



OFFICE OF THE MANAGING DIRECTOR
ASSAM STATE TRANSPORT CORPORATION,
PALTANBAZAR, PARIBAHAN BHAWAN, GUWAHATI- 781008.

SHORT TENDER NOTICE

Dated Guwahati, the 5th August' 2017.

No. ASTC/ESTT./EXAM/1615/2017/50-51/ 468 Expression of interest/tenders are hereby invited in 2 (two) Bid Tendering System (Technical Bid and Commercial Bid) from experience Professional Agency for recruitment to various vacant posts of Assam State Transport Corporation having experience of projects related to providing recruitment to services to the Government of India/State Government/Public Sector Undertakings (PSU)/Quasi Government Bodies in India in last 3 (three) years. The scope of work in brief will be as under-

Phase I - Application phase

- i. The bidder shall create consolidated data of all applications received online as well as offline for each post advertised separately.
- ii. The Bidder shall develop online admit card generation and search engine software application for issuing admit cards/call letters on the online server for the candidates.
- iii. Scrutiny of applications to filter out ineligible applicants.
- iv. Generation of Call letter/Admit cards with photographs for the eligible candidates for the Written Test, in a sequential manner, venue-wise and date-wise. The soft copies of the admit cards should be made available on the web site to facilitate downloading and printing of the same by the candidates.
- v. Generate MIS reports on a weekly basis throughout the recruitment stages to enable top level officials to take decisions.
- vi. The bidder shall provide Telephonic Helpdesk support to the candidates for giving assistance for downloading their admit cards from the website.

Phase II - Written Examination

- i. Preparation of list of location and venue-wise attendance list for written test.
- ii. The Bidder shall be responsible for design, printing and supply of OMR answer sheets.
- iii. Printing of OMR answer scripts for all candidates called for the written examination.
- iv. Evaluation of OMR answers sheets as per the Key provided by the department through OMR Scanning.
- v. Compilation of marks secured by the candidates appeared in the written test for all the mentioned posts in the advertisement (separately for each set of category wise posts).

Timelines for implementation

Sl. No	Task	Timelines	
1	Contract Signing	T - Contract signing date	
2	Screening of all Applications and Preparation of List of Applicants	T+2 weeks	
3	Issue of Admit cards for Written Test	T+3 weeks	
4	Implementation of OMR Software	T+4 weeks	
5	Supply of OMR Sheets for Written Examination	T+4 weeks	
6	Tentative Dates of conduct of Written Examination (TDE)-	Phase-I for DIVYANG	08-10-2017
		Phase-II for Computer Assistant	29-10-2017
		Phase-III for other posts	12-11-2017
7	Evaluation of OMR Answer Sheet	Phase-I for DIVYANG	TDE+24 hours
		Phase-II for Computer Assistant	TDE+24 hours
		Phase-III for other posts	TDE+24 hours
8	Publication of Final Result of respective examination in Online	TDE+48 hours	

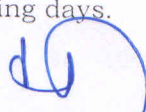
Each bidder shall furnish, as part of the pre-qualification proposal, an Earnest Money Deposit (EMD) amounting to Rs. 1, 00,000/- (Rupees one lakh) only favouring as mentioned in datasheet and in the form of Bank Guarantee in favour of the Managing Director, Assam State Transport Corporation, Guwahati.

The intending bidder may purchase the RFP document in all working days from the office of the Managing Director, Assam State Transport Corporation, Paribahan Bhawan, Guwahati up to 16-30 hours from 07-08-2017 on payment of Rs. 5,000/- (Rupees five thousand) only in the form of Bank Draft or A/C Payee Cheque duly pledged to the Managing Director, Assam State Transport Corporation, Guwahati.

The bidders shall have to submit their proposals in original in the office of the undersigned at the time of submission of Bid as detailed below-

1. Date of receiving of Bid Documents from: 07-08-2017.
2. Last Date of receiving Bid Documents: 22-08-2017 (up to 13.00 hours).
3. Date of opening of Technical Bid: 22-08-2017 at 15.00 hours.
4. Date of opening of Financial Bid: To be informed later on.
5. Date of Awarding of Contract: 30-08-2017.
6. Date of Signing of Contract: 01-09-2017.

In case the office remains close due to various reasons on the schedule dates as mentioned, the same will be issued/opened on the next working days.


(A.P. Tiwari, IPS)

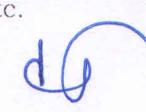
Managing Director

Assam State Transport Corporation,
Paribahan Bhawan, Paltanbazar, Guwahati.

Memo No. ASTC/ESTT./EXAM/1615/2017/50-51/468-A Dated Guwahati, the 5th August' 2017.

Copy to: -

1. Advertising Manager, The Assam Tribune, Tribune Building, Chandmari, Guwahati-3. He is requested to publish the Tender Notice in 2nd page of the esteemed daily and submit bill in duplicate to the undersigned for payment etc.
2. Notice Board.


(A.P. Tiwari, IPS)

Managing Director

Assam State Transport Corporation,
Paribahan Bhawan, Paltanbazar, Guwahati.

TENDER PAPER
FOR
SELECTION OF PROFESSIONAL
AGENCY
FOR RECRUITMENT TO VARIOUS
VACANT POSTS
IN
ASSAM STATE TRANSPORT CORPORATION
HEAD OFFICE: PARIBAHAN BHAWAN,
PALTANBAZAR, GUWAHATI-8.

DISCLAIMER

All information contained in this Request for Proposal (RFP) is provided/clarified in good interest and faith. This is not an agreement and this is not an offer or invitation to enter into an agreement of any kind with any party.

Though adequate care has been taken in the presentation of this RFP document, the interested bidders shall satisfy themselves that the document is complete in all respects. The information published in this document is not intended to be exhaustive. Interested Bidders are required to make their own enquiries and assumptions wherever required.

Intimation of discrepancy, if any, should be given to the specified office immediately. If no intimation is received by this office by the date mentioned in the document, it shall be deemed that the RFP document is complete in all respects and firms submitting their bids are satisfied that the RFP document is complete in all respects.

Assam State Transport Corporation reserves the right to reject any or all of the applications submitted in response to this RFP document at any stage without assigning any reasons whatsoever. Assam State Transport Corporation also reserves right to withhold or withdraw the process at any stage with intimation to all who have submitted their bids in response to this RFP. Assam State Transport Corporation reserves the right to change/modify amend any or all of the provisions of this RFP document without assigning any reason. Any such change would be communicated to the bidders by Post/ email or on Corporation website – www.assamstate transport corporation. com.

Neither Assam State Transport Corporation nor their employees and associates will have any liability to any prospective Respondent interested to apply or any other person under the law of contract to the principles or resolution or unjust enrichment or otherwise for any loss, expense or damage which may raise from or be incurred or suffered in connection with anything contained in this RFP document, any matter deemed to form part of this RFP document, the award of the Assignment, the information and any other information supplied by or on behalf of Assam State Transport Corporation or their employees and Prime Bidder/Consortiums or otherwise arising in any way from the selection process for the Assignment.

Information provided in this document or imparted to any respondent as part of RFP process belongs to Assam State Transport Corporation shall not be used by the respondent for any other purpose, distributed to, or shared with any other person or organization.

