

# **TENDER FOR SELECTION OF RECRUITMENT CONSULTANT**

**TENDER NO.  
WBGDRB/Tender/01/2016**

**West Bengal Group D Recruitment Board  
Government of West Bengal  
Utility Building, 2<sup>nd</sup> Floor  
Action Area IIC, Near Mangaldeep Rotary  
New Town, Kolkata - 700161  
[www.wbgdrb.in](http://www.wbgdrb.in)**

**Email: wbgdrb@hotmail.com**

Kolkata  
16 June 2016

## 1. TENDER NOTICE

The West Bengal Group D Recruitment Board, Government of West Bengal (hereinafter referred to as The Board) intends to select a Recruitment Consultant and invites Sealed Tenders from eligible and bona fide organizations / Firms, who have been short-listed through invitation of Expression of Interest, for assisting the Board in the matter of recruitment of Group D personnel in various offices of the State Government, in the manner and to the extent as detailed in the tender document.

Tender Inviting Authority	West Bengal Group D Recruitment Board, Govt.of West Bengal
Name of the Work	Assistance to the Board in the matter of recruitment of Group D personnel
Tender Reference	WBGDRB/ Tender/01/2016
Start Date & Time for dispatch of Tender Documents	16 June 2016. 1100 hours
Last Date & Time for dispatch of Tender Documents	20 June 2016, 1600 hours
Last date and time for submission of written questions by Bidders	30 June 2016, 1500 hrs
Date and Time of Pre-Bid Conference	8 July 2016 1400 hours
Last date and time for submission of Bids	19 July 2016 1500 hours
Opening of Technical Bid	19 July 2016, 1600 hours
Place of Opening of Technical Bid	W.B. Gr D Recruitment Board, Utility Building, 2 <sup>nd</sup> Floor, Action Area IIC, New Town, Kolkata - 700161
Opening of Financial Bid	26 July , 2016, 1500 hours
Earnest Money Deposit (EMD)	Rs 10,00,000
Contact Person and Designation	The Chairman, W.B. Group D Recruitment Board, Kolkata or his nominee to be notified later
Address for Communication	Utility Building, 2 <sup>nd</sup> Floor, Action Area IIC, New Town, Kolkata – 700161. E-mail: wbgdrb@hotmail.com
<b>Other important criteria specified by the Tender Inviting Authority:</b> <ol style="list-style-type: none"><li>1. Detailed eligibility criteria are given in the Tender Document</li><li>2. Two - Bid System will be followed. Technical Bid will be followed by Financial Bid.</li><li>3. Financial Bids will be considered in respect of those bidders only who qualify in the Technical Bid.</li><li>4. Tender received after due date and time will be summarily rejected.</li><li>5. Tender details may be seen in the websites <a href="http://www.wbpar.gov.in">www.wbpar.gov.in</a> and <a href="http://www.wbgdrb.in">www.wbgdrb.in</a></li></ol>	

## 2. TENDER DETAILS

### 2.1 Introduction

West Bengal Group D Recruitment Board (hereinafter referred to as The Board) intends to recruit a large number of Group D personnel, in Basic Grade, in various offices of the State Government through open competitive examination to be conducted by The Board. The eligibility criteria of the candidates and method of holding of the examination will be guided by the relevant recruitment rule of the State Government. The basic information about the post and the recruitment process is furnished below.

**Post of Group D staff:** These are Basic Grade posts in Group D of the State Government employment. **The posts relate to Basic grade posts of Peons, Orderlies, Darwan, Night Guard, Bungalow Chowkidar, Workman, Cleaner, Guard, and similar other posts except the posts of sweeper and Dom, for which the Recruitment Rule is given vide Fin Deptt (Audit branch) memo no 3326-F dated 5<sup>th</sup> May 2009 and its subsequent amendment. It must be clarified that all the above-mentioned Basic Grade posts are proposed to be clubbed into a single cadre post.**

**No of vacancies to be filled up:** (To be approved by FD in separate order)

**Place of Posting:** Anywhere in West Bengal.

**Pay : In Pay Band-1 Rs 4900 – 16200/- Grade Pay: Rs.1700/-**

**Eligibility:** Both men and women are eligible.

**Essential Qualifications:** Candidates shall possess class VIII pass certificate from any school recognized by Government of West Bengal.

**Age:** As notified in the Recruitment Rule vide Fin Deptt (Audit branch) memo no 3326-F dated 5<sup>th</sup> May 2009 and its subsequent amendment. The upper age limit is relaxable in the case of Scheduled Castes, Scheduled Tribes, Ex-Servicemen and other specified category as per existing rules and orders of the Govt of West Bengal.

**Physical Fitness:** A certificate of physical fitness is to be produced in the prescribed form from the Chief Medical officer of Health or the Presidency Surgeon or the District Medical Officer of Health, after the issue of offer letter to the selected candidates, testifying the candidate's sound hearing faculty, eye sight, and general fitness for undertaking indoor/ outdoor works in various capacities, as entrusted to him/ her by the office as per job requirement, in the various offices of the State Government. This will however not apply in case of those who are applying under the category for the "Persons with physical disability".

**Procedure for Selection:** Through competitive examination which comprises written test only. The written test will be objective type, based on MCQ, and OMR sheets for answer script will be evaluated through computerized scanning.

The written test will be conducted in large number of centres, preferably in each Block of the districts, depending on the number of applicants.

Merit lists will be prepared for the candidates who qualify in the written Test.

## 2.2 Tender Schedule

The following schedule will be followed during the tender process unless otherwise stated by The Board

S. No.	Key Activities	Date	Time
1	Start date of dispatch of Tender Documents	16 June 2016	1100 hours
2	Last date for dispatch of Tender Documents	20 June 2016	1600 hours
3	Last date for submission of written questions by Bidders	30 June 2016	1500 hours
4	Pre-Bid Conference	8 July 2016	1400 hours
5	Board's response to Bidders' Questions	12 July 2016	1700 hours
6	Last Date for submission of Bid (as specified in Sec 2.15)	19 July 2016	1500 hours
7	Date of Opening of Technical Bid	19 July 2016	1600 hours
8	Presentation before the committee toward its Capacity, technology, experience, proposed methodology and a work plan	20-21 July	From 10.30 AM to 5.30 PM
9	Publication of list of Technically qualified Bidders	25 July 2016	1500 hours
10	Opening of Financial Bids	26 July 2016	1500 hours
11	Declaration of Final Result	29 July 2016	1600 hours

## 2.3 Scope of Work

**2.3.1.** The scope of work for the assignment is as given below. The Consultant will have to perform any or all of the following jobs, in three phases, in accordance with the guidelines and directions of the Board to be issued from time to time.

