

## TENDER No. WBMSCL/NIT-22/2014

West Bengal Medical Services Corporation Limited (WBMSCL), intends to select a Recruitment Consultant and invites sealed Tenders from eligible and bonafide organizations/ institutes 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' on behalf of WBMSCL 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	Recruitment of different categories of posts on behalf of WBMSCL
Pre-bid meeting	14 <sup>th</sup> March at 3.00 p.m. in the o/o WBMSCL
Start Date for the Sale of Tender Documents	17 <sup>th</sup> March 2014 from 11 am
Last date & Time for Sale of Tender document	24 <sup>th</sup> March 2014 upto 4 pm
Cost of Tender Document	Rs 250/-(Rupees two hundred fifty) only
Last date and time for submission of Bids	31 <sup>st</sup> March 2014 upto 4 pm
Opening of Qualification Bid & Place of Opening of Qualification proposal	31 <sup>st</sup> March 2014 at 4.30 pm at WBMSCL Conference Hall, 2 <sup>nd</sup> 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.
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 the Board to be issued from time to time.

**a. Designing of Advertisement:**

The selected Consultant will design the advertisement for inviting applications for recruitment to the posts as mentioned in Schedule-'A' and make advertisement in select newspapers, websites on behalf of WBMSCL after approval.

**b. Inviting and processing of Application:**

The Consultant will design the online application form. The application form should be made available in the website of the Agency. The application will be received online.

c. After receipt of online applications, the Consultant will examine each application for eligibility and prepare the list of eligible candidates and rejected candidates along with their brief profile. The list of eligible candidates will be finalized in consultation with and after approval of WBMSCL.

**d. Generation and dispatch of Admit Cards:**

The consultant will generate online admit cards and dispatch the same to the eligible candidates according to the list approved by the WBMSCL.

**e. Selection and Arrangement of Examination Centers:**

Written tests for selection of candidates will be held in Kolkata. The Centre(s) will be finalized in consultation with WBMSCL. The Consultant will take steps for hiring of the centres for conducting the examination and make all necessary arrangements at such centre(s) for holding the written test, including deployment of invigilators, Centre(s) in Charge and other necessary personnel including security arrangement.

**f. The recruitment Test:**

Written paper will have 60% of total marks. Remaining 40% marks are earmarked for personality tests, computer test, 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. the Consultant's job ends with preparation of merit lists (category wise for each post).

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 objective type and to be answered on OMR sheet. The exam will be of two hours duration.

**Question Papers and Answer Scripts:**

The Consultant will be responsible for proposing names of paper setters for each post. The list of proposed names is to be submitted to the WBMSCL by the consultant for approval.

For each post, out of the total number of names suggested by the consultant, three names are to approved by the WBMSCL in consultation with the selection Committees.

The consultant after receiving the final and approved names of paper setters and examiners from the WBMSCL will arrange for preparation of question papers for each post. Three sets of questions and corresponding model answers will be prepared for each post and three sets will be submitted confidentially to the MD, WBMSCL, for moderation of the question papers. After moderation, the questions and the corresponding model answers 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 exams.

The model answers will be provided to the examiners confidentially by the consultant along with the answer sheets after the written examination

**g. Holding Written Test:**

Under the guidance of WBMSCL, the Consultant will conduct the written test at the selected center and will do all the works necessary for the purpose, including making necessary arrangements such as centers, appointment of center-in-charges and invigilators, dispatch of questions papers, answer scripts from and to the centers etc.

**h. Evaluation of answer scripts and Preparation of score sheet:**

The Consultant will have the answer scripts evaluated by OMR Reader. At the time of evaluation the Consultant shall have no access to identify of the candidates. After evaluation of answer scripts the Consultant will submit to the Board score sheet showing marks against each Identification Number. After receipt of the basic score sheet by WBMSCL, a Committee comprising authorized representatives of WBMSCL/ the selection committees and the Consultant will access the sealed covers containing identity slips, co-relate the Identification Numbers in the basic score sheet with the Identity of the candidates and prepare a final score sheet for all the candidates. The Consultant will submit to the Board the final score sheet in such format and manner as would be advised by the Selection Committee. The score sheet so submitted by the Consultant will be scrutinized by the respective selection Committees for finalization.

