

2020

RFP

*for*

Appointment of HR Agency for recruitment of  
various post through online recruitment in  
BUIDCo.

Bihar Urban Infrastructure Development Corporation Limited,  
Govt. of Bihar

#Near Rajapur Pul, West Boring Canal Road, Patna-800001

Phone No.-612-2558412 | e-mail-mdbuidco@gmail.com

Website:<http://www.buidcoin/>





# Bihar Urban Infrastructure Development Corporation Ltd.

(A Govt. of Bihar Undertaking)

## REQUEST FOR PROPOSAL

For

APPOINTMENT OF HR AGENCY FOR RECRUITMENT OF VARIOUS POST THROUGH ONLINE RECRUITMENT IN BUIDCO

**Through e-procurement mode only – [www.eproc.bihar.gov.in](http://www.eproc.bihar.gov.in)**

No. BUIDCO/VI-319/18 (Part-II)-170

Date : 24.08.2020

Bihar Urban Infrastructure Development Corporation Ltd. (BUIDCO), a Government of Bihar Undertaking, invites Request for Proposals through online e-Tender for appointment of HR agency to facilitate and support the recruitment and selection process of various posts through online recruitment for BUIDCO for a period of three years in two-tier (Technical and Financial) online bid from eligible and experienced Agencies/Firms/Companies/State or Central Govt. undertaking who have necessary experience.

S.No	Particulars	Bid Processing fees (Beltron) (In Rs.)	Bid Document Cost (In Rs.)	Bid Security (EMD) (In Rs.)
1.	RFP for appointment of HR Agency for recruitment of various post through online recruitment in BUIDCO.	1,180/-	10,000/-	1,00,000/-

- Date of downloading of bid document : From **02.09.2020 to 21.09.2020** up to **03:00 PM** Through website [www.eproc.bihar.gov.in](http://www.eproc.bihar.gov.in)
- Place & Date of Pre-bid meeting : Date **07.09.2020** Time **03:00 PM**.  
Near Rajapur Pul, West Boring Canal Road, Patna-800001
- Date and time for submission of queries through e-mail : On **08.09.2020 up to 05:00 PM**.  
Query may be send on e-mail id [cebuidco@gmail.com](mailto:cebuidco@gmail.com).  
No  
Query will be entertained after the last date of submission of queries & other than the given e-mail.
- Last date and time for receipt (upload) of bids : Date **22.09.2020** up to **03:00 PM**  
Through website [www.eproc.bihar.gov.in](http://www.eproc.bihar.gov.in)
- Last Date and time for Submission of hard copy of bid : Date **23.09.2020** up to **03:30 PM**
- Time and date of opening technical bids : Date **23.09.2020** up to **04:00 PM**
- Time and date of opening of financial bids : To be communicated later on.
- Place of opening of bid : Through website [www.eproc.bihar.gov.in](http://www.eproc.bihar.gov.in)
- Period of bids validity : 120 days
- Officer inviting bids : Chief Engineer, BUIDCO
- For participating in E – tendering process, the contractor shall have to get themselves registered to get user ID, Password and Digital signature. This will enable them to access the website [www.eproc.bihar.gov.in](http://www.eproc.bihar.gov.in) and download/participate in E – tender. All tender queries related to this tender shall be communicated at [cebuidco@gmail.com](mailto:cebuidco@gmail.com)
- (i) Bid processing fees to be paid through online mode i.e. Internet payment getaway (Credit/Debit Card), Net Banking, NEFT/RTGS.  
(ii) Bids along with necessary online payments must be submitted through e-procurement portal [www.eproc.bihar.gov.in](http://www.eproc.bihar.gov.in) before the date & time specified in the NIT. The department does not take any responsibility for the delay/Non availability of internet connection, Network Traffic/Holidays or any other reasons".
- The tender documents can be obtained through website [www.eproc.bihar.gov.in](http://www.eproc.bihar.gov.in)
- Bid document cost should be paid by draft of any scheduled banks payable in favour of Managing Director, Bihar Urban Infrastructure Development Corporation Ltd, Original Bank Draft will have to be submitted in the office of Managing Director, Bihar Urban Infrastructure Development Corporation Ltd, Near Rajapur Pul, West Boring Canal Road, Patna-800001 on or before **03:30 PM on 23.09.2020** failing which the tender will be rejected.
- Earnest Money should be in the form of Bank Guarantee of any scheduled banks payable in favour of Managing Director, Bihar Urban Infrastructure Development Corporation Ltd, on or before **03:30 PM on 23.09.2020** failing which the tender will be rejected.
- All the information/corrigendum/addendum related to the project shall be published on the website [www.eproc.bihar.gov.in](http://www.eproc.bihar.gov.in) and [www.buidco.in](http://www.buidco.in) . The authority shall have the right to reject the bid partially or fully without assigning any reason what so ever.
- For any information department help line No. 18003456109 may be used
- Estimate amount may vary. So EMD will be deposited as per Technical Sheet uploaded on the website [www.eproc.bihar.gov.in](http://www.eproc.bihar.gov.in)

Sd/-  
Chief Engineer,  
Planning, Design & Monitoring,  
BUIDCO, Patna

Bihar Urban Infrastructure Development Corporation, Near Rajapur Pul, West Boring Canal Road, Patna-800001  
(Tel: 0612-2506109, Email: [mdbuidco@gmail.com](mailto:mdbuidco@gmail.com))



