



**INVITATION OF PROPOSALS  
FOR**

**Engagement of Agency for providing Recruitment  
Services in Department of Agriculture & Sugar  
Cane Development, Government of Jharkhand**

**Address for communication:**

**The Director,  
Department of Agriculture  
Krishi Bhawan, Kanke Road, Ranchi-8  
Ph. No. 0651-2233549, 0651-2233549 (fax)**

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## SECTION - I

### INVITATION TO BIDDERS

#### Invitation of offers from reputed agencies for providing Recruitment Services in Department of Agriculture & Sugar Cane Development, Govt. of Jharkhand.

- 1.1 Agriculture is the main stay for the 80% of rural population of the state. Agriculture is their employment and primary income generating activity. The agricultural economy of the Jharkhand state is characterized by dependence on nature, low investment ,low productivity, mono-cropping with paddy as the dominant crop, in inadequate irrigation facilities and small and marginal holdings. The dependence of agriculture on the Vagaries of the rain-god can be gauged from the fact that as much as 92% of the total cultivated area is rainfed.
- 1.2 To increase the agricultural productivity and production in the state and to promote the agricultural activities, the Central and the State Government is implementing a number of schemes under which various type of assistances are being provided to the farmers in the form of subsidy, etc.
- 1.3 A number of new techniques and modern agricultural practices have also been developed, which needs to be extended to the actual agricultural operations. There is also a need to obtain feed back and assess the actual requirements of the farmers, for which agricultural extension services network needs to be strengthened and made professional so as to carry out such extension functions.
- 1.4 For successful extension activities, a strong network of extension functionaries who are capable, devoted and hardworking is desired. In light of such requirement the Agriculture and Sugar Cane Development, Govt. of Jharkhand has issued notification for Village Level Worker (Recruitment and Services Conditions) Rule, 2011.
- 1.5 In light of above, the Department of Agriculture & Sugar Cane Development, Govt. of Jharkhand has decided to fill up the vacant posts of Village Level Workers, which have so far been lying vacant causing major bottleneck in such agricultural extension activities.
- 1.6 Accordingly, proposals are invited from reputed, well experienced and qualified agencies of repute, which are capable of handling end to end work as defined in the scope of work for the Department of Agriculture & Sugar Cane Development, Govt. of Jharkhand.

## 1.7 Tender Procedure

The Bidder should submit the proposals in two parts:

1. Technical Bid
2. Financial Bid
  - i) Technical part should contain all such details as mentioned in the Bid Document along with the Earnest Money Deposit (EMD) of Rs.2,50,000/- (Two lakh Fifty Thousand only) in form of Demand Draft in favour of The Director, Department of Agriculture, Krishi Bhawan, Kanke Road, Ranchi payable at Ranchi.
  - ii) Financial part should contain the financial bid inclusive of all admissible taxes, duties and levies etc.. The details of the financial bid should also be included for better appreciation of the bid.
  - iii) These two parts should be submitted in separate sealed and superscribed envelops.
  - iv) Both the envelops should then be sealed in a third envelop marked as INVITATION OF PROPOSALS FOR “Engagement of Agencies for providing Recruitment Services” in Department of Agriculture & Sugar Cane Development, Govt. of Jharkhand.

A complete set of Bid Document may be purchased by interested eligible Bidders on the submission of a written application to the The Director, Department of Agriculture, Krishi Bhawan, Kanke Road, Ranchi upon payment of a non refundable fee of Rs. 10,000/-(Rupees Ten Thousand) only in the form of Demand Draft in favour of The Director, Department of Agriculture, Krishi Bhawan, Kanke Road, payable at Ranchi. The Bid Document may be purchased personally during office hours on all working days from 01.08.2011 to 20.08.2011 It may also be downloaded from [www.sameti.org](http://www.sameti.org) in which case the fee in the form of demand draft should be enclosed with the bid document at the time of submission.

A pre-bid conference will be held on 10.08.2011 at 1400 hrs in the office of the Department of Agriculture and Sugar Cane Development, Jharkhand, Ranchi.

The last date for submission of bid is 22.08.2011 upto 1300 hrs at the following address:

**The Director,  
Department of Agriculture  
Krishi Bhawan, Kanke Road,  
Ranchi-8**

The technical bid shall be opened on 22.08.2011 at 1500 hrs before the duly constituted committee.

The bidder or his duly authorized representative may remain present during opening of the Bid.

The Right of acceptance/ rejection of any offer shall remain reserved with Department.

**The Director,  
Department of Agriculture  
Krishi Bhawan, Kanke Road,  
Ranchi-8**

## Section II

### Scope of Work

- 1.1 To design & print approx. 1.5 lac OMR application forms
- 1.2 Dispatch of application forms to each of 24 District Head Quarters of Jharkhand as per the communicated requirement.
- 1.3 To collect filled up candidate application forms from central location (Ranchi)
- 1.4 Scrutiny of the application forms on the basis of eligibility criteria (to be provided by Department)
- 1.5 Ensure accurate scanning of candidate's photo and signature from the application forms;
- 1.6 Merging of scanned data, i.e. Photo and signature on the Admit Cards
- 1.7 Printing of Admit Cards
- 1.8 Mailing of Admit Cards to eligible candidates; Admit cards will be dispatched by Registered Post charges for dispatch shall be reimbursed by districts separately on producing proof of dispatch by Agency
- 1.9 Printing of attendance sheets - district / school / college / test centre wise list containing data from application forms including photos and signatures
- 1.10 Setting of question papers (bi-lingual - English & Hindi) for examination (Objective type); Pattern of examination will be as under:

Paper - 1	(i) English & (ii) Hindi	-	3 hours duration
Paper - 2	(i) General Knowledge & Agriculture & (ii) General Science	-	3 hours duration

Both papers will be held on a single day; Paper 1 will have 2 sections - one for English & other for Hindi. Collective duration for both sections of Paper 1 will be for 3 hours to be held in morning batch.