**i. 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.

**1.3.2 Scope exclusion:**

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

1. The consultant’s scope is limited to providing assistance to the Board in the recruitment process and executing jobs as described above. The criteria of eligibility, setting of question papers, 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.

**1.3.3 Overview of Project Scope & Deliverables**

The following table provides the deliverables against the various activities mentioned under the Scope of Work.

Phase	Work Component	Activities	Deliverables
Phase-I	a	Designing of Advertisement & Application Forms	1. Format of advertisement 2. Format of application form
	b&c	Inviting and receipts of online applications	1. Acknowledgement of receipt of applications 2. Preparation of list of applications- post-wise & category wise.
	d	Processing of Applications	1. List of eligible candidates- post-wise & category wise. 2. List of rejected candidates - post-wise & category wise.
	e	Generation and	1. Generation and dispatch of Admit Cards by e-

		Dispatch of Admit Cards	mail.
<b>Phase-II</b>	f	Selection & Arrangement of Examination Centres	1. List showing the centres and number of seats allotted against each. 2. Copies of letters showing permission of the authorities of the concerned centres 3. Confirmation regarding logistic arrangement of the respective examination centres.
	g	Preparation of Question papers & Answer Scripts for written test	1. Model question papers & answer script.( 3 sets - post-wise) 2. Confirmation about question paper setter and examiners 3. Printing of question papers & answer scripts.
<b>Phase-III</b>	h	Holding Written Test	1. Attendance sheet for each paper from each centre. 2. Used & unused Question Papers
	i	Evaluation of answer scripts and Preparation of score sheet	1. Final Score Sheet- post-wise & category wise.

#### 1.4 Time Schedule of the Project

Zero date of commencement of work will be the date of acceptance by the Consultant of the award letter. The time schedule within which the Consultant will have to complete the various tasks and furnish the deliverables as mentioned in 1.3.3 above will be as under. WBMSCL, however, reserves the right to revise or alter the Time Schedule, if deemed necessary.

#### Time Schedule of the Project

Work Component	Activity	No. of days(including Sundays & Holidays) from zero date						
		2	27	35	40	45	55	60
a.	Designing & Publication of Advertisement and Printing of Application Forms	0						
b&c.	Inviting, receipts of applications	0	0					
d.	Processing of Applications	0	0	0				
e.	Generation and Dispatch of Admit Cards	0	0	0	0			
f.	Selection & Arrangement of Examination Centres	0	0	0	0			
g.	Preparation of Question papers & Answer Scripts for written test	0	0	0	0	0		

h.	Holding Written Test	0	0	0	0	0	0	
i.	Evaluation of answer scripts and Preparation of score sheet	0	0	0	0	0	0	0
j.	Preparation of Merit List of Written Test	0	0	0	0	0	0	0

### 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](http://www.wbmsc.gov.in)

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

### 1.6 Due date and Time

The sealed tenders should reach and be dropped in the Tender Box not later than 31<sup>st</sup> March, 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.

The Board may, in exceptional circumstances and at its discretion, extend the deadline for submission of proposals by issuing an Addendum or by intimating all bidders who have been provided the proposal documents, in writing or by facsimile or through email.

However, till such communication is received by the bidders in the above mentioned form, bidders may not assume any change in the schedule.

### 1.7 Eligibility Criteria

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

- 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.
- The institute/ Society/ Firm/ company should have had an average annual turnover of Rs. 25 lakh per annum, over the previous 2/3 financial years as revealed by audited accounts, as on 31<sup>st</sup> March 2013.
- The institute/ Society/ Firm/ company should have had experience in handling at least two recruitment consultancy projects, preferably Board, PSU, Government Department, with a total order value of not less than Rs. 3 lakh in each case.
- The bidder should be submitted statutory document like Service Tax Registration, valid trade license and income Tax Return of last two years.
- The bidder should submit bid security as mentioned in clause 1.12

### 1.8 Mode of Submission

- The bid document must be addressed to the Managing Director, West Bengal Medical Services Corporation Limited by designation only.
- Tenders can be submitted in person on or before the due date and time specified in the Tender
- 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. Qualification and /Financial bid covers should be put in a separate cover as has been mentioned below.

### **1.9 Bidder quires & WBMSCL responses**

All quires of the bidders will be addressed in the Pre-bid meeting.

