

**Bid Document for**

**REQUEST FOR PROPOSAL**

**FOR SELECTION OF EXTERNAL AGENCY FOR**

**ASSISTING IN RECRUITMENT & SELECTION**

**PROCESS FOR VARIOUS POSITIONS IN ASULMS**

**(DAY-NULM, ASSAM)**

**O/o the State Mission Director,**

**Assam State Urban Livelihoods Mission Society,**

**Dispur, Guwahati-06**

## SCOPE OF WORK

The External Agency selected for the assignment would be required to assist the officials/staff of ASULMS and Urban Local Bodies, etc. in the process of recruitment and selection for various posts involving admit card generation with download link, notification to candidates via e-mail & messaging service and Written Examination followed by Computer Test, etc. and lastly providing list of successful candidates under the supervision of the State Mission Director, ASULMS and/or other district/Urban Local Body (ULB) level Govt. officials. The Agency is expected to undertake and perform the following tasks:-

The step wise process flow and guidelines to be followed by the Agency for supporting the Recruitment and Selection for various posts at State Mission Management Unit (SMMU), City Mission Management Unit (CMMU) and new ULBs under DAY-NULM, Assam are illustrated below:

- I.** The following posts for SMMU and CMMU were advertised vide advertisement no. No.ASULMS(SMMU)/HR-02/56/2016 (Vol. II)/1234 Dated Guwahati 11/01/2018 in newspapers and website of ASULMS:

### SMMU

- a. State Project Manager- Skills and Livelihoods: 1 no.
- b. Finance & Accounts Officer: 1 no.
- c. Project Assistant- Finance & Accounts: 1 no.
- d. Project Executive- Skills & Livelihoods: 1 no.
- e. Multi-Tasking Official: 2 nos.

### CMMU

- a. City Project Officer- Social Development & Infrastructure: 4 nos.

The step wise process flow and guidelines to be followed by the Agency for supporting the Recruitment and Selection for the above mentioned posts is as follows:

1. Advertisement in newspaper on: **17<sup>th</sup> January, 2018**
2. Last date for receiving applications: **12<sup>th</sup> February, 2018**
3. Screening of applications starts from: **19<sup>th</sup> February, 2018** (approximately). The External Agency shall shortlist the applications in the format given in Annexure – VIII.
4. Final list of applicant database (selected and rejected) prepared by the Agency on the basis of application and documents submitted will be verified by Screening Committee members at State level and the list of selected and rejected applications will be placed before the Chairperson of Screening Committee for approval. Screening will be completed within 10 working days (approximately) i.e. latest by **3<sup>rd</sup> March, 2018** (tentatively). If total no. of applications received for all posts are around 3000 and above, then additional 5 to 7 working days may be permitted for the screening process to be completed.
  - a. If no. of selected applications received against 1 (one) post/vacancy exceeds 200, then selected applications may further be shortlisted on the basis of academic marks of 10<sup>th</sup> and 12<sup>th</sup> examinations and based on the combined score {i.e. (%age

of  $10^{\text{th}} / 10$  + (%age of  $12^{\text{th}} / 10$ )} only **top 200** candidates will be allowed to appear for the written examination. If the nos. of selected applications is 200 or less than 200, then all such candidates will be considered for the written examination.

5. Once the list of shortlisted candidates is approved by Chairperson of Selection Committee, call letters/admit cards will be generated by the External Agency and sent to the respective candidates by messaging service, post and/or e-mail and will also be published in newspapers and website of ASULMS (by 2<sup>nd</sup> week of March, 2018). A link will be created by the Agency with the website of ASULMS such that candidates can download their admit cards through it.
6. Written Test will be conducted as 1<sup>st</sup> Phase of Selection for all posts at SMMU. The question papers will be of multiple choice question (MCQ) formats. The following may be pattern of the question papers for various posts:

a.