Paper 2 will have 2 sections - one for General Knowledge & Agriculture & other for General Science. Collective duration for both sections of Paper 2 will also be for 3 hours to be held in afternoon batch on same day

- 1.11 Conducting of written exam at each of 24 districts simultaneously on a single day.  
Dispatching of question paper material, OMR answer sheets to each of test venue shall be responsibility of the Agency.  
Reverse logistics of question paper material, used & unused OMR answer sheets from each of test venue shall also be responsibility of the Agency
- 1.12 The agency is expected to assess the status of the examination centre's selected for this purpose, collect all desired information and be in close constant touch with the relevant district authorities.

- 1.13 Evaluating answer sheets, preparing and delivering tests result of examination; district / category wise etc
- 1.14 Generation of merit list as per the requirement and posting it on the website; district / category wise etc

## **2.0 Activities to be undertaken by Department**

- 2.1 Quantity of OMR application forms to be dispatched to each district will be intimated by Department
- 2.2 Filled up candidate applications from each district shall be sent by respective district to Department at Ranchi from where the Agency will collect these applications for processing.
- 2.3 Schools / colleges to be used for conduct of written test shall be arranged by respective districts themselves.  
Invigilation during conduct of written test shall be provided by schools / colleges.  
Any charges payable to schools / colleges for this arrangement shall be made by respective districts authorities themselves.
- 2.4 Seating capacity wise details for each school / college to be used as venue for written test.

## **3.0 Time Schedule**

The project shall be completed within a period of 120 days from the issue of work order for which an activity wise time chart would be prepared and adhered to.

## **4.0 Reviews**

- 4.1 Reviews shall be held at least once every fortnight between the department and agency to
  - a.) Assess progress of work
  - b.) Sign on deliverable report as part of the check list
  - c.) Propose additional Manpower requirement over and above the committed resource for any exigency or new /additional requirement (over and above that stated under scope of work- Functional Modules , Reports , Report Formats and Calculation of Demand)
  - d.) Check on adherence to timetables
  - e.) Set-up agenda and check list for next fortnightly review

4.2 This review shall be conducted in the presence of Team Leader for the project by the agency.

**5.0 Responsibilities of the Department of Agriculture & Sugar Cane Development, Govt. of Jharkhand:**

- a.) Nominating a nodal officer for the project to coordinate with the Agency.
- b.) Checking the Quality of Service (QOS) provided by the Agency.
- c.) Facilitating the Agency during the course of the project for necessary information and support.

### SECTION III

#### Eligibility Criteria of Bidders

Keeping in view the complexity & volume of the work involved, the following criteria are prescribed as the eligibility criteria for the Bidders interested in undertaking the project.

- 1.1 Agencies having ISO 9001 quality certification in the examination process will be desired criteria
- 1.2 Should have handled similar tests for Govt. / PSU sector on an all India basis for over 75,000 candidates in a single sitting in more than 25 cities, at least once in last 3 years.

End to end recruitment process will have to cover activities like OMR application form printing and processing, admit card generation, setting, printing of question paper, written test administration, result processing and merit list generation.

- 1.3 Should have devised objective type tests in both English and Hindi with sufficient question bank.
- 1.4 In-house computer facilities for data processing
- 1.5 Minimum 5 years experience of receipt of applications and conduct of written test for recruitment of Central/State Govt./PSUs/Leading Public Sector Banks.
- 1.6 At least once, should have printed and processed a minimum 75000 OMR applications in a single recruitment project of Central/State Govt./PSUs/Leading Public Sector Banks.
- 1.7 Should have carried out at least 5 such recruitment projects for Govt. / PSU sector in the last 3 years with conduct of written test at multiple locations.
- 1.8 Average annual turnover in last 3 years from the business of conducting written test should be not less than Rs. Three crores.
- 1.9 Consultant should have / within its parent group, its own printing press for printing of test booklets and answer sheets
- 1.10 The bidder company or any of its director should neither be convicted by any court of law or blacklisted by any Government concern nor any criminal case be pending against such concern by any government.

## SECTION- IV

### Terms of Technical and Financial Offer

1. The standards, which will be taken into account for the evaluation of the tenders shall be as follows:
  1. Weightage of Technical offer : **70%**
  2. Weightage of Financial offer : **30%**
- 1.1 The financial offer of only those Bidders will be opened at first instance, who secure 75 or more marks in the Technical evaluation.
- 1.2 If the number of Bidders, securing less than 75 marks, is less than three then the financial offer of those Bidders will be opened, who secure 80% marks of 75 marks.
- 1.3 Even then, if the number of Bidders who do not fulfill the above mentioned criteria, remains less than three then the financial offer of those Bidders will be opened who secure 60% of 75 marks.

