

TENDER No.WBMSCL/NIT-22/2014 (Revised)

West Bengal Medical Services Corporation Limited (WBMSCL), intends to select a Recruitment Consultant and invites sealed Tenders from eligible and bonafide organizations/ institutes for assisting WBMSCL in the matter of recruitment of different categories of posts (on contractual terms initially for two years which is likely to be extended depending on performance and requirement of the company) as per schedule-'A' in the manner and to the extent as detailed in the tender documents.

Tender Inviting Authority	West Bengal Medical Services Corporation Ltd.
Name of the Work	To assist WBMSCL in recruitment of different categories of posts
Tender Reference	
Start Date for the Sale of Tender Documents	26 th March 2014 from 11 am
Last date & Time for Sale of Tender document	08 th April 2014 upto 4 pm
Cost of Tender Document	Rs 250/-(Rupees two hundred fifty) only
Last date and time for submission of Bids	10 th April 2014 upto 4 pm
Opening of Qualification Bid & Place of Opening of Qualification proposal	10 th April 2014 at 4.30 pm at WBMSCL Conference Hall, 2 nd Floor, Swasthya Bhawan Complex, GN-29/5, Salt Lake, Sector – V, Kolkata - 700091
Opening of Financial Bid	To be intimated to qualified bidders
Earnest Money Deposit (EMD)	Rs. 5,000/- (Rupees Five thousand) only
Contact Persons and Designations	General Manager, WBMSCL
Address for Communication	Managing Director, West Bengal Medical Services Corporation Ltd., Swasthya Bhawan Complex, GN-29/5, Salt Lake, Sector – V, Kolkata - 700091

Other important criteria specified by the Tender Inviting Authority:

1. Detailed eligibility criteria is given in the Tender Document
2. Two-Bid system will be followed. Qualification Bid will be followed by Financial Bid.
3. Financial Bids will be considered in respect of those bidders only who qualify in the Qualification Bid. That is, Financial Bids of those who are found ineligible on examination of their qualification Bids will not be opened for consideration.
4. Tender received after due date and time will be summarily rejected.

1. Tender Details

1.1 Introduction

West Bengal Medical Services Corporation Limited intends **to select a Recruitment Consultant** for involving in the process of recruiting about 50 (Fifty) nos. of posts (no. of posts may vary) on different categories through open competitive examination to be conducted shortly. The eligibility criteria of the candidates and recruitment procedure will be guided by the provisions of the existing government rules and regulations as applicable to the WBMSCL. The basic information about the posts, eligibility criteria for each category of post and the recruitment process is furnished in Schedule-'A' of this Notice.

1.2 Scope of work

The scope of work for the assignment is as given below. The consultant will have to perform the following jobs in accordance with the guidelines and directions of WBMSCL to be issued from time to time.

a. Designing of Advertisement and Application Form:

The selected Consultant will design the advertisement for inviting applications for recruitment to the posts as mentioned in Schedule-'A' and submit the same to the MD, WBMSCL for approval. In case the matter submitted is not approved, the consultant shall have to modify the same in accordance with direction of WBMSCL. The Consultant will design the on line application form & after the format is approved by WBMSCL, will arrange for uploading the same in their website.

b. Publication of advertisement:

The advertisement will be published in 3 (three) Newspapers (to be decided by WBMSCL) cost of which will be remitted by WBMSCL directly to the Newspaper Agencies.

c. Receipt of Applications:

The software should be so designed that on receipt of the on line application, an acknowledgement indicating Serial No. & name of the post is generated automatically and the same could be downloaded by the applicants at a given time. The consultant will communicate

a list indicating the names, addresses and serial numbers of each application received on a daily basis, to the authorized representative of the WBMSCL. After the last date of submission of applications, the website will display a list (post-wise & category-wise) of applicants who submitted their application successfully.

