



ASSAM POWER GENERATION CORPORATION LIMITED

Registered Office: Bijulee Bhawan, Paltanbazar, Guwahati-781 001, Assam

CIN:U40101AS2003SGC007239

Tel.No.: 0361-2739502, Fax No.03612739546/22

e-mail:md@apgcl.com, Website: www.apgcl.org

No. MD/APGCL/Esstt./AM (Law)/2018/1096/39

Date:11/12/2019

REQUEST FOR PROPOSAL

For participation in the offline (OMR based) recruitment process for the post of Laboratory Assistant, Staff Nurse (GNM), Auxiliary Nurse (ANM) and Assistant Manager (Law) in APGCL.

1. Introduction:

APGCL is in the process of recruitment of Laboratory Assistant, Staff Nurse (GNM), Auxiliary Nurse (ANM) and Assistant Manager (Law) for a considerable number of posts.

To conduct the offline (OMR based) recruitment process smoothly and timely, APGCL invites Technical and Commercial proposal in sealed envelopes from interested firms having past experience of "offline (OMR based)" related works in public sector organization.

2. Scope of Work:

2.1 Pre exam activities

2.1.1 Admit card Generation & Support System

- a) Applications for the relevant posts were submitted off line by the intended candidates and data base of the candidates will be provided by APGCL to the party.
- b) Admit Card generation of candidates will be done by the party.
- c) The party is to generate the admit cards as per pre-approved format of APGCL, give SMS alerts and E-mails to the candidates & facilitate the candidates with a system to issue/download the admit cards.
- d) The party has to mention all necessary instructions to the candidates for the examination in the Admit Cards.
- e) The party has to give Help-desk/Support through E-mail and Telephone to the candidates as and when required.
- f) The party has to provide access of the online portal, if any, to APGCL representatives.

2.1.2 Exam Centre booking

- a) The party is to book examination centres for conducting offline examination depending on the number of candidates.
- b) The party is to provide the capacity of each examination centre immediately after booking to APGCL.
- c) The party has to ensure uninterrupted Power Supply in each examination centres.
- d) The party has to ensure the availability of CCTV Surveillance in the Examination Room.
- e) It is the sole responsibility of the party to set up & make ready the exam centres for the offline examination by installing banners, seating plan, seating arrangements etc.
- f) Installation of Jammer in the examination centres may also be required (optional).

2.1.3 Preparing Question banks

- a) Questions for the examination will be provided by APGCL.

2.2 During Exam activities

2.2.1 Candidate verification on examination day

- a) Candidate identification and authentication is to be done at the examination centre before allowing them to sit in the examination by the party. Biometric data & on spot photo of the candidates through Webcam are to be kept in safe custody by the party and shall be handed over to APGCL on demand.
- b) After candidate verification, there should be proper instructions so that the candidates reach his/her respective examination room easily.
- c) Proper frisking in the examination centres is to be done by the party. In case of improper frisking, no payment for the particular centre will be made.

2.2.2 Conduct of Offline Examination

- a) OMR based questions are to be made available for the candidates at definite time on the examination day mutually agreed by APGCL & the party.
- b) The party is to print Centre-wise, Roll No.-wise, name-wise list of the candidates. The party will take candidates signature on the attendance sheet as a proof of their presence. The party is to submit the filled attendance sheets duly signed by the invigilator appointed by the party and submit to APGCL.
- c) The party is to deploy sufficient number of manpower at each examination centre so as to handle examination activities and smooth execution of the examination.
- d) The party must deploy 1(one) centre-in-charge per centre and 1 (one) invigilator on every 25 (twenty five) candidates or as per requirement.
- e) The party is to prepare contingency plan and Risk Mitigation Measures before or during exam from their own in consultation with APGCL when required.
- f) There should be Audit trail of all activities of each system used by the candidates so that to provide documentary evidence in future.

