

**BID DOCUMENT FOR HIRING
SERVICE PROVIDER/PLACEMENT
AGENCY**

**CSS-ATMA, ASSAM
DEPARTMENT OF AGRICULTURE**

**SHORT e-TENDERING
NOTICE INVITING EXPRESSION OF INTEREST (EOI)**

No: CSS –ATMA/SAMETI/Assam/296(pt)/2016-17/.....

Date: 23 /05/2017

The Director, SAMETI, Assam invites seal tender in the prescribed tender form affixing court fee of Rs 8.25 (Rupees eight and paise twenty five) only from eligible intending Firm/Agency/Organization for conducting written test for different categories of contractual Post as mentioned below

1. State Coordinator (State level)
2. Gender Coordinator (State level)
3. Deputy Director, SAMETI(State level)
4. Deputy Project Director, (District level)
5. Accountant cum Clerk (District level/State level)
6. Computer Programmer /Computer Operator (District level)
7. Block Technology Manager (Block level)
8. Assistant Technology Manager (Block level)

The detail bid document will available in the e-Tendering portal: www.assamtenders.gov.in from **24-05-2017** to **19-06-2017** up to **2:00pm** . Tenders are to be submitted online through the e-procurement portal www.assamtenders.gov.in only and online submission of tenders will open from **24-05-2017** at **11:00 am** to **19-06-2017** up to **2:30 pm**. The hard copy of sealed tender should also have to submit in the prescribed tender form in the sealed box kept at the SAMETI office, Krishi Bhavan Campus, Khanapara or may send by registered post on or before the deadline of online submission. The hard copy of tender will be rejected who have not submitted through online.



Director
SAMETI, Assam
Khanapara, Guwahati-22

Tender Notice: CSS –ATMA/SAMETI/Assam/296(pt)/2016-17/..... Dated: 23-05-2017

- 1. Issue of Tender document : From **24th May,2017** to **19th June 2017** up to 2:00 PM
- 2. Pre Bidding Meeting : **7th June ,2017 at 3:00pm**
Office of the Director, SAMETI, Assam,
Khanapara, Guwahati-22
- 3. Last Date and Time of Submission of tender : Up to 2:30 PM of **19th June ,2017**
- 4. Date & Time for opening of tender Technical Bid (envelop-A) : On **19th June ,2017 at 3:00pm**
- 5. Venue : Office of the Director, SAMETI, Assam,
Khanapara, Guwahati-22
- 6. Date & Time for opening of Commercial Bid (envelop-B) : After the process of Technical Bid
It is for technically eligible bidder only.
- 7. Address for Correspondence : Office of the Director, SAMETI, Assam,
Khanapara, Guwahati-22
- 8. EMD Amount Payable : Rs 50,000/-(Rupees fifty thousand)
only by way of crossed DD or Banker's Cheque
only from any Nationalized or Schedule bank
in favour of **NATIONAL MISSION ON AGRICULTURAL EXTENSION AND TECHNOLOGY NMAET DIR OF AGRI** payable at
Guwahati and should be enclosed with the
Technical Bid only. Technical BID without EMD
will be rejected.


Director
SAMETI, Assam
Khanapara, Guwahati-22
sc

CHAPTER-1

GENERAL TERMS AND CONDITION

Terms and conditions for conducting written examination for the contractual engagement in respect of post of State Coordinator, Gender Coordinator, Deputy Director (SAMETI), Deputy Project Director, Block Technology Manager (BTM), Assistant Technology Manager (ATM), Accountant cum Clerk, Computer Programmer/Computer Operator(at State & District level). All the above posts are purely temporary and shall have no claim to absorb in regular vacancies in near future. Initially, the engagement will be for 11 months. However, satisfaction of the Agriculture Department of the state at an appropriate level will be the determining factor regarding continuation of persons after initial period of deployment.