The Consultant will arrange to keep a help desk during the period of submission of application in order to extend necessary help/support to the intending applicants in filling online applications. The Help Desk will be operative for 2 (two) days beyond last date of submission of applications. During this extended period Help Desk will entertain such applicants who approach the Help Desk with acknowledgement but their names do not figure in lists displayed in the website.

d. Processing of Applications:

The Consultant will prepare the final list of eligible candidates post-wise and category-wise on the 3rd day after the last date of submission of online application and communicate the same to WBMSCL.

e. Generation and dispatch of Admit Cards:

The consultant will generate admit cards online with due instruction to the applicants to download the same on receipt of go ahead clearance from WBMSCL finalizing date, time & venue of written examination.

f. Selection and Arrangement of Examination Centers:

Written tests for selection of candidates will be held in Kolkata and number of examination centers will be decided depending upon the number of candidates. WBMSCL will select the Examination Centre(s) for written test. The cost of hiring of centre including cost of deployment of invigilators will be remitted by WBMSCL directly to the Institution/owner.

g. The Recruitment Test:

The recruitment tests will have two parts.

- **Written Test**
- **Interview**

Written paper will have 60% of total marks. Out of the remaining 40% marks, 10% will be earmarked for personality tests, 10% for computer test, 20% will be reserved for educational qualification & past working experience. The selection committee will have the discretion of allocating different proportion of weight age to educational qualification, past working experience etc.

Specific details for written examination for different Subjects will be finalized by the WBMSCL and communicated to the Consultant before selection of paper Setters and Examiners by the Consultant.

The question should be of objective type. The exam will be of total two hours duration.

h. Question Papers and Answer Scripts:

The Consultant will be responsible for selection of paper setters as well as examiners for each post and will arrange for preparation of question papers for each post. Three sets of questions and corresponding answers will be prepared for each post and will be submitted confidentially in a sealed cover to the Managing Director, WBMSCL, for moderation of the question papers. The Questions on each subject will be moderated by the subject moderator nominated by the Chairman, WBMSCL. After moderation, the set of questions will be returned to consultant. The Consultant will be responsible for confidential printing of the questions. The responsibility of the printing and safe custody and distribution of the question papers at the examination hall will lie on the Consultant. The consultant will be liable for any pilferage or leakage of questions before the examination.

i. Holding Written Test:

Under the guidance of WBMSCL, the written test will be conducted at the selected center(s) and the Consultant will do all the works necessary for the purpose, including making necessary arrangements such as handing over of questions papers, OMR sheets to the centers and taking over of used and unused questions papers, answer scripts from the centers etc.

j. Evaluation of answer scripts and Preparation of score sheet:

The Consultant will have the answer scripts evaluated by OMR readers. At the time of evaluation the Consultant shall have no access to identify of the candidates. Modalities of this process will be finalized with the selected agency. The Consultant will submit to WBMSCL the final score sheet in such format and manner as would be advised by the Selection Committee.

k. Preparation of Merit List of Written Test:

Based on the Score sheet, the Consultant will prepare and submit to WBMSCL, a merit list of the qualified candidates, in accordance with the criteria to be decided by WBMSCL/Selection Committee.

1.3 Exclusion:

The scope of work is as given above and the following exclusion applies:-

- 1.** The consultant's scope is limited to providing assistance to WBMSCL in the recruitment process and executing jobs as described above. The criteria of eligibility, selection of Examination Centre, yardstick of evaluation criteria for preparation of merit list and preparation of final roster for recruitment are outside the scope of work for this assignment.

1.4 Time Schedule:

Zero date of commencement of work will be the date of award of work. The total work upto delivery of post-wise and category-wise merit lists on the basis of Written Test will have to be completed within 60(sixty) days from the date of award of work. Time allotted for various tasks will be finalized in consultation with the selected Agency.

1.5 Cost of the Tender Document

The Tender document is available for sale from the West Bengal Medical Services Corporation Limited, against non-refundable payment of Rs. 250.00 (Rupees two hundred fifty) only by demand draft/ pay order to be drawn in favour of West Bengal Medical Services Corporation Limited payable at Kolkata.

The Tender Document is not transferable to any other bidder.

The tender Document can also be downloaded from the website: www.wbmsc.gov.in

The cost of tender document must be deposited in such cases along with submission of Bid.

1.6 Due date and Time

The sealed tenders should reach and be dropped in the Tender Box not later than, 10th April, 2014 upto 4 pm. The tenders received after the due date and time specified or unsealed or incomplete or by facsimile or email will be summarily rejected.