	TABLE OF CONTENT.	Page no.
1	RFP DATA SHEET.	5
2	INVITATION FOR COMPETITIVE BIDDINGS	6
2.1	Introduction	6
2.2	Project Objectives	7
3	PRE- QUALIFICATION CRITERIA	7
4	INSTRUCTION TO BIDDERS	9
4.1	Definitions	9
4.2	General	10
4.3	Validity of Proposals	10
4.4	Right to Terminate the Process	11
4.5	RFP Document Fees	11
4.6	Pre Bid Meeting & Clarifications	11
4.7	Responses to Pre-Bid queries and issuance of corrigendum	12
4.8	Clarifications and amendments of RFP	13
4.9	Earnest Money Deposit (EMD)	13
4.10	Preparation of Proposal	14
4.11	Submission of Proposal	15
4.12	Late Bids	18
4.13	Disqualifications	18
4.14	Deviations	18
4.15	Bid Opening	19
4.16	Bid Evaluation	19
4.17	Pre-qualification Criteria & Evaluation	19
4.18	Technical Proposal Criteria & Evaluation	19
4.19	Commercial Proposal Criteria & Evaluation	20
4.20	Notification of Award of Contract	21
4.21	Performance Bank Guarantee (PBG)	21
4.22	Signing of Contract	22
4.23	Fraud and Corruption	22
4.24	Confidentiality	23
5	GUIDELINES FOR IMPLEMENTATION	23
6	SCOPE OF WORK	23
6.1	Phase I - Application phase	23
6.2	Phase II - Written Examination	24

TABLE OF CONTENT.		
7	TIMELINES FOR IMPLEMENTATION	24
8	GENERAL CONTRACT CONDITIONS...	25
8.1	Application	25
8.2	Relationship between the Parties	25
8.3	Standards of Performance	25
8.4	Sub-contracting/ Outsourcing	25
8.5	Applicable Law	26
8.6	Intellectual Property Rights	26
8.7	Governing Language	26
8.8	Taxes and Duties	26
8.9	Termination of Contract	26
8.10	Termination for Insolvency, Dissolution etc	27
8.11	Termination for Convenience	27
8.12	Force Majeure	27
8.13	Resolution of Disputes	27
8.14	Legal Jurisdiction	28
9	PROPOSAL FORMATS	28
9.1	Form-1: Compliance Sheet for Pre-Qualification Format.	29-30
9.2	Form-1A: Covering Letter on bidder's letterhead	31
9.3	Form-2: Compliance Sheet for Technical – Qualification Proposal	32
9.4	Form-2A: Bidder Profile	33
9.5	Form-2B: Relevant Past Experience	34
	ANNEXURE I – UNDERTAKING	35
	ANNEXURE II – PERFORMANCE BANK GUARANTEE	36

RFP Data Sheet

Sl No.	INFORMATION	DETAILS
1.	Tender reference number and date	
2.	Start date of issue of RFP	
3.	Last date & Time of issue of RFP	
4.	Last Date for submission of written Queries for clarifications	
5.	Date & Time of Pre-Bid Meeting	NA
6.	Last date and time for receipt of proposals	
7.	Date and time of opening of Pre-Qualification Bid	
8.	Date and time of opening of Technical Proposals	
9.	Date of Presentation and Opening of Commercial bids	
10.	Address for pre-bid meeting & Opening of Proposals	Office of the Managing Director, Assam State Transport Corporation, Paribahan Bhawan, Paltanbazar, Guwahati-781008, Assam.
11.	Cost of Tender document	Rs. 5000/- (Five thousand rupees only), payable in form of A/C Payee Cheque or Bank Draft drawn in favour of the Managing Director, Assam State Transport Corporation, Guwahati
12.	Earnest Money Deposit in the form of Bank Guarantee	Rs. 1,00,000/- (Rupees one lakh) only, in the name of “Managing Director, Assam State Transport Corporation”
13.	All requisite PBG/EMD payable at Guwahati in favour of	“Managing Director, Assam State Transport Corporation”
14.	Office Address (For RFP issuance, proposal submission and other relevant purposes)	Office of the Managing Director, Assam State Transport Corporation, Paribahan Bhawan, Paltanbazar, Guwahati-781008 Assam.
16.	Undertaking by the Bidder	As given in Annexure I
17.	Website	www.assamstatetransportcorporation.com
18.	E Mail id	mdastcassam2016@gmail.com

Invitation for Competitive Bidding

2.1 Introduction

Assam State Transport Corporation has always endeavoured to follow a Transparent Recruitment Policy. Transparent Recruitment Policy (TRP) envisages fair, transparent, impartial, merit-based selection of Individuals best suited for the job on the basis of modern recruitment procedures and with the use of modern yet simple technological tools and equipment.

Through TRP Assam State Transport Corporation, Assam intends to recruit personnel to the following posts:

1. Office Assistant for differently able persons under –DIVYANG.....**40 nos.**
2. Computer Assistant-..... **50 nos.**
3. Assistant Personnel Officer.....**02 nos.**
4. Upper Division Assistant.....**17 nos.**
5. Lower Division Assistant **50nos.**
6. Section Assistant.....**03 nos.**
7. Junior Engineer (Civil)**04 nos.**
8. Foreman (Automobile)..... 05 nos.
9. Internal Auditor.....**01 no.**

Recruitment advertisement to posts mentioned above at Serial no.1 and Serial no.2 has already been made separately and applications from intending candidates have also been received through online in ASTC portal. In case of posts mentioned from Serial number-3 to 9, one common advertisement had also been released and applications from intending candidates have also been received through online in ASTC portal. Though the actual number of applicants cannot be specified accurately in advance, however, an informed estimate is as under-

1. **Office Assistant for differently able persons under –DIVYANG- below 1000.**
2. Computer Assistant below- 10,000.
3. Categories of Posts mentioned from serial no.3 to 9 –below 21,000.

The recruitment events for all categories of posts shall be conducted centrally at Guwahati in phases. Written examination shall be conducted on a single day on 3 different dates preferably in between the month of October '2017 to November'2017.

2.2 Project Objectives

- To conduct recruitment based on modern recruitment procedures using latest technology.
- To ensure selection of best suited candidates for the job on the basis of merit without fear of favour, recommendations, and corruption and procedural inadequacies.
- To keep the candidates informed at every stage of his/her performance.
- To improve efficiency and effectiveness of the Assam State Transport Corporation.

3. Pre- Qualification Criteria

Sealed tender on plain papers affixing (in Technical Bid) non refundable court fee stamp of Rs. 8.25 (Rupees eight and Paise twenty five) only The invitation for bids is open to all entities registered in India who fulfil prequalification criteria as specified below:

Pre-qualification Criteria		
I	Organizational Strength/Capability	Supporting evidence to be provided
a	The Bidder or the Prime Bidder and consortium members (in Case of a Consortium) should be company/ companies with a registered office and Operations in India. The company should be operational in India for at least the last 3 financial years (FY13-14, FY14-15, FY 15-16).	Valid Registration Certificate
b	In case of a consortium, a MoU / Letter of Association amongst Consortium members must be furnished with the Technical bid along with agreement between Consortium members defining their roles and responsibilities for the project. Also, in case of a Consortium, the responsibility for successful execution of the entire project will be that of successful execution of the entire project will be that of the defined prime bidder. In case of consortium, a maximum of 3 members including prime bidder are allowed. A member cannot be the consortium members should have relevant experience of executing similar roles and responsibilities in past as stated in MoU	MoU/ Letter of Association amongst Consortium members along with the roles and responsibilities of each of the members. For consortium members: Work orders/ Contract with scope of work for relevant experience vis-a-vis their roles and responsibilities as stated in the MoU.