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(A Govt. of Bihar Undertaking)

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For

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  9. Place of opening of bid : Through website [www.eproc.bihar.gov.in](http://www.eproc.bihar.gov.in)
  10. Period of bids validity : 120 days
  11. Officer inviting bids : Chief Engineer, BUIDCO
- The detailed NIT can be obtained through website [www.eproc.bihar.gov.in](http://www.eproc.bihar.gov.in) and [www.buidco.in](http://www.buidco.in)

**Sd/-**  
**Chief Engineer,**  
Planning, Design & Monitoring,  
BUIDCO, Patna

Bihar Urban Infrastructure Development Corporation, Near Rajapur Pul, West Boring Canal Road, Patna-800001  
(Tel: 0612-2506109, Email: [mdbuidco@gmail.com](mailto:mdbuidco@gmail.com))

## **DISCLAIMER**

The information contained in this Request for Proposal document (hereafter referred to as “RFP”) or subsequently provided to Applicant(s), whether verbally or in documentary or any other form, by or on behalf of the Company or any of its employees or advisors, is provided to Applicant(s) on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement and is neither an offer nor invitation by the Company to the prospective Applicants or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their application for qualification and thus selection pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by the Company in relation to the Project/s. Such assumptions, assessments and statements do not purport to contain all the information that each applicant may require. This RFP may not be appropriate for all persons, and it is not possible for the Company, its employees or advisors to consider the objectives, financial situation and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP may not be complete, accurate, adequate or correct. Each Applicant should therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this RFP and obtain independent advice from appropriate sources.

Information provided in this RFP to the Applicant(s) is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Company accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

BUIDCO, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Applicant or Bidder, under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way with selection of Applicants for participation in the Bidding Process.

The Company also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any applicant upon the statements contained in this RFP.

The Company may, in its absolute discretion but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this RFP. The issue of this RFP does not imply that the Company is bound to select and shortlist Applications and the Company reserves the right to reject all or any of the Applications or Bids without assigning any reasons whatsoever.

The applicant shall bear all its costs associated with or relating to the preparation and submission of its application including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Company or any other costs incurred in connection with or relating to its application. All such costs and expenses will remain with the applicant and the Company shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Applicant in preparation or submission of the Application, regardless of the conduct or outcome of the Bidding Process.

## **1. Introduction**

Bihar Urban Infrastructure Development Corporation Ltd. (BUIDCO) represents a Government company constituted by the Government of Bihar under the Companies Act, 1956 on 16<sup>th</sup> June 2009 and is mandated with the development of various urban infrastructure development schemes in the state. The objective of the company is to provide efficient infrastructure system in the state. It is headquartered at Patna and has project offices at different locations.

- 2.2.1 BUIDCO is mandated to work on assignments pertaining to all departments of Government of Bihar or any other department, agency, organization or body through Urban Development Department or directly. These activities include but not limited to:  
All types of buildings, Roads, Parks, Water supply project, Sewerage project, Infrastructure for transport and other infrastructure.

## **2. Objective**

Bihar Urban Infrastructure Development Corporation Limited, a Government of Bihar undertaking is now planning to recruit staff for filling up the necessary positions in the company and seeks to recruit an agency to facilitate and support the recruitment and selection process for the various positions.

## **3. Qualifying Requirements for Bidders**

The Bidder must possess the requisite experience, strength and capabilities in providing the services necessary to meet the requirements as described in the RFP document. Keeping in view the complexity & volume of the work involved, the Bidder must also possess the Technical know-how and the Financial wherewithal that would be required to successfully provide the required support services sought by BUIDCo. The bid must be complete in all respect and shall cover the entire scope of work as stipulated in the tender document. The invitation to Bid is open to all Bidders who qualify the eligibility criteria as given below:

- a) The bidder should be a firm/agency/company registered under the Companies Act, 1956 and its subsequent amendments and should have experience in fields of recruitment and organizing tests and exams. The bidder should have a registered office with legal presence in India. The relevant Registration certificate of the bidder like Self attested copy of Memorandum & Articles of Association of a Company/ shall be attached.
- b) Consortium or JV of legally separate entities is not allowed. Further there should be no sub-contracting of any portion of scope of work except for hiring of Examination Centres and invigilators for the tests. Contract for these tasks (Venue and invigilators) should be executed directly between the successful bidder and owner of the venue/invigilators) and no third party should be involved
- c) The bidder shall have satisfactorily conducted computer-based examinations for at least three Government Departments/ Central PSUs/ State PSUs/ State Govt./Higher Educational Institutions/Universities etc.
- d) The bidder should have conducted computer based examinations for a minimum of 50,000 candidates for a single client.