Sl. No. & Name of Post	Sections and Marks						Total Marks & Time Duration
	English	Logical Reasoning	Numerical	Computer	GK	Thematic (Job Related)	
1. SPM- Skills & Livelihoods	15	10	10	15	10	40	100 marks (3 hours)
2. F&AO	15	10	10	15	10	40	100 marks (3 hours)
3. CPM- Social Development & Infrastructure	15	10	10	15	10	40	100 marks (3 hours)
4. Project Assistant-Finance & Accounts	15	10	15	10	10	20	80 marks (2.5 hours)
5. Project Executive-Skills & Livelihoods	10	10	10	10	10	10	60 marks (2 hours)
6. Multi – Tasking Official	15	NA	10	10	10	NA	45 marks (1.5 hours)

- b. The question paper and OMR based response sheets will be designed, developed and printed by the External Agency in close coordination of the Selection Committee. After printed question papers and response sheets (post wise) shall be handed over to representative of the State mission Director, ASULMS in sealed condition.

- c. The venue for written exam may be an exam hall hired from APSC or any other such venue as per requirement and availability. The External Agency may assist the ASULMS in finalizing the written examination venue and also in preparing the exam halls with proper seating arrangements.
  - d. The dates of written exam and time will be intimated later by ASULMS (**18<sup>th</sup> March, 2018** tentatively).
  - e. Immediately after examination is over, the sealed answer sheets will be handed over to the representative of the External Agency by maintaining utmost confidentiality.
  - f. Pass mark for written exam for all posts may be fixed at 35 %.
  - g. The External Agency will evaluate the answer sheets and will hand over the list of passed and failed candidates to ASULMS (in soft and hard copies).
  - h. Result of written examination will be declared in newspaper and website of ASULMS and also messaged and emailed to the candidates by the Agency.
7. The list of candidates selected in written test will be approved by Selection Committee for inviting to appear for a Computer Test in the 2<sup>nd</sup> Phase of Selection. The responsibility of conducting computer test will be outsourced to the External Agency, including design, development and printing of question papers.
- a. The Computer Test may be of the following marks for various posts:
    - i. SPM, F&AO and CPM- 35 marks
    - ii. PA (F&A)- 30 marks
    - iii. PE (S&L)- 20 marks
    - iv. MTO- 15 marks
  - b. The question paper for computer test may be as follows:

Sl. No. & Name of Post	Sections and Marks				Total Marks & Time Duration
	MS Word	MS Excel	MS PowerPoint	Tally (Latest Version)	
1. SPM- Skills & Livelihoods	10	10	15	NA	35 marks (1.5 hours)
2. F&AO	10	10	15	NA	35 marks (1.5 hours)
3. CPM- Social Development & Infrastructure	10	10	15	NA	35 marks (1.5 hours)
4. Project Assistant- Finance & Accounts	5	10	5	10	30 marks (1 hour 15 minutes)
5. Project Executive-Skills & Livelihoods	7.5	7.5	5	NA	20 marks (1 hour)
6. Multi – Tasking Official	5	5	5	NA	15 marks (1 hour)

8. The result of Written Examination and Computer Test will be consolidated by the Agency and top 10 candidates as per the list, for all posts except CPM (SD&I) and MTO,

will be invited for the next phase(s) of selection. This list will be approved by the Selection Committee before making public.

- a. For the post of CPM (SD&I), top 24 candidates as per the consolidated list will be invited to the next phase of selection
  - b. For the post of MTO, top 12 candidates as per the consolidated list will be considered for the final selection.
  - c. The list of shortlisted candidates for all the posts as per the above will be published in newspapers and website of ASULMS and also will be emailed and messaged to the respected candidates by the Agency.
9. The venue for the Computer Test will be finalized in coordination with the Agency.
10. The dates of Computer Test and time will be intimated later by ASULMS (**8<sup>th</sup> April, 2018** tentatively).
11. **3<sup>rd</sup> Phase of Selection:**
- a. The candidates for the post of SPM-S&L will be called for a round of presentation and interview before a panel.
  - b. The candidates for the post of F&AO will be called for round of interview before a panel.
  - c. The candidates for the post of CPM (SD&I) will be called for a round of interview before a panel.
  - d. The candidates for the post of PA (F&A) will be called for round of interview by a panel.
  - e. The candidates for the post of PE (S&L) will be called for round of interview by a panel.
  - f. The candidates for the post of MTO will not be called for any interview.
  - g. The dates of interview for various posts may be as under:
    - i. SPM (S&L)- 22-04-2018 from 10 am to 12 pm (including PowerPoint presentation)
    - ii. F&AO- 22-04-2018 from 1 pm to 2.30 pm
    - iii. PA (F&A)- 22-04-2018 from 3 pm to 4.30 pm
    - iv. CPM (SD&I)- 29-04-2018 from 10 am to 1 pm
    - v. PE (S&L)- 29-04-2018 from 2 pm to 3.30 pm
  - h. The date of presentation for SPM(S&L) may be as under:
    - i. Maximum marks for interview for various posts may be as under:
      - i. SPM (S&L)- 15 marks (PowerPoint presentation 10 marks)
      - ii. F&AO and CPM (SD&I)- 25 marks
      - iii. PA (F&A)- 15 marks
      - iv. PE (S&L)- 10 marks
12. If any Retd. AFS Officer (Govt. of Assam) applies for the post of F&AO, then such candidates need not appear for the written examination. They will be directly invited to appear for the computer test and interview only.
- a. The final merit list for such candidates may be compiled as under:

Sl. No.	Roll No.	Name of Candidate	Marks obtained in computer test out of 35	Marks obtained in interview out of 25	Total Marks obtained out of 60	Percentage (%)
1	2	3	4	5	6	7

13. The final merit list will be compiled by the Agency and approved by the selection committee latest by 31<sup>st</sup> March 2018, after which the file will be sent to Chief Secretary/ Chairman of Executive Committee for approval.

a. The final merit list may be consolidated as per the following:

i. For SPM (S&L):

Sl. No.	Roll No.	Name of Candidate	Marks obtained in written exam out of 100	Marks obtained in computer test out of 35	Weightage from Academics (10 <sup>th</sup> & 12 <sup>th</sup> ) out of 20	Marks Obtained in presentation out of 10	Marks Obtained in interview out of 15	Total Marks Obtained out of 180 marks	Percentage (%)
1	2	3	4	5	6	7	8	9	10

ii. For F&AO and CPM (SD&I):

Sl. No.	Roll No.	Name of Candidate	Marks obtained in written exam out of 100	Marks obtained in computer test out of 35	Weightage from Academics (10 <sup>th</sup> & 12 <sup>th</sup> ) out of 20	Marks obtained in interview out of 25	Total Marks Obtained out of 180	Percentage (%)
1	2	3	4	5	6	7	8	9

iii. For PA (F&A):

Sl. No.	Roll No.	Name of Candidate	Marks obtained in written exam out of 80	Marks obtained in computer test out of 30	Weightage from Academics (10 <sup>th</sup> & 12 <sup>th</sup> ) out of 20	Marks obtained in interview out of 15	Total Marks Obtained out of 145	Percentage (%)
1	2	3	4	5	6	7	8	9

iv. For PE (S&L):

Sl.	Roll	Name of	Marks	Marks	Weightage	Marks	Total	Percentage
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No.	No.	Candidate	obtained in written exam out of 60	obtained in computer test out of 20	from Academics (10 <sup>th</sup> & 12 <sup>th</sup> ) out of 20	obtained in interview out of 10	Marks Obtained out of <b>110</b>	(%)
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>

v. For MTO:

Sl. No.	Roll No.	Name of Candidate	Marks obtained in written exam out of 45	Marks obtained in computer test out of 15	Weightage from Academics (10 <sup>th</sup> & 12 <sup>th</sup> ) out of 20	Total Marks obtained out of <b>80</b>	Percentage (%)
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>

- b. While preparing the final merit list, reservation norms as per Govt. of Assam will be applicable. As the no. of posts in the case of SPM, F&AO, PA (F&A), PE (S&L) and MTO is one or two, all these posts will be unreserved. But in the case of CPM (SD&I), no. of posts is 4. If there is a backlog as per 100 point roster system, then the posts will be filled up accordingly, in order to clear the backlog.
14. The Role of External Agency will be over once it hands over the compilation of final merit list to the Selection Committee.

**II.** The following posts for new ULBs were advertised vide advertisement no. No.ASULMS(SMMU)/HR-02/56/2016 (Vol. II)/1235 Dated Guwahati 11/01/2018 in newspapers and website of ASULMS:

- a. Community Organiser: 73 nos.

The step wise process flow and guidelines to be followed by the Agency for supporting the Recruitment and Selection for the post of **Community Organiser** is as follows:

**A. Application Phase**

1. Last Date of Receiving Applications: **12<sup>th</sup> February, 2018**
2. All CMMU and ULB offices shall put up a copy of the detailed advertisement and corrigendum as per published in newspapers in their respective office notice board. The CPMs (i/c HR, Admin.) will make sure that this message is communicated properly to all ULBs as per the above and ensure that they act as per instructed.