**(The terms Consultant, Bidder, Agency or Firm/Company/ Organization, as mentioned in the Tender document, will be synonymous unless otherwise specifically defined)**

### PHASE I: Pre-examination phase

#### 1) Application Management

- a) **Creation and management of an on-line portal for receiving on-line applications, in consultation with the Board. This will include provisioning of Payment gateway including payment through designated banks/ other approved agencies as specified in the Application form.**
- b) **Data integration and setting up, hosting and maintenance of an Website for recruitment purpose..**
- c) **Designing the on-line application Forms**
- d) **Uploading approved Application Form, receiving Applications including examination fees, creating database of eligible applicants and submission of reconciled reports on details of Applicants and Fees received in regular phases as prescribed by the Board.**

- 2) **Designing and generation of Admit Cards. Generation of attendance sheets and subsequent allotment of Examination centres based on field reports on availability and capacity of centres and total number of applicants, uploading of the Admit cards after elimination of duplicate applications.**
- 3) **Designing, Printing and Delivery of OMR sheets.**
- 4) **Generation of roll stickers for the Examination Centres.**
- 5) **Establishment of a Help Desk and a camp office within the Board office with Examination management Executives to assist the Board from the start to end of the Examination process.**

**PHASE II: Examination Phase**

- a) **Manpower assistance to the Board for conduct of Examinations**
- b) **Delivery of OMR sheets and Attendance sheets and Roll stickers to Examination Centres**
- c) **Receiving the OMR Answer sheets, duly sealed centre-wise, despatched from the District Headquarters to the designated centralized Strong Room of the Board office for safe and secured custody.**

**PHASE III: Post examination phase**

- a) **Manpower assistance to The Board for storage and transfer of OMR scripts to evaluation centre of the Board.**
- b) **Processing of OMR Answer sheets, scanning, evaluation with total confidentiality under the supervision of the Board.**
- c) **Result generation**
- d) **Preparation of Final Merit List:**
  - I. **Final Comprehensive Merit List for all candidates;**
  - II. **Separate Final Merit Lists, category-wise (as per existing G.O on Reservations)**

The Consultant will **submit to the Board the above final merit lists** in such format and manner as would be **advised by the Board.**

**The consultant will have to bid for all of the three phases outlined above together.**

**2.3.2. Scope exclusion:**

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

The consultant's scope is limited to providing assistance to the Board in the recruitment process and executing jobs as described above. The criteria of eligibility, setting of question papers, yardstick of evaluation except those employed by the system of OMR technology in computers, criteria for preparation of merit lists are outside the scope of work for this assignment.

**2.3.3. Project Location:**

Since the project requires regular interaction with the officials of The Board, it is essential that the selected consultant set up a project camp office in The Board office with the required number of resource persons. It is also required that the Consultant appoint a Team Leader, with sufficient experience in the recruitment process, to lead the team on-site and provide overall guidance to the team and consultancy to the Board.

### 2.3.4 Overview of Project Scope & Deliverables

The following table provides the deliverables against the various activities mentioned under the Scope of Work. However, there may be minor changes in the deliverables, depending upon the actual field situation.

Phase	Work Component	Activities	Deliverables
Phase I	Clause 2.3.1 a	Publication of Advertisement & Designing of online Application Forms	<ol style="list-style-type: none"> <li>1. Establishment of a Help Desk and the skeleton Project Management Team with a team leader (minimum 3 years experience of working in a similar project and a B.Tech degree in Computer Science) in the office of the Board. The Team and the Help Desk will continue till the completion of the entire examination process. The Project Management Team will have 4 Examination Management Executives (EME) and a team leader.</li> <li>2. Designing format of advertisement,</li> <li>3. Designing Format of on-line application form</li> <li>4. Finalization of the format of approved application form and uploading of Online Application Form and Registration related documents in the Website.</li> <li>5. Creation of a dedicated portal for the Board to host recruitment process related information and linking with Website of PAR deptt and the Board Website</li> <li>6. Publication of the Advertisement inviting Applications</li> </ol>
	b	Receiving Application and fees etc	<ol style="list-style-type: none"> <li>1. Arrange for receiving Application fees on-line as well as off-line, through Payment gateways, in consultation with The Board</li> <li>2. Receiving on-line completed applications from candidates and applications fees on-line through payment gateway</li> <li>3. Submission of reconciliation statements between Bank remittances and reports of on-line remittances, every three days</li> </ol>
	c	Processing of Applications	<ol style="list-style-type: none"> <li>1. Identify eligible candidates for age and fee relaxation from online application data</li> <li>2. Checking of applications to remove faulty and duplicate applications, in consultation with the Board</li> <li>3. Sanitize and prepare an error-free, comprehensive database (soft copy) of eligible candidates for storage and retrieval.</li> <li>4. Separate lists (soft copy) of eligible candidates for each district.</li> </ol>
	d	Generation and uploading of Admit Cards	<ol style="list-style-type: none"> <li>1. Design format of Admit card and get approval of the Board</li> <li>2. Comprehensive database (soft copy) of eligible</li> </ol>