#### **2. Technical Evaluation**

- 2.1 For the evaluation of the Technical offer, the following criteria will be taken into account:-

<b>Part A:</b> General Experience of the Institution in the assignment & work plan	<b>80 marks.</b>
<b>Part B:</b> Educational qualification of the personnel entrusted to accomplish this assignment	<b>20 marks.</b>
<b>Total</b>	<b>100marks.</b>

<b>2.2 Break up of Part "A"</b>	<b>Maximum Marks</b>	<b>80 marks.</b>
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The standards, which will be taken into account for the technical evaluation of the tenders, shall be as follows :

<b>Sl. no.</b>	<b>Parameter</b>	<b>Marking Scale</b>	<b>Maximum Marks</b>
1	Experience of the agency in managing recruitments for an on behalf of clients	i) Less than 3 years : 0 ii) 3- 5 years : 5 iii) More than 5 years : 10	10
2	Whether agency has conducted end to end recruitment project with complete activities as defined in eligibility criteria of bidders, for at least once in last 3 years for over 75,000 candidates in a single sitting	10	10
3	ISO 9001 Quality Certification in examination process	10	10

4	Whether handled at least once a single recruitment project of Central/State Govt./PSUs/Leading Public Sector Banks that consisted printing and processing of minimum 75000 OMR applications	i) 75000 – 1 lakh OMR applications : 5 ii) 1 lakh – 1.5 lakh OMR applications: 7 More than 1.5 lakh applications: 10	10
5	<u>Technical infrastructure (for evaluation of OMR answer sheets and results processing)</u> <u>Minimum Computer Specification</u> <b>Processor</b> – Dual core/Core 2 duo (minimum 2.8 GHz processor), <b>Operating system</b> – Microsoft Windows XP, <b>RAM</b> -2 GB recommended, <b>Hard disk</b> -100GB, <b>Software</b> -VB (Version 6), MS Office 2003/2007	<u>Computers</u> : 0-2 computers : 0 3-5 computers : 2 6-7 computers : 3 8+ computers : 5 ----- <u>Scanners</u> : i) Scanners with capacity of answer sheet scanning capacity of at least 7500 sheets per day : 2 ii) Scanners with capacity of answer sheet scanning capacity of 10000 sheets-15000 sheets per day : 3 iii) Scanners with capacity of answer sheet scanning capacity of 15000 sheets or more per day : 5	5 <hr/> 5
6	Whether consultant has/within its parent group, its own printing press for printing of test booklets and answer sheets	10	10
7	Experience of the firm handling similar work from Govt./PSU sector	i) For conducting less than 5 similar drives in past 3 years: 0 ii) 5-7 drives : 3 iii) 8-10 drives : 5 iv) More than 10 drives : 10	10
8	Average turnover of the agency for last 3 years (2007-08,2008-09, 2009-10)	i) Upto Rs. 3 crores: 0 ii) For every additional Rs. 2 crores : 1	10

<b>2.3 Break up of Part “B”</b>	<b>Maximum Marks</b>	<b>20 marks.</b>
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2.3.1 The proposed assignment work shall be carried out by a team consisting of minimum five personnel as follows :

1.	Project Head	1
2.	Project Manager	1
3.	Operations Manager	1
4.	Project Executive	1
5.	Operations Executive	1
	<b>Total</b>	<b>5</b>

2.3.2 For the evaluation of the educational qualification and expertise in executing such work by the personnel, who carry out the given assignment successfully, the following criteria shall be taken into account:

**1. General Education/Qualification :**

- i) If Graduate in Engineering/Computer Application (1 marks for each personnel)
- ii) If Post Graduate Degree MCA, M.Sc./Post Graduate Diploma in Computer Application/(2 marks for each personnel)

**2. Experience of the team members :**

Designation	Experience	Marks	Experience	Marks
Project Head	5-7 yrs	1	> 7 yrs	2
Project Manager	3-5 yrs	1	> 5 yrs	2
Operation Manager	2-3 yrs	1	> 3 yrs	2
Project Executive	1-2 yrs	1	> 2 yrs	2
Operations Executive	1-2 yrs	1	> 2 yrs	2

2.4. All supporting documents should be annexed along with the index of such documents depicting the relevant parameter to enable transparent technical evaluation.

**3.0 Financial Evaluation :**

- 3.1 In case, additional OMR applications forms (over and above 1.5 lakh) are required, rates per additional OMR application forms may also be given, For this, rates shall be for every additional batch of 10000 OMR application forms.
- 3.2 However, for working out financial score of each bidder, only rates per admit card issued will be considered.

**Charges of additional OMR application forms will not be taken into account.**

- 3.3 The price quoted in the financial bid should be inclusive of all taxes, duties and levies. The amount should be mentioned both in INR in figures and in words.

**3.4. General Information :**

- 3.4.1 Financial offer marks shall be proportionately allotted as per experience.
- 3.4.2 The Lowest Financial Bid quoted shall be awarded 100 points.
- 3.4.3 The subsequent bidders shall get proportionately lower points.
- 3.4.4 The overall points from the above process shall be proportionately reduced to 30 percent.