1. ELIGIBILITY CRITERIA:

The Bidder must fulfil the following eligibility conditions and must also submit documentary evidence in support of fulfilling these terms and conditions while submitting the technical Bid

- i) The bidder should have been income tax assesses for the last three years i.e. 2013-14, 2014-15 and 2015-16.
- ii) The Bidder should have at least Rs 200.00 lakhs average turnover in related task per year for the last 3 years 2013-14, 2014-15 & 2015-16.
- iii) The Bidder must have experience in design, develop software for online application, print, supply up to district level and can scan the OMR sheets for about 50,000 to 2,00,000 application and above.
- iv) The Bidder should maintain confidentiality of all data.
- v) The Bidder should have experience in executing at least two similar examination.
- vi) The bidder should have a registered office at Guwahati with the entire infrastructure like computer system services, OMR Scanner etc. Official from the office of the Office of the Director, SAMETI may inspect their office and all the relevant equipment & infrastructure.
- vii) The post –test work should be executed by Scanning OMR sheets.
- viii) The bidder should have adequate manpower to handle the work as this is a time bound task.
- ix) The bidder should not be currently blacklisted/ineligible to participate for bid due to corrupt/fraudulent or any other unethical business practices. **A self declaration to this effect is to be submitted.**
- x) Bidder should have Tier-3 Data Centre.
- xi) Joint Venture of 2 partner will be allowed to participate as Bidder. Bids submitted by a joint venture of two firms (maximum) as partners shall comply with the following requirements

- a) The joint venture agreement should be registered in the Authorised place, so as to be legally valid and binding on partners.
- b) The bid and, in case of a successful bid, the Agreement, shall be signed by both the partner so as to be legally binding on all partners.
- c) The joint venture agreement should define precisely the division of assignments to each partner. Both the members of Joint Venture should have active participation in providing services during the contract. This should not be varied/modified subsequently without prior approval of the Purchaser.

2. **One Bid per Bidder :**

- i) Each Bidder shall submit only one Bid either individually or as a partner in a joint venture. A Bidder who submits or participates in more than one Bid, shall cause to be disqualified.

3. **Detail of the Work:**

- i) The successful Bidder will have to conduct written examination on a single day at 26 Centres (District HQ) in the State namely Kamrup, Bongaigaon, Dhuburi, Goalpara, Dhemaji , Kokrajhar, Chirang, Barpeta, Nalbari, Darrang, Morigaon, Udalguri, Sonitpur, Lakhimpur, Tinsukia, Sivasagar, Goalghat, Dibrugarh, DimaHasao, Karbi Anglong, Karimganj, Cachar, Nagaon, Jorhat, Hailakandi ,Baksa and 1 centre at State H.Q. However, in due course depending upon number of candidates , number of examination centre may be varied. The successful bidder will have to prepare post wise merit list after conducting the examination and submit the same to the Department
- ii) Detail Category of posts are given below:
 - State Coordinator at State Level.
 - Gender Coordinator at State Level.
 - Deputy Director, SAMETI at State Level.
 - Deputy Project Director at District Level.
 - Block Technology Manager at Block Level.
 - Assistant Technology Manager at Block Level.
 - Computer Programmer/Operator at District Level.
 - Accountant cum Clerk at District Level/State level.
- iii) There will be 5 set of question papers, 1st set for the post of State Coordinator, Gender Coordinator, 2nd Set for Deputy Director, Deputy Project Director, 3rd set for Block Technology Manager, Assistant Technology Manager, 4th set for Computer Programmer and Computer Operator and 5th set for Accountant cum Clerk.
- iv) The entire process of examination are subsequently categories in following parts