			<p>Candidates updated with roll numbers.</p> <p>3. Separate lists (soft copy) of eligible candidates for each district updated with roll numbers.</p> <p>4. Upload the Admit cards in the website(s) for downloading of the same by the applicants</p> <p>5. Communicate the Admit card details by SMS /Email to the candidates, for them to download their Admit cards / e-Certificates using credentials as per direction of The Board</p>
Phase II	e	OMR sheets	<p>1. Approval of Format of model OMR answer sheet.</p> <p>2. Printing of OMR sheets (original 110-120 GSM and two copies of 75 GSM each)</p>
	f	Dispatch of OMR sheets and assistance for off-line examination	<p>1. Placement of personnel by Agency for exam coordination</p> <p>2. Dispatch of OMR answer sheets to the District coordinators office for safe custody</p> <p>3. Confirmation of receipt of OMR sheets by the District coordinators</p> <p>4. Receiving the sealed packets of OMR sheets from the districts and assisting the Board to store them in safe custody in centralized strong room of the Board.</p>
Phase III	g	Evaluation of answer sheets and Preparation of score sheet	<p>1. Installation of CCTV and scanners in the Evaluation centre</p> <p>2. Shifting the sealed OMR sheets to the Scanning room with full confidentiality and safety</p> <p>3. Scanning of OMR sheets- a minimum of 10,000 sheets per hour</p> <p>3. Preparation of Score Sheet (soft copy) for all candidates.</p> <p>4. Separate score sheets(soft copy) for each District as well as category-wise</p>
	h	Submission of Merit Lists	<p>1. Comprehensive Merit List (hard &amp; soft copy) for all candidates, as well as category-wise (SC/ST etc)</p> <p>2. Separate Merit Lists (hard &amp; soft copy) for each district.</p>

**N.B. The procedure outlined above are only indicative and may actually vary at the time of invitation of Application.**

#### 2.4 Time Schedule of the Project

Zero date of commencement of work will be the date of receipt by the Consultant of the Work Order. The time schedule within which the Consultant will have to complete the various tasks and furnish the deliverables as mentioned in 2.3.4 above will be as under: The Board, however, reserves the right to revise or alter the Time Schedule, if deemed necessary at later stage, when the examination process is on.

Phase	Activities							
	Within weeks from start date	2	4	6	8	12	18	20

I a.	Publication of Advertisement & uploading of Application Forms							
I b	Receiving Applications with Fees etc							
I c	Processing of Applications							
I d	Generation and uploading of Admit Cards							
II e	OMR sheets							
II f	Dispatch of OMR sheets and assistance for off-line examination							
III g	Evaluation of answer scripts and Preparation of score sheet							
III h	Submission of Merit List							

## 2.5 Due date and Time

The sealed tenders should be dropped in the tender box in the office of the Chairman, West Bengal Group D Recruitment Board, Utility Building, Action Area IIC, Near Mangaldeep Rotary, New Town, Kolkata 700161 **not later than 1500 hours of 19<sup>th</sup> July 2016. The Sealed Tenders may also be sent by Registered/ Speed Post or Courier so as to reach the office of The Board within the due date and time.**

The tenders received after the due date and time specified or unsealed or incomplete or by facsimile or email will be summarily rejected.

The Chairman, W.B.Group D Recruitment Board may, in exceptional circumstances and at his discretion, extend the deadline for submission of proposals by issuing an Addendum or by intimating all bidders who have been provided the tender documents, in writing or through Website of the Board or email.

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

## 2.6 Eligibility Criteria

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

- The Bidder should be a Registered Firm or Partnership Firm or a Company or an Institute or an Organisation duly registered under the relevant Act and should be in the Consultancy Business.
- Annual turnover generated from services related to recruitment/ examination related activities (Online/Offline) in each of last three financial years (2012-2013, 2013-2014, and 2014-2015) must be at least of Rs 1 crore. **At least one of the consultancy projects should have had a value of more than Rs 10 lakhs.**
- The Bidder should have prior experience in handling OMR based examination and should have conducted at least two similar assignments over last five years.
- The Bidder must have experience in successfully executing / supporting on-line/offline /hybrid recruitment exam processes, at least two such of more than 1 lakh candidates/ applicants in each case, over the last 5 years

## 2.7 Mode of Submission

- The bid document must be addressed to The Chairman, West Bengal Group D Recruitment Board by designation only.
- Tenders can be submitted in person or by post or by courier on or before the due date and time specified in the Tender Notice. Such tenders shall be sent to the office of The Chairman, West Bengal Group D Recruitment Board, Utility Building, Action Area IIC, Near Mangaldeep Rotary, New Town, Kolkata 700161 within the due date and time.

## **2.8 Pre-Bid Conference**

The bidder or its official representative is invited to attend a pre-bid meeting to be held on **8<sup>th</sup> July, 2016 at 1400 hours**. The purpose of the meeting will be to clarify issues and to address clarifications sought by the bidders in this context. The bidders are requested to submit their Request for Clarifications through email ([wbgdrb@hotmail.com](mailto:wbgdrb@hotmail.com)) only to reach the Board not later than **1500 hours of 30 June 2016**. The responses for the clarifications sought by the bidders will be conveyed to all the bidders. Any modifications in the bidding documents, which may become necessary as a result of the pre-bid meeting, shall be made by the Board exclusively through the issue of an Addendum. The decision of the Board on the need for any modification shall be final and binding on all.

However, it is not binding on the Board to hold a pre-bid meeting or restrict itself to holding only one such meeting. If it feels, that the clarifications sought by the bidders do not warrant a pre-bid meeting, it can cancel the meeting and send the replies to the bidders by email.

## **2.9 Bidder Inquiries and Board's Responses**

All enquiries / clarifications from the bidders, related to this tender must be directed in writing exclusively to the contact person notified by the Board. The preferred mode of delivering written questions to the aforementioned contact person would be through mail or email. Telephone calls will not be accepted. In no event will the Board be responsible for ensuring that bidders' inquiries have been received by the Board.

After the last date of dispatch of the tender document, the contact person notified by the Board will begin accepting written questions from the bidders, who have received the Tender documents. The Board will endeavor to provide a full, complete and accurate response to all questions at the pre-bid conference or any other time informed thereof. However, the Board makes no representation or warranty as to the completeness or accuracy of any response, nor does the Board undertake to answer all the queries that have been posed by the bidders. The responses to the queries from all bidders will be conveyed to all. No request for clarification from any bidder shall be entertained on the responses given in the pre-bid conference.

## **2.10 Proposal Preparation Costs**

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

## **2.11 Right to Terminate the Process**

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

## **2.12 Bid Security and its Amount (Earnest Money Deposit - EMD)**

- a. Bidders shall submit, along with their Bids, Bid security or **EMD of Rs.10 lakh (Rupees ten lakh only)**, in the form of a Demand Draft of a scheduled Bank, drawn in favour of "**The West Bengal Group D Recruitment Board**", payable at Kolkata.
- b. The EMD would be refunded to all unsuccessful bidders at the expense of the Bidders within a reasonable time. The EMD of the successful bidder would be adjusted towards partial fulfillment of the requirement of Performance Bank Guarantee with reference to the deliverables and time frame specified and will be returned only after the successful fulfillment of the Contract.