Pre-qualification Criteria		
I	Organizational Strength/Capability	Supporting evidence to be provided
c	The bidder/Prime Bidder in Case of a Consortium should have an average minimum per year turnover of INR 1 cores over last three Financial Years (FY13-14, FY14-15, FY 15-16). In case of a Consortium, the average per year turnover of the consortium members over the last Financial Years should be INR 25 lakh. The Prime Bidder (in Case of a Consortium) should have positive net worth in FY 15-16.	Copies of audited accounts /certificate from auditors should be provided as documentary Evidence.
d	The bidder/Prime Bidder and consortium members (in Case of a Consortium) should not be currently blacklisted/ ineligible to participate for bid due to corrupt/ fraudulent or any other unethical business practices.	An undertaking in the shape of affidavit, to this effect, signed by authorized signatory, has to be Submitted.
e	The bidder/Prime Bidder and consortium members (in Case of a Consortium) should have GST registration no. /PAN no and TAN no.	Copies of GST Registration, TIN/PAN details are to be enclosed.
f	Bidder or Consortium Member should have Registered Office in Guwahati.	Trade License / Valid Certificate
II	Experience of Similar Assignments	Supporting evidence
	The bidder/Prime Bidder Or Consortium Member in Case of a Consortium should have been providing recruitment related services for at least one or two Projects of Govt. of India/ State Govt. (preferably Govt. of Assam). Out of those, at least in one project recruitment of about 1500+ personnel has been completed.	<ul style="list-style-type: none"> • Letter from competent authority listing type of services offered • Work Order for relevant services

4. Instruction to Bidders

4.1. Definitions

Unless the context otherwise requires, the following terms whenever used in this RFP and Contract have the following meanings:

4.1.1. "O/O MD, ASTC, Guwahati" means Office of the Managing Director, Assam State Transport Corporation, Paribahan Bhawan, Paltanbazar, Guwahati.

4.1.2. "Bidder" means firm/ company/ business entity who submits proposal in response to this Request for Proposal document.

4.1.3. "Committee" means committee constituted for evaluation of Proposals.

4.1.4. "Professional Agency" or "Bidder" means the firm/ company/ business entity, selected through competitive tendering in pursuance of this RFP, for providing the recruitment under the contract.

4.1.5. "Contract" means the Contract entered into by the parties for providing recruitment services along with the entire documentation specified in the RFP.

4.1.6. "Corporation" means the Assam State Transport Corporation.

4.1.7. "State" means State of Assam.

4.1.8. "GCC" mean General Contract Conditions.

4.1.9. "Personnel" means professional and support staff provided by the Recruitment Agency to perform services to execute an assignment and any part thereof.

4.1.10. "Proposals" means proposal submitted by the bidder in response to the RFP issued by the O/O MD, ASTC, Guwahati for selection of Professional Agency

4.1.11. "Services" means the work to be performed by the Professional Agency pursuant to this RFP and to the contract to be signed by the parties in pursuance of any specific assignment awarded by the O/O MD, ASTC, Guwahati.

4.1.12. "INR" means currency in Indian Rupees

4.1.13. "Prime Bidder" means the firm or company which is the leading the Consortium

4.1.14. "Recruitment Committee" means the Project Monitoring Committee formed to monitor the project.

4.2. General

4.2.1. While every effort has been made to provide comprehensive and accurate background information and requirements and specifications, Bidders must form their own conclusions about the recruitment support required. Bidders and recipients of this RFP may wish to consult their own legal advisers in relation to this RFP.

4.2.2. All information supplied by Bidders may be treated as contractually binding on the Bidders, on successful award of the assignment by the “O/O MD, ASTC, Guwahati” on the basis of this RFP.

4.2.3. No commitment of any kind, contractual or otherwise shall exist unless and until a formal written contract has been executed by or on behalf of “O/O MD, ASTC, Guwahati”. Any notification of preferred bidder status by the “O/O MD, ASTC, Guwahati” shall not give rise to any enforceable rights by the Bidder. The “O/O MD, ASTC, Guwahati” may cancel this RFP at any time prior to a formal written contract being executed by or on behalf of the “O/O MD, ASTC, Guwahati”

4.3. Validity of Proposals

4.3.1. Proposals shall remain valid for a period of 180 (one hundred and eighty) days from the issuance of RFP. The “O/O MD, ASTC, Guwahati” reserves the right to reject a proposal valid for a shorter period as non-responsive.

4.3.2. Prior to the expiration of the validity period “O/O MD, ASTC, Guwahati” will notify the successful bidder in writing or by fax or email, that its proposal has been accepted. In case the tendering process is not completed within the stipulated period, “O/O MD, ASTC, Guwahati” may like to request the bidders to extend the validity period of the bid. The request and the response thereto shall be made in writing. Extension of validity period by the bidder shall be unconditional. A bidder granting the request will not be permitted to modify its Proposal.

4.3.3. Validity period by the bidder shall be unconditional. A bidder granting the request will not be permitted to modify its Proposal.

4.4. Right to Terminate the Process

4.4.1. The “O/O MD, ASTC, Guwahati” reserves the right to annul the RFP process, or to accept or reject any or all the Proposals in whole or part at any time without assigning any reasons and without incurring any liability to the affected bidder(s) or any obligation to inform the affected bidder(s) of the grounds for such decision.

4.5. RFP Document Fees

4.5.1. RFP document can be purchased at the price, address & dates provided in the RFP Data sheet (Section 1) of this document by submitting a non-refundable A/c DD or Internet Banking, drawn in favour of “Assam State Transport Corporation”, SBI S/B A/c No.South Guwahati Branch, IFSC Code: SBIN, as mentioned in RFP data sheet.

4.5.2. The bidder may also download the RFP documents from the website as mentioned in document control sheet. In such case, the A/c Payee Cheque, DD of RFP document fees should be submitted along with Proposal. Proposals received without or with inadequate RFP Document fees shall be rejected.

4.6. Pre Bid Meeting & Clarifications (Not Applicable)

4.6.1. O/O MD, ASTC, Guwahati” shall convene a pre-bid meeting as prescribed in RFP data sheet to address any RFP related queries.

4.6.2. The Bidders will have to ensure that their queries for Pre-Bid meeting should reach the office address of “O/O MD, ASTC, Guwahati” as mentioned in RFP data sheet by post, by hand or by email.

4.6.3. The prospective bidder or its official representative/s [maximum 2] is/are invited to attend the pre-bid meeting.

4.6.4 The queries should necessarily be submitted in the following format:

Sl no	RFP Document Reference (Section & Page Number)	Content of RFP requiring Clarification	Points of Clarification
1			
2			
3.			
4.			

4.7. Responses to Pre-Bid queries and issuance of corrigendum (Not Applicable)

4.7.1. Amendments necessitated as a result of the pre-bid meeting or otherwise shall be made available on website as provided in the RFP data sheet. It shall be the responsibility of the bidders to amend their proposals incorporating the amendments so communicated through the website. "O/O MD, ASTC, Guwahati" shall not be responsible for any oversight or negligence on part of the bidders on the amendments to the terms and conditions of the RFP document and notified through the website.

4.7.2. "O/O MD, ASTC, Guwahati" will endeavour to provide timely response to all queries. However, pre-bid queries common in nature shall be addressed with a single response instead of individual responses to every bidder for same query.

4.7.3. At any time prior to the last date for receipt of bids, "O/O MD, ASTC, Guwahati" may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the RFP document by a corrigendum.

4.7.4. The Corrigendum (if any) & clarifications to the queries from all bidders will be posted on the website as given in the RFP data sheet and no separate communication either in writing or through email will be made to any participants.

4.7.5. Any such corrigendum shall be deemed to be incorporated into this RFP.

4.7.6. In order to provide prospective Bidders reasonable time for taking the corrigendum into account, “O/O MD, ASTC, Guwahati” may, at its discretion, extend the last date for the receipt of Proposals.

4.8. Clarifications and amendments of RFP

4.8.1. During process of evaluation of the Proposals “O/O MD, ASTC, Guwahati” may, at its discretion, ask Bidders for clarifications or to submit additional documents on their proposal for completing bid evaluation process. The Bidders are required to respond within the prescribed time frame.

4.8.2. “O/O MD, ASTC, Guwahati” may for any reason modify the RFP from time to time. The amendment(s) to the RFP would be clearly spelt out posted on the website as provided in the RFP data sheet and the bidders may be asked to amend their proposal due to such amendments.

4.9. Earnest Money Deposit (EMD)

4.9.1. The bidder shall furnish, as part of the Pre-qualification Proposal, an Earnest Money Deposit (EMD) amounting to **Rs. 1,00,000/- (Rupees One Lakh Only) favouring as mentioned in RFP data sheet.**

4.9.2. The EMD shall be in INR and shall be in the form of a Bank Guarantee.

4.9.3. Refund of EMD- EMD of all unsuccessful bidders would be refunded by “O/O MD, ASTC, Guwahati” within 3 months of the bidder being notified as being unsuccessful. EMD of the successful bidder will be released after the successful bidder signs the final agreement and furnishes the Performance Bank Guarantee (PBG).