- Develop software for collecting online application from the candidates.
 - Preparation of category wise post and district wise database of application.
 - Issue of Admit card through online/website (Download facility)
 - Setting up of question papers based on model Question papers and delivery of question papers up to the examination hall with utmost care.
 - Selecting of examination hall & preparation of sitting arrangement for the candidates consulting with district administration & DAO of the district.
 - Selection of Invigilator and other staff for smooth conduction of examination.
 - Holding of examination and collecting answer script from the examination hall and to keep in safe custody consulting with District Administration.
 - Evaluation.
 - Submission of Merit list up to 3 times of vacant post in each category of vacant post considering reservation.
- v) Commercial price bid of a bidder for the above work will be opened subject to fulfilment of the eligibility criteria in the technical bid. For detail please refer to tender document.
- vi) The Bidder should not sub-let any part /item of work to other firms as the task is a quite sensitive and confidential in nature.
- vii) Ensure selection of best suited candidates for the job on the basis of merit without fear of favour, recommendations and corruption and procedural inadequacies.
- Examination for all the post will be conducted at a time. Suggested duration of examination is 3 hours.
 - The question papers for all examination should be in OMR/ ICR (Optical Mark Recognition/intelligence Character Recognition) for easy evaluation and early results.
 - The details guideline of the examination will be prepared by the successful firm/ bidder subject to approval by the Commissioner & Secretary, Agriculture cum State Nodal Officer, CSS-ATMA .
 - The Department is proposed to hold examination in 26 centres(District H.Q.) of Assam namely Kamrup, Bongaigaon, Dhuburi, Goalpara, Haialakandi, Kokrajhar, Chirang, Barpeta, Nalbari, Darrang, Morigaon, Udalguri, Sonitpur, Lakhimpur, Tinsukia, Sivasagar, Goalghat, Dibrugarh, Dima-Hasao, Karbi-Anglong, Karimganj, Cachar,Nagaon, Jorhat , Baksa and 1 at State H.Q.. However, in due

course depending upon the number of candidates, number of examination centre may be varied.

- The Chairperson of GB ATMA of the district along with DAO cum PD should be involved while conducting the written examination/ tests etc.
- The service of the bidder/ firm will remain solely under the direction, control and superintendence of the Director, SAMETI, Assam.
- The approved firm/bidder shall have to undertake not to disclose, divulge or make public except legal obligations, any information that the firm /bidder acquire in course of time. Violation of trust-ship attracts prosecution as per existing IPC.
- There will be multiple choice of questions (MCQ) with 100 total marks (1 mark each for 1 question) in each question papers.
- The bidder/firm should submit their experience certificate along with their capability in conducting such examination.
- Any legal petition pertaining to this NIQ will be within jurisdiction of Guwahati High court, Guwahati.
- Selected firm/ bidder shall have to execute a contract. The draft copy of the contract is enclosed.
- For any further information, the interested firm/ bidder may contact office of the Director, SAMETI, Assam, Krishi Bhavan Campus Khanapara, Guwhati-22 from 10:00 am to 4:00pm of any working day till the conclusion of the process.

4. MODE OF SUBMISSION OF TENDER:

- i) Bid document may be downloaded from www.assamtenders.gov.in. The Bid submitted by the Bidder shall be in two parts as mentioned below. The documents and details shall be submitted online through e-procurement portal on website www.assamtenders.gov.in . Details and process of online submission of the tender and relevant documents are given in the website mentioned above. The Bid are to be submitted in the manner as prescribed below:
 - a) **Technical bid:** Scanned copies of the all the necessary documents and demand drafts shall be uploaded on the website <https://assamtenders.gov.in> at the appropriate place.
 - b) **Financial Bid:** The Financial bid will comprise the Bid Form and the Price Schedule as per format given in the bidding document.

ii) Submission of Original Documents(Hard Copy) :

Hard copy of tender will be acceptable only from those bidder who have submitted through **e-procurement portal** otherwise the tender will be rejected. The following point may be noted for submission of hard copy of tender

