

DIAMOND HARBOUR WOMEN'S UNIVERSITY

Sarisha, Diamond Harbour Road, South 24 Parganas, Pin – 743368.

Phone: 03174-245801/245802 Website: www.dhwu.ac.in

Tender No.: NIT/Group-C/23/DHWU

Date: 17.11.2017

Tender for Selection of Recruitment Agency for Group-C staff in Diamond Harbour Women's University

Tenders are invited from the reliable and nationally renowned Agency / companies for assistance in selection process of Group C staff in the office of Diamond Harbour Women's University . Intending bidder may download the tender documents from the University website www.dhwu.ac.in at free of cost.

Last date of submission of the Tender in the University Office 29.11.2017 up to 11.30 a.m.

Date and time of opening the Tender: 29.11.2017 at 12.00 noon.

Tender will only be accepted in the University Office on all working days from 11 a.m. to 3 p.m. and in holidays you can drop the sealed envelope in the designated tender box.

Registrar

Note: For further inquiry University Office (03174-245801) may be contacted.

DISCLAIMER

This tender is not an offer by the Diamond Harbour Women's University but an invitation to receive Quotation from various Recruitment Agencies operating in the service/employment Sector. No contractual obligation whatsoever shall arise from the process unless and until formal contract is signed and executed by the **Chairman, Recruitment Committee** with the shortlisted appointed Recruitment Agency.

SCOPE OF WORK

The Recruitment Agency selected for assignment would be required to undertake the process of recruitment and selection of Group-C involving written Test followed by Skill/Typing Test and lastly providing list of successful candidates for their interviews under the supervision of the Chairman, Recruitment Committee, Group-C of Diamond Harbour Women's University. The Agency is expected to undertake and perform the following tasks:-

Sl.	Description of the work
i	The Agency should advise Diamond Harbour Women's University regarding methodology of recruitment test etc. and finalize the same in consultation with Diamond Harbour Women's University .
ii	<p>a. Printing of copies of question papers both in English & Bengali. The question paper shall be prepared and approved by the O/o Chairman, Recruitment Committee.</p> <p>b. Prepare the Admit Card for written test, skill/typing test as may be approved by O/o Chairman, Recruitment Committee and also send the SMS/E-mail to such candidates about the date, time and venue etc.</p> <p>c. To conduct Written, Skill Test (for certain categories if required) in Diamond Harbour Women's University without any influence, partiality or favouratism whatsoever.</p> <p>d. To make available all relevant stationary material including OMR Answer Sheets, envelopes, tags etc. as may be required for conducting Written Examination and Computers/desktop for the Skill Test if required .</p> <p>e. Coding & Decoding features shall be involved in the process of the examination.</p>
lii	To evaluate answer papers, to prepare a computerized statement showing marks obtained by them and to make a list with their applications and to send the same to Diamond Harbour Women's University.
iv	<p>a. Prepare interview schedule in consultation with the O/o Chairman, Recruitment Committee</p> <p>b. Preparation of call letters for interview to the short listed candidates as may be approved by O/o Chairman, Recruitment Committee and also send the SMS/E-mail to such candidates about the date, time and venue etc.</p>
v	The entire process should be completed within 60 days from the date of issue of engagement offer and envelopes containing applications.

Data of entire Recruitment Process shall be handed over to the Recruitment Committee as and when require by the authority. Any other criteria or terms of reference or final details regarding the work to be executed can be finalized at the time of signing of contract.

Making co-ordination with Recruitment Committee officials for which one Nodal Officer shall be appointed by the recruitment Agency with complete authority to take on the spot decisions for smooth conducting the entire recruitment process.