- e) The bidder should have completed at least one online recruitment process for a client in state of Bihar.
- f) The bidder should have experience of setting question papers for at least 5 clients out of which the bidder should have set bilingual question papers for 3 nos. of Government Departments / Central PSUs/ State PSUs/ State Govt./ Higher Educational Institutions/Universities clients. The bidder should also have experience of setting at least one question paper for subjects of Diploma/Degree Engineering or Finance or HR.
- g) The bidder should have an average annual turnover of at least Rs. 25 Crore for the last three Financial Years i.e. 2016-17, 2017-18 & 2018-19 from examination and recruitment related works. For the same the bidder should submit audited balance sheets along with separate statement signed by CA/CS specifically mentioning turnover from examination and recruitment related works for each FY.
- h) The bidder should have at least 150 nos. of manpower on its payroll (on permanent basis) as on 01.04.2020. An undertaking is to be submitted in this regard.
- i) The bidder should not have been blacklisted by any Government Departments/ Central PSUs/ State PSUs/ State Govt. /Higher Educational Institutions/Universities as on the date of opening of RFP.
- j) The bidder should have experts with a degree in MBA (HR) or equivalent along with 5 years of experience in recruitment and should have at least five years of relevant experience in online recruitment. Such expert has to be deployed on the project as project manager.
- k) Bidder must provide scanned copy for (i) PAN card (ii) GST registration certificate (iii) IT return for three FY – 2016-17, 2017-18 and 2018-19.
- l) The Bidder should have excellent understanding of the reservation policy of Government of Bihar, as amended from time to time.

## **4. Scope of Work**

### **4.1 Advertisement**

The HR Agency will design the advertisement for recruitment on different positions in consultation with and approval of BUIDCo. BUIDCo will notify the advertisement in leading daily newspapers (in Hindi & English). The Advertisement will further be notified on web-portal/company's website visited by job seekers by HR agency. The cost of notification of advertisement will be borne by BUIDCo.

### **4.2 Web Portal**

Web portal would be created by HR agency to receive online application. The site will only be linked with the company's website i.e. [www.buidco.in](http://www.buidco.in). Web portal should be designed in such a way that all the essential documents will be attached with the online application of the candidate. Maintenance of the website would also be responsibility of the HR agency. The web portal would also have link with payment gateway where candidates can submit their examination fees along-with submission of their application using credit cards/debit cards/ internet banking/ Ru pay etc. The amount of examination fees for various categories would be decided by BUIDCo and the same should be credited to BUIDCo bank account. Report of application received should be submitted to BUIDCo

per day.

#### **4.3 Application screening:**

- a) Screening and sorting the applications received based on pre-defined set criteria.
- b) Verification of the data and documents entered online and the credentials received by post, as required.
- c) Candidates be shortlisted to call for online test after scrutiny of clarifications by applicants on objections.
- d) Norms for short listing will be decided by BUIDCo
- e) Database will be developed of all applications received in response to advertisement released.
- f) Records will be maintained of all the scrutinized applications against the eligibility criteria and the list of shortlisted candidates qualified to be considered for selection process. The same will also be uploaded on website of BUIDCo ([www.buidco.in](http://www.buidco.in)).
- g) Post wise database will be created and maintained of all applications not shortlisted along with reasons for denying short-listing.
- h) Generation of various reports as per BUIDCo requirement on the details of candidates.

#### **4.4 Process For Computer Proficiency Test (if applicable)**

- a) Prepare the call letters for practical Computer Proficiency Test (CPT) of the shortlisted candidates on the company website for downloading by the candidates detailing a unique roll no, venue of the Examination Centre and timing of the test. The call letter will be sent to the shortlisted candidates through e-mail. The candidates will also be informed regarding online test through SMS.
- b) Selection and hiring of competent staff for conducting the test.
- c) Selecting and hiring the venue for the test. The venue will be at Patna only and selected in consultation with the concerned authority of BUIDCo.
- d) The test centres should be equipped with computers, broadband internet facilities, proper security for conducting examinations, power backup facilities. Rooms equipped with CCTV cameras and complete examination process should be recorded for review. Submit the CCTV recordings to BUIDCo.
- e) Typing and shorthand proficiency test for stenographers using computers.
- f) Preservation and custody of evaluation, electronic responses and other particulars will be the responsibility of the agency.

#### **4.5 Preparation of Question paper and model answer (If applicable)**

- a) Question Papers must be prepared from highly educated and skilled experts.
- b) Questions must be as per the syllabus prescribed.
- c) Questions must be from authentic books
- d) There must not be any error in model answer in terms of their authenticity.
- e) The successful bidder shall be completely responsible for standardization of questions and model answer.
- f) Question papers must be approved by BUIDCo.
- g) Complete accuracy and confidentiality to be maintained.



#### **4.6 Inviting Complain**

- a) Upload the Question Paper & Answer key on company website after completion of online test. (if applicable)
- b) Invite online objections from the candidates, if any identified by them and submit the list to the competent authority.
- c) To rectify the errors identified by applicants in consultation with the competent authority of BUIDCo

#### **4.7 Preparation of Merit List :**

- a) Evaluate the candidate's merit list on the basis of set criterias (as will be decided by BUIDCo).
- b) The HR Agency will submit the final merit list of the candidates along with the waiting list (if required,) qualifying the minimum cut off marks in each category and number of positions. In preparing the merit list the provisions of Reservation Policy of the Govt. of Bihar will be followed.
- c) Upload the merit list on the company's website [www.buidco.in](http://www.buidco.in) .