### **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 activities, 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 with 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 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 within a reasonable time. 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 31<sup>st</sup> March, 2014. The Qualification Bids will be opened at 16.30 hours on 31<sup>st</sup> March, 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 Bid 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 will 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**

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".

The address of the bidder should be clearly written in the cover.

The financial Bid of the unsuccessful Bidder of the Qualification Bid will not be opened.

The Financial Bid format is given in Annexure-II

### **1.17 Outer Cover**

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"

The address of the bidder should be clearly written in the cover.

The Outer Cover should be sealed and should contain the following documents:

- a. This Tender Document duly signed on all pages as acceptance of terms and conditions by the bidder.
- b. 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,
- c. EMD amount of RS. 5,000/- in the form of DD or Pay Order.
- d. 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.

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

The covers received without superscription are liable for rejection. The tenders not submitted as specified in the above clauses will be summarily rejected.

**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 20<sup>TH</sup> MARCH 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 Board may solicit the bidder’s consent for an extension of the validity period. The request and the responses thereto shall be made in writing (or by fax or email)

**1.20 Late Proposals**

- (i) Any bid received at the Board’s office designated in this Tender document, after the specified time for receipt of the same will not be considered.

**1. BID EVALUATIONS PROCESS**

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

WBMSCL will prepare a list of institutes/societies/ firms based tender. Rank of financial bid will be determined in the ascending order from the lowest rate offered by the bidders.

The tenders, which do not conform to the tender conditions and tenders from institutes/ societies/ firms without having the required eligibility as per tender requirements shall be straight away rejected, without specifying any reason. All eligible tenders will be considered for further evaluation. The decision of WBMSCL will be final in this regard.

**2.1 Evaluation of Qualification bids**

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

The details provided in Annexure-I will be taken as reference for evaluation.

Qualification Bid Evaluation Criteria:

Sl. No.	Evaluation Criteria	Eligibility (y/n)
1	Registration of the Firm/ Company	
2	Annual Turnover of the Company last 3 years.	
3	Experience in consultancy in the relevant field. (ref para 1.7 above)	
4	Extent to handling the volume (ref para 1.7 above)	
5	Statutory Documents	
6	Bid Security	



- a. The Committee may invite the eligible bidders to make a presentation at a date, time and location to be determined by WBMSCL. The purpose of such presentations would be to allow the bidders to present their proposed working methodology to the Committee and the key points in their proposals.
- b. The bid Evaluation Committee may undertake oral clarifications with the bidders. The primary function of clarifications in the evaluation process is to clarify ambiguities and uncertainties arising out of the evaluation of the bid documents. Oral clarifications provide the opportunity for the committee to state its requirements clearly and for the bidder to more clearly state its proposal. The Committee may seek inputs from their professional, technical faculties in the evaluation process. However, no additional documents will be allowed to be submitted by the bidder after the formal submission of the bid and the clarification, if any have to be provided from documents already submitted.
- c. Depending on the evaluation methodology mentioned in points a, and b, each Qualification Bid will be adjudged as per eligibility / evaluation criteria stated above.
- d. The bidders, who qualify the evaluation process, will be considered eligible for financial bid.

## **1.2 Evaluation on Financial bids**

- a) The Financial Bids of the qualified bidders in qualification bid will be evaluated as per the evaluation criteria mentioned below.
- b) The list of Bidder will be ranked in ascending order (i.e.) the Bidder who quoted the lowest price (L1) will be ranked first and so on.
- c) However, the Board does not bind itself in any way to select the bidder(s) offering the lowest price (L1)

## **2.3 Negotiations with the successful Bidder**

The Board reserves the right to further negotiate with the successful Bidder. While negotiating, the following aspects may be considered:

- a. Rearrangement of the delivery schedule
- b. Additional services

## **3.0 AWARD OF CONTRACT**

### **3.1 Letter of Acceptance**

After successful completion of the negotiations, if held, a letter of Acceptance of tender will be issued to the successful bidder by the Board.

### **3.2 Forfeiture of EMD**

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

### **3.3 Signing of Contract**

- a. The successful Bidder shall execute an agreement for the fulfillment of the contract with the Board at the time of execution, within two week from the date of receipt of Letter for acceptance issue by the Board. If the same is not executed within two week, the EMD of the Bidder will be forfeited and their tender will be held as non-responsive.
- 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 two 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, All incidental charges whatsoever such as premium; commission etc. with respect to the performance bank guarantee shall be borne by the bidder. 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 back 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.