- a) Bid should be made in two parts namely technical bid and commercial bid and in the format given in the bid document. Each bid should be placed in separate sealed envelopes super scribed technical Bid or Commercial Bid then both the envelop should put in a single cover sealed and super scribed-Examination SAMETI (CSS-ATMA), Assam as the case may be followed by the title mentioned above against tender notice .Name of the bidder and contact no with address should be also written on the envelop. Tender will be accepted only from those who have submitted the cost of the Bid in the form of DD. All correspondence should be with the Director,SAMETI,Assam .
- b) Tender should be addressed to the **Director, SAMETI,Assam**. Sealed Tender consisting of the above two covers should be dropped in the sealed box kept at the office of the **Director, SAMETI, Assam**.
- c) The Technical bid prescribed form should be filled in original and should be sealed in a separate cover. The technical bid should be super scribed as Technical Bid envelope-A.
- d) The Commercial bid prescribed form should be filled in original with total amount quoted both in figures and words. The commercial bid should be super scribed as Commercial Bid envelope-B. The Bid must be unconditional and in the format given in the tender document.
- e) Both the Technical bid and Commercial bid should then be put in a single cover sealed and super scribed as Examination SAMETI(CSS-ATMA), Assam.
- f) The price quoted shall be inclusive of all taxes, duties and other charges.
- g) If the envelop is not sealed and marked as required above, the Director, SAMETI , Assam may reject the quotation.

5. COST OF BID:

- i) The cost of tender papers is Rs 1000/- (Rupees one thousand) only to be paid by DD in favour of **NATIONAL MISSION ON AGRICULTURAL EXTENSION AND TECHNOLOGY NMAET DIR OF AGRI** payable at Guwahati drawn from any Nationalized or Scheduled Bank, which is non refundable in any cost and to be submitted along with the hard copy of tender at the drop box at SAMETI office.

6. EARNEST MONEY DEPOSIT :

- i) Each tender should be accompanied by earnest deposit of Rs 50,000/- (Rupees fifty thousand) only by the way of crossed draft or Banker's Cheque from any nationalized Bank in favour of **NATIONAL MISSION ON AGRICULTURAL EXTENSION AND TECHNOLOGY NMAET DIR OF AGRI** payable at Guwahati. The EMD of the unsuccessful bidder will be returned after finalization of the tender process. The above EMD amount held by the Director, SAMETI, Assam till it is returned will not earn any interest thereof.

7. DETAILS TO BE FURNISHED:

- i) All particulars must be furnished as asked for in the prescribed technical and commercial bid document.
- ii) Signature Authorization Certificate.
- iii) The bidder with full signature in all the documents along with Bid document and should avoid overwriting if any.
- iv) Technical bid form must be filled and furnished or else the bid is liable to be rejected along with the necessary documents.
- v) The rates should be clearly indicated both in words and figure. Whenever there is a discrepancy, the rate indicate in words shall apply.

8. OPENING OF THE TENDER AND EVALUATION THEREOF :

The tenders received within the specified time will be opened in the office of the Director, SAMETI, Assam by a Committee to be constituted in presence of the bidders or his/ her authorised representative at 3:00 pm on **19th June ,2017**. The technical bid will be opened in the first instance and evaluate and the list of technically qualified bidders will be prepared. The Commercial bids of the technically qualified bidder will be opened and evaluated by the same committee. The decision of the committee will be final in this regard.

9. Period of Validity of Bids

Bids shall remain valid for **60** days after the deadline for submission of bids prescribed by the Purchaser and bidder should mentioned the bid validity. **A bid valid for a shorter period shall be rejected by the Purchaser as non-responsive.** In case of extension of the bid validity period, purchaser will seek extension from bidders in writing.

10. SECURITY DEPOSIT:

- i) The successful bidder will be required to submit security deposit in the form of DD or unconditional irrevocable bank guarantee of 5% on the bid value (i.e. total consideration) inclusive of EMD within 15 days from the date of intimation of acceptance of bid. If the accepted bidder fail to submit the security deposit, the EMD submitted by him, will be forfeited by the Director, SAMETI, Assam.
- ii) The security deposit furnished by the successful bidder in respect of the tender will be returned to him at the end of the contract period subject to satisfaction of the Director, SAMETI, Assam.
- iii) If the successful bidders fails to sign the contract within the prescribed time or after signing the contract fails to perform their job as per agreement, his security deposit mentioned above will be forfeited by the Director, SAMETI and necessary action will be taken to blacklist the firm.