4.9.4. The EMD amount is interest free and will be refundable to the unsuccessful bidders without any accrued interest on it.

4.9.5. The EMD lying with the “O/O MD, ASTC, Guwahati” in respect of other tender/ RFP/ Expression of Interest awaiting approval or rejected or on account of contracts being completed will not be adjusted towards EMD for this RFP. The EMD may however, be taken into consideration in case RFP are re-invited.

4.9.6. The Earnest Money will be forfeited on account of one or more of the following reasons:-

4.9.7. Bidder withdraws its Proposal during the validity period specified in RFP.

4.9.8. Bidder does not respond to requests for clarification of its Proposal.

4.9.9. Bidder fails to provide required information during the evaluation process or is found to be non-responsive.

4.9.10. In case of a successful bidder, the said bidder fails to sign the Agreement in time; or furnish Performance Bank Guarantee.

4.9.11. Include all supporting documentations specified in this RFP, Corrigendum or any addendum issued.

4.10. Preparation of Proposal

The Bidder must comply with the following instructions during preparation of Proposals:

4.10.1. The Bidder is expected & deemed to have carefully examined all the instructions, guidelines, forms, requirements, appendices and other information along with all terms and condition and other formats of the RFP. Failure to furnish all the necessary information as required by the RFP or submission of a proposal not substantially responsive to all the requirements of the RFP shall be at Bidder's own risk and may be liable for rejection.

4.10.2. The Proposal and all associated correspondence shall be written in English and shall conform to prescribed formats. If any supporting documents submitted are in any language other than English, translation of the same in English language is to be duly attested by the Bidders. Any interlineations, erasures or over writings shall be valid only if they are authenticated by the authorized person signing the Proposal.

4.10.3. The Proposal shall be typed or written in indelible ink and shall be signed by the Bidder or duly authorized person(s) to bind the Bidder to the contract. The authorization shall be indicated by written power of attorney/ Board resolution and shall accompany the Proposal.

4.10.4. In addition to the identification, the envelopes containing the Proposals shall mention the name and address of the Bidder to enable the proposal to be returned in the case it is declared late pursuant, and for matching purposes.

4.10.5. No bidder shall be allowed to modify, substitute, or withdraw the Proposal after its submission.

4.10.6. The bidder shall be responsible for all costs incurred in connection with participation in the RFP process, including, but not limited to, costs incurred in conduct of informative and other diligent activities, participation in meetings/discussions/presentations, preparation of proposal, in providing any additional information required by O/o MD, ASTC Guwahati to facilitate the evaluation process, and in negotiating a definitive contract or all such activities related to the bid process. O/o MD, ASTC Guwahati will in no case is responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

4.10.7. Each page of all parts should be serially numbered and in conformity with the eligibility qualifications should be clearly indicated using an index page.

4.10.8. Failure to comply with the requirements of this paragraph may render the Proposal non-compliant and the Proposal may be rejected. Bidders must:

4.10.8.1. Comply with all requirements as set out within this RFP.

4.10.8.2. Submit the forms and other particulars as specified in this RFP and respond to each element in the order as set out in this RFP.

4.11. Submission of Proposal

4.11.1. Bidders shall submit their Proposals in original at the office address on or before the last date and time for receipt of proposals as mentioned in RFP Data sheet. Sealed tender on plain papers affixing (in Technical Bid) non-refundable court fee stamp of **Rs. 8.25** (Rupees eight and Paise twenty five) only.

4.11.2. Proposals shall be submitted in one envelope containing following envelopes:

Envelope	Contents
Sealed Envelope No. 1 : EMD	The envelope containing only Earnest Money Deposit shall be sealed and super scribed —”<Name of Bidder>- EMD for Selection of Professional Agency for Recruitment to Various Vacant Posts of Assam State Transport Corporation ” along with RFP reference number.
Sealed Envelope No. 2 : Pre-qualification Proposal	<p>a. The envelope containing one hard copy shall be sealed and superscripted “<Name of Bidder>-Pre qualification Proposal – Selection of Professional Agency for Recruitment to Various Vacant Posts of Assam State Transport Corporation” along with RFP reference number.</p> <p>b. Apart from a hardcopy of Pre-qualification proposal, bidder would also submit a softcopy of all documents on two non-re-writable CDs.</p> <p>c. In case any discrepancies exist between the information provided in the hard copy and soft copy of the bid, the information provided in the hard copy will prevail.</p> <p>d. This envelope should not contain any technical or financial bid (in full or part), in either explicit or implicit form, in which case the bid will be rejected.</p> <p>e. Following list of documents shall be submitted as part of Pre qualification Proposal:</p> <ul style="list-style-type: none">i. RFP document fee (if downloaded) / or its receipt (if purchased)ii. Form-1: Compliance Sheet for Pre-qualification Proposaliii. Form 1A: Covering Letter on bidder’s letterheadiv. MoU / Letter of Association amongst Consortium members along with the roles and responsibilities of each of the members.v. In case of consortium members, Work orders/Contract with scope of work for relevant experience vis-a-vis their roles and responsibilities as stated in the MoU.

Envelope	Contents
<p data-bbox="427 680 608 786">Sealed Envelope No. 3 :</p> <p data-bbox="427 835 568 904">Technical Proposal</p>	<p data-bbox="699 277 1501 461">a. The envelope containing technical proposal shall be sealed and superscripted “<Name of Bidder>-Technical Proposal for Selection of Professional Agency for Recruitment to Various Vacant Posts of Assam State Transport Corporation” along with RFP reference number.</p> <p data-bbox="699 510 1501 616">b. Apart from one hardcopy of all Technical Proposal documents, bidder would also submit a softcopy of all the Technical Proposal documents on two non-rewritable CDs.</p> <p data-bbox="699 665 1501 770">c. In case any discrepancies exist between the information provided in the hard copy and soft copy of the bid, the information provided in the hard copy will prevail.</p> <p data-bbox="699 819 1501 889">d. This envelope should not contain any financial bid (in full or part), in either explicit or implicit form.</p> <p data-bbox="699 938 1501 1005">e. Following list of documents shall be submitted as part of Technical Proposal:</p> <p data-bbox="699 1010 1501 1077">i. Form 2: Compliance Sheet for Technical – Qualification Proposal.</p> <p data-bbox="699 1081 1059 1115">ii. Form 2A: Bidder Profile.</p> <p data-bbox="699 1120 1230 1153">iii. Form 2B: Relevant Past Experience.</p> <p data-bbox="699 1158 1501 1225">iv. Form 2C: Approach & Methodology and e-Recruitment Solution.</p> <p data-bbox="699 1229 1501 1299">v. Form 2D: Adequacy & Quality of Resources Proposed for Deployment</p>
<p data-bbox="427 1565 608 1671">Sealed Envelope No. 4 :</p> <p data-bbox="427 1720 600 1789">Commercial Proposal</p>	<p data-bbox="699 1323 1501 1541">a. The envelope containing commercial proposal shall be sealed and superscripted “<Name of Bidder> - Commercial Proposal for Selection of Professional Agency for Recruitment to Various Vacant Posts of Assam State Transport Corporation” along with RFP reference number.</p> <p data-bbox="699 1590 1501 1659">b. The Commercial proposal shall be prepared in accordance with the requirements specified in this RFP.</p> <p data-bbox="699 1709 1501 1778">c. Each page of the Commercial proposal should be signed and stamped by the authorized signatory of the Bidder.</p> <p data-bbox="699 1827 1501 1897">d. Following prerequisites shall be ensured as part of Commercial proposal:</p> <p data-bbox="699 1946 1501 1993">e. Form 3 – Commercial Proposal Format- Commercial Proposal Cost Break Up.</p>

4.12. Late Bids

4.12.1. Bids received after the due date and the specified time (including the extended period if any) for any reason whatsoever, shall not be entertained and shall be returned unopened.

