

**GOVERNMENT OF ASSAM
DIRECTORATE OF HANDLOOM & TEXTILES**

No.DHTE.45/2018/28

Dated Guwahati, the 7th May, 2018

From: Shri B.K.Borah, ACS,
Director,
Handloom & Textiles, Assam,
Guwahati-1.

To: The Director,
Information & Public Relations, Assam,
Dispur, Guwahati-6.

Sub : Publication of advertisement calling for "Expression of Interest" for online/
offline recruitment service.

Sir,

With reference to the subject cited above, I am to enclose herewith 5 (five) copies of advertisement inviting "Expression of Interest" from the experience Public Sector undertaking/ Agencies/ Firms/ Corporation/ Companies etc. for online/ offline recruitment under Directorate of Handloom & Textiles, Assam.

You, are, therefore requested to take necessary step for publication of the advertisement in leading Daily English/ Assamese newspapers.

Encl:- As stated above.

Yours faithfully,

Sd/-
Director,
Handloom & Textiles, Assam,
Guwahati-1.

Memo No. No.DHTE.45/2018/28 -A

Dated Guwahati, the 27th April 2018

Copy to:-

1. The Commissioner & Secretary to the Govt. of Assam, Handloom Textiles & Sericulture Department, Dispur, Guwahati-6 with reference to Govt. letter No. HTS.47/2017/236, dated 09-04-2018.
2. The P.S. to the Hon'ble Minister Handloom Textiles & Sericulture Department, Dispur, Guwahati-6.
3. ✓ Shri P. Baruah, Research Officer, Directorate of Handloom & Textiles, Assam. He is requested to make necessary arrangement for upload the advertisement in the website <http://dht.assam.gov.in>
4. Notice Board.

[Signature]
Director,
Handloom & Textiles, Assam,
Guwahati-1.

**GOVERNMENT OF ASSAM
OFFICE OF THE DIRECTOR OF
HANDLOOM & TEXTILES, ASSAM,
AMBARI, GUWAHATI—1**

No. DHTE. 4/2018/4

Dated Guwahati the 7th May, 2018

EXPRESSION OF INTEREST (EOI) FOR RECRUITMENT SERVICES

Directorate of Handloom & Textiles Department invites sealed tender/ Expression of Interest affixing non-refundable court fees stamp of 8.25 (Rupees eight and paisa twenty five) from the experienced Public Sector undertakings/ Agencies/ Firm/ Corporations/ Companies having minimum three years of experience who are providing online and offline recruitment and assessment service to Central Government Departments/ Organizations/ Autonomous Bodies/ PSU/ State Government Departments etc. for recruitment of **11 Nos. Junior Assistants/ 5 Nos. Sectional Assistant and 43 Nos. Junior Inspector/ Auditor (Coop).**

The agency should be able to conduct recruitment exercises with desirable attributes of maintaining confidentiality of the process besides maintaining delivery time frame. The exercises will include pre and post examination activities including receipt of online applications, scrutiny of applications, data processing, Admit card generation, venue selection, OMR scanning and evaluation, merit list generation to the Department concerned for further necessary step as per provision of the Assam Directorate Establishment (Ministerial) Service Rules, 1973 and Assam Public Services (Direct Recruitment to Class III and IV posts) Rules, 1997.

The details of Expression of Interest (EOI) shall be submitted on or before 28th May, 2018 at the **Directorate of Handloom & Textiles, Assam, Ambari, Guwahati-1.**

The details of Expression of Interest (EOI) can be downloaded from the official website of the office of the Handloom & Textiles, Assam i.e. <https://dht.assam.gov.in> and shall be submitted on or before 28th May, 2018 by 2 pm at office of the Director, Handloom & Textiles, Assam and Pre-Bid will be opened in the same day by 3 pm.

Documents

The Tender/ Expression of Interest should be submitted in separate covers super scribing cover-A and cover-B as detail below.

Cover-A (Pre-qualification Bid) should contain tender documents/ EMD/ declaration/ Bidder's Profile/ Financial information/ Undertaking for Non Black-list/ Experience details/ Manpower position all other documentary evidence as per this Tender Schedule required to be furnished by the Tenderer.

Cover-B - Rate should be furnished per candidate i.e. Financial Bid should be in separate sealed cover.

