its validity.

8. MODE OF PAYMENT : The payment to the vendors shall be made in INR and shall be paid only after the successful completion of the entire work without any delay or errors. No advance payment shall be made. If the vendors fail to complete the awarded work or a part thereof, the Director, Municipal Administration, Assam shall have the liberty to get the work done through any other agency at the risk and cost of the vendors with a right to recover the full cost from the vendors in addition.
9. CERTIFIED AGENCY : The bidding agency should have an in-house quality assurance and product testing team with a proven and robust quality management processes required for conducting the aforesaid process of examination. The agency must be certified in compliance with establishment information, security standard. Duly signed copy of such certificates should be submitted along with the bids.
10. SUBCONTRACTS : No consortium will be entertained in the bid process. The bidder must hold the full responsibility of the contract.
11. PENALTY CLAUSE : If the service rendered by the vendors are not completed or not completed satisfactory, the earnest money deposited shall be liable to be forfeited and suitable action shall also be initiated against the vendors as per law as its risk and cost.
12. REVISION OF PRICE/RATES : The prices/rates quoted shall be fixed throughout the period of financial year 2018-19 and subsequently during the currency of the contract and shall not be subject to any variation/revision. The bidders should quote their most competitive prices/rates and it should be noted that their quotation would not ordinarily be subject to further negotiation. Negotiation may however, be carried out as per the instructions on the subject at the discretion of Director, Municipal Administration, Assam.
13. EVALUATION & ACCEPTANCE OF THE OFFER : Selection of the vendors shall be based on quality and Cost Based Selection (QCBC) besides their past track record, infrastructure, financial soundness and suitability to meet the project requirement. The Director, Municipal Administration, Assam reserves the right to accept any bid in full or part, or to reject any bid or all bids without assigning any reasons. No enquiry shall be entertained in this regard.
14. OFFER : The bidders must keep their offer open for financial year 2018-19 from the date of opening of the tender, and during this period they cannot withdraw their offer. However, the period may be extended further, if required.
15. Miscellaneous :
 - The Bidders shall furnish experience certificates (to be supported by authenticated documents) during the last three years from the date of publication of NIQ .
 - Only signed authenticated certificates will be valid.
 - Any Bidder debarred / blacklisted by Central Vigilance commission/ Central Bureau of Investigation or by Government of Assam/ Government of India shall not be eligible.
 - Each page of the bid document is to be signed and stamped by the authorized representative of the organization/firm etc.

- If any information submitted by the party is found to be incorrect in later stage, the bidder shall be debarred from bidding / taking up of work with the Directorate of Municipal Administration.
- The under signed reserves the right to reject any or all of the bids including conditional quotation without assigning any reason there of and to call for any other details or information from any other bidders.
- The successful bidder shall have to submit acceptance of the offer within 7 (seven) days from the date of issue of award letter..
- Any legal dispute arising out of deficiency and irregularity in the selection process, responsibility shall have to be owned by the selected bidder.
- The merit list with names of shortlisted candidates to be furnished to the undersigned within 3 (three) months of receipt of work order.
- The successful bidder will have to execute an agreement on non judicial stamp paper of Rs 100/- within seven days and provide the services to the Directorate of Municipal Administration within the time specified above. Sample copy of the agreement can be collected from the office of the under signed on any working day after award of the work.

Sd/-

Director,
Municipal Administration
Dispur, Guwahati-6

Annexure-I

Information by the Bidder

1. Name of the Bidder/Firm.
2. Address with E-mail address
3. Website (if any),
4. Telephone No. (office)
5. Registration particulars (to be attached with authentication)
6. Name of the Head of Organisation/Firm
7. Income tax return of last three years :
8. PAN Card No. (to be attached with authentication)
9. Experience details (authenticated documentary evidence to be attached) :
10. GST Registration Certificate

Certified that the above information is true. If any information is found to be false the Tender/Contract may be cancelled at any time.

Authorised Signatory with Seal

Name

Office Address

(Letter of Acceptance)

To,

The Director,
Municipal Administration,
Dispur, Guwahati-6.

Sub : Acceptance of Quotation's Condition.

Sir,

1. The quotation document for the Recruitment of Grade-III posts under the Office of the Director of Municipal Administration have been provided to me/us and I /We hereby certify that I/We have read the entire terms and conditions of the quotation documents made available to me/us.

2. I /We hereby unconditionally accept the conditions of the quotation documents in its entirety.

3. I/We declare that I/We have not paid and will not pay any bribe to any Officer of Directorate of Municipal Administration for awarding this contract at any stage during its execution of at the time of payment of bills .

Authorised Signatory with Seal

Name

Office Address

Annexure-III

Declaration from Bidder

Certified that all information and documents furnished along with the Bid Document on Hiring Services for Recruitment of Man-power under Directorate of Municipal Administration, Assam, is true. If any discrepancy is found from the original documents/ information, the Bids/ Contract may be cancelled.

Authorised Signatory with Seal

Name

Office Address

PRICE BID

Sl.No.	Heads of Expenditure	Rate per Application (INR)	Taxes (INR)	Gross total (INR)

The amount quoted as Gross total should be inclusive of all taxes and charges.

Authorised Signatory with seal

Name

Office Address