#### **4.8 Candidate Interview**

- a) Share the list of qualified/ shortlisted candidates to BUIDCo alongwith their score sheet and resume.
- b) Verify documents of all shortlisted candidates before the interview.
- c) Dispatch/ upload call letters to shortlisted candidates for interview intimating date, time and venue. Call letters should be approved by BUIDCo.
- d) The call letters should be sent through e-mail too. The agency is also required to inform the candidates via SMS and calls.
- e) Develop interview assessment sheet/ criteria for interviewing the shortlisted candidates.
- f) Schedule and organize interviews in co-ordination with BUIDCo. The Interview panel will be decided by BUIDCo.
- g) In Covid-19 situation, to also make all arrangements for online interview of the candidates, if required.

#### **4.9 Guideline for the assignment**

- a) The successful Bidder shall abide by the time schedule assigned to it by BUIDCo.
- b) Hand over all the applications with testimonials and other documents received during the recruitment process to BUIDCo authourised person. Safety and confidentiality of documents and data to be strictly maintained.
- c) The entire data base will be provided by system support service on CD in MS Excel and preserving rejected applications and applications of un-successful candidates in online test and interview separately.
- d) Ensure compliance of Bihar Reservation Rules, taking into account any amendments approved by the Government of Bihar.
- e) The designated officers of BUIDCo, at all times shall have access to the work being done by the agency in pursuance of the contract.

### **5. Time Frame**

The time limit for the completion of each end to end recruitment transaction shall not be more than 45-60 days from the date of issue of the order for start of the recruitment process, if required the same should be done on urgent basis.

## **6. Proposal Validity**

Proposals shall remain valid for a period of 120 days from the date of opening of Technical Bid opening specified. Proposal shall be rejected as being non-responsive if it is submitted as valid for a shorter period.

## **7. Competent Authority**

Bihar Urban Infrastructure Development Corporation Limited will be the competent authority for this contract. The Competent Authority shall have right to modify scope of work and deliverables at the time of the award of the contract. Such modifications will be discussed and agreed with the preferred Recruitment Agency.

## **8. Cost of Bidding**

The Proposer shall bear all costs and expenses associated with preparation and submission of its bid including post-bid discussions, technical and other presentations if any etc. and BUIDCo will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

## **9. Amendment to Bidding Document**

At any time prior to the deadline for bid submission, BUIDCo may, for any reason, whether on its own or in response to a clarification requested by a prospective Proposer, modify the Bidding Document by issuing amendment (s).

The amendment will be notified on the e-proc website and it will be assumed that the information contained therein will have to be taken into account by the Proposer in its bid. BUIDCo will bear no responsibility or liability arising out of non-receipt of the same in time or otherwise.

In order to afford prospective Proposers reasonable time in which to take the amendment into account in preparing their bids, BUIDCo may, at its discretion, extend the deadline for Bid Submission, in such cases, BUIDCo shall notify on the e-proc of the extended deadline.

All amendments, clarifications, etc. shall be binding on the Proposers and will be given due consideration by the Proposers while they submit their bids and invariably enclose such documents as a part of the bid.

## **10. Bidding Documents**

### **10.1 Technical Part**

- i. Bid Form duly completed and signed by the Proposer should be submitted/ uploaded in soft-copy together with all mentioned attachments.
- ii. Alternative bids shall not be accepted,
- iii. Each Proposer shall submit attachments with its Technical/Financial Proposal:

## **10.2 Bid Prices**

- a) Proposers shall quote for the entire facilities on a “single responsibility” basis such that the total bid price covers all the Contractor’s obligations mentioned in or to be reasonably inferred from the Scope of work as mentioned in Bidding Documents.
- b) Proposers are required to quote the price for the commercial, contractual and technical obligations outlined in the Bidding Documents. No deviations are allowed while quoting the price bid.
  - i. It shall be the responsibility of the Proposers to pay all statutory taxes, duties and levies to the relevant authorities as required during execution of this contract. However BUIDCo shall pay applicable service tax (GST) in extra to the quoted price.
  - ii. Proposer shall include all mandatory Tax and surcharge/cess etc. on it as applicable in their quoted bid price and BUIDCo would not bear any liability whatsoever on this account.

## **10.3 Bid Currency**

Prices shall be quoted in Indian Rupees Only.

## **10.4 Earnest Money Deposit (EMD)**

The Proposer shall furnish, as part of its bid, a sum of Rs. 10,000 only (Rupees Ten Thousand only) as EMD in shape of DD, FDR, Banker’s Cheque and BG in favor of Managing Director, BUIDCo, payable at Patna. The EMD shall be in the form of Demand Draft from:

- i. A Public Sector Bank located in India, or
- ii. A Scheduled Bank

Bid security (EMD) shall remain valid for a period of one year beyond the original bid validity period.

Any bid not accompanied by an acceptable bid security shall be considered non- responsive and shall be summarily rejected.

The bid securities of unsuccessful Proposers will be returned as promptly as possible.

The successful Proposer shall be required to keep its bid security valid for a sufficient period till the performance security(ies) pursuant to this bid are furnished to BUIDCo satisfaction.

## **10.5 The bid Security (EMD) may be forfeited**

- a) If the Proposer withdraws its bid during the period of bid validity specified by the Proposer in the Bid Form; or
- b) In the case of a successful Proposer, if the Proposer fails within the specified time limit

- i. To sign the Contract Agreement, in accordance with GCC
  - ii. To furnish the required performance security(ies),
- No interest shall be payable by BUIDCo on the above bid security.