I. SHORT-LISTING CRITERIA:

1. The agency/ Bidder should be a valid Registration Certificate.
2. The agency should have minimum 3 years of experience in providing services of similar nature.

Signature of the Bidder/ Authorized Person

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3. The agency should have a well qualified and sufficiently experienced faculty, in house or should be in a position to commit about their own network/association.
4. The Agency should have conducted at least 10 (Ten) recruitment projects -in last five years for PSUs/Central Govt. Deptt./Organization/Autonomous body/State Govt. Deptt. which minimum 5 (five) project must be under State Govt. of Assam(attach supporting documents).
5. The Agency should have at least 3 Recruitment Process Experts on their permanent rolls (The profile of the Recruitment Experts should be enclosed).
6. The Agency should not have been debarred / blacklisted by any Govt. sector/ PSUs/ bilateral and multilateral agency, for handling recruitment process ever in the past. Affidavit by the Notary of the same to be submitted by the Agency.
7. The Service Provider Agency should have a minimum turnover of **Rs. 50 lakhs (Rupees fifty lakhs)** every year for the last three financial years. Audited financial statement for last three years should be submitted along with the technical proposal. In case segment wise result is not mentioned in the audited financial statement, a certificate to this effect may be enclosed from Company's Chartered Accountant.
8. The Agency should have PAN, GST Registration (documents should be enclosed).
9. Trade License from competent authority.

II. OBJECTIVES OF THE ASSIGNMENT:

1. Designing the recruitment and selection methods for the recruitment of staff and conducting recruitment process at different levels.
2. Development of Job descriptions and contract policy of staffs to be recruited in accordance with the State Govt. policy.
3. Maintain all the recruitment documents for different statutory obligation purposes and handover the same to the Director of Handloom & Textiles, Assam after completion of recruitment.
4. Timely recruitment and deployment of staff.

III. SCOPE OF WORK:

1. The Department will engage a "Service Providing Agency" to undertake the requisite recruitment of staff as Jr. Assistant, Jr. Inspector/ Auditor (Coop) and Sectional Assistants under the Directorate of Handloom & Textiles, Assam.
2. The recruitment will be done largely from open market through advertisement.

Signature of the Bidder/ Authorized Person

3. All governance, monitoring and reporting aspect of this assignment will be controlled by the Director, Handloom & Textiles, Assam. The "Service Providing Agency" will need approval for its activity plan from the Director, Handloom & Textiles, Assam on a regular interval or in monthly basis. The Director, Handloom & Textiles, Assam will be in supervisory role for all recruitment and selection events conducted by the "Service Providing Agency". The Director may also involve its representative at any stage of recruitment and selection process undertaken by the "Service Providing Agency".
4. The Service Providing Agency will have to comply with the reservation policy of the State, wherever applied in recruitment process.
5. The "Service Providing Agency" is expected to maintain highest degree of transparency. The selection process should be scientific and transparent so as to substantially eliminate biases and unethical practices. The "Service Providing Agency" will ensure selection of only those candidates who fulfill the eligibility criteria prescribed for the respective positions.
6. The "Service Providing Agency" will follow a structured system of receiving application, scrutinizing them on set criteria, recording reasons for their rejection and releasing shortlist with necessary information on website. All information about scrutiny of application will be provided to the Director, Handloom & textiles, Assam as and when required.
7. It is expected that the selected "Service Providing Agency" will put in place a full time recruitment experts for the interview and required number of administrative assistants to complete the recruitment process within time. It is desirable that key members, including the person proposed for the assignment are full time staff of the Agency. This team is expected to carry out the assignment with high degree of accountability and manage all necessary documentation for any obligations arising in future.
8. Addition or deletion in number of position may be possible as per the actual requirements during the assignment period. This would be worked out mutually between department and the "Service Providing Agency".
9. Design the format of application for online submission of application by the candidates that should be linked to the office of the Handloom & Textiles, Assam website.
10. Send the SMS to the application/candidates intimating them of their successful submission of the application forms.
11. Respond to relevant queries received from the application over email before closing date.
12. To book suitable examination centres for holding written tests and computer practical tests centrally at Guwahati in the district of Kamrup (Metro).
13. Prepares E-call letters/Admit cards for written test and Computer practical test as may be approved by the Office of the Handloom & Textiles, Assam and also send the SMS to such candidate about the date, time and venue etc.
14. Generate system for the applicant (link available in the website of the office of the Handloom & Textiles, Assam for downloading the Admit cards/Rool nos. for appearing in the written test/computer practical Test.
15. Printing of Copies of Question Papers & OMR sheets.
16. To make available all relevant stationary materials as may be required for conducting written tests and computers desktops for the computer practical tests.