2.3 Post Exam Activities

- a) The party will pre-validate all answer key in presence of APGCL representative.
- b) The party will generate automated raw score.
- c) The party will generate Merit List of candidates in mutually agreed format like category of Caste, Gender, PWD etc.
- d) The hard copy of the merit list is to be signed by the representative of the party and APGCL and to submit to APGCL in proper sealed and signed condition along with the soft copy of the merit list.
- e) The party will hand over the entire database to APGCL after completion of examination process.
- f) The party has to give Document verification support at the time of document verification / viva-voce of the shortlisted candidates.
- e)The party has to give Reports & RTI support (if required) in future.

3. Tentative Timeline:

3.1. Date of pre-submission query	:16-12-2019
3.2. Date of submission of Proposal	:23-12-2019 02:00 pm
3.3. Date of opening of Technical Proposal	:23-12-2019 02:30 pm
3.4. Date of opening of Commercial Proposal (In presence of representative bidders)	:26-12-2019
3.5. Date of Award of Contract	:29-12-2019
3.6. Date of submission of venues of Exam to APGCL	:20-01-2020
3.7. Date of Examination	:05-02-2020
3.8. Submission of Merit List	:10-02-2020

4. Qualifying Criteria:

ORGANIZATIONAL STRENGTH/CAPABILITY	SUPPORTING EVIDENCE REQUIRED
1. The Bidder should be an Agency/Firm/Company and should have a registered office or branch office in Assam having minimum 5 years of experience in conducting recruitment examinations.	Valid Registration Certificate
2. The net worth of the Bidder should be positive for the last 2 (two) financial years (FY 17-18 & FY 18-19).	Financial positions/statement with ITR for the last three financial years.
3. The Bidder should have a minimum average turnover of Rs. 15 (Fifteen) lakhs of the last 3 (three) years i.e. 2016-17, 2017-18 and 2018-19. The Bidder should have minimum liquid assets equal to 10% of their estimated cost.	CA Certificate.
4. The Bidder should have minimum 5 employees of the company having requisite qualification deployed for examination related works and should have a minimum manpower of 30 to be deployed for the specific work.	CV of resource persons to be submitted.
5. The Bidder should have a minimum experience of conducting 10 (ten) Offline (OMR based) examinations.	Certificate of experience of satisfactory services issued by the concerned institution/organization.
6. The Bidder should not be currently blacklisted/ debarred/ enquiry pending under jurisdiction/ ineligible to participate for bid due to corrupt/ fraudulent or any other unethical business practices.	An undertaking in the shape of an affidavit, to this effect, signed by Authorized signatory (Notary officer / Oath Commissioner).
7. The Bidder should have valid PAN card and GST registration.	PAN and GST Registration Copy.
8. The Bidder should have valid Trade License.	Trade License/ Valid Certificate
9. CVC Certificate of Commitment is required.	CVC Certificate of Commitment.
10. The Bidder shall furnish an Earnest Money Deposit (EMD) of INR 10,000/- (Rupees Ten Thousand Only) through Demand Draft / FDR drawn on a nationalized bank, in favour of DGM (F&A), APGCL, Guwahati-1 and payable at Guwahati at the time of submission of proposal along with technical proposal. The EMD of unsuccessful bidders will be refunded within 15 days from opening of Financial Bids.	
11. If any quotation during the evaluation process, does not meet the RFP conditions laid down in the RFP document, the same will be out rightly rejected.	

5. Evaluation of Proposal:

There will be two tier evaluation of the proposal with a total of 100 Marks as follows:

Technical Evaluation : 60 Marks (maximum)

Commercial Evaluation : 40 Marks (maximum)