11. AGREEMENT :

- i) The Successful bidder shall execute and agreement for the fulfilment of the contract on Rs. 100/- Non Judicial stamp in the model form enclosed within 15 days from the date of acceptance of the tender.
- ii) The incidental expenses of execution of agreement shall be borne by the successful bidder, hereafter the successful bidder will be referred to as contractor.
- iii) The conditions stipulated in the agreement should be strictly adhered to and violation of any of the conditions at any stage will entail termination of the contract without prejudice to the rights of the Director, SAMETI and recovery of any consequently from the contractor/ bidder/firm.

12. PAYMENT

Subject to the receipt of fund from Govt., the payment to the firm will be made after successful and satisfactory completion of the process & submission of merit list by the firm/bidder to the Director, SAMETI, Assam.

13. IMPLEMENTAION SCHEME:

Signing contract	Within 15 days from the date of receipt of letter of notification of award and on receipt of work order.
Implementation period	02 (two) months from the date of signing of contract (Submit Brief plan)

14. PENALTY AND TERMINATION FOR NON FULFILMENT OF CONTRACT

- i) The final acceptance of the tender would be entirely vested with the Director, SAMETI to communicate in any way the rejected bidder. After the acceptance of the tender by the Director, SAMETI, Assam, the bidder shall have no right to withdraw his tender or claim higher price.
- ii) Tender with incomplete information are liable for rejection.
- iii) The Authority reserves the right to cancel/reject any or all tenders at any time without assigning any reason thereof and bidders/ firms shall have no claim/ protest in any forum in this regard.
- iv) The decision of the Authority as regard to the issue related to the tender will be final.
- v) The Service provider is bound by the details furnished by it to the Authority while submitting the tender or at any subsequent stage . It shall be deemed to be a breach of term of Agreement , making it liable for legal action besides termination of Agreement, if any details/information is subsequently found to be fake/incomplete/misleading or fraudulent .
- vi) If the Agency fails or delays to fulfil the obligation in the execution of work to the entire satisfaction of the SAMETI/CSS-ATMA, the Director, SAMETI/SNO, CSS-ATMA reserves the right to terminate the contract & forfeit the performance security by way of en-cashing the Demand Draft/Fixed deposit receipt or invoking the Bank guarantee as the case may be, without prejudice to the SAMETI ,further right to claim compensation from the Agency .
- vii) If the examination is delayed or postponed due to any reason, the agency shall be liable for payment of any compensation arising due to such failure at the sole discretion of SAMETI/CSS-ATMA and shall also be liable to provide facilities as specified by this tender document free of cost for the number of candidates at the sole discretion of SAMETI/CSS-ATMA for conducting re-examination.
- viii) Violation of any condition of the bid or submission of false document or undertaking ,if any will be handle by the authority as per law.

15. Amendment of Bidding Documents

- i. Before the deadline for submission of bids, the purchaser may modify the Bidding Documents by issuing addenda.
- ii. The Bidder should also have to sign in the Corrigendum document during submission , if corrigendum published

Part – 1
Technical Bid Form

S.No	Particular	Detail with Enclosed Document page no	Document to be furnished
1	Name of Bidder/Firm with Address		Address Proof
2	The bidder should have been income tax assesses for the last three years i.e. 2013-14, 2014-15 and 2015-16. Vat Clearance Certificate		Income tax return Certificate to be enclosed Certificate to be enclosed
3	The Bidder should have at least Rs 200.00 lakhs average turnover in related task per year for the last 3 years 2013-14, 2014-15 & 2015-16. Submit Annual turnover for 2012-13,2013-14,2015-16,		Certificate from Charter Accountant to be enclosed
4	The Bidder must have experience in design, develop software for online application, print, supply up to district level and can scan the OMR sheets for about 50,000 to 2,00,000 application and above		Experience letter about successful completion of Such examination (Design develop software and OMR technology) to be enclosed
5	The bidder should have a registered office at Guwahati with the entire infrastructure like computer system services, OMR Scanner etc.		Enclosed Infrastructure details and Registration Certificate
6	Nos. written test and interview conducted during the last two years No. of the candidates appeared in the test Minimum 0.50(L) to 2 (L)		Experience letter about successful completion of Such examination Proof to be submitted
7	Name of the Department /Firm/Agency for which written test/ interview conducted (Preference if done for Govt.		Experience letter about successful completion of Such examination from the organization
8	Number of on roll officers & other support staff under the agency		Proof to be submit
9	Mention Hardware particulars		Attach Document
10	Mention Software particulars		Attach Document
11	PAN		Attach Document
12	Service Tax Registration		Attach Document
13	VAT Registration		Attach Document
14	Mention technical expertise OMR technology		Attach Document