- c. Bid without adequate bid security/ EMD will be liable for rejection without providing any opportunity to the bidder concerned.
- d. The above EMD held by the Board till it is returned to the unsuccessful Bidders will not earn any interest thereof

**2.13 Bid Opening**

- a. The tenders will be received up to **1500 hours of 19 July 2016**. The Technical Bids will be opened at **1400 hours of 19 July 2016** by the official(s) authorized by the Board at the Conference Hall of the Board office in the presence of such of those Bidders or their representatives who may be present at the time of opening.
- b. The Technical Bids will be evaluated as per the evaluation criteria specified in the Tender. The list of technically qualified Bidders will be prepared by the Board and displayed on the website of the Board at **1500 hours on 21 July 2016**.
- c. The Financial Bids of technically qualified Bidders alone will be opened at **1500 hours of 26 July 2016 and evaluated. Final results of the Tender will be declared on 28 July 2016 at 1200 hours**. The decision of the Board shall be final in this regard.

**2.14 Tender Rejection Criteria**

- a. The tenders with the Technical Bid not containing EMD amount will be summarily rejected.
- b. Tenders not submitted in the form as specified in this Tender document will be summarily rejected.
- c. Tenders with incomplete information, subjective and conditional offers as well as partial offers will be liable for rejection.
- d. Tenders with variance/contradiction between Technical Bid and Financial Bid will be liable for rejection. If the offer does not meet the tender requirements, the Board reserves the right to reject any or all the tenders without assigning any reason whatsoever.
- e. Tenders submitted without the enclosures to prove the Bidder's specific experience in consultancy project, Order Value / number of candidates involved in Consultancy projects handled by the Bidder, and CV's of experts to be deployed, will be liable for rejection.
- f. Tenders submitted without audited financial statements of the Bidder are liable for rejection.
- g. In addition to the above rejection criteria, if there is non-compliance of any of the clauses of this Tender Document, the Tenders are liable for rejection.
- h. Incomplete details as above will be treated as non-responsive offer and the tender is liable for rejection.

**2.15 Submission of Tender-Two Cover System**

The bidder must submit, in separate sealed covers "Technical Bid" and "Financial Bid". Failure to submit separate technical and financial bids may result in disqualification of the proposal. The technical proposal shall not contain any price/rate details.

**1. Pre-Bid Qualification Criteria of the agency intended to undertake the project:**

SL NO	Qualification Criteria	Supporting document required to be submitted
1	EMD of Rs. 10,00,000/- by way of a DD from any scheduled Bank in favor of "The West Bengal Group D Recruitment Board"	
2	The agency must be a company/ firm registered under the Companies Act, 1956.	Copy of the Registration Certificate
3	Annual turnover generated from services related to recruitment/ examination related activities	A practising Chartered Accountant's Certificate

	(Online/Offline) in each of last three financial years (2012-2013, 2013-2014, and 2014-2015) must be at least of Rs 1 crore	
4	The agency must have technically qualified/ trained and experienced manpower for conducting online/ off-line/ hybrid recruitment examination.	A declaration from the authorized signatory or from the HR Head of the company or a copy of the PF statement of its employees.
5	The agency should not have been black listed by any Government/ Boards/ institutions and there is no criminal case is pending before any court against the Partners/ Directors/ Agents .	A self-declaration from the authorized signatory of the company
6	The agency should have prior experience in OMR based examination and should have conducted at least two similar assignments over last five years.	Copy of the completion certificate by the client/ relevant document in support of same
7	The agency must have experience in successfully executing / supporting on-line/offline /hybrid recruitment exam processes, at least two such of more than 1 lakh candidates/ applicants in each case, over the last 5 years	Copy of the completion certificate by the client/ relevant document in support of same
8	Registration with Income Tax of India	A copy of the PAN card
9	The agency should have filed its income tax return	Copy of the IT return for Assessment year 15-16
10	The agency should have service Tax Registration. number	Enclose latest STCC

#### 2.16 Technical Bid

- a. The Technical Bid cover should be superscribed as “**Technical Bid–Selection of Recruitment Consultant – Tender Ref: WBGDRB/Tender/01/2016.**”
- b. The technical Bid should contain the signed and sealed completed forms of the Technical bid along with relevant enclosures.
- c. The technical proposal should address, among other things, the following:
  - i. Proposed methodology to be followed by the bidder for the project
  - ii. Project team structure and CVs of proposed resources
- d. The technical proposal must not contain any pricing information.
- e. In submitting additional information, please mark it as supplemental to the required response. If the bidder wishes to propose additional services (or enhanced levels of services) beyond the scope of this tender, the proposal must include a description of such services as a separate attachment to the proposal.
- f. The address of the Bidder should be clearly written on the cover.
- g. The Technical Bid format is given in Annexure I.

#### 2.17 Financial Bid

The Financial Bid as prescribed in the Tender should be filled up and sealed along with enclosures in a separate cover superscribed as “**Financial Bid- Selection of Recruitment Consultant–Tender Ref: WBGDRB/Tender/01/2016.**”

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

The financial bid format is given in annexure II

**2.18** The financial bid shall have to be quoted in the following manner:

Separate bids for the following cases

- (i) Number of applications/candidates up to 10,00,000
- (ii) Number of applications/ candidates between 10,00,001 and 25,00,000
- (iii) Number of applications/ candidates above 25,00,000

Procedure to be adopted for evaluation of financial bid has been stated in clause 3.2. Actual payment to the successful bidder, on fulfillment of terms and conditions of the contract, shall be determined by the accepted rates of the corresponding activities as applicable to the actual number of candidates/ applicants dealt with.

### **2.19 Outer Cover**

Both the Technical Bid cover and Financial Bid cover should then be put in a single outer cover, to be superscribed as “**Tender for Selection of Recruitment Consultant - Tender Ref: WBGDRB/Tender/01/2016**”.