## **10.6 Bid Opening**

- a. The bid documents received by the time of Bid acceptance shall be opened in the presence of representative of Proposers who choose to be present.
- b. RFPs which have been submitted late or which are not accompanied by requisite cost of RFP document and EMD shall not be opened.

## **11. Contract Price**

- a) The Bidders shall quote in their proposals in terms of rupees in Annexure-7.
- b) The price quoted shall be firm throughout the period of contract and shall not be subject to any price variation.

## **12. Extension of Period of Validity**

In exceptional circumstances, BUIDCo may request the Bidder(s) for an extension of the period of proposal validity. The request and the responses thereto shall be made in writing (or by fax). The validity of EMD shall also be suitably extended.

## **13. Preparation of bid**

1. Request for Proposal document can be downloaded from the website ([www.eproc.bihar.gov.in](http://www.eproc.bihar.gov.in)) and the bids will be submitted electronically on e-tendering mode.
2. Downloaded Tender documents must be accompanied with scanned copy of Demand Draft towards the Cost of Tender and Bank Guarantee towards Bid Security (EMD).
3. Original Demand Draft for Cost of Tender and Bank Guarantee towards Bid Security (EMD) issued from Nationalized / Scheduled Bank of India, must be submitted at the below mentioned address as per date and time:

Managing Director  
Bihar Urban Infrastructure Development Corp. Ltd.  
West Boring Canal Road  
Rajapul, Patna 800 001

4. All kinds of affidavits, Power of attorney and others must be submitted in a separate sealed envelope on above mentioned address.
5. BUIDCo shall examine the Bid to determine whether the bids are responsive to the requirements of the bid document. Bids shall be considered non responsive and liable for rejection for the following reasons
  - a. Bid is not received by the due date and time.
  - b. Bid is not accompanied with Bid Earnest Money Deposit.

- c. Bid is not accompanied with RFP Fee.
  - d. Bid is not accompanied with the required documents.
  - e. Bid is not valid for the prescribed minimum period.
6. BUIDCo shall take up evaluation of responsive bids only.
  7. BUIDCo reserves the right to reject any bid, if at any point of time, it becomes known or is discovered that a material misrepresentation has been made by a bidder in the bid. In the event of any bidder not responding to further clarifications as required for the finalization of the bid, the Client reserves the right to forfeit the bid earnest money furnished by such bidder and reject the bid.
  8. BUIDCo is not bound to accept any of the bids received by it and reserves the right to annul the selection process at any time prior to contract award, without thereby incurring any liability to the bidders.
  9. BUIDCo is neither under any obligation to select any bidder, nor to give any reason for selecting or not selecting any bidder; the Client is also under no obligation to proceed with the work or part thereof.
  10. BUIDCo shall not be responsible for any delay in receipt of the Bid.
  11. Technical Bid and Financial Bid must be submitted through e-procurement mode only. ([www.eproc.bihar.gov.in](http://www.eproc.bihar.gov.in)). In the event, any of the instructions mentioned herein have not been adhered to, BUIDCo may reject the Bid.
  12. The bid proposal must be submitted (technical bid and Price bid in excel sheet as per formats mentioned in RFP). The technical bid and price bid must be submitted through e-procurement mode ([www.eproc.bihar.gov.in](http://www.eproc.bihar.gov.in) )

#### **14. Preliminary Examination of Bids**

BUIDCo will examine bids received to determine whether they are complete, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.

Prior to the detailed evaluation, BUIDCo will determine whether each bid is complete and is responsive to RFP conditions. No deviation, conditionality or reservation is permitted and in case the same is there the bid shall be considered non-responsive. A responsive bid is one that conforms to all the terms, conditions and specifications of the Bidding Documents without deviations, objections, conditionality or reservations. A deviation, objection, conditionality or reservation is one (i) that affects in any substantial way the scope, quality or performance of the contract; (ii) that limits in any substantial way, inconsistent with the Bidding Documents, BUIDCo's rights or the successful Proposer's obligations under the contract; or (iii) whose rectification would unfairly affect the competitive position of other Proposers who are presenting substantially responsive bids.

If a bid is found non-responsive during evaluation, it will be rejected by BUIDCo and may not subsequently be made responsive by the Proposer by correction of the non- conformity. BUIDCo determination of a bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence. BUIDCo determination of non- responsiveness of the Bid shall be final and the Proposer hereby repudiates all his claims what so ever in this regard.

## 15. Evaluation of Proposals

1. **Evaluation of Technical Bids:** The evaluation committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria, sub criteria, and point system specified in the RFP. A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP, and particularly the Terms of Reference or if it fails to achieve the minimum technical score indicated in the RFP. Each responsive Proposal will be given a technical score (Tn). The technical proposal should score at least 50 marks to be considered responsive.