**4.0 Final Scores :**

- 4.1 The final scores for an applicant would be weighted average of technical and financial bids, where the technical and financial proposals will be assigned a weight of 70 and 30 percent respectively . The scoring system of this “ Quality-Cum-Cost-Based” to be used for obtaining final scores is illustrated below.

Technical Proposal	Financial Proposal		Combined Score		
	Bid amount	Weighted score= (minimum amount/bid amount) *100	Technical	Financial	Total
1	2	3	4= 1*0.70	5=4+0.30	6=5+4
45	4.00	100	31.50	30.00	61.50
60	5.00	80	42.00	24.00	66.00
70	6.00	67	49.00	20.10	69.10
80	7.00	57	56.00	17.10	73.10

**SECTION- V**  
**GENERAL CONDITIONS OF WORK**

**1. Cost of Bidding**

The Bidder shall bear all the costs associated with the preparation and submission of its bid, and the Departmental Tender Committee in no case, will be responsible or liable for these costs, regardless of conduct or outcome of the bidding process.

**2. Bidding Document**

- a. The Bidder is expected to examine all instructions, forms, terms and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or submission of a bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in rejection of the bid.
- b. The bid proposal must be properly indexed and bound. Any loose document submitted by bidders will be rejected.

**3. Clarification of Bidding Documents**

- a. A prospective Bidder requiring any clarification of the bidding documents may notify the Departmental Tender Committee in writing to which the Departmental Tender Committee will respond in writing to any request for the clarification of any bidding documents before submission of bids.
- b. Bidders may also seek clarification on the document or about any condition of the Bid in the Pre bid meeting fixed for this purpose. In the event of any clarification required and issued in writing, it shall form the part of the Bid document.

**4. Amendment of Bidding Documents**

- a. At any time prior to the deadline for submission of bids, the Departmental Tender Committee may, for any reason, whether on its own initiative or in response to the clarification requested by a prospective Bidder, modify, change, incorporate or delete certain conditions in the bidding document.
- b. All prospective Bidders who have received the bidding documents will be notified of the amendment in writing, and will be binding on them.
- c. In order to allow prospective Bidders reasonable time to take into consideration the amendments while preparing their bids the Departmental Tender Committee, at its discretion, may extend the deadline for the submission of bids.

**5. PREPARATION OF BIDS**

**a. Language of Bid**

The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Departmental Tender Committee shall be in **English only**.

**b. Bid Currency**

Prices shall be quoted in Indian Rupees only.

**6. Documents Comprising the Bids**

**a. Bid Form**

The Bidder shall complete the Bid Form (**Annexure 8**) and the appropriate Financial Bid furnished in the documents.

**b. Bid Prices**

The Proforma of the bid price Form is in **Annexure 8**.

**c. Bid Proposal Sheet**

Bid Proposal sheet duly filled in and signed and complete in all respects along with field of checklist. Proforma in **Annexure 1**

**7. Documents Establishing Bidder's Eligibility and Qualification**

**7.1 Bid Proposal Sheet**

Bid Proposal sheet duly filled in and signed and complete in all respects along with field of checklist. Proforma in Annexure-1.

**7.2 Balance sheet of last three yrs.**

**7.3 The certificate of successful handling of the project from the client. Proforma in Annexure 4. Bidders can submit such certificate in any other format given by their clients**

**7.4 Details of the strength of technical personnel with the company. Proforma in Annexure 2.**

**7.5 Certificate of capability to perform the Contract if his Bid is accepted. Proforma in Annexure -2.**

**7.6 Bidder's Authorization Certificate. Proforma in Annexure 3.**

**8. Documents Establishing Bidder's Eligibility and Conformity**

**8.1 The Bidder shall furnish, as part of its bid, documents establishing the eligibility and conformity to the bidding documents. Annexure 7.**

**8.2 The Bidder shall furnish, a Self-Declaration in the Proforma given in Annexure 6.**

**8.3 The Bidder shall furnish an affidavit in the proforma given in Annexure-5 that neither the agency nor any of its director has**

ever been blacklisted by any Govt. agency/Department/Ministry nor convicted for any criminal offence by any court of law.

#### 9. Check-List for the Documents Submitted with the Bid

- a. If the Bid Document is downloaded from the NET a demand draft for Rs 10000/- in favor of **The Director, Department of Agriculture, Krishi Bhawan, Kanke Road, Ranchi** to be attached for the cost of the Bid Document .
- b. The Company should be running for the last three years,  
**Document:** Balance Sheet of Last Three years.
- c. The bidder should have an annual turnover of not less than Rs. 3 (Three) Crore in any of the three previous financial year.  
**Document:** Balance Sheet of Last Three years with Annexures/ Schedules/ Profit & Loss A/c
- d. The bidder should have
  - Handled similar tests for Govt. / PSU sector on an all India basis for over 75,000 candidates in a single sitting in more than 25 cities, at least two times in last 3 years.
  - Minimum 5 years experience of receipt of applications and conduct of written test for recruitment of Central/State Govt./PSUs/Leading Public Sector Banks.
  - Should have carried out at least 5 such recruitment projects for Govt. / PSU sector in the last 3 years with conduct of written test at multiple locations.
- e. Demand Draft of EMD.(earnest money deposit)