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17. Scanning and Evaluation of OMR sheets.
18. Prepare the result/merit list of the qualified candidates for written test and computer practical test and upload the same on the website of the office of the Handloom & Textiles, Assam.
19. Prepare schedule for the written test computer practical test in due consultation with the office of the Handloom & Textiles, Assam.

IV. KEY TASK AND RESPONSIBILITY:

A. Designing Recruitment Methodology, Job Description, Staff Contract policy and Recruitment of suitable individuals

1. The Service Providing Agency will be responsible for designing recruitment and selection methodology; developing job description and staff contract policy and recruitment of suitable individuals to fill up vacancies in 3 types of positions.
2. Any disputes or problems arises among the recruited staff during their services will be resolved by the Service Providing Agency and in any case the department will not be involved in such cases.

B. Submitting Merit List of Recommended Candidates:

1. The Service Providing Agency will submit the final merit list of the recommended candidates for each category of position. The Service Providing Agency will submit the final result of recommended candidates in the agreed set of formats and updated CVs of recommended candidates. The result must be submitted after verification of reference. The agencies should verify the original records/documents of the candidate selected to offer in respect to their qualifications and experience.

C. Outputs:

1. Position wise merit list submitted with detailed grades/score obtained by each of the candidates participated in the selection process.

V. EXPERIENCE OF SERVICE PROVIDING AGENCY:

A. Mandatory

1. The Service Providing Agency should have a proven track record of at least three years' experience in conducting recruitment and selection of different level staffs and also have managed large level recruitments of similar nature.
2. Should have minimum annual average turnover of Rs. 50 lakhs or above during the last three financial years as per the audited statement (2014-15, 2015-16 & 2016-17).

B. Desirable

1. Preference will be given to the agencies that have proven experience in recruitment of staff in various department of Govt. of Assam.

Signature of the Bidder/ Authorized Person

VI. DURATION OF THE ASSIGNMENT:

1. The total duration of the Service Providing Agency will be initially for 6 months from the date of signing of contract. There after based on continued satisfactory performance and requirement of the department, the contract may be extended further on mutually agreed terms and condition.
2. The agency should ensure that the first round recruitment process of all the positions shall be completed within 2 months from the date of signing of the contract.

VII. A - PRE-QUALIFICATION BID:

The evaluation committee will evaluate the pre-qualification EOI's on the basis of the evaluation criterion as provided below:

Sl. No.	Criteria	Max. Marks
A.	Bidder's Profile	10
B.	Experience with Govt. of Assam The Bidder should have experience of projects related to providing recruitment services.	20 1. 15 or more Projects/ Work Orders =20 marks 2. 10 or more Projects/ Work Orders = 13 marks 3. 7 or more Projects/ Work Orders = 7 marks 4. Less than 7 Projects = Nil (Copies of Work Order/ Certificate/ Agreement/ Contract))
C.	Manpower, infrastructure and Software Details	10
D.	Annual turnover for three last years More than Rs. 50.00 lakhs = 20 marks Rs.30.00 lakhs to 50.00 lakhs = 10 marks Below Rs. 30.00 lakhs = Nil	20

Pre-qualification Criteria & Evaluation :

The pre-qualification bids envelopes of the bidder will be opened. The bidders will be assessed as per the pre-qualification criteria defined above. Only the bidders who qualify pre-qualification shall be eligible for technical evaluation. Non-conforming EOI's will be rejected and will not be eligible for any further processing.

The Bidder should get minimum 70% marks to get qualified for the Technical Opening.

B – TECHNICAL BID

The evaluation committee will evaluate the technical EOI's on the basis of the evaluation criterion as provided below:

Sl. No.	Criteria	Max. Marks
A.	Presentation on approach, methodology and solution	10

The Bidder should get minimum 75% marks of Pre-Qualification Bid + Technical Bid (A+B) to get qualified for the Commercial Opening .