WBMSCL may, in exceptional circumstances and at its discretion, extend the deadline for submission of proposals by issuing an Addendum/ Corrigendum to the Tender Notice.

1.7 Eligibility Criteria

The Bidder should have the following Eligibility Criteria and should enclose documentary proof in Qualification Bid.

- a)** The Bidder should be an institute or a Registered Society or Firm or Partnership Firm or a Company registered under the Societies/ Companies Act and should be in Consultancy Business for at least a period of 2 years.
- b)** The institute/ Society / Firm / company should have an average annual turnover of Rs. 25 lakh per annum, over the previous 2/3 financial years as revealed by audited accounts, as on 31st March 2013.
- c)** The institute/ Society/ Firm/ company should have experience in handling at least two recruitment consultancy projects, preferably in Board, PSU, Government Department, Corporate Sector with a total order value of not less than Rs. 3 lakh in each case.
- d)** The bidder should submit statutory documents like Service Tax Registration, valid trade license and income Tax Return of last two years.
- e)** The bidder should submit bid security as mentioned in clause 1.12

1.8 Mode of Submission

- a. The bid document must be addressed to the Managing Director, West Bengal Medical Services Corporation Limited by designation only.
- b. Tenders can be submitted in person on or before the due date and time specified in the Tender
- c. The bidder must submit, in separate sealed covers "Qualification Bid" and Financial Bid". Failure to submit separate Qualification and financial bids may result in disqualification of the Bids. The Qualification bids shall not contain any price/ rate details.

1.9 Bidder quires & WBMSCL responses

All quires of the bidders has been addressed in the Pre-bid meeting and no further query will be entertained.

1.10 Proposal Preparation Cost.

The bidder is responsible for all costs incurred in connection with participation in this process, including, but not limited to, costs incurred in conduct of informative and other diligence activates, participation in meetings/ discussions/ presentation, of proposal, in providing any additional information required by WBMSCL to facilitate the evaluation process, and in negotiating a definitive Service Agreement or all such activities related to the bid process. This tender does not commit WBMSCL to award a contract or to engage in negotiations. Further, no reimbursable cost may be incurred in anticipation or award.

1.11 Right to Terminate the Process

- a. The right of final acceptance of the tender is entirely vested with the appropriate authority of WBMSCL, who reserves the right to accept or reject any or all of the tenders in full or in parts without assigning any reason whatsoever.
- b. There is no obligation on the part of WBMSCL to communicate the rejected Bidders.

1.12 Bid Security and its Amount (Earnest Money Deposit – EMD)

- a. Bidders shall submit, along with their Bids, Bid security or EMD of Rs. 5,000/-(Rupees Five Thousand) only in the form of a Demand Draft or Pay Order drawn in favour of West Bengal Medical Services Corporation Limited payable at Kolkata.
- b. The EMD of the unsuccessful bidder in Qualification Bid would be refunded to them along with their Financial Bid as and when asked for. The EMD of the unsuccessful bidders in the Financial Bid would be refunded to them within a reasonable time. The EMD of the successful bidder would be adjusted towards partial fulfillment of the requirement of Performance Guarantee with reference to the deliverables and time frame specified and will be returned only

after the successful fulfillment of the Contract.

c. Bid without adequate bid security/ EMD will be liable for rejection without providing any opportunity to the bidder concerned.

d. The above EMD held by WBMSCL till it is returned to the unsuccessful Bidders will not earn any interest thereof.

1.13 Bid Opening

a. The tenders will be received upto 10th April, 2014. The Qualification Bids will be opened at 16.30 hours on 10th April, 2014 by the officers authorized by WBMSCL at the conference room of WBMSCL in the presence of such of those Bidders or their representatives who may be authorized to remain present at the time of opening.

b. The Qualification Bids will be evaluated as per the evaluation criteria specified in the Tender. The list of qualified Bidders will be prepared by WBMSCL and intimated in due course.

c. The Financial Bids of qualified Bidders alone will be opened and evaluated in due course. The date of opening of Financial Bill will be intimated later. The decision of WBMSCL shall be final in this regard.