3. Applications will be forwarded from interested and eligible individuals to the office of the City Mission Management Unit (CMMU) located in the District Headquarters of 24 Districts as under:

CMMU Barpeta for all new ULBs under Barpeta District	CMMU Mangaldai for all new ULBs under Darrang District	CMMU Golaghat for all new ULBs under Golaghat District
CMMU Goalpara for all new ULBs under Goalpara District	CMMU Tezpur for all new ULBs under Sonitpur and Biswanath Districts	CMMU Nagaon for all new ULBs under Nagaon and Hojai Districts
CMMU Dhubri for all new ULBs under Dhubri District	CMMU Dhemji for all new ULBs under Dhemaji District	CMMU Diphu for all new ULBs under Karbi Anglong and West Karbi Anglong Districts
CMMU Nalbari for all new ULBs under Nalbari District	CMMU North Lakhimpur for all new ULBs under Lakhimpur District	CMMU Haflong for all new ULBs under Dima Hasao District
CMMU Kokrajhar for all new ULBs under Kokrajhar District	CMMU Tinsukia for all new ULBs under Tinsukia District	CMMU Silchar for all new ULBs under Cachar District
CMMU Kajalgaon for all new ULBs under Chirang District	CMMU Dibrugarh for all new ULBs under Dibrugarh District	CMMU Hailakandi for all new ULBs under Hailakandi District
CMMU Udalguri for all new ULBs under Udalguri and Baksa Districts	CMMU Sivasagar for all new ULBs under Sivasagar and Charaideo Districts	CMMU Karimganj for all new ULBs under Karimganj District
CMMU Bongaigaon for all new ULBs under Bongaigaon District	CMMU Jorhat for all new ULBs under Jorhat District	CMMU Guwahati for all new ULBs under Kamrup and Kamrup (M) Districts

4. All the above CMMU offices shall keep drop box in their respective offices for submission of applications by applicants. Application can be forwarded either through Ordinary Post/ Registered/Speed Post or submitted by hand in the drop box. No application will be accepted by any staff or official of ASULMS or Urban Local Body by hand. Application should be addressed to the City Project Officer of the respective City Mission Management Unit where applied. Application by any other mode may not be accepted.
5. Applicants will forward their application properly sealed in an envelope to any 1 (one) of the above mentioned 24 nos. of City Mission Management Units (CMMUs) located in the District Headquarter Town/City/ULB (the complete list of offices with postal address is detailed in **Annexure- I of the advertisement vide reference no. No.ASULMS(SMMU)/HR-02/56/2016(Vol.II)/1235 dated Guwahati 11-01-2018**). *If a*



*candidate forwards his/her application to more than one CMMU, then his/ her application and/or candidature may be rejected at any point of time during or after the selection process.*

6. A candidate must also mention the preferred place(s) of posting in the Application Form (in order of preference only) within the District(s) included under that CMMU where the application is forwarded, as per the list above. *For example, if a candidate forwards his/her application to the City Mission Management Unit (CMMU) office of Nagaon district, then he/ she should mention his/her place(s) of posting in order of preference for all the towns/Urban Local Body offices located within the districts of Nagaon and Hojai only. Again, suppose if a candidate forwards his/her application to the City Mission Management Unit (CMMU) office of Udalguri, then he/she should mention his/her place(s) of posting in order of preference for all the towns/Urban Local Body offices located within the districts of Udalguri and Baksa.*

A candidate must mention their preferred place of posting as per the no. of towns/ULBs included under the CMMU where applied. Thus, for some CMMUs number of town(s)/ULB(s) and hence preferred place(s) of posting may be just 1 (one), hence preferred place(s) of posting can be just 1 (one). If a candidate does not mention his/her preferred place(s) of posting, then his/ her posting will be finalised at the discretion of the competent authority.