2. **The Technical bid would be evaluated on basis of methodology as tabulated below:**

S.No	Criteria	Marks	
1	The bidder shall have satisfactorily conducted computer-based examinations for at least three Government Departments/ Central PSUs/ State PSUs/ State Govt./Higher Educational Institutions/Universities etc.	<b>Experience</b>	
		>=3 and <4	7 Marks
		>=4 and <5	10 Marks
		>= 5	15Marks
2	The bidder should have conducted computer based examinations for at least 50,000 candidates for a single client.	<b>Maximum Number of Computer based Examination for single client</b>	
		> = 50,000 and < 70,000	7 Marks
		> = 70,000 and < 90,000	10 Marks
		> = 90,000	15 Marks
3	The bidder should have an average annual turnover of at least Rs. 25 Crores for the last three Financial Years i.e. 2016-17, 2017-18 & 2018-19 from examination and recruitment related works. For the same the bidder should submit audited balance sheets along with separate statement signed by its CA/CS specifically mentioning turnover from examination and recruitment related works for each FY.	<b>Average Annual Turnover from examination and recruitment related works</b>	
		> = 25 Crore and < 35 Crore	7 Marks
		> =35 Crore and < 50 Crore	10 Marks
		> = 50 Crore	15 Marks
		<b>Average Revenue from examination and recruitment related works as %age of Average Revenue</b>	
		< 25%	7 Marks
		>=25% and <50%	10 Marks
>= 50% and <75%	15 Marks		
4	The bidder should have experience of setting question papers for at least 5 clients.	<b>Number of Clients for which question Paper Setting done</b>	
		> = 5 and <8	7 Marks
		>= 8 and <10	10 Marks
		>= 10	15Marks
5	The bidder should have completed atleast one off-line recruitment	<b>Number of recruitment</b>	
		<b>Marks</b>	

S.No	Criteria	Marks	
	process for a client in the state of Bihar.	<b>process completed</b>	
		> = 1 and <2	5 Marks
		>= 2 and <3	7 Marks
		>= 3	10Marks
6	The bidder should have experts with a degree in MBA (HR) or equivalent along with 5 years of experience in recruitment and should have at least five years of relevant experience in online recruitment/examination. Such expert has to be deployed on the project as project manager.	<b>Number of experts</b>	<b>Marks</b>
		> = 1 and <2	5 Marks
		>= 2 and <3	10 Marks
		>= 3	15Marks
		<b>Number of years of experience</b>	<b>Marks</b>
		> = 5 and <6	5 Marks
		> = 6 and <7	10 Marks
		>= 7	15Marks

- Presentation Before Evaluation Committee:** After the technical evaluation is completed and the eligible firms are shortlisted (having more than 50 marks in Technical criteria), BUIDCo shall notify those bidders who have scored less than 50 marks, indicating that their Financial Proposals will be not be opened. BUIDCo shall simultaneously notify the shortlisted firms regarding date and time set for opening of Financial bids.
- Evaluation of Financial Bids:** BUIDCo shall also notify the shortlisted firms (having more than 50 marks in Technical criteria) regarding date and time set for opening of Financial Bid. The Financial Proposals shall be opened online in the presence of the Bidders" representatives who choose to attend.
- Following completion of evaluation of Technical and Financial Proposals, final ranking of the Proposals will be determined on basis of Least.

The bidder with lowest rate shall be judged as L1 bidder and so on. The L1 bidder will be called for rate Negotiation. During the negotiations a revised Commercial Bid will be taken from the representative of the Bidder by way of sealed bids. This revised offer will replace/supersede the earlier Commercial Bids, provided that the original offer (i.e. Commercial) will not be allowed to be changed to the detriment of the Client, as far as rates of every individual item & terms/ conditions are concerned.

## **16. Contacting BUIDCo**

### **Contact by Writing**

No Bidder shall contact BUIDCo on any matter relating to their Bid, from the time of Bid opening to the time the Contract is awarded. If the Bidder wishes to bring additional information to the notice of BUIDCo, it shall be done in writing.

### **Rejection of Bid**

Any effort by a Bidder to influence BUIDCo in their decisions on Bid evaluation, Bid comparison or contract award may result in rejection of the Bidder's Bid.

## **17. Clarification during bid evaluations**

During bid evaluation process, BUIDCo may, at its discretion, ask the Proposer(s) for any clarification on the bids submitted. In case of erroneous/non submission of documents, BUIDCo may give Proposers not more than 3 working days written notice to rectify mistakes/furnish more documents as required. If the Proposers fail to comply with the above the bid shall be liable for rejection. As part of clarification no change in the price or substance of the bid shall be sought, offered or permitted.

## **18. Contract Agreement**

The agency will have to submit an (i) Affidavit from notary of not having been convicted in criminal case (ii) Affidavit of not having been blacklisted by the Central/ State Govt. or any entity controlled by it.

Thereafter, the work order shall be issued to the selected bidder within 15 days of the completion of tender process.

The bidder shall have to sign the contract agreement within 7 days with BUIDCo. The format of agreement will be provided to the bidder at the time of issuance of work order.

## **19. Contract Period**

The Bidder shall be appointed in BUIDCo for a period of 3 years from the date of signing of the agreement and may be extended by mutual consent. Their services will be availed as and when required by BUIDCo.

## **20. Retention Money**

An amount equivalent to 10% of the total recruitment made against each advertisement shall be retained at the end of the recruitment process in the form of Performance Bank Gurantee (in the form of Bank Draft or Bank Guarantee from Nationalized / Scheduled Bank in favour of Managing Director, BUIDCo payable at Patna.) and the same will be released after one year.

The Bidder shall submit Bank Draft within 7 days of the signature of contract agreement.

No interest shall be payable by BUIDCo on the above PG. EMD of selected Bidder shall be adjusted against PG.