15	Project handled using developing and maintaining and processing of web-based on line application forms receiving solution along with the website in executing at least 2 exams		Attach Document
16	Data Centre Should be of Tier-3 or above		Attach Certificate
17	Copy of Certified balance sheet and P&L Account for the last 3 years(2013-14,2014-15 & 2015-16)		Attach Certificate
18	Up to date Certified extract of Bank Account containing transaction during last 3 month or Certificate from Bank about transaction for last 3 months		Attach Document
19	The bidder should not be currently blacklisted/ineligible to participate for bid due to corrupt/fraudulent or any other unethical business practices. A self declaration to this effect is to be submitted.		Attach Document
20	Joint Venture up to 2 partner (Applicable only for Bidder as Joint Venture)		Copy of Agreement to be submitted (Should be registered by competent Authority)
21	Submit brief plan for execution the project		

SIGNATURE OF THE BIDDER WITH SEAL

- i) Number of demand draft enclosed
- ii) Demand Draft particulars

Sl No	DD No. and date	Name of the Bank	Amount in Rs.

Note: The tender without EMD amount and Bid document cost amount in the technical bid are liable for rejection.

SIGNATURE OF THE BIDDER WITH SEAL

Form of contract

(To be executed by the bidder who have been awarded the contract)

Whereas the Government of Assam in the Director, SAMETI , Assam advised to select the Firm/ agencies for creation of Database in the State.

This contract entered into this Day of2017 at Guwahati, Assam between the Director, SAMETI , Assam being the purchaser cum service recipient herein referred to as “the purchaser (which expression shall unless repugnant to the context or meaning thereof include its successors and assigns) of the first party and the supplier cum service provider hereinafter referred to as the contractor” which expression shall unless repugnant to the context of meaning thereof include its successors and assigns of the second part.

Whereas the Director, SAMETI , Assam on behalf of the purchaser has invited a short tender for printing and supply of ICR cum OMR Application form with booklet, OMRS, Nominal rolls, Attendance Sheets and processing of Post Test results of and the contractor herein has been selected in the tender by the purchase for execution of the contract.

Whereas the purchaser and contractor on pursuance thereof have arrived at the following terms and conditions.

1. The contract shall remain in force during the contract period as per implementation schedule till the database is created and submitted to the department.
2. The contractors agrees to complete the work as per the implementation schedule. The rate is firm and is not subject to enhancement on any ground , during the contract period.
3. The rate for the contract period as detailed in the contract include Govt. excise duty, sales tax, device surcharges, freight, Octopi, insurance, installation and commissioning charges and such other levies that may be applicable from time to time.
4. The entire material is to be supplied at the place specified by the purchaser without any extra cost in such quantities or number contained in the tender document (District –wise allotment will be provided by the department)
5. In case of any dispute , claims and differences arising out of on in connection with this , the matter will be referred in an arbitrator mutually agreeable to both parties who will be final and binding on both the Parties as per the provisions of arbitration and conciliation act .
6. This contract is subject to the jurisdiction of court in Assam only.
7. The contractor agrees to undertake not to disclose, divulge or make public except on legal obligations any violation will attract prosecution as per existing IPC.

Witness: Purchaser For on or behalf of contractor /Firm/Bidder

- 1.
- 2.