### **B. Screening Phase**

7. A Screening Committee shall be constituted by the City Project Officer consisting of, ideally the City Project Officer of DHQ CMMU as Chairperson and 2 nos. of City Project Managers as members.
8. Screening of applications shall start immediately from the day after the last day for submission of application forms. Screening shall be done strictly on the basis of eligibility criteria and terms & conditions mentioned in the advertisement.
9. The list of applicant database shall be verified by the Screening Committee members and the list of selected as well as rejected applications shall be placed before the Chairperson of the Screening Committee for approval. Screening shall be completed latest by **20<sup>th</sup> February, 2018**. If number of applications received by a CMMU for the post of Community Organiser is around 3000 and above, then additional 5 to 7 working days may be taken for the screening process to be completed.
  - a. If no. of selected applications received against 1 (one) post/vacancy exceeds 200, then selected applications may further be shortlisted on the basis of academic marks of 10<sup>th</sup> and 12<sup>th</sup> examinations and based on the combined score {i.e. (%age of 10<sup>th</sup> / 10) + (%age of 12<sup>th</sup> / 10)} only **top 200** candidates will be allowed to appear for the written examination. If the nos. of selected applications is 200 or less than 200, then all such candidates will be considered for the written examination.
10. Once the list of selected applicants is approved by Chairperson of Selection Committee, **the soft copy of the list with full details of candidates with candidates' passport size**

**photograph shall be shared by Screening Committee / CMMU with State Mission Management Unit (SMMU) in hard as well soft copy.** The format for preparing the list of selected applicants in screening process may be as per **Annexure – II** (enclosed herewith).

11. Admit cards shall be generated from SMMU and sent to the respective candidates by messaging service and e-mail from SMMU. Candidates can also download their admit card through a download link that would be made available in the website: www.nulmassam.in. The information that applicants can refer to the list of selected candidates eligible for appearing in the written examination may be published by SMMU in the newspaper(s) (in short), English dailies and Vernacular dailies, and in the website of ASULMS/District Administration/ULB/CMMU (in details), latest by **1<sup>st</sup> (first) week of March, 2018**. Also the date of written examination shall also be declared in the same advertisement.

### **C. Selection Phase**

12. Written examination shall be conducted as 1<sup>st</sup> Phase of Selection. The question paper shall be of multiple choice question (MCQ) format. The following may be marking pattern of the question papers:

a.

Sl. No. & Name of Post	Sections and Marks						Total Marks & Time Duration
	English	Logical Reasoning	Numerical	Computer	GK	Thematic (Job Related)	
1. Community Organiser	10	10	10	10	10	20	70 marks (2.5 hours)

- b. The question papers and response sheets (OMR based) will be designed and printed by an agency selected by SMMU and will be sealed and dispatched by SMMU to CMMUs at least a day before the day of written examination through representatives nominated by the State Mission Director of ASULMS. The respective CPOs of DHQ CMMUs/ representative of Chairperson of District level Selection Committee/ representative nominated by Chairperson of District level Executive Committee must ensure that after receiving the sealed packets containing question papers and response sheets, the same shall be immediately kept in a secured place amidst tight security and by maintaining utmost confidentiality.
- c. The venue for written examination may be hall(s)/classroom(s) of any local school/college/institution or as decided by the Chairperson of Selection

Committee/District Level Executive Committee. The cost of booking such venues (if any) will be borne by respective CMMUs.

- d. The date of written examination may be **18<sup>th</sup> March, 2018** (will be finalized by SMMU in due course of time).
- e. On the day of written examination, the respective CMMUs should ensure that necessary security arrangements are made in consultation with District Administration at the venue of the examination.
- f. The agency empanelled by SMMU shall coordinate with the CMMUs for making the exam halls ready few days before the date of examination.
- g. The indicative list of manpower required for conducting the written examination is as follows-
  - i. Supervisor – 1 no.
  - ii. Asstt. Supervisor – 1/2 nos.
  - iii. Invigilator – 1/2 nos.
  - iv. Document Verification Staff – 3 / 4 nos.

The above manpower will be nominated and notified by the Chairperson of Selection Committee/District level Executive Committee.