1.14 Tender Rejection Criteria

a. The tenders with qualification Bid not containing Tender Document cost (for those Bidders who have downloaded the document) and/ or EMD amount will be summarily rejected.

b. Tenders not submitted in the form specified as per the format given in this Tender document will be summarily rejected.

c. Tenders with incomplete information, subjective and conditional offers as well as partial offers will be liable for rejection.

d. Tenders with variance/ contradiction between Qualification Bid and Financial Bid will be liable for rejection. If the offer does not meet the tender requirements, WBMSCL reserves the right to reject any or all the tenders without assigning any reason whatsoever.

e. Tenders submitted without the enclosures to prove the Bidder's specific experience in consultancy project, Order Value/ number of candidates involved in Consultancy projects handled by the Bidder, and CVs of experts to be deployed, will be liable for rejection.

f. Tenders submitted without audited financial statements and other statutory documents (like Trade License, Service Tax Registration, income Tax Return etc.) of the Bidder are liable for rejection.

g. In addition to the above rejection criteria, if there is noncompliance of any of the clauses of this Tender Document, the Tenders are liable for rejection.

h. Incomplete details as above will be treated as non-responsive offer and the tender is liable for rejection.

1.15 Qualification Bid

- a. The Qualification Bid cover should be super scribed as “Qualification Bid for Selection of Recruitment Consultant.”
- b. The Qualification bid should contain the signed and sealed completed forms of the Qualification Bid
- c. The Qualification Bid must not contain any pricing information.
- d. In submitting additional information, please mark it as supplemental to the required response. If the bidder wishes to propose additional services (or enhanced level of services) beyond the scope of this tender, the proposal must include a description of such services as separate attachment to the proposal
- e. The address of the Bidder should be clearly written on the cover.
- f. The Qualification Bid format is given in Annexure I.

1.16 Financial Bid

- a. The Financial Bid as prescribed in the Tender should be filled up and sealed along with enclosures in a separate cover superscribed as “Financial Bid for Selection of Recruitment Consultant-Tender”.
- b. The address of the bidder should be clearly written on the cover.
- c. The financial Bid of the unsuccessful Bidder of the Qualification Bid will not be opened.
- d. The Financial Bid format is given in Annexure-II

1.17 Outer Cover

- a. Both the Qualification Bid cover and Financial Bid cover should then be put in a single outer cover, to be superscribed as “Tender for Selection of Recruitment Consultant – Tender Ref No. **WBMSCL/NIT- 22/2014 (Revised)**”
- b. The address of the bidder should be clearly written on the cover.
- c. The Outer Cover should be sealed and should contain the following documents:
 - i) This Tender Document duly signed on all pages as acceptance of terms and conditions by the bidder.
 - ii) The cost of Tender Document by way of DD or Pay Order for Rs. 250/-. For those bidders, who have purchased the bid document need to submit a copy of the receipt,
 - iii) EMD amount of RS. 5,000/- in the form of DD or Pay Order.
 - iv) Bids covering letter, which must be signed with the bidder’s name and by a representative of the bidder, who is authorized to commit the bidder to contractual obligations. All obligations committed by such signatories must be fulfilled.

- v) Sealed cover containing the Qualification Bid as specified in the 1.15 of this Tender
- vi) Sealed cover containing the Financial Bid as specified in section 1.16 of this Tender.
- vii) Any other information that is required to be submitted in the Bid process.

1.18 Submission of Bids

THE BIDDER SHALL ENSURE THAT THE OUTER SEALED COVER CONTAINING THE DOCUMENTS AS DESCRIBED IN 1.17 IS DROPPED IN THE TENDER BOX KEPT AT THE RECEPTION OF WEST BENGAL MEDICAL SERVICES CORPORATIO LIMITED BY 16.00 HOURS OF 10TH APRIL 2014.

1.19 Period of Validity of Proposal

- a. The offer submitted by the bidder shall be valid for a period of 90 (ninety) days from the date of submission of the tender. A proposal valid for a shorter period may be rejected as non-responsive.
- b. In exceptional circumstances, the WBMSCL may solicit the bidder's consent for an extension of the validity period.
- c. The request and the responses thereto shall be made in writing (or by fax or email)

2. Bid Evaluations Process

All evaluation will be carried out by WBMSCL as detailed below:

2.1 Evaluation of Qualification bids

The Qualification Bid will be examined by the Evaluation committee to be set up by WBMSCL, responsiveness to the Terms of Reference and applying the evaluation criteria.