4.12.2. The bids submitted by fax/e-mail etc. shall not be considered. No correspondence will be entertained on this matter.

4.12.3. "O/O MD, ASTC, Guwahati" shall not be responsible for any postal delay or non-receipt/ non-delivery of the documents. No further correspondence on the subject will be entertained.

4.12.4. **4.13. Disqualifications**

"O/O MD, ASTC, Guwahati" may at its sole discretion and at any time during the evaluation of Proposal, disqualify any Bidder, if the Bidder has:

4.13.1. Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements.

4.13.2. Exhibited a record of poor performance such as abandoning works, not properly completing the contractual obligations, inordinately delaying completion or financial failures, etc. in any project in the preceding three years;

4.13.3. Submitted a proposal that is not accompanied by required documentation or is nonresponsive;

4.13.4. Failed to provide clarifications related thereto, when sought;

4.13.5. Submitted more than one Proposal (directly/in-directly);

4.13.6. Declared ineligible by the Government of India/State/UT Government for corrupt and fraudulent practices or blacklisted.

4.13.7. Submitted a proposal with price adjustment/variation provision.

4.13.8. Not submitted in as specified in the RFP document

4.13.9. Not submitted the Letter of Authorization (Power of Attorney)

4.13.10. Suppressed any details related to bid

4.13.11. Submitted subjective, conditional offers and partial offers

4.13.12. Submitted bid with lesser validity period

4.14. Deviations

No deviation shall be allowed with bid. Bidders must ensure that pre-bid conference is attended by their concerned senior people so that all the doubts, clarification & ambiguities regarding bid document & project are resolved well before bid submission. Any conditional bid shall be rejected.

4.15. Bid Opening

4.15.1. The Proposals submitted will be opened at time & date as specified in the document control sheet by Committee or any other officer authorized by Committee, in the presence of Bidders or their representatives who may be present at the time of opening.

4.15.2. Only two persons for each intending bidder organization will be allowed to attend the Pre Bid Meeting.

4.15.3. The representatives of the bidders should be advised to carry the identity card or a letter of authority from the bidders to identify their bonafide for attending the bid opening.

4.16. Bid Evaluation

“O/O MD, ASTC, Guwahati” will constitute a Committee to evaluate the Proposals submitted by Bidders. A three-stage process, as explained hereinafter, will be adopted for evaluation of Proposals. No correspondence will be entertained outside the process of evaluation with the Committee.

4.17. Pre-qualification Criteria & Evaluation

The pre-qualification bids envelopes of the bidders will be opened. The bidders will be assessed as per the pre-qualification criteria defined in the RFP. Only the bidders who qualify pre-qualification shall be eligible for technical evaluation. Non-conforming Proposals will be rejected and will not be eligible for any further processing. Pre-qualification criterion is given in Section – 3 of this Document. Pre-qualification criteria are detailed in Section 3 of this document.

4.18. Technical Proposal Criteria & Evaluation

4.18.1. Technical Proposals would be evaluated only for those Bidders, who qualify the Pre-qualification evaluation.

4.18.2 The evaluation committee will evaluate the Technical Proposals on the basis of the technical evaluation criterion as provided below:

Sl no.	Criteria	Max. Marks
A.	Bidder Profile	100
B.	Relevant past experience with Government.	200
	Total	300

The Bidder should get minimum 60% marks to get qualified for the Commercial Opening.

(20)

4.18.3. The technical score of all the bidders would be calculated as per the criteria mentioned below:

Criteria No.	Criteria	Marks	Max. Marks	Supporting Documents Required
A	Bidder Profile (Total marks = 100 marks)			
1.	The bidder/Prime Bidder in Case of a Consortium should have a minimum average turnover per year of INR 10 crores over last three Financial Years (FY11-12, FY12-13 and FY13-14).	More than 20 cr =100 marks *Between 15-20 Cr =75 marks *Between 10-15 Cr= 50 marks Less than 10 Cr= 0 mark	100	Copies of audited accounts/certificate from auditors
B	Relevant past experience (Total Marks = 500)			
1.	The Prime Bidder or consortium member (in Case of a Consortium) have experience of projects related to providing recruitment Services to Govt. Of India /State Govt./ PSU/ Quasi Government bodies in India in last 3 years.	5 or more projects (including 3 projects of Govt. of Assam) = 200marks & 150 marks(without Assam) 3-4 projects (including 1 project of Govt. of Assam) = 150 marks & 100 marks (without Assam) 1-2 project(s) = 80 marks	200	Copies of Work orders/LOI/ Contract.

4.18.4. Bidders are advised not to submit additional/ extra project citation/ supporting document than maximum asked in support of their experience.

4.19. Commercial Proposal Evaluation

4.19.1. The Commercial Bids of bidders will be opened on the prescribed date in the presence of bidder representatives.

The technically qualified bidder, who has submitted the lowest total project commercial proposal (CP) [amongst the bidders who are not disqualified on the basis of point 4.18.2. above], shall be designated as the L1 (Lowest bid value) and shall be awarded a Commercial Score of 100.

Commercial Scores for other technically qualified bidders will be calculated using the following formula:-

Commercial Score of Bidder (CS) = (Commercial Proposal of L1 bidder/ Commercial Proposal of the Bidder being evaluated) X 100 % (rounded off to 2 decimal places)

4.19.2. Final Evaluation shall be done on “Quality Cost Based Selection” method as below:-

The weightage for the composite evaluation is as described below:

a. Technical Score (TS) - 60%

b. Commercial Score (CS) - 40%

Bidder with the highest final composite score (Final Composite Score = $TS \times 0.60 + CS \times 0.40$) shall be declared as Successful Bidder” and shall be called for further process leading to the award of the contract.

4.19.3. In case of a tie in the final composite score, the bidder having highest technical score will be considered eligible for award of contract.

4.19.4. In case of tie in commercial bid process, the bidder having highest technical score will be considered eligible for award of contract.

4.19.5. Errors & Rectification:

4.19.5.1. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected.

4.19.5.2. If there is a discrepancy between words and figures of the total price, the amount in words will prevail.

4.19.5.3. If the bidder doesn't accept the correction of error(s) as specified, its bid will be rejected.

4.20. Notification of Award of Contract

4.20.1. O/O MD, ASTC, Guwahati will notify the successful bidder in writing that its proposal has been accepted. The notification of award will constitute the formation of the contract after submission of performance bank guarantee by the successful bidder.

4.20.2. Upon the successful bidder's furnishing of Performance Bank Guarantee, O/O MD, ASTC, Guwahati will notify each unsuccessful bidder and return their EMD.

4.21. Performance Bank Guarantee (PBG)

4.21.1. The successful bidder will furnish Performance Bank Guarantee within 15 days from the notification of award, for a value equivalent to 10% of the total cost. [The total cost will be determined by multiplying the weighted average unit cost quoted with 30,000 (assuming 30,000 valid admit cards will be issued)].

4.21.2. PBG shall remain valid for a period of 90 days beyond the date of completion of all contractual obligations of the successful bidder including warranty obligations.

- 4.21.3. The successful bidder will be responsible for extending the validity date and claim period of the PBG as and when it is due on account of non-completion of the project. In case the successful bidder fails to submit performance guarantee within the time stipulated, the O/O MD, ASTC, Guwahati at its discretion may cancel the award of contract to the successful bidder without giving any notice.
- 4.21.4. The Bidder will not be entitled for any interest on the PBG submitted.
- 4.21.5. O/O MD, ASTC, Guwahati shall forfeit the PBG in full or part in the following cases:
- 4.21.5.1. When the terms and conditions of contract are breached/ infringed
- 4.21.5.2. When contract is being terminated due to non-performance of the Bidder
- 4.21.5.3. Notice of reasonable time will be given in case of forfeiture of PBG. The decision of O/O MD, ASTC, Guwahati in this regard shall be final.
- 4.21.5.4. O/O MD, ASTC, Guwahati incurs any loss due to Bidder's negligence in carrying out the project implementation as per the agreed terms & conditions.