- h. On the day of written examination, the document verification team shall verify the original valid ID Proof and/or Address Proof of the candidates in order to prevent impersonation.
- i. Candidates must bring their admit cards to the exam halls in order to be eligible to appear for the written examination. Both the counter foils of the admit card shall be signed by Asstt. Supervisor/Invigilator and one part will be retained by the candidate which must be produced at the time of appearing for next phase of selection process, if selected.
- j. Immediately after written examination is over, the question papers (used and unused) and response sheets (used and unused) shall be sealed properly and handed over to a representative of the Selection Committee/authorized person nominated by CMMU/Selection Committee/Chairperson of District level Executive Committee and the same shall be kept in safe custody amidst tight security and utmost confidentiality.
- k. The response sheets (OMR) shall be evaluated by the agency of SMMU using OMR evaluation device in the presence of members of the Selection Committee or in the presence of representatives as decided by the Chairperson of Selection Committee/ Chairperson of District level Executive Committee. The evaluation report (hard and soft copy) shall be handed over by the Agency to the Selection Committee by maintaining proper official formalities. After evaluation is complete, the response sheets shall again be sealed and kept in safe custody.
- l. Pass percentage for written examination will be 35 %.
- m. After evaluation and scrutiny of result is complete, the Selection Committee shall approve the list of passed and failed candidates.

- n. The list of passed candidates shall be sent to SMMU by all CMMUs.
- o. Result of written examination (only passed candidates' roll numbers) shall be declared along with date of Computer Test in newspapers (English dailies and Vernacular dailies) by SMMU and website of ASULMS/District Administration/ULB/CMMU, if any, latest by **26<sup>th</sup> March, 2018**. Intimation regarding Computer Test may also be sent to the respective passed candidates by messaging service and e-mail from SMMU.
13. The list of candidates passed in written examination shall be allowed to appear for a Computer Test as 2<sup>nd</sup> Phase of Selection. The responsibility of organizing/ conducting Computer Test will be outsourced to Districts Informatics Centre (DIC).
- a. The computer test may be conducted on **8<sup>th</sup> April, 2018** in consultation with DIC.
- b. The question paper for Computer Test shall be designed by the agency selected by SMMU and may be of the marking pattern as follows:

Sl. No. & Name of Post	Sections and Marks			Total Marks & Time Duration
	MS Word	MS Excel	MS PowerPoint	
1. Community Organiser	10	10	10	30 marks (1 hour 15 minutes)

- c. The agency shall also coordinate with the DICs and CMMUs to fix the venues for the Computer Test in 24 DHQ Towns/Cities and also assist the CMMUs and DICs to make necessary arrangements at the Test venues before the day of the Test.
- d. The question papers for Computer Test will be sealed and dispatched by SMMU to CMMUs at least a day before the day of the Test through representatives nominated by the State Mission Director of ASULMS. The respective CPOs of DHQ CMMUs/ representative of Chairperson of District level Selection Committee/ representative nominated by Chairperson of District level EC must ensure that after receiving the sealed packets containing question papers, the same shall be immediately kept in a secured place amidst tight security and by maintaining utmost confidentiality.
- e. The indicative list of manpower for conducting the Computer Test is as follows-
- Supervisor – 1 no.
  - Asstt. Supervisor – 1/2 nos.
  - Invigilator – 1/2 nos.
- f. The Computer Test shall be evaluated by under the supervision of respective DIOs and result will be handed over by DIC to the Selection Committee for approval latest by **17<sup>th</sup> April, 2018**.
14. The merit list shall be compiled (assisted by the Agency of SMMU) and approved by the Selection Committee latest by **23<sup>rd</sup> April, 2018** after which the merit list shall be sent to

the respective Chairperson of District level Executive Committee for approval. There will be only one merit list at the district level for all posts of Community Organiser in new ULBs under a CMMU.

- a. The final merit list (district level) may be consolidated as per the following format:

Sl. No..	Roll No.	Name of Candidate	Marks obtained in written examination out of 70 marks	Marks obtained in computer test out of 30 marks	Weightage from Academics (10 <sup>th</sup> & 12 <sup>th</sup> ) out of 20 marks	Total Marks obtained out of 120 marks	Percentage (%)
1	2	3	4	5	6	7	8