**The address of the bidder should be clearly written on the cover.**

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

- a. The Tender Document duly signed on all pages as acceptance of terms and conditions by the bidder.**
- b. EMD amount of Rs. 10 lakhs (Rupees ten lakhs only) in the form of DD**
- c. Proposal covering letter, which must be signed with the bidder's name and by a representative of the bidder, who is authorized to commit the bidder to contractual obligations. All obligations committed by such signatories must be fulfilled.**
- d. Sealed cover containing the Technical Bid as specified in this Tender**
- e. Sealed cover containing the Financial Bid as specified in this Tender.**
- f. Any other information that is required to be submitted in the proposal process**

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

### **2.20 Submission of Proposals**

The bidder shall ensure that the outer sealed cover containing the documents as described in 2.19 reaches the office of the Chairman, West Bengal Group D Recruitment Board **by 1500 Hours of 19 July 2016..**

### **2.21 Period of Validity of Proposals**

- a. The offer submitted by the bidder shall remain valid for a period of 180 days from the last date of submission of the tender. A proposal valid for a shorter period may be rejected as non-responsive.
- b. In exceptional circumstances, the Board may solicit the bidder's consent for an extension of the validity period. The request and the responses thereto shall be made in writing (or by fax or email).

### 3 BID EVALUATION PROCESS

#### 3.1 All evaluation will be carried out by the Board as detailed below:

The Board will prepare a list of bidders based on the compliance with all the terms and conditions of the tender. The tenders, which do not conform to the tender conditions and tenders from bidders without having the required eligibility as per tender requirements shall be straight away rejected, without specifying any reason. All eligible tenders will be considered for further evaluation. The decision of the Board will be final in this regard

#### 3.2 Bid Evaluation Criteria

The financial bid will be opened only of those bidder (s), who have been declared technically qualified by the duly constituted Evaluation Committee of West Bengal Group D Recruitment Board. The short listed bidders may be asked to make a presentation before opening of the financial bid before the committee.

3.3 The final evaluation of the agencies shall be done on the basis of the Quality and Cost Based Selection (QCBS) process. The Technical offer shall be given 70% weightage and the financial offer shall be given 30% weightage.

3.4 The criteria for the evaluation of the technical offer shall be as follows-

Sr. No.	Head	Details	Criteria (In Rs)	Marks Alloted	Max marks
1	Turnover	Average turnover generated from services related to recruitment-examination related activities (Online/Offline) in each of last 3 years.(Produce relevant documentary evidence/ certificates from client)	>1 cr up to 2 cr >2 cr up to 3 cr >3 cr up to 4 >4 cr up to 5 cr >5 cr up to 10 cr >10 cr up to 15 cr >15 cr up to 20 cr >20 cr up to 25 cr >25 cr up to 30 cr >30 crore	1 2 3 4 5 6 7 8 9 10	10
2	Experience in online/ offline Examination management	Experience in successfully executing / supporting (application management, admit card management, confidential matter handling, assistance in conduct of examination and result generation) online /hybrid recruitment exam processes for candidate strength of	>1 lakh up to 2 lakh >2 lakh up to 4 lakh >4 lakh up to 6 lakh >6 lakh up to 8 lakh >8 lakh up to 10 lakh >10 lakh up to 12 lac >12 lakh up to 14 lac >14 lakh up to 17 lac >17 lakh up to 20 lac >20 lakh	1 2 3 4 5 6 7 8 9 10	10
3	ISO Certification	Quality certifications for online recruitment/ examination division of			5

		the agency (PI enclose copy of certificate)			
4	Manpower	Dedicated manpower on rolls deployed in recruitment/examination process. (Please submit details like Employee ID, name, whether permanent or not etc.)	Min 50 nos. >50 up to 70 >70 up to 85 >85 up to 100 >100 up to 125 >125 up to 150 >150 up to 200 >200	2 3 4 5 7 8 9 10	10
5	Domain experience	1) Recruitment Project with OMR Technology  2) Project involving Database management	Min 2 >2 up to 4 >4  Min 2 >2 to 4 >4	5 7.5 10  5 7.5 10	10  10
6	Proposed Project Resources	1) Infrastructure  2) Human Resources	Refer Form F  Refer Form E		10  10
7	Presentation of solution and examination process flow	The agency will have to make a presentation before the committee toward its Capacity (5 marks), technology (5 marks), experience (5 marks), proposed methodology (5 marks) and a work plan (5 marks) through which the entire activity will be executed. The agency shall be intimated for the schedule			25
<b>Maximum Marks</b>					100

- Proof of each of the criteria mentioned above has to be submitted along with bid.
- Experience should not include subletting work.
- Details of technical evaluation must be given in prescribed Performa.

3.5 The financial bid(s) of those bidders, who qualify in the technical evaluation as per evaluation criteria, will only be opened. The financial bids of the technically qualified bidders will only be evaluated.

3.6 The Financial scores would be normalized on a scale of 100, with lowest score being normalized to 100 and the rest being awarded on a pro-rata basis. Such normalized scores would be considered for the purpose of QCBS based evaluation, explained in section below.

### 3.7 Quality and Cost Based Selection (QCBS):

**The entire evaluation process will be carried out by Quality and Cost Based Evaluation method. The Technical section will carry 70% and the financial section will carry 30% weightage. A bidder will be considered as technically qualified when his technical scores are more than or equal to 50.**

**3.8 Both the technical and financial scores will be normalized to 100 and will be evaluated.**

The individual bidder's Financial scores are normalized as per the formula below:  
 $F_n = F_{min} / F_b * 100$  (rounded off to 2 decimal places) where,  $F_n$  = Normalized commercial score for the bidder under consideration,  $F_b$  = Absolute financial quote for the bidder under consideration.  $F_{min}$  = Minimum absolute financial quote

The individual bidder's Technical Score ( $T_s$ ) will also be normalized as per the formula:

$$T_n = T_b / T_h * 100$$

$T_n$  = Normalized Technical Score,  $T_h$  = The bid with highest technical score and  $T_b$  = The technical score of the bidder under consideration,

### **3.9 Financial Bid**

The Financial bids of only the technically qualified bidder(s) will be opened subject to the following:-

- (i) The financial bid shall be submitted in the format indicated at Annexure II.
- (ii) The bidders must quote their rates strictly as per Tender in separate envelopes.
- (iii) The rates and taxes, if any, must be stated for each item separately both in words and figures.
- (iv) The Rates once accepted by The Board shall remain valid till the successful execution of the work order. The Board shall not entertain any increase in the rates during the period. However, in the event there is a reduction or increase in Taxes/Government levies/duties during the period of execution of the contract, the rates shall be suitably adjusted with effect from the date notifying the said reduction or increase in the Government levy/excise duty.
- (v) The Board will prefer to accept a single vendor for the complete process to maintain the quality and integrity of the process. The Board reserves the right to withdraw activities listed under any of the annexure and treat them independently.
- (vi) Rates shall be applicable till the end of the recruitment process irrespective of the delay in any activity due to whatsoever reason.