4.22. Signing of Contract

The successful bidder will sign the Contract with **O/O MD, ASTC, Guwahati** within 10 days of the release of notification and submission of PBG. After signing of the Contract, no variation in or modification of the term of the Contract shall be made except by mutual written amendment signed by both the parties (i.e. O/O MD, ASTC, Guwahati & BIDDER).

4.23. Fraud and Corruption

All the Bidders must observe the highest standards of ethics during the process of selection of professional agency and during the performance and execution of contract.

4.23.1. For this purpose, definitions of the terms are set forth as follows:

4.23.1.1. "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of the O/O MD, ASTC, Guwahati or its personnel in contract executions.

4.23.1.2. "Fraudulent practice" means a misrepresentation of facts, in order to influence a selection process or the execution of a contract, and includes collusive practice among bidders (prior to or after Proposal submission) designed to establish Proposal prices at artificially high or non-competitive levels and to deprive the O/O MD, ASTC, Guwahati of the benefits of free and open competition.

4.23.1.3. “Unfair trade practice” means supply of services different from what is ordered on, or change in the Scope of Work given in RFP.

4.23.1.4. “Coercive practice” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the selection process or execution of contract.

4.23.2. O/O MD, ASTC, Guwahati will reject a proposal for award, if it determines that the Bidder recommended for award, has been determined to having been engaged in corrupt, fraudulent or unfair trade practices.

4.23.3. O/O MD, ASTC, Guwahati will declare a bidder ineligible, either indefinitely or for a stated period of time, for award of contract, if bidder is found to be engaged in corrupt, fraudulent and unfair trade practice in competing for, or in executing, the contract at any point of time.

4.23.4. The Bidder will not engage or retain any consultant/individual to facilitate or lobby for award of contract. Canvassing by its agent(s) for getting the contract awarded will be construed as corrupt practice.

4.24. Confidentiality

Information relating to the examination, clarification and comparison of the Proposals shall not be disclosed to any Bidder or any other persons not officially concerned with such process until the selection process is over. The undue use by any Bidder of confidential information related to the process may result in rejection of its Proposal. During the execution of the project except with the prior written consent of O/O MD, ASTC, Guwahati, the Bidder or its personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the Contract.

5. Guidelines for implementation

Please refer to Annexure I

6. Scope of Work

The Bidders are required to go through the scope of work laid out in this section:

6.1 Phase I – Application phase

- i. The bidder shall create consolidated data of all applications received online as well as offline for each post advertised separately.
- ii. The Bidder shall develop online admit card generation and search engine software application for issuing admit cards/call letters on the online server for the candidates.
- iii. Scrutiny of applications to filter out ineligible applicants.
- iv. Generation of Call letter/Admit cards with photographs for the eligible candidates for the Written Test, in a sequential manner, venue-wise and date-wise.

- v. The soft copies of the admit cards should be made available on the web site to facilitate downloading and printing of the same by the candidates.
- vi. Generate MIS reports on a weekly basis throughout the recruitment stages to enable top level officials to take decisions.
- vii. The bidder shall provide **Telephonic Helpdesk** support to the candidates for giving assistance for **downloading their admit cards from the website.**

6.2 Phase II – Written Examination

- i. Preparation of list of location and venue-wise attendance list for written test.
- ii. The Bidder shall be responsible for design, printing and supply of OMR answer sheets.
- iii. Printing of OMR answer scripts for all candidates called for the written examination.
- iv. Evaluation of OMR answers sheets as per the Key provided by the department through OMR Scanning.
- v. Compilation of marks secured by the candidates appeared in the written test for all the mentioned posts in the advertisement (separately for each set of category wise posts).

7. Timelines for implementation

Sl. No	Task	Timelines	
1	Contract Signing	T – Contract signing date	
2	Screening of all Applications and Preparation of List of Applicants	T+2 weeks	
3	Issue of Admit cards for Written Test	T+3 weeks	
4	Implementation of OMR Software	T+4 weeks	
5	Supply of OMR Sheets for Written Examination	T+4 weeks	
6	Tentative Dates of conduct of Written Examination (TDE)–	Phase-I for DIVYANG	08-10-2017
		Phase-II for Computer Assistant	29-10-2017
		Phase-III for other posts	12-11-2017
7	Evaluation of OMR Answer Sheet	Phase-I for DIVYANG	TDE+24 hours
		Phase-II for Computer Assistant	TDE+24 hours
		Phase-III for other posts	TDE+24 hours
8	Publication of Final Result of respective examination in Online	TDE+48 hours	

*N.B – The authorized signatory of the successful bidder should sign the Contract with **O/O MD, ASTC, Guwahati** within 7 days of the release of notification and submission of PBG.*

8. General Contract Conditions

8.1 Application

These general conditions shall apply to the extent that provisions in other parts of the Contract do not supersede them. For interpretation of any clause in the RFP or Contract Agreement, the interpretation of O/O MD, ASTC, Guwahati shall be final and binding.

8.2 Relationship between the Parties

Nothing mentioned herein shall be construed as relationship of master and servant or of principal and agent as between O/O MD, ASTC, Guwahati and the Bidder (or Prime Bidder in case of a consortium). The Bidder (or Prime Bidder in case of a consortium) subject to this contract for selection has complete charge of its personnel in performing the services under the Project from time to time. The Bidder (or Prime Bidder in case of a consortium) shall be fully responsible for the services performed by it or any of its personnel on behalf of the Bidder hereunder.

8.3 Standards of Performance

The Bidder (or Prime Bidder in case of a consortium) shall perform the services and carry out its obligations under the Contract with due diligence, efficiency and economy in accordance with generally accepted professional standards and practices. The Bidder (or Prime Bidder in case of a consortium) shall always act in respect of any matter relating to this contract as faithful advisor to the O/O MD, ASTC, Guwahati. The Bidder (or Prime Bidder in case of a consortium) shall always support and safeguard the legitimate interests of the O/O MD, ASTC, Guwahati, in any dealings with the third party. The Bidder (or Prime Bidder in case of a consortium) shall abide by all the provisions/Acts/Rules etc. of Information Technology prevalent in the country. The Bidder (or Prime Bidder in case of a consortium) shall conform to the standards laid down in the RFP in totality.

8.4 Sub-contracting/ Outsourcing

The Bidder shall not, without the consent in writing of the O/O MD, ASTC, Guwahati appoint any delegate/subcontractor for the performance of Services under this contract. It is desirable that the number of sub-contractors engaged by the Bidder for this contract is kept to the minimum possible. It is clarified that the Bidder shall be responsible for all claims arising from the liabilities statutory or otherwise, concerning the sub-contractors. The Bidder undertakes to indemnify the O/O MD, ASTC, Guwahati or its nominated agencies from any claims on the grounds stated hereinabove.

The Bidder shall be responsible and shall ensure the proper performance of the sub-contractors and shall be liable for any non-performance or breach by such service providers. The Bidder shall be responsible for making all payments to the sub-contractors as may be necessary, in respect of any services performed or task executed, and the O/O MD, ASTC, Guwahati shall not be responsible for any part or full payment which is due to such service providers.

The Bidder shall ensure that the Sub-Contractor appointed is competent, professional and possesses the requisite qualifications and experience appropriate to the tasks they will perform.

The Bidder shall not terminate the contract / agreement with the sub-contractor (s) without prior written consent of the O/O MD, ASTC, Guwahati. Further, in case the Bidder terminates any contract/arrangement or agreement with a sub-contractor for any reason whatsoever, the Bidder shall ensure the smooth continuation of services by providing forthwith, a suitable replacement which is acceptable to the Purchaser at no additional cost to the Purchaser.