- b. The formula for calculating Weightage from Academics (10<sup>th</sup> & 12<sup>th</sup>) will be:
- Percentage secured in 10<sup>th</sup> (Matriculation) / 10 = X;
  - Percentage secured in 12<sup>th</sup> (H.S.) / 10 = Y;
  - X + Y = Weightage from Academics (10<sup>th</sup> & 12<sup>th</sup>) out of 20 marks.
- c. The merit list (district level) shall feature top candidates as per percentage (top to bottom) according to the format above. The number of candidates that will feature in the merit list (district level) will be as per the following calculation:
- 6 \* (No. of ULBs under a CMMU)
- For example, in case of Nagaon CMMU, there are total of 7 (seven) new ULBs under DAY-NULM for the districts of Nagaon and Hojai, and hence the no. of candidates in the merit list for Nagaon district will be 6 \* 7 = 42. Therefore, top 42 candidates will feature in the district level merit list (for Nagaon and Hojai) and so on and so forth.
- d. There will be no reservation norms applicable in the selection process of Community Organiser because the vacancy for each post is City level cadre on a single unit basis.

15. The Role of External Agency will be over once it hands over the compilation of final merit list to all the Selection Committees.

Data/information generated from the entire process of recruitment & selection shall be duly handed over to the authorized representatives of Selection Committees at State and District levels as and when required by the competent authority. Any other criteria or terms of reference or final details regarding the work to be executed can be finalized at the time of negotiation and signing of contract.

For extending coordination with Selection Committee members and/or officials of ASULMS/District Administration/ULB for which one Nodal Officer shall be appointed by the Agency with complete authority to take on the spot decisions for smooth conducting of the entire recruitment process as per laid down terms & conditions and deliverables.

## **GENERAL TERMS & CONDITIONS FOR BIDDERS**

- 1) **TIME LINE**: The Agency must achieve its deliverables as per contract signed with State Mission Director, ASULMS within the timeline fixed by ASULMS.
- 2) **SECRECY & CONFIDENTIALITY**: The Agency is bound to maintain strict secrecy and utmost confidentiality during the entire process of recruitment and selection and for the data/information generated thereof.
- 3) **OWNERSHIP OF DATA**: The entire recruitment and selection related data shall be the sole property of ASULMS and shall not be shared with any third party, unless authorized by the State Mission Director, ASULMS, in any manner whatsoever.
- 4) **MISCELLENEOUS**: The interested bidder should submit all relevant details as per Annexure in this bid document.
- 5) **ARBITRATION CLAUSE**: In case of any dispute, matter shall be referred to the Arbitrator appointed by the undersigned and the award passed by the Arbitrator will be final and binding upon the parties to the contract. ASULMS shall only have the jurisdiction over the same.
- 6) **TECHNICAL BIDS AND FINANCIAL BIDS**: The bids furnished by the bidders shall include both technical as well as financial aspects. The Financial bids must be submitted in the given format. The bid documents should be submitted in sealed envelopes scribing “**Selection of External Agency for Recruitment & Selection for various posts under ASULMS**”.
- 7) **BID-SECURING DECLARATION**: The bidders should enclose a Bid-Securing Declaration Affidavit, as per format given in Annexure- VIII, accepting that if they withdraw or modify their Bids during the period of validity, or if they are awarded the contract and they fail to sign the contract, or to submit a performance security before the deadline defined in the request for bid document, they will be suspended for a period of 2 (two) years from being eligible to submit any Bids for contracts with ASULMS.
- 8) **MODE OF PAYMENT**: The payment to the selected Agency shall be made in INR and shall be paid only after the successful completion of the entire work without any delay or errors. No advance payment shall be made. If the Agency fails to complete the awarded work or a part thereof, then ASULMS shall have the liberty to get the work done through any other agency at the risk and cost of the selected Agency with a right to recover the full cost from that Agency in addition to damages and penalties.
- 9) **CERTIFIED AGENCY**: The bidding agency should have an in-house quality assurance and product testing team with a proven and robust quality management process required for conducting the aforesaid process of recruitment and selection.
- 10) **SUB-CONTRACTS**: The Agency shall not, without written consent of the State Mission Director, subcontract or assign the awarded contract or any part thereof to any third party.
- 11) **CONSORTIUM**: No Consortium will be entertained in the bid process. The bidder must hold the full responsibility of the contract.
- 12) **PENALTY CLAUSE**: If the services rendered by the Agency are not completed or not satisfactory, then as per Bid-Securing Declaration submitted by the bidder, suitable action shall also be initiated against the Agency as per law at its risk and cost.
- 13) **REVISION OF PRICES/RATES**: The prices/rates quoted by bidders shall be fixed throughout the period of the validity of the offer, i.e. 90 (ninety) days from the last date of

submission of bids, and subsequently during the currency of the contract and shall not be subject to any variation/revision. The bidders should quote their most competitive prices/rates and it should be noted that their bids would not ordinarily be subject to further negotiation. Negotiation may however, be carried out as per the instructions on the subject at the discretion of State Mission Director, ASULMS.