Terms and Conditions:

- 1. Secrecy & confidentiality:** The agency is bound to maintain strict secrecy & utmost confidentiality to entire Recruitment Process & related data.
- 2. Ownership of data:** The entire recruitment related data shall be the property of the Office of the Handloom & Textiles shall not be shared with any third party in any manner whatsoever. The Bidder should submit both technical and financial bid. Both the bids should be submitted separately in the given format in sealed envelopes scribing "Tender for recruitment services for the Office of the Handloom & Textiles, Assam".

VIII. FINANCIAL:

- Financial proposal of only those agencies, which fulfill the technical criteria, will be opened and the date and time of opening of financial proposal will be decided & intimated by Department to such bidders separately. Agencies are at liberty to be present personally or through their authorized representative (1 Representative per bidder) at the time of opening of financial proposal.
- Department will award the contract to the Tenderer whose bid has been determined to be substantially responsive to the tender document and who has offered the lowest Evaluated Tender price.
- The Director, reserves the right to award tender to one or more than one bidder in part or full as and when felt necessary to any other Technically Qualified bidder Agency without assigning any reason, at the same rate, terms & conditions to which the tender shall not be entitled to any compensation or consideration in any of such events.

IX. EARNEST MONEY DEPOSIT/ PERFORMANCE GUARANTEE:

A. Earnest Money Deposit:

- The agency shall furnish an Earnest Money deposit (EMD) of INR 50,000/- (Rupees Fifty Thousand Only) through demand draft/FDR drawn on a Nationalized Bank, in favor of Director, Handloom & Textiles, Assam and payable at Guwahati at the time of submission of proposal along with technical proposal. The EMD of unsuccessful bidders will be refunded within 15 days from opening of financial bids.

B. Performance Guarantee:

- The successful bidder shall furnish Performance Security for an amount of 5% of the total value of the bid which will be calculated on the basis of rate approved by the Tender Committee and positions of applications. The Performance Security shall be furnished through demand draft/FDR drawn on a Nationalized Bank in favour of Director, Handloom & Textiles, Assam and payable at Guwahati.

Signature of the Bidder/ Authorized Person

2. The performance security will be returned after a period of 60 days of expiry of the Agreement on provision of satisfactory services. The decision as to what constitutes "Unsatisfactory service" shall solely lie with Department and shall be final & binding.
3. Earnest Money of successful bidder will be refunded on receipt of performance security

X. AWARD OF CONTRACT:

1. The contract shall be awarded to Service Providing Agency, by conveying acceptance of their proposal by Department in writing.
2. All the terms and conditions as stated in the EOI documents, Appendices and Acceptance conveyed by Department would constitute the terms of agreement
3. The selected Service Providing Agency is expected to commence the Assignment on the date and at the location to be specified in the Agreement to be issued by Department as per its requirement & on the term & conditions specified.
4. Speed and adherence to stringent time limits shall be the key. Specific details and modalities shall be discussed in depth with the finalized bidder. The provisions in the tender are broad and details are to be understood in that context.

XI. PAYMENTS TO SERVICE PROVIDING AGENCY:

1. The Service Providing Agency will be paid as per approved rates and in accordance with the terms & conditions as agreed to between the agency and Department on receipt on sanction from Govt.
2. The Service Providing Agency should submit the bill of the claim as per MOR & answer sheet only. No claim will be entitle for rejected candidates.

XII. TERMINATION:

A. By Department:

Department may terminate, by not less than Seven (7) days written notice of termination to the Service Providing Agency, to be given after the occurrence of any of the events as specified below:

1. If the Service Providing Agency commits breach of contract or do not remedy/ rectify a failure in the performance of their obligations under the Contract;
2. If the Service Providing Agency become insolvent or bankrupt;
3. If the Service Providing Agency is unable to perform a material portion of the Services for a period of not less than Seven (7) days; or
4. If Department, in its sole discretion, decides to terminate the Contract at any stage.
5. In the event of violation of any of the terms & conditions of Contract by the agency, the EMD shall stand forfeited in addition to blacklisting of Service Providing Agency for a period of 3 years.