All rights of use of any process, product, service or facility developed or any other task performed by the sub-contractors for the Bidder, under this contract would lie exclusively with the O/O MD, ASTC, Guwahati in perpetuity free from all liens, encumbrances and other third party rights and the Bidder shall, wherever required, take all steps that may be necessary to ensure the transfer of such ownership in favour of the O/O MD, ASTC, Guwahati.

8.5 Applicable Law

Applicable Law means the laws and any other instruments having the force of law in India as may be issued and in force from time to time. The Contract shall be interpreted in accordance with the laws of the Union of India and the State of Assam.

8.6 Intellectual Property Rights

No service covered under the Contract shall be sold or disposed by the Bidder in violation of any right whatsoever of third party, and in particular, but without prejudice to the generality of the foregoing, of any patent right, trademark or similar right, or any charge mortgage or lien. The Bidder shall indemnify O/O MD, ASTC, Guwahati from all actions, costs, claims, demands, expenses and liabilities, whatsoever, resulting from any actual or alleged infringement as aforesaid and at the expenses of the Bidder, O/O MD, ASTC, Guwahati shall be defended in the defence of such proceedings.

8.7 Governing Language

The Contract shall be written in English Language. All correspondences and other documents pertaining to the contract, which are exchanged between the parties, shall be written in the English Language.

8.8 Taxes and Duties

All taxes, duties and any statutory levies etc. payable by the Bidder during the contract tenure shall be the sole responsibility of the Bidder.

All taxes, duties and statutory levies payable to the Bidder shall be paid as per prevailing rates in Assam.

8.9 Termination of Contract

Following reasons shall lead to the termination of contract:

8.9.1 Failure of the successful bidder to accept the contract and furnish the Performance Bank Guarantee within specified time period.

8.9.2 The term of Contract expires.

8.9.3 Termination of Contract by the O/O MD, ASTC, Guwahati due to non-adherence of contract/RFP terms and conditions.

8.10 Termination for Insolvency, Dissolution etc.

O/O MD, ASTC, Guwahati may at any time terminate the Contract by giving written notice to the Bidder, if the Bidder becomes bankrupt or otherwise insolvent or in case of dissolution of firm/company or winding up of firm/company. In this event termination will be without compensation to the Bidder, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to O/O MD, ASTC, Guwahati.

8.11 Termination for Convenience

O/O MD, ASTC, Guwahati reserves the right to terminate, by prior written notice, the whole or part of the contract, at any time for its convenience. The notice of termination shall specify that termination is for O/O MD, ASTC, Guwahati's convenience, the extent to which performance of work under the contract is terminated, and the date upon which such termination becomes effective.

8.12 Force Majeure

8.12.1 The Bidder shall not be liable for forfeiture of its PBG or termination of contract for default if and to the extent that delays in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

8.12.2 For purposes of this clause, "Force Majeure" means an event beyond the control of the Bidder and not involving the Bidder's fault or negligence, and not foreseeable. Such events may include, but are not restricted to, acts of O/O MD, ASTC, Guwahati in their sovereign capacity, wars or revolutions, riot or commotion, earthquake, fires, floods, epidemics, and quarantine restrictions.

8.12.3 If a Force Majeure situation arises, the Bidder shall promptly notify O/O MD, ASTC, Guwahati in writing of such condition and the cause thereof. Unless otherwise directed by O/O MD, ASTC, Guwahati in writing, the Bidder shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

8.13 Resolution of Disputes

If any dispute arises between parties, then these would be resolved in following ways:

8.13.1. Amicable Settlement

Performance of the Contract is governed by the terms and conditions of the Contract, however at times dispute may arise about any interpretation of any term or condition of Contract including the scope of work, the clauses of payments etc. In such a situation either party of the contract may send a written notice of dispute to the other party. The party receiving the notice of dispute will consider the Notice and respond to it in writing within 30 days after receipt. If that party fails to respond within 30 days, or the dispute cannot be amicably settled within 60 days following the response of that party, then the second Sub-clause of resolution of disputes shall become applicable.

8.13.2. Arbitration

“Any dispute or difference whatsoever arising between the parties to this Contract out of or relating to the construction, meaning, scope, operation or effect of this Contract or the validity of the breach thereof shall be referred to a sole Arbitrator to be appointed by mutual consent of both the parties herein. If the parties cannot agree on the appointment of the Arbitrator within a period of one month from the notification by one party to the other of existence of such dispute, then the Arbitrator shall be appointed the provisions of the Arbitration and Conciliation Act, 1996 will be applicable and the award made there under shall be final and binding upon the parties hereto, subject to legal remedies available under the law. Such differences shall be deemed to be a submission to arbitration under the Indian Arbitration and Conciliation Act, 1996, or of any modifications, Rules or re-enactments thereof. The Arbitration proceedings will be held at Guwahati, India.”

8.14. Legal Jurisdiction

All legal disputes between the parties shall be subject to the jurisdiction of the Courts situated in Guwahati, Assam only.

9. Proposal Formats

Following are the proposal formats to be used by the bidders for submitting their Proposals for selection as Bidder under the RFP:-

SL. No.	Form	Description
1.	Form-1	Compliance Sheet for Pre-Qualification Format
2.	Form-1A	Covering Letter on bidder's letterhead
3.	Form-2	Compliance Sheet for Technical – Qualification Proposal
4.	Form-2A	Bidder Profile
5.	Form-2B	Relevant Past Experience
6.	Form-3	Commercial Proposal Cost Break Up

Note: Italicized comments in rectangular brackets of formats have been provided for the purpose of guidance/ instructions to bidders for preparation of the Proposal Formats. These should not appear in the final Proposals to be submitted by the bidders]

9.1 Form-1: Compliance Sheet for Pre-Qualification Format

(The pre-qualification proposal should comprise of the following basic requirements. The documents mentioned in this compliance sheet along with this form, needs to be a part of the Pre-Qualification proposal)

SI No.	Specific Requirement	Documents Required	Provided (Y/N)	
1	RFP Document fees			
2	Special Power of Attorney / Board Resolution.			
3	Bid Covering Letter			
4	EMD			
5	The Bidder or the Prime Bidder and consortium members (in Case of a Consortium) should be company/ companies with aregistered office and operations in India. The company should be operational in India for at least the last three financial years (FY13-14, FY14-15 and FY15-16).			
6	In case of a consortium, a MoU / Letter of Association amongst Consortium members must be furnished with the Technical bid along with agreement between Consortium members Defining their roles and responsibilities for the project. Also, in case of a Consortium, the responsibility for successful execution of the entire project will be that of the defined prime bidder. In case of consortium the responsibility for successful execution of the entire project will be that of the defined prime bidder. In case of consortium, a maximum of 3 members including prime bidder allowed. A member cannot be a part of more than one Consortium. The consortium members should have relevant experience of executing similar roles and responsibilities in past as stated in the MoU.	MoU / Letter of Association amongst Consortium members along with the roles and responsibilities of each of the members. For consortium Proof of experience vis-a-vis their roles as stated in the MoU.		