#### 10. Earnest Money Deposit

- a. The Bidder shall furnish, as part of its bid, an Earnest Money Deposit (EMD) in the form of a DD drawn in favour of **The Director, Department of Agriculture, Krishi Bhawan, Kanke Road, Ranchi** Payable at Ranchi for Rs. **250000/-** (Two lakh fifty thousands only)
- b. The EMD shall be in Indian Rupees only.
- c. Unsuccessful Bidder's EMD will be discharged / refunded as promptly as possible, but not later than 30 days after the decision of the financial bid is taken.
- d. The successful Bidder's EMD will be discharged after the successful completion of the project i.e. when result of written test is submitted by the consultant.
- e. The EMD shall be forfeited:
  - 1 If a Bidder withdraws its bid during the period of Bid validity specified by the Bidder on the Bid Form. or

- 2 Fails to perform the work.
- f. No exemption for submitting the EMD will be given to any agency including SSI Units.

#### 11. Period of Validity Of Bids

- a. Bids shall be valid for 180 days from the date of bid opening. A bid valid for a shorter period shall be rejected by the Departmental Tender Committee as non -responsive.
- b. In exceptional circumstances, the Departmental Tender Committee may solicit the Bidders consent to an extension of the period of validity .The request and response thereto shall be made in writing.
- c. Bid evaluation will be passed on the bid prices without taking into consideration the above changes.

#### 12. Contents of envelopes

- a. It will be a two envelope bid comprising of technical bid and Financial bid.
- b. **First envelope** shall be marked as Envelope No. 1 Technical Envelope and shall contain:
  - 1 Demand Draft for Earnest Money Deposit (EMD)
  - 2 Companies Registration certificate in case of companies or Partnership deed in case of partnership firms or self declaration certificate of proprietorship in case of proprietary firm
  - 3 The documents establishing Bidder's eligibility and qualification mentioned in the clause **7 and 8** of section V.
- c. **Second envelope** shall be marked as envelope No.2 "Financial Envelope" which will contain only price schedule in the prescribed Performa in **Annexure 8**
- d. The Bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the Contract. A Written power-of-attorney accompanying the bid should support the latter authorization.

The person or persons signing the bid shall initial all pages of the bid.
- e. Any interlineations, erasures or overwriting shall be valid only if they are signed by the person(s) signing the bid. The bid will be summarily rejected if all the documents mentioned in clause **12.b** are not enclosed in technical bid.

### 13. SUBMISSION OF BIDS

#### a. Sealing and Marking of Bids

- i. The Bidders shall seal the envelope No.1 Technical envelope and envelope No.2 Financial envelope in separate inner envelopes, duly marking the envelopes as envelope No.1, **Technical Envelope”** and **“envelope No.2 Financial Envelope”**.

He shall then place these two envelopes in an outer envelope. Both the inner envelopes and the outer envelope should be addressed to:

**The Director,  
Department of Agriculture, Krishi Bhawan, Kanke  
Road, Ranchi**

- ii. The inner and outer envelopes shall bear the words:

“INVITATION OF PROPOSALS FOR Engagement of Agency for providing Recruitment Services in Department of Agriculture and Sugar Cane Development, Govt. of Jharkhand.”.

- iii. Both the inner envelopes shall indicate the name and address of the Bidder.
- iv. If the outer envelope is not sealed and marked, the tender will be summarily rejected.
- v. Telex, cable or facsimile bids will be rejected.

#### b. Deadline for Submission of Bids

- i. Bids must be received by The Departmental Tender Committee at the address, not later than the time and date specified in the Invitation for Bids (**Section I**). In the event of the specified date for the submission of Bids being declared as a holiday for the Departmental Tender Committee, the bids will be received up to the appointed time on the next working day.
- ii. The Departmental Tender Committee may, at its discretion, extend this deadline for submission of bids by amending the bid documents, in which case all rights and obligations of The Departmental Tender Committee and Bidders subject to the deadline will thereafter be subject to the deadline as extended.

#### c. Late Bids

Any bid received by the Departmental Tender Committee after the deadline for submission of bids prescribed by the Departmental Tender Committee, will be rejected and/or returned unopened to the Bidder.

**d. Withdrawal of Bids**

- i. The Bidder may withdraw its bid after the submission, provided that the Departmental Tender Committee receives written notice of the withdrawal, prior to the deadline prescribed for submission of bids.
- ii. In case the Bidder wants to withdraw, the Bidder's withdrawal notice shall be prepared, sealed, marked and dispatched to the Departmental Tender Committee in original.
- iii. No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of the bid validity specified in the Bid document. Withdrawal of a bid during this interval shall result in the Bidder's forfeiture of its bid security.

**14. BID OPENING AND EVALUATION OF BIDS**

- a. The Departmental Tender Committee will open all bids as per schedule mentioned **Section I**.
- b. The Bidder's representative who is present shall sign an attendance. In the event of the specified date of bid opening being declared holiday for the Departmental Tender Committee, the bid shall be opened at the appointed time and location on the next working day.
- c. The Bidder's name, bid modifications or withdrawals, bid prices and presence or the absence of requisite bid security and such other details as, the Departmental Tender Committee at his discretion, may consider appropriate, will be announced at the time of opening. No bid shall be rejected at the openings except for the late bids, which shall be returned unopened to the Bidders.
- d. Bids that are not opened and read out at bid opening shall not be considered for further evaluation, irrespective of the circumstances. Withdrawn bids will be returned unopened to the Bidders.
- e. Bids will be opened In the presence of Bidders or their representatives who chose to attend on the specified date and time.