5.1 Technical Evaluation will be based on the following criteria:

Technical Evaluation Criteria	Total Allotted	Documents Required
1. Bidder's Profile:	10 marks	Copies of audited accounts/ Certificate from auditors
a. Annual Turnover of the company Above 30 lakhs = 5 marks 20 to <30 lakhs = 4 marks 15 to <20 lakhs = 3 marks	5	
b. Experience in conducting Recruitment examination 5 years & Above = 5 marks	5	
2. Experience in conducting Offline (OMR based) examinations:	20 marks	
a. Number of Offline (OMR based) examinations conducted earlier in the state of Assam 5 & Above = 5 marks	5	Copies of Work orders/LOI/ Contract.
b. Number of Offline (OMR based) examinations conducted under Govt. of Assam. 3 & Above = 5 marks	5	
c. Number of Offline (OMR based) examinations having candidate count of minimum 1,000 in one exam. 5 & Above = 5 marks 3 to 4 = 4 marks 1 to 2 = 3 marks	5	
d. Cumulative number of candidates appeared 5,000 & Above = 5 marks 3,000 to < 5,000 = 4 marks 2,000 to < 3,000 = 3 marks 1,000 to < 2,000 = 2 marks	5	
3. Total Manpower Strength & Experience:	15 marks	To indicate the number, a client certificate should be submitted.
a. Employees of the company having requisite qualification deployed for examination related works. (Project Management/Quality Assurance/Implementation/operations.) 5 & Above = 5 marks < 5 = 0 marks	5	
b. Proposed number of manpower to be deployed for this specific work. 30 & Above = 5 marks < 30 = 0 marks	5	
c. Overall Experience of the Project Manager (based in Guwahati) for conducting the exam 5 years & Above (with minimum 3 years exp. in Assam) = 5 marks 3 to <5 years (with minimum 2 years exp. in Assam) = 3 marks	5	
4. Technical Solution & Presentation:	15 marks	
Total:	60 marks	

Qualification marks in technical evaluation is 75% i.e. 45 marks.

5.2 Commercial Evaluation will be based on the following criteria:

5.2.1 L1 will get 40 marks.

5.2.2 Other party's mark will be decreased proportionately based on L1 price.

The complete Techno-Commercial proposal should reach the undersigned in two separate sealed envelopes (clearly mentioning "Technical Proposal" (Annexure – A) & "Commercial Proposal" (Annexure – B) on top of the envelope on or before **23-12-2019** upto **02:00pm**. The format of submission will be strictly based on Annexure – A & Annexure – B. The undersigned reserves the right to reject any or all the proposals if not found suitable without signing any reason thereof.

sd/-

General Manager (HR)
APGCL, Bijulee Bhawan, Guwahati-781 001

ANNEXURE-A

Technical Proposal for conducting Offline (OMR based) Recruitment Process for the post of Laboratory Assistant, Staff Nurse (GNM), Auxiliary Nurse (ANM) and Assistant Manager (Law) in APGCL

Particulars		Documents provided (Yes/No)
Name of the Firm		
Registered Office Address		
Address of the Existing office set up in Assam with contact No.		
1. Bidder's Profile: (Company Profile to be submitted)		
a. Annual Turnover of the company (in Lakhs)		
b. No. of Years of Experience in conducting Recruitment examination		
2. Experience in conducting Offline (OMR based) Recruitment examinations:		
a. Number of Offline (OMR based) examinations conducted earlier		
b. Number of Offline (OMR based) examinations conducted under Govt. of Assam.		
c. Number of Offline (OMR based) examinations having candidate count of minimum 1,000 in one exam.		
d. Cumulative number of candidates appeared.		
3. Total Manpower Strength & Experience:		
a. Employees of the company having requisite qualification deployed for Offline (OMR based) examination related works. (Project Management/Quality		
b. Proposed number of manpower to be deployed for this specific work.		

c. Overall Experience of the Project Manager (deployed in Guwahati) (Experience outside Assam & in Assam to be mentioned specifically)		
4. Technical Solution & Presentation: (Documents/Reports to be submitted)		
Name of the Contact Person		
Designation		
Contact Number		
Email ID		

Date:

Place:

Company's Seal

Authorized Signatory

ANNEXURE-B

Commercial Proposal for conducting Offline (OMR based) Recruitment Process for the post of Laboratory Assistant, Staff Nurse (GNM), Auxiliary Nurse (ANM) and Assistant Manager (Law) in APGCL

Name of the Firm	
Registered Office Address	
Address of the Existing office set up in Assam with contact No.	
Quoted Rate in Rs. (per candidate) for conducting Offline (OMR based) Examination	
Name of the Contact Person	
Designation	
Contact Number	
Email ID	

Date:

Place:

Company's Seal

Authorized Signatory