3.10 The lowest rate will not qualify as claim of receiving the Work order.

### **4.1 Evaluation of Technical bids**

The Technical Bid will be examined by the Evaluation Committee on the basis of the evaluation criteria and points system specified.

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

- a. The Committee will invite the eligible bidders to make a presentation to the Board at a date, time and location to be determined by the Board. The purpose of such presentations would be to allow the bidders to present their proposed working methodology to the Committee and the key points in their proposals.
- b. The proposal Evaluation Committee may undertake oral clarifications with the bidders. The primary function of clarifications in the evaluation process is to clarify ambiguities and uncertainties arising out of the evaluation of the bid documents. Oral clarifications provide the opportunity for the committee to state its requirements clearly and for the bidder to more clearly state its proposal. The Committee may seek inputs from their professional, technical faculties in the evaluation process. However, no additional documents will be allowed to be submitted by the bidder after the formal submission of the bid and the clarifications, if any have to be provided from documents already submitted.
- c. Depending on the evaluation methodology mentioned above, each Technical Bid will be assigned a technical score ( $T_s$ ) out of a maximum of 100 points.

- d. The bidders, who qualify as per the eligibility criteria mentioned in the tender, will qualify for the evaluation in the Technical and financial process.

#### **4.2 Evaluation of Financial bids**

- a. The Financial Bids of the technically qualified bidders will be evaluated as per the evaluation criteria mentioned below
- b. **For the purpose of evaluation of financial bid, the bid offered by the bidders for the range 10,00,001 - 25,00,000 applications/candidates will be taken into consideration.**

Total value of Financial Bid will be arrived at by the following method

Total value=Sum of bids of Phase I, II and III for each case of number of candidates specified above+ maximum value of any out -of -pocket expenses quoted by the bidder.

- c. The list of Bidders will be ranked in ascending order (i.e.) the Bidder who quoted the lowest price (L1) will be ranked first and so on.
- d. The L1 bidder will be awarded 100% score.
- e. Financial Scores for other than L1 bidders will be evaluated using the following formula  
Financial Score of a Bidder (FS) = (Financial bid of L1 bidder) / (Financial bid of the Bidder) X 100% (adjusted to 2 decimals)
- f. However, the Board does not bind itself in any way to select the bidder(s) offering the lowest price (L1).

#### **4.3 Overall Evaluation:**

- a. The Board shall follow a selection process, based on the quality and cost.
- b. The overall rating for the bidders shall be done on the basis of weightages to be assigned as described below:

- a. **Technical score – 70%**
  - b. **Financial score - 30%**
- Composite Score (CS) =  $T_n * 0.7 + F_n * 0.3$**

- c. **The Final list of Bidders with the Composite Score(CS) would be arranged as per descending order of the composite scores.**
- d. In case of a tie in the overall score, the bidder with the superior Technical Score (TS) will supersede the other Bidder.
- e. While the successful Bidder will be selected on the basis of the Overall evaluation, the Board does not bind itself in any way to select the bidder(s) having the highest Overall evaluation.

#### **4.4 Negotiations with the Successful Bidder**

**The Board reserves the right to further negotiate with the Successful Bidder or any of the empanelled Bidders if the successful Bidder fails to undertake the work. While negotiating, the following aspects may be considered:**

- a. **Further reduction in consultancy charges for undertaking the Work**
- b. **Advancing the delivery schedule**
- c. **Additional services**

### **5. AWARD OF CONTRACT**

#### **5.1 Letter of Acceptance**

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

## **5.2 Forfeiture of EMD**

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

## **5.3 Signing of Contract**

- a. The successful Bidder shall execute an agreement for the fulfillment of the contract with the Board at the time of execution, **within one week from the date of receipt of the Letter of acceptance** issued by the Board. If the same is not executed within one week, the EMD of the Bidder will be forfeited and their tender will be held as non-responsive.
- b. The expenses incidental to the execution of the agreement should be borne by the successful Bidder.
- c. **Tender document shall contribute a part of Agreement.**

## **5.4 Performance Bank Guarantee (PBG)**

- a. The successful bidder shall at his own expense deposit with the Board, **within one week from the date of receipt of the Letter of acceptance** issued by the Board or prior to signing of the contract, whichever is earlier, **an unconditional and irrevocable Performance Bank Guarantee (PBG)** from a scheduled bank, payable on demand, for the due performance and fulfillment of the contract by the bidder.
- b. **This Performance Bank Guarantee will be for an amount equivalent to 10% of contract value. For the purpose of the Performance Bank Guarantee, the Contract value will be what applies for the number of candidates in the range of 10,00,001 - 25,00,000.** All incidental charges whatsoever such as premium; commission etc. with respect to the performance bank guarantee shall be borne by the bidder. The Bank Guarantee shall be valid for a period of one year from the date of signing of contract or till the completion of recruitment process, whichever is later. If the accepted Bidder fails to furnish the bank guarantee within the above said period, the EMD remitted by him will be forfeited to the Govt of West Bengal, and his tender will be held void. The PBG furnished by the Bidder in respect of his tender will be returned to him at the end of the contract period subject to submission of all deliverables to satisfaction of the Board.
- c. If the Bidder fails to act according to the tender conditions or backs out when his tender is accepted, his PBG mentioned above will also be forfeited to the Govt of West Bengal.

## **5.5 Release of Work Order**

After the execution of the agreements specified in the Tender Document and after receipt of the PBG, the Board will release the formal work order to the successful Bidder on behalf of Government of West Bengal.