**15. Clarification of Bids**

During evaluation of bids, Departmental Tender Committee may at it's discretion, ask the Bidder for clarification of it's bid.

## **16. Contacting the Departmental Tender Committee**

- a. No Bidder shall contact the Departmental Tender Committee on any matter relating to its bid, from time of opening to the time the contract is awarded. If he wishes to bring additional information to the notice of the Departmental Tender Committee, he should do in writing. The Departmental Tender Committee reserves the right as to whether such additional information should be considered or otherwise.
- b. Any effort by a Bidder to influence the Departmental Tender Committee in its decision on bid evaluation, bid comparison or contract award may result in disqualification of the Bidder's bid and also forfeiture of his bid security.

## **17. AWARD OF WORK**

- I. The finalization of the tenders will be done by a committee constituted by the Departmental Tender Committee for this purpose.
- II. The Departmental Tender Committee will award the work to the Successful bidder, whose bid has been determined as the lowest as per the terms and condition of this tender.
- III. If the Departmental Tender Committee feels that a single Bidder cannot accomplish the said work in the scheduled time, the Departmental Tender Committee might consider the proposal of having multiple agencies.

## **18. Departmental Tender Committee's Right to Accept / Reject Any or All Bids**

- 18.1 The Departmental Tender Committee is not bound to accept the lowest or any tender or to assign any reason for non-acceptance. The Department of Agriculture & Sugar Cane Development, Govt. of Jharkhand reserves the right to accept the tender either in full or in part. Conditional tenders will be rejected outright.
- 18.2 The Departmental Tender Committee reserves the right to summarily reject an offer received from any agency on national security considerations, without any intimation to the bidder.
- 18.3 The Departmental Tender Committee reserves the right to place an order for the full or part quotations under any items of work mentioned in the scope of work.

**19. Notification of Awards**

The Departmental Tender Committee will notify the successful Bidder in writing & The Bidder will confirm the same in writing through registered letter.

**22. Corrupt or Fraudulent Practices.**

The Departmental Tender Committee requires that the Bidders under this tender observe the highest standards of ethics during the procurement and execution of such contracts. In pursuance of this policy, the Departmental Tender Committee:

- a. Defines for the purposes of this provision, the terms set forth as follows:
  - i. “Corrupt practice” means the offering, giving, receiving or soliciting of any thing of value to influence the action of the public official in the procurement process or in contract execution; and
  - ii. “Fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or a execution of a contract to the detriment of the Departmental Tender Committee, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial

Non-competitive levels and to deprive the Departmental Tender Committee of the benefits of the free and open competition;

- b. Will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question;
- c. Will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a contract if it at any time determines that the firm has engaged in corrupt and fraudulent practices in competing for, or in executing, a contract.
- d. The past performance of the Bidder will be crosschecked if necessary. If the facts are proven to be dubious the Bidders tender will be ineligible for further processing.

**23. Interpretation of the clauses in the Tender Document / Contract Document**

In case of any ambiguity in the interpretation of any of the clauses in Tender Document or the Contract Document, the Departmental Tender Committee’s interpretation of the clauses shall be final and binding on all parties.

**24. Decision Taken**

The decision taken by the Tender Committee in the process of Tender evaluation will be full and final and binding on all the bidders.

**25. Payment Schedule:**

Payment schedule for the payable amount will be as follows:

SN	Particulars	Payment
1	On dispatch of 1.5 lac application forms to Department / districts	25% of amount equivalent to rate per admit card issued X 150000 candidates
2	On dispatch of admit cards to candidates for appearing in written exam	25% of amount equivalent to rate per admit card issued X actual admit cards issued
3	Reimbursement of expenses incurred for dispatch of admit card by Registered Post (on production of proof) - to be paid along with payment as per point no. 2 above	At actual
4	On submission of result of written exam to the Department	Remaining amount of order value

**26. Delay in the Bidder's performance**

- a. Performance of the Contract shall be made by the Bidder in accordance with the time schedule specified by the Department of Tourism as indicated in tender document.
- b. Any delay of work from the stipulated schedule would invite a penalty of Rs. 1000 per day by the way of deduction from the payable amount for the respective work.
- c. Undue Delay by the Bidder in the performance of its contract obligations shall render the Bidder liable to any or all of the following sanctions:
  - i) Forfeiture of its security deposit.
  - ii) Termination of the Contract for default.
- d. If at any time during performance of the Contract, the Bidder encounters conditions impeding timely completion of the services under the contract and performance of services, the Bidder shall promptly notify the Department of Tourism in writing of the fact of the delay, its likely duration and its causes. As soon as practicable, after receipt of the Bidder's notice, the Department of Tourism shall evaluate the situation and may at its discretion extend the Bidder's time for performance.

## **27. Acceptance**

The Acceptance Tests, which shall involve testing of each module of each Application System with live and test data, shall be conducted by the Bidder in the presence of a core Group of experts nominated by the Department of Tourism. The Acceptance Test of each Application System, as a complete System with all relevant Sub-System, must be completed by the Bidder to the satisfaction of the Core Group within a period of thirty (30) days after Implementation.

