



ASSAM ELECTRICITY GRID CORPORATION LIMITED

1st Floor, Bijulee Bhawan, Paltanbazar, Guwahati – 781001

Request for Proposal

For participation in the online recruitment process for the post of Assistant Managers & Junior Managers in AEGCL.

1. Introduction:

AEGCL is in the process of recruitment of Assistant Managers for a considerable number of posts.

To conduct the online recruitment process smoothly and timely, AEGCL invites Technical and Commercial proposal in sealed envelopes from selected/interested firms having past experience of “Online Recruitment” related works in public sector organisation.

2. Scope of Work:

2.1 Pre exam activities

2.1.1 Registration, Admit card Generation & Support System

- a) Online Registration/Application of candidates will be done by the party.
- b) The party is to generate the admit cards as per pre-approved format of AEGCL, give SMS alerts and E-mails to the candidates & facilitate the candidates with a system to issue/download the admit cards.
- c) The party has to mention all necessary Instructions to the candidates for the examination in the Admit Cards
- d) The party has to give Help-desk/Support through E-mail and Telephone to the candidates as and when required.
- e) The party has to provide access of the Online Application portal to AEGCL representatives.

2.1.2 Exam Centre booking

- a) The party is to book examination centres for conducting online examination depending on the number of candidates.
- b) The party is to provide the capacity of each exam centre immediately after booking to AEGCL.
- c) The party has to ensure redundant & uninterrupted Power Supply & Network Connectivity in each examination centres.

- d) The party has to ensure availability of sufficient properly functioning computers.
- e) The party has to ensure the availability of CCTV Surveillance in the Examination Room.
- f) It is the sole responsibility of the party to set up & make ready the exam centres for online examination by installing Server, LAN, and Internet Connection etc.
- g) Installation of Jammer in the examination centres may also be required (optional).

2.1.3 Preparing Question banks

- a) Questions for the online examination will be provided by AEGCL.
- b) The party has to prepare the Question Banks at definite time mutually agreed by AEGCL & the party. The party has to Upload Encrypted Question Paper to Internet Server in password protection form in presence of AEGCL's representative.

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 AEGCL 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 Online Examination

- a) Question Banks are to be made available for the candidates at definite time mutually agreed by AEGCL & 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 AEGCL.
- 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 AEGCL 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.

g) The party has to provide supervisory access of the Online Examination portal to AEGCL so as to monitor candidate's Login count and view various reports during the day of Online Examination.

2.3 Post Exam Activities

- a) The party will pre-validate all answer key in presence of AEGCL 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 AEGCL and to submit to AEGCL 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 AEGCL 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	:09-08-2019
3.2. Date of submission of Proposal	:19-08-2019 02:00pm
3.3. Date of opening of Technical Proposal	:19-08-2019 02:30pm
3.4. Date of Presentation	:22-08-2019 and 23-08-2019
3.5. Date of opening of Commercial Proposal (In presence of representative bidders)	:22-08-2019 or 23-08-2019
3.6. Date of Award of Contract	:26-08-2019
3.7. Tentative date of advertisement	:01-09-2019
3.8. Last date of submission of online application	:15-09-2019
3.9. Date of submission of venues of Exam to AEGCL:	20-09-2019
3.10. Date of Online Examination	:27-09-2019
3.11. Submission of Merit List	:02-10-2019

4. Qualifying Criteria:

ORGANIZATIONAL STRENGTH/CAPABILITY	SUPPORTING EVIDENCE REQUIRED
1. The Bidder should be an Agency/Firm/Company and should have a registered office in Assam having minimum 10 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 16-17 & FY 17-18).	Financial positions/statement with ITR for the last three financial years.
3. The Bidder should have a minimum average turnover of Rs. 30 (Thirty) lakhs of the best 3 (three) years among the last 5 (five) financial years (FY 2014-15, 2015-16, 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 10 employees of the company having requisite qualification deployed for Online examination related works and should have a minimum manpower of 100 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) Online examinations having candidate count of minimum 10,000 in one exam in the past, with minimum 5 (five) Online examinations under Govt. of Assam.	Certificate of experience of satisfactory services issued by the concerned institution/organisation.
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 a certification of ISO 9001 and 27001 family/ other widely accepted International Certification related to quality services.	Copy of valid ISO 9001 and 27001 family Certificate or other widely accepted International Certificate related to quality services.
9. The Bidder should have valid Trade License.	Trade License/ Valid Certificate
10. CVC Certificate of Commitment is required.	CVC Certificate of Commitment.
11. The Bidder shall furnish an Earnest Money Deposit (EMD) of INR 50,000/- (Rupees Fifty Thousand Only) through Demand Draft / FDR drawn on a nationalised bank, in favour of Chief General Manager (F&A), Assam Electricity Grid Corporation Ltd., Assam 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.	
12. 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 criterions:

Technical Evaluation Criterions	Total Allotted Marks	Documents Required
1. Bidder's Profile:	10 marks	
a. Annual Turnover of the company 50 lakhs & Above = 5 marks 40 to <50 lakhs = 4 marks 30 to <40 lakhs = 3 marks	5	Copies of audited accounts/ Certificate from auditors
b. Experience in conducting Recruitment examination 15 years & Above = 5 marks 10 to <15 years = 3 marks	5	
2. Experience in conducting Online examinations:	20 marks	
a. Number of Online examinations conducted earlier 20 & Above = 5 marks 15 to 19 = 4 marks 10 to 14 = 3 marks	5	Copies of Work orders/LOI/ Contract.
b. Number of Online examinations conducted under Govt. of Assam. 15 & Above = 5 marks 10 to 14 = 4 marks 5 to 9 = 3 marks	5	
c. Number of Online examinations having candidate count of minimum 10,000 in one exam. 10 & Above = 5 marks 5 to 9 = 4 marks 1 to 4 = 3 marks	5	
d. Cumulative number of candidates appeared 2 lakhs & Above = 5 marks 1.5 to <2 lakhs = 4 marks 1 lakh to <1.5 lakhs = 3 marks 50,000 to <1 lakh = 2 marks 20,000 to <50,000 = 1 mark	5	
3. Total Manpower Strength & Experience:	15 marks	
a. Employees of the company having requisite qualification deployed for Online examination related works. (Project Management/Quality Assurance/ Implementation/operations.) 20 & Above = 5 marks 15 to 19 = 4 marks 10 to 14 = 3 marks	5	To indicate the number, a client certificate should be submitted.
b. Proposed number of manpower to be deployed for this specific work. 200 & Above = 5 marks 150 to 200 = 4 marks 100 to 149 = 3 marks	5	
c. Overall Experience of the Project Manager (deployed in Guwahati) 10 years & Above (with minimum 5 years exp. in Assam) = 5 marks 5 to <10 years (with minimum 3 years exp. in Assam) = 3 marks	5	CV of the resource person(s).
4. Technical Solution & Presentation:	15 marks	
Total:	60 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 envelope (clearly mentioning "Technical Proposal" (Annexure – A) & "Commercial Proposal" (Annexure – B) on top of the envelope) on or before **19-08-2019** 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/-

Chairman

Selection Committee, AEGCL

Bijulee Bhawan, Paltan Bazar, Guwahati-781001.

ANNEXURE-A

**Technical Proposal for conducting Online Recruitment Process for the post of
Assistant Managers and Junior Managers in AEGCL**

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 Online Recruitment examinations:		
a. Number of Online examinations conducted earlier		
b. Number of Online examinations conducted under Govt. of Assam.		
c. Number of Online examinations having candidate count of minimum 10,000 in one exam.		
d. Cumulative number of candidates appeared.		
3. Total Manpower Strength & Experience:		
a. Employees of the company having requisite qualification deployed for Online examination related works. (Project Management/Quality Assurance/Implementation/operations.)		
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: (Documets/Reports/Presentations to be submitted)		
Name of the Contact Person		
Designation		
Contact Number		
Email ID		

Date:

Place:

Company's Seal

Authorised Signatory

ANNEXURE-B

**Commercial Proposal for conducting Online Recruitment Process for the post of
Assistant Managers in AEGCL**

Name of the Firm	
Registered Office Address	
Address of the Existing office set up in Assam with contact No.	
Option-A: Quoted Rate in Rs. (per candidate) for conducting Online Examination (Scope of work is starting from Online Registration of candidates to preparation of merit list with Jammer)	
Option-B: Quoted Rate in Rs. (per candidate) for conducting Online Examination (Scope of work is starting from Online Registration of candidates to preparation of merit list without Jammer)	
Name of the Contact Person	
Designation	
Contact Number	
Email ID	

Date:

Place:

Company's Seal

Authorised Signatory