## **5.6 Execution of Work Order**

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

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

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

## **5.8 Submission of Deliverables**

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

### 5.9 Termination of Contract

Except for such matters as, by virtue of their nature, are to be notified or published, the Consultant shall have to exercise absolute confidentiality in all matters, that may include handling of Answer papers, evaluation of answer sheets, handling of merit list etc. On all such confidential matters, the Consultant shall act in accordance with the guidelines to be issued by the Board from time to time. In the event of any breach of confidentiality, if the Board finds there are enough reasons to believe that such breach of confidentiality or lack of security of information is attributable to any acts of commission or omission on the part of the Consultant, it reserves the right to terminate the services of the Consultant, at any stage during the contract period by giving a notice of seven (7) days. The Board also reserves the right to terminate the services of the consultant, if it finds the work unsatisfactory, at any stage during the contract period by giving a notice of seven (7) days. In case of termination of services at any stage during the contract period, the consultant shall be paid for only such part the work as has been completed in accordance with the terms of confidentiality and other conditions of the Contract, as per the fees quoted till that stage of the assignment as part of response to this tender document.

### 6. PAYMENT TERMS

The following table gives the schedule of payments, which shall be milestone based.

Activity	Payment
Completion of Activities, submission and acceptance of deliverables of Phase I	Contract value for such activities as per rate as applicable to actual number of candidates/applicants.
Completion of Activities, submission and acceptance of deliverables of Phase II	Contract value for such activities as per rate as applicable to actual number of candidates/applicants
Completion of Activities, submission and acceptance of deliverables of Phase III	Contract value for such activities as per rate as applicable to actual number of candidates/applicants .

### 7. OTHER TERMS AND CONDITIONS

- a. During the evaluation process, the Board reserves the right to request additional information or clarification from bidders. Such request and response to the same shall be purely of a clarifying nature, with no impact on the substantive content, quality or cost of the services offered.
- b. All deliverables and supporting materials (including all data, material, and documentation originated and prepared for the Board pursuant to this Tender, and including correspondence relating to this Tender) shall, upon delivery to the Board become the property of the government. The consultant shall hand over to the Board such materials as and when asked for by the Board, and shall not retain any copy of such materials.
- c. The final decision would be based on the Overall evaluation. The Board, however, does not bind itself in selecting the firm offering lowest prices.

- d. The Bids should be submitted neatly and all corrections, over-typing should be attested with seal.
- e. The Board reserves the right to reject any or all the tenders without assigning any reason, to relax or waive any of the conditions stipulated in the terms and conditions of tender as deemed necessary in the best interest of Government of West Bengal for good and sufficient reasons.
- f. The Board will not pay any increase in duties, taxes and surcharges on account of any revision by the Government after expiry of the stipulated delivery period in the Work Order.
- g. In case of any dispute, the matter will be referred to an Arbitrator under "The Arbitration and Conciliation Act 1996". The arbitration shall be held in Kolkata only and the Courts at Kolkata only shall have jurisdiction in relation thereto.

#### **8. Conflict of Interest**

Neither the selected consultant nor any of the consultant's personnel shall engage in any personal, business or professional activity which conflicts or could conflict with any of their obligations in relation to this project. The key members quoted in the RFP document shall not be changed in any circumstances other than The Board who will have the right to cancel the Contract at the risk and cost of such bidder without prejudice to the rights of The Board with such penalties as specified in the RFP Document and the Contract.

#### **9. FORCE MAJEURE:**

Neither the board nor the consultant shall be liable to each other for any delay in, or failure of their respective obligation under this agreement caused by occurrence beyond the control of the board or consultant, as the case may be, including but not limited to fire including explosion, floods, power shortage, acts of God, hostility, acts of public enemy, wars, insurrections, riots, strikes, lock-outs, sabotages, any law, statute or ordinance order, actions or regulations of the Government, local or other public authorities. Consultant will promptly by not later than 7 days of the commencement thereof notify the Board in writing of such contingency and prove that such delay or failure is beyond their control and affects the implementation of the contract adversely and materially.

**Certified that I/We agree to the contents of terms and conditions of the tender.**

**Annexure I –Technical Bid Format**  
**Form A- General Information about Company / organisation**

SI no	Particulars	Details to be provided
	<b>Details of the bidder</b>	
1	Name	
2	Address	
3	Telephone	
4	Email	
5	Fax	
6	Website	
	<b>Details of Authorized person</b>	
1	Name	
2	Address	
3	Contact Ph no	
4	Email	
	<b>Information about the company</b>	
1	Status of company (Public Ltd/ Pvt Ltd etc)	
2	Details of Registration with ROC	
3	Total no. of dedicated manpower on Rolls deployed in Recruitment/ examination management process	
4	Location and address of offices of offices (In India/ overseas)	
5	Service Tax regn. No.	(Enclose latest STCC)
6	Income Tax PAN no	(Enclose copy of PAN card)
7	Details of ISO certification, if any	
8	Whether it is an IT-enabled Service co.	(PI give details)
9		

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

<b>Annual turnover generated from services related to examination- related activities (Online/Offline)</b>			
<b>FY (2012-13)</b>	<b>FY (2013-14)</b>	<b>FY (2014-15)</b>	<b>Average of last 3 FYs</b>

**Form C: Summary of Recruitment Consultant Projects /IT Projects**

<b>Sl.No</b>	<b>Name of customer</b>	<b>Project name</b>	<b>Start date</b>	<b>End date</b>	<b>Project value</b>	<b>No. Of candidates involved</b>

Note:

1. Please provide details of the above projects in form D.
2. Highlight the consultancy project executed for value more than Rs10 Lakhs

**Form D: Details of the Recruitment Consultant Projects and IT Project involving Database Management & OMR technologies(Use separate tables for each project)**

<b>S. No</b>	<b>Item</b>	<b>Details</b>
<b>General Information</b>		
1.	<b>Customer Name / Govt Department</b>	
2.	<b>Name of the Contact Person &amp; Contact details for the project</b>	
<b>Project Details</b>		
3.	<b>Name of the Project</b>	
4.	<b>Start Date/End Date</b>	
5.	<b>Current Status (work in progress / completed)</b>	
6.	<b>Contract Tenure</b>	
<b>Size of the Project</b>		
7.	<b>Number of candidates involved</b>	
8.	<b>Order value of the Project (Rs. In lakhs)</b>	
9.	<b>Total no. of candidates handled by the Bidder</b>	

Description of the services provided by the Bidder (Please provide in details in relevance to the scope of this tender)
Please provide testimonials and certificates from customer in support of the project experience:

**Form E: CVs of the Project Team**

Give the profiles of key people/core members who will be involved in the assignments. This should consist of one Project Leader; key Consultants, who will carry out the major tasks, Domain experts having relevant experience.