## **21. Payment Schedule**

Payment Schedule for the project is tabulated below:

<b>S.No</b>	<b>Milestone/Completion of Task</b>	<b>Percentage of Payment to be released</b>
1	Notification of Advertisement of posts in newspaper regarding filling vacancies through on-line test	10%
2	After Short-listing and Verification of Application and issuing of Admit Card	20%
3	After providing merit list on basis of the test	50%



S.No	Milestone/Completion of Task	Percentage of Payment to be released
4	After the whole process of recruitment is over, i.e. after interview and issuance of joining letter to the candidates	20%

## **22. Corrupt or Fraudulent Practices**

Bihar Urban Infrastructure Development Corporation Limited requires that the Tenderers under this tender to observe the highest standards of ethics during the procurement and execution of such contracts. In pursuance of this policy, BUIDCo defines the terms set forth as follows:-

- a) “Corrupt Practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of the public official in the procurement process or in contract execution; and
- b) “Fraudulent Practice” means a misrepresentation of facts, in order to influence a procurement process or execution of a contract to the detriment of BUIDCo, 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 BUIDCo of the benefits of the free and open competition;
- c) BUIDCo may reject the proposal for award if it determines at any stage that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.
- d) BUIDCo may declare a bidder ineligible, either indefinitely or for a stated period of time, for award of a contract if at any time it is determined that the Bidder has engaged in corrupt and fraudulent practices in competing for or in execution of the contract.

## **23. Penalty :**

If the agency will not execute the work within the time frame or indulge in corrupt or fraudulent practices, the agency will be debarred from the job within the State and the agency will be blacklisted at National level and its CPG will be forfeited. The Financial penalty may also be imposed.

## **24. Termination for default**

BUIDCo may without prejudice to any other remedy for breach of terms and conditions, terminate the contract in whole or in part, after sending a notice to the agency in this regard.)

- a) If the Agency fails to deliver or complete the job assigned in the terms and conditions within the time period (s) specified in the Tender Document.
- b) If the agency fails to perform any other obligations under the terms and conditions of the contract.

## **25. Pre-Bid Meeting**

- a) Pre-bid meeting will be held in the chamber of CE (PDM), BUIDCo, West Boring canal Road, Rajapul, Patna on 07.09.2020 at 03.00 PM regarding clarification and doubt.
- b) Any clarifications related to tender documents pertaining to the work may be obtained from CE (PDM), BUIDCo, (E-Mail – [cebuidco@gmail.com](mailto:cebuidco@gmail.com)) up to 05.00 PM at 08.09.2020

## **26. General Terms & Conditions**

- a) Please read the terms & conditions carefully before filling up the document. Incomplete tender documents will be rejected.
- b) The tenderer must write the name & complete postal address of the bidding firm on the reverse side of the demand draft/s.
- c) All pages of the tender document must be signed by the authorized signatory and sealed with the stamp of the bidding firm as token of having accepted all the terms & conditions of this tender.
- d) Tenders received without prescribed Earnest Money Deposit [EMD] of Rs. 1,00,000/- only (Rupees One Lakh only) shall be rejected.
- e) The services to be rendered by the contractor must not be altered by the bidder.
- f) The name and address of the bidder shall be clearly written in the space provided for the purpose and no over-writing, correction; insertion shall be permitted in any part of the tender unless duly countersigned by the bidder. The tender should be filled in and submitted strictly in accordance with the instructions contained herein, otherwise the tender is liable to be rejected.
- g) The financial bids submitted by all bidders should be valid at least for a minimum period of six months from the date of opening of technical bids.
- h) Person signing the bid or other documents connected with tender must clearly write his/her name and specify the capacity in which signing.
- i) BUIDCo reserves the right to accept or reject any or all the tender without assigning any reason. The tenderer shall not have any right to communicate in this regard.
- j) BUIDCo reserves the right to drop/modify change any condition of the tender before opening of the technical bids in the presence of tenderers.
- k) The selected bidder will have to enter into an agreement with BUIDCo.
- l) Canvassing in any form will make the tender liable to rejection.
- m) The rates quoted for above items shall remain firm during the entire period of contract.
- n) The Bihar Public Works Contract Dispute Arbitration Tribunal, Patna alone shall have an exclusive jurisdiction to decide any differences/dispute/claim for and against BUIDCo/Proposers arising out of or in respect of this RFP/contract agreement/work of award.
- o) The RFP which is not submitted in the enclosed Company's prescribed Performa shall be rejected.
- p) The Company reserves the right to change any condition or to cancel the RFP in whole or part of the awarded contract without assigning any reason.
- q) Firms will have to accept all the terms & condition of the tender failing which the offer of the firm will be rejected.

**27. The Rate will be quoted as follows:**

S.N	Description of work	Rate per Admit Card issued to the candidate
A	For Online recruitment + Interview	
	Total	

Note:

The Online recruitment includes online Advertisement, Shortlisting, Screening and evaluation of applications

The L1 bidder will be determined on the basis of rate quoted for A.

Rate will be quoted on the excel sheet only as Financial Bid.

**SELF DECLARATION**

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

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

To,

**CE (PDM)**  
**BUIDCO,**  
Patna.

In response to the invitation No. \_\_\_\_\_, Dt: \_\_\_\_\_. Of Ref. Ms. /Mr.