2.2 Evaluation of Financial bids

The Financial Bids of the qualified bidders in qualification bid will only be evaluated.

2.3 Negotiations with the successful Bidder

WBMSCL reserves the right to further negotiate with the successful Bidder on the issue of getting Additional services.

3. Award Of Work

3.1 Letter of Award

A letter of Award of Work will be issued to the successful bidder by WBMSCL.

3.2 Forfeiture of EMD

If the successful Bidder fails to act according to the tender conditions or backs out after his tender has been accepted, his EMD will be forfeited.

3.3 Signing of Contract

- a. The successful Bidder shall execute an agreement for the fulfillment of the contract with WBMSCL within one week from the date of receipt of Letter for Award issued by WBMSCL.
- b. The expenses incidental to the execution of the agreement should be borne by the successful Bidder.

3.4 Performance Bank Guarantee (PBG)

- a. The successful bidder shall at his own expense deposit with WBMSCL, within one week from the date of receipt of the letter of acceptance issued by WBMSCL or prior to signing of the contract, whichever is earlier, an unconditional and irrevocable Performance Bank Guarantee (PBG) from a nationalized bank, payable on demand, for the performance and fulfillment of the contract by the bidder.
- b. This Performance Bank Guarantee will be for an amount equivalent to 10% of contract value. The Bank Guarantee shall be valid for a period of six months from the date of signing of contract. If the accepted Bidder fails to furnish the bank guarantee within the above said period, the EMD remitted by him will be forfeited and his tender will be held void. The PBG furnished by the Bidder in respect of his tender will be returned to him at the end of the contract period subject to submission of all reports to satisfaction of WBMSCL.
- c. If the Bidder fails to act according to the tender conditions or backs out when his tender is accepted, his PBG mentioned above will also be forfeited.

4. Termination of Services

Except for such matters as, by virtue of their nature, are to be notified or published, the Consultant shall have to exercise absolute confidentiality in all other matters, that include handling of question papers, evaluation of answer scripts, handling of merit list etc. On all such confidential matters, the Consultant shall act in accordance with the guidelines to be issued by WBMSCL from time to time. In the event of any breach of confidentiality and incompetency in

regard to the time schedule & deliverables WBMSCL shall reserve the right to terminate the service of the consultant at any stage.

5. Payment Terms

Payment will be released after completion of work within 15 days from the date of receipt of claim.

6. Other Terms and Conditions

- a.** During the evaluation process, the WBMSCL reserves the right, to request additional information or clarification from bidders. Such request and response to the same shall be purely of a clarifying nature, with no impact on the substantive content, quality or cost of the services offered.
- b.** All deliverables and supporting materials (including question papers, model answer script & all data, material, and documentation originated and prepared for the WBMSCL pursuant to this tender, and including correspondence relating to this tender shall, upon delivery to the WBMSCL shall become the property of the Board. The consultant shall hand over to the WBMSCL such materials as and when asked for by the WBSMCL, and shall not retain any copy of such materials.
- c.** The WBMSCL does not bind itself in selecting the firm offering lowest prices.
- d.** The Bids should be submitted neatly and all corrections, over-typing should be attested with seal.
- e.** The WBMSCL reserves the right to reject any or all the tenders without assigning reason

Qualification Bid format Annexure I
(Form A-General Information about the company)

Sl. No.	Particulars	Details to be furnished
Details of the Bidder		
1	Name	
2	Address	
3	Telephone	Fax
4	E-mail	Website
Details of Proprietor/ Partner/ Director		
5	Name & designation	
6	Address	
7	Telephone	E-mail

Information about the Organization		
	Status of Bidder (Nature of Ownership)	
8.	Details of Registration of Firm/ Company/ Number of professionals	Date
9.		Ref#
10	Locations and address of offices	
11	Valid Trade License	
12	Service Tax Registration Number	
13	Enclose Income Tax Return for last three financial year upto 31 st March, 2013	

(Signature of the Bidder)

Form B: Financial Information (Please attach copies of Audited Financial Statements)

Gross Turnover of the Firm/ Company etc.