## **28. Penalty Clause**

If the Solution Provider is not executing the contract to the satisfaction of the Departmental Tender Committee then the Departmental Tender Committee may invoke any or all of the following clauses.

- i. Forfeit the Security Deposit or/and
- ii. Terminate the contract without giving any notice.

Any delay of work from the stipulated schedule would invite a penalty of Rs. 1000 per day by the way of deduction from the payable amount for respective work.

## **29. Termination for Default**

The Departmental Tender Committee may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the Solution Provider, terminate the Contract in whole or part:

- i. If the Solution Provider fails to deliver any or all of the Software solutions within the period(s) specified in the Contract,
- ii. If the Solution Provider fails to perform as per the performance standards.
- iii. If the Solution Provider, in the judgment of The Departmental Tender Committee has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

## **30. Force Majeure**

- a. For purposes of this clause, “Force Majeure” means an event beyond the control of the Solution Provider and not involving the Solution Provider’s fault or negligence and not foreseeable. Such events may include, but are not limited to, acts of the Purchase either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- b. If a force Majeure situation arises, the Solution Provider shall promptly notify the Departmental Tender Committee in writing of such conditions and the cause thereof. Unless otherwise directed by the Departmental Tender Committee in writing, the Solution Provider shall continue to perform its

obligations under the Contract as far as it reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure.

**31. Termination for Insolvency**

The Departmental Tender Committee may at any time terminate the Contract by giving written notice to the Solution Provider. If the Solution Provider becomes bankrupt or otherwise insolvent, in this event, termination will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to the Departmental Tender Committee.

**32. Resolution of Disputes**

The matter regarding any dispute shall be sorted out at the level of the The Director Agriculture, Krishi Bhawan, Kanke Road, Ranchi-8, Government of Jharkhand. If the dispute persists to remain unresolved then it will be entertained, heard & finalized as per the provisions of the Arbitration and Conciliation Act, 1996. The arbitrator will be the Secretary of the Department of Tourism

**33. Legal Jurisdiction**

All legal disputes are subject to the jurisdiction of Ranchi courts only.

**34. Taxes and Duties**

The rates quoted shall be in Indian Rupees and shall be inclusive of all taxes, duties and levies as applicable up to the completion of job. Any increase in the rates will not be allowed.

**35. Binding Clause**

All decisions taken by The Departmental Tender Committee regarding the processing of this tender and award of contract shall be final and binding on all concerned parties.

**36. The Departmental Tender Committee, reserves the right: -**

To verify, modify, revise, amend or change any of the terms and conditions mentioned above or to reject any or all the tender/s without assigning any reason whatsoever thereof or may terminate the tender process midway without assigning any reason.

**37. The Decision regarding acceptance of Tender by the Departmental Tender Committee will be full and final.**

**ANNEXURE - 1**

**Bid Proposal Sheet**

Tender Reference No. and Date :  
Bidders Name and Address :  
Person to be contacted :  
    Name :  
    Designation :  
    Phone/Mobile No :  
    E-mail :  
Telephone No(s) :  
Telex No. :  
Fax No. :

To

**The Director,  
Department of Agriculture, Krishi Bhawan, Kanke  
Road, Ranchi**

**Subject: Proposal for Engagement of Consultant for providing  
Recruitment Services involving Written Test**

Sir,

1. We, the undersigned Bidders, having read and examined in detail the Specifications and all the bidding documents in respect of Consultancy Services for the above mentioned subject do hereby propose to provide Consultancy Services as specified in the Bidding documents.

**2. PRICE AND VALIDITY**

All the prices mentioned in our proposal are in accordance with the terms as specified in bidding documents. All the prices and other terms and conditions of this proposal are valid for a period of 180 calendar days from the date of opening of the Bids.

We are an Indian firm and do hereby confirm that our Bid prices include all taxes, duties and levies.

We hereby declare that all taxes which are leviable under law prevailing at that time will be paid by us.

**3. EMD**

We have enclosed a Demand draft (dd no. -----, Bank ----  
-----, Dated-----) in favour of The Director,  
Department of Agriculture, Krishi Bhawan, Kanke Road, Ranchi  
payable at Ranchi for the sum of Rs. **20000/-**(Rs **Twenty  
Thousand**)only. This EMD is liable to be forfeited in accordance  
with the provisions of Bid documents.

We declare that all the Services/Works shall be performed strictly  
in accordance with the Scope of Work.

**4. Bid Pricing**

We further declare that the prices stated in our proposal are in  
accordance with your Instructions to Bidders as stated in Bidding  
document.

**5. Bid Price**

We declare that our bid prices are for the entire scope of the work  
as specified in the technical specification and bid documents.  
These prices are indicated in **Annexure 8** attached with our  
proposal as part of the Financial Bid.

We hereby declare that our proposal is made in good faith,  
without collusion or fraud and the information contained in the  
proposal is true and correct to the best of our knowledge and  
belief.