TERMS & CONDITIONS

1. **SPACE**: If required, the Agency will be provided a suitable space in University campus, Sarisha, Diamond Harbour Road, 24 Pgs (s), 743368 at free of cost.
2. **TIME LINE**: The recruitment process has to be completed within the timeline fixed by Recruitment Committee.
3. **SECURITY & CONFIDENTIALITY** :The agency is bound to maintain Strict Secrecy & utmost confidentiality of entire Recruitment Process & related data.
4. **OWNERSHIP OF DATA**: The entire recruitment related data shall be the property of Diamond Harbour Women's University & shall not be shared with any third party in any manner whatsoever.
5. **SOFTWARE** : If software created for Recruitment Process, the agency will have to provide the "Source Codes" to Recruitment Committee.
6. **MISCELLANEOUS** : The interested agency should submit all relevant details as per Annexure mentioned under key submission.
7. **ARBITRATION CLAUSE** : In case of any dispute, matter shall be referred to the Arbitrator appointed by the Registrar and the award passed by the Arbitrator will be final and binding upon the parties to the contract. Diamond Harbour Women's University shall only have the jurisdiction over the same.
8. **TECHNICAL BIDS AND FINANCIAL BIDS:-** The bids documents furnished by the vendors shall include both technical as well as financial aspect. The Financial bids must be submitted in the given format. The bid documents should be submitted in sealed envelopes scribing "**Selection of Recruitment Agency for Group-C staff.**"
9. **SECURITY DEPOSIT/EARNEST MONEY DEPOSIT (EMD) :-** The bidders should enclose the EMD of INR 500 (Rs. Five Hundred Only) in the form of Demand Draft drawn in favour of "Diamond Harbour Women's University" payable at Diamond Harbour from a Nationalized Bank along with the bid documents. The bids without EMD shall be summarily rejected. The EMD will be returned to unsuccessful bidder without interest.
10. **MODE OF PAYMENT: -** The payment to the vendors shall be made in INR and shall be paid only after the successful completion of the entire work without any delay or errors. No advance payment shall be made. If the vendors fail to complete the awarded work or a part thereof, the Recruitment Committee shall have the liberty to get the work done through any other agency at the risk and cost of the vendors with a right to recover the full cost from the vendors in addition to damages and penalty.
11. **CERTIFIED AGENCY:-** The bidding agency should have an in-house quality assurance and product testing team with a proven and robust quality management processes required for conducting the aforesaid process of examination.
12. **SUBCONTRACTS:-** The vendors shall not without written consent of the Chairman, Recruitment Committee subcontract or assign the awarded contract or any part thereof to any third party.
13. **CONSORTIUM :-** No Consortium will be entertained in the bid process. The bidder must hold the full responsibility of the contract.
14. **PENALTY CLAUSE:-** If the service rendered by the vendors are not completed or not completed satisfactory, the earnest money deposited shall be liable to be forfeited and suitable action shall also be initiated against the vendors as per law at its risk and cost.
15. **REVISION OF PRICES /RATES:-** The prices/rates quoted shall be fixed throughout the period of the validity of the offer and subsequently during the currency of the contract and shall not be subject

to any variation/revision. The bidders should quote their most competitive prices/rates and it should be noted that their quotation would not ordinarily be subject to further negotiation. Negotiation may however, be carried out as per the instructions on the subject at the discretion of Chairman, Recruitment Committee/Registrar, Diamond Harbour Women's University

16. **EVALUATION & ACCEPTANCE OF THE OFFER:** - Selection of the vendors shall be based on Quality and Cost Based Selection (QCBC) besides their past track record, infrastructure, financial soundness and suitability to meet the project requirement. The Recruitment Committee reserves the right to accept any bid in full or part, or to reject any bid or all bids without assigning any reasons. No enquiry shall be entertained in this regard.
17. **OFFER:-** The bidders must keep their offer open for a minimum period of 45 days from the date of opening of the tender, and during this period they cannot withdraw their offer. However, the period may be extended further, if required, by mutual agreement from time to time.
18. **LAST DATE OF BIDS:** - If the office happens to be closed on the last date of receipt of bids and on the date of opening of the bids as specified, the bids will be received and opened on the next working date at the same time and venue.

ELIGIBILITY CRITERIA

The interested agency should meet the following criteria:-

1. The Recruitment Agency should have minimum of 1 years of experience in the field of such work area & should have completed at least one such projects with Govt./College/University and the agency should provide certificate of satisfactory services rendered duly issued by the concerned institution/organization.
2. The average annual turnover of the agency should not be less than INR 10,00,000/- (ten lakh) per annum for the last 3 years.
3. Necessary Documentary Proof will be submitted along with NIT/EOI documents.
4. After opening of offer, on the scheduled date, time & venue, the committee shall examine the contents of the EOI document along with all prescribed mandatory documents.
5. If any quotation during the evaluation process does not meet with the NIT/EOI conditions laid down in the NIT/EOI document the same will be out rightly rejected.

DOCUMENTS REQUIRE

Interested Agencies wishing to undertake the above task may submit their Quotation. The offer should be completed in all aspects as mentioned below. Any incomplete Quotation shall be summarily rejected. Quotation must be submitted along with following documents:-

1. Up to date Income Tax Clearance Certificate.
2. Details regarding Balance Sheet, profit & Loss Account for the last 03 years as certified by the Chartered Accountant
3. EOI FORM as per **ANNEXURE -I**.
4. Detail of the agency in the format given in **ANNEXURE-II**.
5. The instrument such as Power of Attorney as per **ANNEXURE-III** authorizing an officer of the tenderer & nominating a responsible person of the tenderer to transact the business with full discretionary authority.