S. No	Item	Details
1.	Name	
2.	Role in current project	
3.	Whether Primary/Secondary	
4.	Current job title	
5.	Experience in yrs.	
6.	Number of years with the organization	
7.	Current job responsibilities	
8.	Summary of Professional / Domain experience	
9.	Highlights of assignments handled and significant accomplishments	
10.	Educational Background, Training/Certifications	

Please attach the detailed CV and provide reference of the same.

**Form F: Infrastructure**

Furnish particulars of **infrastructural resources of the Bidder that will be utilized/ developed for the Project.**

S. No	Item	Details
1.	<b>Building, premises (own/hired, floor space etc.)</b>	
2.	<b>Computer Centre (hardware/software resources)</b>	
3.	<b>Present mode of utilization of the resources</b>	

**Form G: Proposed Methodology**

**(State in brief the methodology to be adopted in accomplishing the tasks mentioned under clause 2.3 titled "Scope of Work")**

Phase	Activities	Proposed methodology

**Annexure II- Financial Bid Format**

	<b>Work Component</b>	<b>Activities/ Deliverable</b>	<b>No of applications / candidates</b>	<b>Rates per candidate (Rs)</b>
1.	2.	3.	4.	5
Phase I	Clause 2.3.1 a, b, c & d	As mentioned in Clause 2.3.4	(i) Up to 10,00,000  (ii) 10,00,001 to 25,00,000  (iii) Above 25,00,000	(i)  (ii)  (iii)
Phase II	Clause 2.3.1 e & f	As mentioned in Clause 2.3.4	(i) Up to 10,00,000  (ii) 10,00,001 to 25,00,000  (iii) Above 25,00,000	(i)  (ii)  (iii)
Phase III	Clause 2.3.1 g, h	As mentioned in Clause 2.3.4	(i) Up to 10,00,000  (ii) 10,00,001 to 25,00,000  (iii) Above 25,00,000	(i)  (ii)  (iii)
Total		As mentioned in Clause 2.3.4	Total (consider prices quoted for the range (ii), that is, 10,00,001 to 25,00,000 to compute Financial Bid)	

**PERFORMANCE BANK GUARANTEE (Format)**

\_\_\_\_\_  
\_\_\_\_\_

In consideration of \_\_\_\_\_, an **organizations / Firms** registered under the \_\_\_\_\_ and having its registered office at \_\_\_\_\_ hereinafter called \_\_\_\_\_(which expression shall unless repugnant to the subject or context mean and include its successors in office, executors, administrators, permitted assigns and the like) having agreed under the terms and conditions of the Agreement dated \_\_\_\_\_, executed with \_\_\_\_\_(hereinafter called "The Board " which expression shall unless repugnant to the context or meaning mean and include its successors in office, executors, administrators, permitted assigns and the like) \_\_\_\_\_(hereinafter called "the said contract"), are required to provide Bank Guarantees to The Board as herein provided for \_\_\_\_\_ (Rupees \_\_\_\_\_ only) for the due fulfillment by \_\_\_\_\_ of the terms and conditions of the said contract.

1. \_\_\_\_\_ has approached us for issuing the said guarantee and at their request and on receipt of sufficient consideration by us, we,.....(name of the bank) (constituted and established under.) having our office at \_\_\_\_\_(Phone No.: ..... Fax No:.....) (Hereinafter referred to as "the said bank" which expression shall unless repugnant to the subject or context mean and include its successors in office, executors, administrators, permitted assigns and the like) have agreed to give such guarantee as hereinafter mentioned.
2. We hereby undertake and agree with The Board that if any default is committed by \_\_\_\_\_in performing any of the terms and conditions of the said contract including non completion of any service, as per contract, to The Board and/or, we shall on first claim in writing from The Board , without any demur, any reservations, contest, recourse or protest and/or without any reference to \_\_\_\_\_, pay to The Board a sum not exceeding Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_only), either in full or in part, in such manner as The Board may direct from time to time. Any such claim made by The Board on us shall be final, conclusive and binding notwithstanding any difference or any dispute between The Board and \_\_\_\_\_ or any other legal proceedings, pending before any court, tribunal, arbitrator or any other authority.
3. The Board shall have the full liberty, without reference to us and without affecting this guarantee, to postpone for anytime or from time to time the exercise of any of the powers and/or any rights conferred on The Board under the said contract, which under the law relating to the sureties would but for this provision have the effect of releasing us.
4. The guarantee herein contained shall not be determined or affected by the liquidation or winding up or dissolution or change(s) in constitution of \_\_\_\_\_ but shall for all purposes binding and operative until providing all services/ consultancy due to The Board, as per the said Contract.
5. This guarantee shall be irrevocable and shall remain valid up to \_\_\_\_\_ with a claim period of THREE months up to \_\_\_\_\_.
6. This Bank Guarantee issued by \_\_\_\_\_ Bank, on behalf of ..... / Vendor /Bidder /Service Provider / System Integrator in favor of \_\_\_\_\_/The Board/Client is in respect of a new Contract / extension of Contract dated\_\_\_\_\_.

7. Notwithstanding anything contained hereinabove:

- a) Our liability under this Bank Guarantee shall not exceed and is restricted to Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only)
- b) This Guarantee shall remain in force up to and including \_\_\_\_\_ (including claim period of three months)
- c) Unless the demand/claim under this guarantee is served upon us in writing before \_\_\_\_\_ all the rights of The Board under this guarantee shall stand automatically forfeited and we shall be relieved and discharged from all liabilities mentioned hereinabove.

8. A demand for payment under this guarantee shall be deemed to have been sufficiently made if a claim in writing is sent by post or by fax or hand delivered to us at the address/fax number indicated in this guarantee.

We have power to issue this guarantee in your favour under the memorandum and articles of association of the bank and the undersigned has full power to execute this guarantee under the Power of Attorney granted to him by the Bank.

In witness whereon, the Bank through its authorised officer has set its hand and stamp on this ..... day of ..... at .....

..... (SIGNATURE)

Full name, designation and official address  
(in legible letters) with Bank Stamp.

Attorney as per power of Attorney No..... Date.....

WITNESS NO.1

\_\_\_\_\_