\_\_\_\_\_, as a \_\_\_\_\_, I / We hereby declare that our Agency

\_\_\_\_\_ is having unblemished past record and was not declared

ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time

by any Govt./Pvt.. agency. I/We also declare that there has not been any cancellation of any

examination/test which was attributable to fault/laxity on our part by any court of law and/or

enquiry commission/report.

Signature of witness

Signature of the Tenderer

Date:

Date:

Place:

Place:

Company Seal:-

**REPRESENTATIVE AUTHORIZATION LETTER**

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

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

To,

**CE (PDM)**  
**BUIDCO,**  
Patna.

Ms. /Mr. \_\_\_\_\_ is hereby authorized to sign relevant documents on behalf of the Agency in dealing with invitation reference No. \_\_\_\_\_, Dt: \_\_\_\_\_. S/He is also authorized to attend meetings & submit general & commercial information as may be required by you in the course of processing above said application.

Thanking you,

Authorized Signatory

\_\_\_\_\_  
Representative Signature

\_\_\_\_\_  
Signature attested

Company Seal

**ACCEPTANCE OF TERMS & CONDITIONS CONTAINED IN THE RFP**

To,

**CE (PDM)**  
**BUIDCO,**  
Patna.

Sir,

I have carefully gone through the Terms & Conditions contained in the RFP Document No. \_\_\_\_\_ dated \_\_\_\_\_ regarding support in Selection Process of staff for BUIDCo.

I declare that all the provisions of this RFP/Tender Document are acceptable to my Agency. I further certify that I am an authorized signatory of my Agency, therefore, competent to make this declaration.

Signature of witness

Date:

Place:

Signature of the Tenderer

Date:

Place:

Company Seal

**BRIEF VENDOR PROFILE**

01	Name of the Firm/Agency	
02	Year Established	
03	Address of Office	
04	Telephone No.	
05	Fax No.	
06	E-mail Address	
07	Website	
08	No. of Years of Experience in Organizing Examinations. and Tests	
09	No. of Government Departments/ Central PSUs/ State PSUs/ State Govt./ Higher Educational Institutions/Universities etc for which the bidder has conducted online computer based test since April 2015	
10	Minimum no. of candidate for which online tests conducted for a single test	
11	Whether the bidder has conducted recruitment in Bihar (y/N)	
12	No. of Clients for which bidder has set question paper	
13	No. of Government Departments/ Central PSUs/ State PSUs/ State Govt./ Higher Educational Institutions/Universities for which bidder has set question paper	
14	No. of question paper set for Engineering/IT/Diploma	
15	Average Annual Turnover in last 3 FY (2016-17, 2017-18 and 2018-19)	
16	Revenue from Conducting Examinations and Recruitment Process in last 3 FY (2016-17, 2017-18 and 2018-19)	

Signature of witness

Signature of the Tenderer

Date:

Date:

Place:

Place:

Company Seal

**BID LETTER (COMMERCIAL/ PRICE BID)**

To

**CE (PDM)**  
**BUIDCO,**  
Patna.

Ref: Letter No/ \_\_\_\_\_ Dated:  
\_\_\_\_\_

Sir,

We declare:

i) that we have knowledge of recruitment and selection process in Government, PSU, under name and style of

\_\_\_\_\_

ii) that we/ our principals are equipped with adequate manpower/machinery/technology for providing the services as per the parameters laid down in the Tender Document and we are prepared for live demonstration of our capability and preparedness before the representatives of BUIDCO, Government of Bihar.

2. We hereby offer to provide the Services at the prices and rates mentioned in the Commercial Bid at Annexure 07.

3. Schedule for providing Services

We do hereby undertake, that, in the event of acceptance of our bid, Services shall be provided as stipulated in the schedule to the Bid document and that we shall perform all the incidental services.

4. We enclose herewith the complete Commercial Bid as required by you. This includes:

i) Price Schedule (Annexure-07)

We have carefully read and understood terms and conditions of the tender and the conditions of the contract applicable to the tender and we do hereby undertake to provide services as per these terms and conditions.

Certified that the tenderer is an Agency and the person signing the tender is the duly constituted attorney. Bid Security (Earnest Money) in shape of Bank Draft for an amount equal to **Rs. ....** only is enclosed in the Cover containing the letter for Pre-qualifying Requirements.



We do hereby undertake, that, until a formal contract is prepared and executed, this bid, together with your written acceptance thereof or placement of letter of intent awarding the contract, shall constitute a binding contract between us.

Signature of Tenderer

Full Address:

Telephone No

Fax No

Company Seal

**PRICE SCHEDULE (FOR ONLINE RECRUITMENT)****Part-A**

S.N	Description of work	Rate per Admit Card issued to the candidate
A	For Online recruitment + Interview	
	Total	

The L1 bidder will be determined on the basis of total rate quoted for A.

**GUARANTEE DECLARATION FORM**

Name of the Proposer:.....

NIT NO:-.....

Annexure-C

I / We, the undersigned do hereby declare & confirm that, the works to be executed by us will be as per the RFP & requirement of BUIDCo. If any deviation regarding quality work or any other work is found, I / We will take full liability & compensate the Company.

Place:

Date:

Yours faithfully,

Signature of the Proposer with Seal