Thanking you,

Yours faithfully,

(Signature)

Printed Name and Designation

Seal

Date :

Place :

Business Address :

**ANNEXURE- 2**

**CAPABILITY STATEMENT**

**Name & Address of the Bidder :**

1. Location	2. Nearest Solution Station with Address and Phone No.	3. Year of esta bish men t	4. Details of Project Manage ment team (Attach CV)	5. No. of Administ rative Employee s (Attach CV)	6. Sectors / clients for which firm has handled similar work (Details on scope of work, volume handled, date of order etc. to be given separately	7. Annual turnover of company in last 3 years (Enclose supporting documents)
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**Signature of the Bidder**

ANNEXURE -3

BIDDER'S AUTHORISATION CERTIFICATE

To,

The Director,  
Department of Agriculture, Krishi Bhawan, Kanke  
Road, Ranchi

<Bidder's Name> \_\_\_\_\_, <Designation>  
\_\_\_\_\_ is hereby authorised to sign relevant documents on  
behalf of the company in dealing with Tender of reference <Tender No. &  
Date> \_\_\_\_\_. He is also authorised to attend meetings &  
submit Technical & Financial information as may be required by you in the  
course of processing above said tender.

Thanking you,

Authorised Signatory.

---

<Company Name>

Seal

**ANNEXURE - 4**

**WORK EXPERIENCE CERTIFICATE FOR PROVIDING RECRUITMENT SERVICES INVOLVING WRITTEN TEST**

**Name of the firm**

---

**Period from \_\_\_\_\_ to \_\_\_\_\_.**

1. Order no and date
2. Order placed by(full contact address of such agencies)
3. Solutions Provided
4. Value of order in Rupees
5. Date of Completion
  - a. As per contract
  - b. Actual
6. Remarks indicating reasons for the delay, if any

**Date:** \_\_\_\_\_

**Place:** \_\_\_\_\_

**Signature of the authorized person of the concerned department/organization**

**Annexure- 5**  
**AFFIDAVIT**

I, ----- S/o ----- Director/  
Proprietor of M/s..... having its Registered  
Office at ..... do hereby solemnly affirm and declare as  
follows:

1. That I have been authorised to execute this affidavit on behalf of this Company/Firm by the Board of Directors vide its Resolution passed on .....
2. That the Director, Agriculture, Jharkhand vide Advertisement published in ..... had **INVITATION OF PROPOSALS FOR “Engagement of Agencies for providing Recruitment Services” in Department of Agriculture & Sugar Cane Development, Govt. of Jharkhand.**
3. That in response to the said Advertisement as stated in paragraph (2) above, our firm has submitted its Technical & Financial proposals to the, Director, Agriculture, Jharkhand on .....
4. It is here that declare that ..... (agency) or in its office bearer has never been black listed by Govt./Semi Govt. Agency and there is no legal action pending against the agency or any punishment order issued in any criminal proceeding against the same.
5. That Technical proposal of our firm M/s..... containing necessary information and particulars furnished as per given proforma.
6. That the statements made in paragraphs 1 to 4 of the foregoing Affidavit as above are true to my knowledge and belief and if anything is found contrary, I stand liable to be prosecuted under appropriate Act/Laws in force. Solemnly affirmed by the said ..... at .....on this the .....day of .....2011.

Deponent:

Identified by me:

**ANNEXURE-6  
Self-Declaration**

Ref: \_\_\_\_\_

Date: \_\_\_\_\_

To,

**The Director,  
Department of Agriculture, Krishi Bhawan, Kanke  
Road, Ranchi**

In response to the tender No. \_\_\_\_\_  
dt. \_\_\_\_\_ Of Ref. \_\_\_\_\_ as a  
owner/partner/Director of \_\_\_\_\_ I  
/ We hereby declare that our Agency \_\_\_\_\_ is having  
unblemished past record and has not been declared ineligible for corrupt &  
fraudulent practices either indefinitely or for a particular period of time.

**Name of the Bidder: -**

**Signature: -**

**Seal of the Company/proprietor: -**

**ANNEXURE - 7**

**Certificate of Conformity**

Date:

To,

**The Director,  
Department of Agriculture, Krishi Bhawan, Kanke  
Road, Ranchi**

**C E R T I F I C A T E**

This is to certify that, the service for providing Recruitment Services involving Written Test which we shall provide, if we are awarded with the work, shall be in conformity with the Scope of Work in the Bid document.

We also certify that the price we have quoted is inclusive of all the cost factors (inclusive of all taxes, duties and levies) involved in the execution of the project, to meet the desired standards set out in the Conditions of the contract.

Name :

Designation :

Seal :

**Annexure - 8**  
**Bid Price Form**

Prices for providing Recruitment Services involving Written Test, in manner  
as specified in specifications and bidding document.

Bidder's Name & Address

To

**The Director,  
Department of Agriculture, Krishi Bhawan, Kanke  
Road, Ranchi**

**Charges for providing Recruitment Services involving Written Test**

(i) Charges for implementation the above mentioned services (including printing and supply of 1,50,000 OMR Application forms - Rate per admit card issued (inclusive of all taxes, as per scope of work)

Amount in Rupees (In figures)\_\_\_\_\_

(In Words)\_\_\_\_\_

(ii) Charges for printing every additional 10000 OMR application forms (over and above 1.5 Lac)

Amount in Rupees (In figures)\_\_\_\_\_

(In Words)\_\_\_\_\_

We agree that for working out financial score of each bidder, only rates per admit card issued will be considered.  
Charges of additional OMR application forms will not be taken in to account

Date\_\_\_\_\_

Signature of Bidder