FY 2010-11	FY 2011-12	FY 2012-13

(Signature of the Bidder)

Form C: Summary of Recruitment Consultant Projects

(at least 2 recruitment consultancy projects involving in at least one case having order value not less than Rs. 3.00 lakh and number of application handling at least of application handling at least in one case of 2000 applications)

Sl. No.	Name of the Customer	Project name	Start date	End Date	Order Value

Note:

1. Please provide details of the above projects in form D.
2. Highlight the single consultancy project executed for value more than Rs. 3.00 lakh.

(Signature of the Bidder)

Form D: Details of the Recruitment Consultant Projects (Use separate tables for each project) General Information:-

Sl. No.	Item	Details
1	Customer Name/ Govt. Department	
2	Name of the Contact Person & Contact details for the project	
3	Start Date/ End Date	
4	Current Status (work in progress / completed)	
5	Contract Tenure	
6	Number of candidates involved	
7	Order value of the Project (Rs. In lakh)	
8	Total Cost of the services provided (By the Bidder)	

Description of the services provided by the Bidder. Please provide testimonials and certificates from customer in support of the project experience:

(Signature of the Bidder)

Annexure II

Financial Bid Format

Sl. No.	Particulars	Details to be furnished
1	Name	
2	Address	
3	Telephone	Fax:
4	E-mail	Website:
FINANCIAL BID		
Total Bid Price inclusive of all taxes (in figures)		
Total Bid Price inclusive of all taxes (in words)		

(Signature of the Bidder)

Please note

1. WBMSCL assumes that the applications for all categories taken together will be received approximately 2500 numbers. Price should be quoted for such numbers. If the applications is received above 2500 the proportionate price (i.e. total price offered / 2500 no. of application x additional no. of application received above 2500) of additional application will be paid.
5. All prices should be in INR and shall be specified in both figures and words.
6. Quoted Total Price Bid should be inclusive of all taxes (VAT, SERVICE TAX etc.).

8. SCHEDULE-A

VACANCY POSITION TO BE FILLED UP THROUGH DIRECT RECRUITMENT ON TWO YEAR'S (LIKELY TO BE EXTENDED) CONTRACTUAL TERMS

Name of the Post	Vacancy In nos.	Consolidated Salary (Rs.)	Minimum Qualification	Age
Executive Engineer (Civil)	2	45,000.00	BE/ B. Tech (Civil) with 10 years experience in Planning ,Design & Construction of Building (Preferably High Storied/Hospital Building)	45 or more
Assistant Engineer (Civil)	14 (4 SC,1 ST& 3 OBC)	30,000.00	BE/ B. Tech (Civil) with 3 years experience in Planning ,Design & Construction of Building (Preferably High Storied/ Hospital Building)	Not exceeding 35 years
Assistant Engineer (Electrical)	3 (1 SC)	30,000.00	BE/ B. Tech (Electrical) with 3 years experience in Planning ,Design & Electrification of Building (Preferably High Storied/Hospital Building)	Not exceeding 35 years
Sub-Assistant Engineer (Civil)	14 (5 SC,1 ST& 3 OBC)	20,400.00	3 years Diploma in Civil Engineering from any Institute/Board/University recognized by the Central / State Government and having supervisor certificate of competency. At least 2 (two) year's experience and knowledge of CAD is essential	Not exceeding 35 years
Sub-Assistant Engineer (Electrical)	14 (4 SC & 3 OBC)	20,400.00	3 years Diploma in Electrical Engineering from any Institute/ Board/ University recognized by the Central / State Government and having supervisor certificate of competency. At least 2 (two) year's experience and knowledge of CAD is essential.	Not exceeding 35 years

Manager (IT & MIS)	1	32,500.00	<p>M.C.A./B.E./B. Tech. with specialization in computers in regular courses (not in distance mode) from any recognized university having secured at least 60% marks in aggregate or equivalent CGPA with 5 years post qualification experience in the field of software development and handling projects independently.</p> <p>The candidate must have the ability of good presentation skill in English.</p>	Not exceeding 35 years
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