Signature of the Bidder/ Authorized Person

XIII. ARBITRATION

1. All disputes, if any, arising amongst the contract process shall be resolved by arbitration. The arbitration shall be conducted in the English language and the venue of the arbitration shall be in Guwahati.
2. The sole arbitrator will be appointed by Department, whose decision in this regard will be final & binding.

The following Annexures to be provided by the Bidder along with documents :-

Sl. No.	Annexures	Details
1.	Annexure-1 (format attached)	Details of the Bidder
2.	Annexure-2 (format attached)	Financial information
3.	Annexure-3 (format attached)	Undertaking of non-blacklist on non-judicial stamp paper of Rs. 50 in the shape of affidavit
4.	Annexure-4 (format attached)	Experience details
5.	Annexure-5 (format attached)	Manpower, Infrastructure and Software details
6.	Annexure-6 (format attached)	Financial Bid

Signature of the Bidder/ Authorized Person

Details of the Bidder

Application Form for EoI

Sl. No.	Particulars	Details to be provided by the applicant	
1.	Name of Agency: (Attach attested copy of certificate of registration)		
2.	Name of proprietor / Director of Agency		
3.	Full Address of Reg. Office		
	Telephone No:		
	FAX No.		
	E-Mail Address:		
	Website:		
	Mobile no. of Proprietor/Director:		
4.	The bidder should submit self attested ITR, accounts, balance sheet with financial soundness certificate from Bank over the last three financial Years (FY-14-15, FY- 15-16 and FY- 16-17) as per Annexure –II. Turnover of the bidders should comprise of only recruitment related activities.		
5.	Bidder should have GST registration No. /PAN No. (Attach attested copy)		
6.	Financial turnover of the tendering Institute/ Organization for the last 3 Financial Years (Attach Auditors certified Annual Turnover Certificate of last 3 yrs)	Financial Year	Amount (Rs.in Lakh)
		2014-15	
		2015-16	
		2016-17	

Signature of the Bidder/ Authorized Person

FINANCIAL INFORMATION

Year	Annual Turnover (in INR Lakhs)	Net Worth (in INR lakhs)
FY 2016-2017		
FY 2015-2016		
FY 2014-2015		

Note: The turnover should contain ONLY Recruitment Related activities.

Signature of the Bidder/ Authorized Person

AFFIDAVIT FORMAT

Undertaking Regarding Blacklist

I,, resident of, registered office at;
affirm that the aforesaid firm/ Company/ Partnership firm has not been 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, as on

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 Draft) shall stand forfeited
without any further intimation.

Signature of the Bidder/ Authorized Person

Details of experience regarding Pre and Post Exam Work

Sl. No.	Contracting Organisation	Name of Post	Whether Pre OR Post Exam Work	Year of conduct of Exam	Approx. Applicants	Documentary proof (Attested copies of all orders/ certificates/ agreements) (Attach the same along with each details)	Remark

Note:

- Pre-Exam work shall include Online/ offline data processing, Scanning, Extraction of data through ICR/ Image Capturing Software.
- Post-Exam work shall include printing of Question Booklets & OMR sheets, Scanning & Evaluation of OMR sheets.

Signature of the Bidder/ Authorized Person

Details of Manpower, Infrastructure and Software

A. Image Scanner & Printer:

Image scanners & printer make and specifications	Number available	Manufacturing year	Speed of each scanner & printer

B. Image Capturing (ICR/ OCR)/ OMR Software details:

Sl. No.	Software used	License No.

C. Manpower experience:

Sl. No.	Name	Designation	Years of Experience	Field of work

Note:

Details and experience of manpower should include ONLY examination related processing work that includes scanning of application forms/ OMR forms, printing, data processing and management, data extraction through ICR/ OMR solutions.

Signature of the Bidder/ Authorized Person

FINANCIAL BID

The proposal should be details of charges per registered candidates including all taxes. (Should be furnished in the sealed cover)

Sl. No.	Particulars	Charges per Candidates including all taxes
1.	Jr. Assistant	
2.	Sectional Assistant	
3.	Jr. Inspector/ Auditor (Coop)	

NB: Rates should be quoted both in figure and words

Signature of the Bidder/ Authorized Person