6. Affidavit on non-judicial stamp paper of Rs.10/- regarding the firm having been not found guilty of malpractice, misconduct or blacklisted/debarred by Central Government/State Government/PSU/Supreme Court/High Court of any State/District Court of any State/ in the past three years as per **ANNEXURE-IV**.
7. Work experience in the format as per **ANNEXURE-V**.
8. Financial Information as per **ANNEXURE-VI**.
9. Format for the submission of the financial bids as per **ANNEXURE - VII**
10. Submit the complete sealed NIT/EOI, on or before 11:00 A..M. on 29.11.2017 by Post/Courier/By Hand at the below mentioned address:-

**Registrar ,
Diamond Harbour Women's University
Sarisha, Diamond Harbour Road, South 24 Parganas,743368**

13. Quotation not submitted within time will not be accepted under any circumstances. The decision of the Recruitment Committee shall be final and no enquiries or application for review shall be entertained.
14. The O/o Registrar/ Recruitment Committee reserved the right to modify the terms & conditions partially or wholly or cancel the EOI without assigning any reasons.

ANNEXURE-I

Expression Of Interest

(On stamp paper of min. INR 10/-)

I/We _____ the Proprietor/Partner/Company offer to provide our services in conformity with the EOI document issued by the O/o Registrar, Diamond Harbour Women's University for recruitment of Group-C staff.

The information, documents in relation to our financial status, credibility, details of operational experience etc. furnished are true and correct to the best of my/our knowledge and belief. I/We shall be liable for Civil/Criminal action for furnishing of any false information at our end and it would lead to rejection of our quotation at any stage besides forfeiture of my/our bank guarantee.

I/we have examined the tender documents and am/are fully clear about the job to be done during the period of agreement and also acknowledge to bear consequences of non-performance or deficiencies in the services on my/our part.

Signature_____

Proprietor/Company Name_____

Address:- _____

ANNEXURE – II

DETAILS OF THE RECRUITMENT AGENCY

1	Name of Human Resource Agency	
2	Name of Owner/Director	
3	Complete Address	
4	Contact Telephone Nos.	
5	Fax No. if any.	
6	E-Mails	
7	PAN/TAN No.	
8	Service Tax Registration No., if applicable	
9	Name Telephone & Mobile No. of the dealing/authorized representative	
10	Any other information.	

Signature of authorized signatory

Name:

Place:

ANNEXURE – III

Power of Attorney

Format for Power of Attorney for Signing of application
(On a Stamp Paper of relevant value)

Power of Attorney

We M/s (name and address of the registered office) do hereby constitute, appoint and authorize Mr/Ms..... (name and designation), who is presently employed with us and holding the position of as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our bid for “EOI for Hiring Recruitment Agency for O/o Registrar, Diamond Harbour Women’s University including signing and submission of all documents and providing information/responses to the O/o Registrar, Diamond Harbour Women’s University, representing us in all matters before Recruitment Committee in connection with our bid for the said Project. We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall always be deemed to have been done by us.

Dated, Delhi this the Day of 2017

For _____

(Name, Designation and Address)

Accepted _____

(Signature)

(Name, Title and address of the Attorney)

Date: _____

ANNEXURE – IV

**Undertaking Regarding Blacklist
(On a Stamp Paper of Rs. 10/-)**

AFFIDAVIT

I/We, M/s(Sole Applicant/Lead Member/Member/affiliate), (the names and addresses of the registered office) hereby certify and confirm that we or any of our promoter(s)/director(s) are not barred/blacklisted by Central Government/State Government/PSU/Supreme Court/High Court of any State/District Court of any State from participating in Project/s, either individually or as member of Consortium as on the _____ (Date of Signing of Application).

We further confirm that we are aware that, our Application for the captioned Project would be liable for rejection in case any material misrepresentation is made or discovered at any stage of the Bidding Process or thereafter during the agreement period and the amount paid (including bank guarantee) shall stand forfeited without any further intimation.

Dated this Day of, 2017.

Name of the Applicant

Signature of the Authorized Person

Name of the Authorized Person

ANNEXURE – V

Details of experience:

Sl. No	Name of the Project	Contracting Organization	Cost of Work	Starting Date	Ending Date	Documentary Proof Submitted Certified/Attested	Remarks

Note:- Project of similar nature currently under execution may also be furnished by the Agency.

(Signature of Bidder)

ANNEXURE – VI

Financial Information

Years	Annual turnover (Rs.)
FY 2016-2017	
FY 2015-16	
FY 2014-15	

(Signature of Bidder)

ANNEXURE – VII

FORMAT FOR THE SUBMISSION OF THE FINANCIALS BID

Sl.	No. of Candidates	Charges per Candidate (in ₹)
1.	Junior Assistant – 300 no. (approx.)	
2.	Assistant Librarian II – 270 no. (approx)	
3.	Personal Assistant – 15 no. (approx)	
4.	Cashier - 12 no. (approx) And Junior Superintendent (Accounts)- 10 no. (approx)	

* See the advertisement from website www.dhwu.ac.in (Employment notification no.DHWU/01/NT/2015 Date: 7 March 2015, Employment notification no. DHWU/04/NT/2016 Date: 14 June 2016 and Employment Notification No. DHWU/05/NT/17 Date: 13.07.17)

Submitted By:

Signature of authorized

representative:.....

Full Name :

Designation :

Name & Address of Agency :

Seal :.....

Date :

Place