(30)

SI No.	Specific Requirement	Documents Required	Provided (Yes/No)
7	The bidder/Prime Bidder in Case of a Consortium should have an average minimum per year turnover of INR 1 cores over last three Financial Years (FY13-14, FY14-15, FY15-16). In case of a Consortium, the average per year turnover of the consortium members over the last Financial Years should be INR 25 lakh. The Prime Bidder (in Case of a Consortium) should have positive net worth in FY15-16.	Copies of audited accounts/certificate from auditors should be provided as documentary evidence.	
8	The bidder/Prime Bidder and consortium members (in Case of a Consortium) should not be currently blacklisted/ ineligible to participate for bid due to corrupt/ fraudulent or any other unethical business practices.	An undertaking the shape of affidavit to this effect, signed by authorized signatory, has to be submitted.	
9	The bidder/Prime Bidder and consortium members (in Case of a Consortium) should have GST registration no./PAN no and TAN no	Copies GST Registration, TIN/PAN details are to be enclosed.	
10	The bidder/Prime Bidder in Case of a Consortium should have been providing recruitment related services for at least three years. In case of a consortium, members of the consortium other than prime bidder should have experience in their respective fields for at least three years	Letter from competent authority listing type of services offered Work orders/Contract for recruitment related services	

9.2 Form-1A: Covering Letter on bidder's letterhead

[Bidders are required to submit the covering letter as given here on their letterhead]

To,
The Managing Director,
Assam State Transport Corporation,
Paribahan Bhawan, Paltanbazar, Guwahati-8

Sub: Submission of proposal for Selection of Professional Agency for Recruitment to various posts in Assam State Transport Corporation, Assam.

Dear Sir,

We, the undersigned, having carefully examined the referred RFP no. offer to propose as a Professional Agency for Recruitment to various posts in Assam State Transport Corporation, Paltanbazar, Guwahati, in full conformity with the said RFP.

1. We have read all the provisions of RFP & Corrigendum, if any and confirm that these are acceptable to us.
2. We further declare that additional conditions, variations, deviations, if any, found in our proposal shall not be given effect to.
3. We agree to abide by this Proposal, consisting of this letter, our Pre-qualification, Technical and Commercial Proposals, the duly notarized written power of attorney/ Board Resolution, and all attachments, for a period of 180 days from the date of Issuance of RFP as stipulated in the RFP and modifications resulting from contract negotiations, and it shall remain binding upon us and may be accepted by you at any time before the expiration of that period.
4. Until the formal final Contract is prepared and executed between us, this Proposal, together with your written acceptance of the Proposal and your notification of award, shall constitute a binding contract between us.
5. We hereby declare that all the information and statements made in this proposal are true and accept that any misrepresentation or misinterpretation contained in it may lead to our disqualification.
6. We understand you are not bound to accept any proposal you receive, not to give reason for rejection of any proposal and that you will not defray any expenses incurred by us in bidding.
7. We declare that this is our sole participation in this RFP bid and we are not participating/co-participating through any of other related party or channel.
8. Bank Guarantee no. _____ dated _____ drawn on _____ for INR 1,00,000/- is enclosed towards EMD.
10. Demand draft no. _____ / NEFT Ref No. dated _____ drawn on _____ for INR 5,000/- is enclosed towards RFP document cost as document was downloaded from website.
11. RFP document was purchased by us by making cash payment vide receipt number.

_____ dated _____ of your office.

Signature

Full Name

In the capacity of
Duly authorized to sign Proposal for & on behalf of

Date.....

Place.....

9.3 Form-2: Compliance Sheet for Technical – Qualification Proposal

[The Technical qualification proposal should comprise of the following basic requirements. The documents mentioned in this compliance sheet along with this form, needs to be a part of the Technical Qualification proposal]

Bid Reference No. :

SI no.	Specific Requirement	Documents Required	Provided (Yes/No)	Ref & Page no. in the proposal
1.	Bidder profile <ul style="list-style-type: none"> • Sales turnover • Net worth 	Form 2A along with extracts of audit report		
2.	Relevant past experience <i>Completion Certificate of the projects completed as on 31/12/2016 need to be provided (issued to the responding bidder by the respective client</i>	Form 2B along with work order and corresponding completion certification		
3.	Approach & Methodology & Solution	Form 2C along with work order/LOI/ Contracts and Completion certificate		
4.	Adequacy and Quality of Resources proposed for Deployment	Form 2D		

9.4 Form-2A: Bidder Profile

Sl no.	Particular	Details
1.	Sales Turnover	<i>In case of a single bidder/prime bidder in case of a consortium, Extracts from audited balance sheet and P & L along with authentic certificate from the practising fellow member of Institute of Chartered Accountants of India (ICAI) confirming that Average Annual Sales Turnover is INR 1 Crore or more during the last 3 financial years and that the Net Worth is positive for the year, 2013-14 as per the last published balance sheets.</i>
a.	FY 2013-14	
b.	FY 2014-15	
c.	FY 2015-16	
	Net Worth	<i>In case of consortium, for members other than the prime bidder, Extracts from audited balance sheet and P & L along with authentic certificate from the practising fellow member of Institute of Chartered Accountants of India (ICAI) confirming that Average Annual Sales Turnover is INR 1 Crore or more during the last 3 financial years and that the Net Worth is positive for the year, 2013-14 as per the last published balance sheets.</i>
a.	FY 2015-16	

Signature.....

In the capacity of.....

Duly authorized to sign Proposal for

And on behalf of.....

Date.....

Place.....

9.5 Form-2B: Relevant Past Experience

[For all the below details, the Completion Certificate of the projects completed as on 31/12/2016 need to be provided (issued to the responding bidder by the respective client)]

[Bidders are required to provide details of relevant experiences in the format given below, highlighting experience of implementing similar projects.]

Use separate sheet for each citation.

Sl no	Particular	Details
1.	Project Serial number	
2.	Name of Project	
3.	Name of Client	
4.	Address of Client	
5.	Contact Person Name & Mobile / Telephone of Client	
6.	Total Project Overall Value (INR)	
7.	Project Start Date	
8.	Project End Date	
9.	Project Team Size	
10.	No. of recruitments done	
11.	Brief narrative description of project with respective to recruitment services (or specified roles for a consortium member)	
12.	Project credentials as per the criteria	

ANNEXURE- I [*The Bidder shall submit this Undertaking along with Form-1A: Covering Letter on bidder's letterhead*]

UNDERTAKING

It is hereby acknowledged that the Commercial Proposal made in the Form-3 is based on full understanding of the procedure to complete the recruitment process and that the Commercial Offer made hereunder is inclusive of all expenses related to the recruitment process such as,

- (i) Cost of Hardware and Software required for recruitment related activities.
- (ii) Cost of OMR Sheet (Written Test).

Signature.....

In the capacity of.....

Duly authorized to sign Proposal for
And on behalf of.....

Date.....

Place.....

Annexure II- Performance Bank Guarantee

<Name>

<Designation>

<Address>

<Phone Nos.>

<Fax Nos.>

<Email id>

Whereas, <<name of the Bidder and address>> (hereinafter called “the applicant”) has undertaken, in pursuance of contract no. <<insert contract no.>> dated. <<insert date>> to provide consulting services for <<name of the assignment>> to << Assam State Transport Corporation >> (herein called “the beneficiary”)

And whereas it has been stipulated by in the said contract that the applicant shall furnish you with a bank guarantee by a recognized bank for the sum specified therein as security for compliance with its obligations in accordance with the contract; And whereas we, <<Name of the Bank>> a banking company incorporated and having its head /registered office at <<address of the registered office>> and having one of its office at <<address of the local office>> have agreed to give the Bidder such a bank guarantee.

Now, therefore, we hereby affirm that we are guarantors and responsible to you, on behalf of the Bidder, up to a total of Rs. <<Insert Value>> (Rupees <<insert value in words>> only) and we undertake to pay you, upon your first written demand declaring the Bidder to be in default under the contract and without cavil or argument, any sum or sums within the limits of Rs. <<Insert Value>> (Rupees <<insert value in words>> only) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the applicant before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the Bidder shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This Guarantee shall be valid until <<Insert Date>>.

Notwithstanding anything contained herein:

- I. Our liability under this bank guarantee shall not exceed Rs <<Insert Value>>(Rupees <<insert value in words>> only).
 - II. This bank guarantee shall be valid up to <<insert expiry date>>.
 - III. It is condition of our liability for payment of the guaranteed amount or any part thereof arising under this bank guarantee that we receive a valid written claim or demand for payment under this bank guarantee on or before <<insert expiry date>> failing which our liability under the guarantee will automatically cease.
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