### **3.5 Release of Work Order**

After the execution of the agreements specified in the Tender Documents and after receipt of the PBG, WBMSCL will release the formal work order to the successful Bidder.

### **3.6 Execution of Work Order**

The successful Bidder should nominate and intimate to WBMSCL the name of the Coordinator specifically to handle the Work Order. The successful Bidder should ensure that the Coordinator is fully familiarized with the terms and conditions of the Tender, Scope of Work and the guidelines.

### **3.7 Assigning of Tender whole or in part**

The successful Bidder shall not assign or make over the contract, the benefit or burden thereof to any other person or persons or body corporate for the execution of the contract or any part thereof.

### **3.8 Submission of Deliverables**

The submission of Deliverables should be made strictly in accordance with the Scope of Work in the Tender Document and should get necessary approval from WBMSCL. If the delivery is not effected as per tender, the Board shall have the right to cancel the order and to take any such action which will be deemed fit in such circumstances.

### **3.9 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 in competency in regard to the time schedule & deliverables as stated in 1.3.3 & 1.4 as above, if WBMSCL finds there are enough reasons to believe that such breach of confidentiality and in competency. WBMSCL shall reserve the right to terminate the service of the consultant at any stage.

## **4.0 PAYMENT TERMS**

The following table gives the schedule of payments after completion of activity of the phase mentioned in 1.3.3:-

Sl. No.	Activity	Payment schedule
1	Completion of Activities, Submission and acceptance of deliverables of Phase I	As per accepted bid
2	Completion of Activities, Submission and acceptance of deliverables of Phase II	As per accepted bid
3	Completion of Activities, Submission and acceptance of deliverables of Phase III	As per accepted bid

#### 4.1 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
- f. Taxes and duties will be paid extra as applicable.

**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)	
S. 9.	Details of Registration of Firm/ Company/ etc/ Number of professionals	Date Ref#
10	Locations and address of offices ( in India and	
11	Valid Trade License	
12	Service Tax Registration Number	
13	Enclose Income Tax Return for last three financial year upto 31 <sup>st</sup> 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:

Annexure II

**Financial Bid Format**

Sl. No.	Particulars	Details to be furnished
1	Name	
2	Address	
3	Telephone	Fax:
4	E-mail	Website:
<b>FINANCIAL BID</b>		
5	For Phase-I	
6	For Phase-II	
7	For Phase-III	
Total Price for all the phases inclusive of all taxes (in figures)		
Total Price for all the phases inclusive of all taxes (in words)		

**(Signature of the Bidder)**

**Please note**

1. For the purpose of evaluation and comparison of financial bids quoted by the eligible Bidders, total prices quoted against phase (I) to (III) with regard to work components as mentioned in clause 1.3.3 will be taken into consideration.
2. WBMSCL assumes that the application for all categories will be received approximately 2500 numbers. Price should be quoted for such numbers. If the applications will be 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.
3. For rejected application (after scrutiny of the application) price per rejected application will be paid half of the price offered in phase – I. (Price per application will be calculated, Price offered in phase –I / 2500 no of application)
4. Payment will be made to the successful Bidder after execution of the phase mentioned in clause 1.3.3 as per payment terms as mentioned in clause 5.0 of this tender document on the basis of total price offered for all the phase.
5. All prices should be in INR and shall be specified in both figures and words.
6. Total Price inclusive of all taxes to be specified.
7. The Bidder or his authorized representative should sign on each page of Financial Bid (Annexure-II) and at the end of Financial Bid.

**8. SCHEDULE-A**

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

<b>Name of the Post</b>	<b>Vacancy In nos.</b>	<b>Consolidated Salary (Rs.)</b>	<b>Minimum Qualification</b>	<b>Age</b>
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	Not exceeding 35 years

			and knowledge of CAD is essential	
Sub-Assistant Engineer (civil)	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	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 65% marks in aggregate or equivalent CGPA with 5 years post qualification experience in the field of software development and handling projects independently. The candidate must have the ability of good presentation skill in English.	Not exceeding 35 years