14) **EVALUATION AND ACCEPTANCE OF THE OFFER**: Selection of the Agency shall be based on Least Cost Selection (LCS) method besides their past track record, infrastructure, financial soundness and suitability to meet the project requirement. The ASULMS reserves the right to accept any bid in full or part, or to reject any bid or all bids without assigning any reasons thereof. No enquiry shall be entertained in this regard.

15) **OFFER**: The bidders must keep their offer open for a period of 90 days from the date of opening of the tender, and during this period they cannot withdraw their offer. However, the period may be extended further, if required, by mutual agreement from time to time.

16) **LAST DATE OF BIDS**: If the office happens to be closed on the last date of receipt of bids and on the date of opening of the bids as specified, the bids will be received and opened on the next working date at the same time and venue.

17) **PERFORMANCE SECURITY**: To ensure due performance of the contract, Performance Security will be obtained from the successful bidder who is awarded the contract. The Performance Security will be for an amount of five to ten per cent of the value of the contract as specified in the bid documents. The Performance Security will have to be furnished in the form of an Account Payee Demand Draft, from a Commercial bank or Bank Guarantee from a Commercial bank safeguarding the ASULMS's interest in all respects.

### **ELIGIBILITY CRITERIA**

The bidders should meet the following criteria:

1. The firm/company should have minimum of 2 years of experience in the field of such work area and should have completed at least one such projects with Govt./College/University and the firm/company should provide certificate of satisfactory services rendered, duly issued by the concerned institution/organization.
2. The average annual turnover of the agency should not be less than INR 2,00,00,000/- (Rupees Two Crores Only) for the last 2 years.
3. Necessary Documentary Proof will be submitted along with bid documents.
4. After opening of offer, on the scheduled date, time and venue, the evaluation committee shall examine the contents of the bid documents along with all prescribed mandatory documents.
5. If any bid during the evaluation process does not meet with the RFP conditions laid down in the bid document the same will be out summarily rejected.

### **DOCUMENTS REQUIRED**

Interested bidders wishing to undertake the above task may submit their bids. The offer should be completed in all aspects as mentioned below. Any incomplete bids shall be summarily rejected. Bids must be submitted along with following documents:

1. Details regarding Balance Sheet, Profit & Loss Account for the last 02 years as certified by a Chartered Accountant;

2. Filled up Technical Proposal Submission Form as per Form Tech-1 in ANNEXURE – I;
3. Details of the Organization Profile and Experience as per format given in Form Tech-2 of ANNEXURE – II;
4. Comments and Suggestions on the Terms of Reference as per format given in Form Tech-3 of ANNEXURE – III;
5. Description of the Approach, Methodology and Plan of Action with Timelines for Performing the Assignment as per Form Tech-4 in ANNEXURE- IV;
6. The instruments such as Power of Attorney authorizing a representative of the bidder and nominating a responsible person of the bidder to transact the business with full discretionary authority as per ANNEXURE- V;
5. Affidavit on non-judicial stamp paper of Rs.10/- regarding the firm/company having been not found guilty of malpractice, misconduct or blacklisting/debarment by Central Government/State Government/PSU/Supreme Court/High Court of any State/District Court of any State in the past three years as per ANNEXURE - VI;
6. Financial Information as per ANNEXURE – VII;
7. Format for the submission of the Bid-Securing Declaration as per ANNEXURE – VIII; and
8. Format for the submission of the Financial bids as per ANNEXURE – IX;

The bidders must submit the complete sealed bids, on or before **15<sup>th</sup> February 2018 at 03.00 PM** by Post/Courier or by hand at the below mentioned address:

**Office of the State Mission Director, Assam State Urban Livelihoods Mission Society, Directorate of Municipal Administration, Near APRO, Ganeshguri, Dispur, Guwahati-781006**

### **IMPORTANT INSTRUCTIONS**

1. The Technical Bids (Annexure I to VIII) along with mandatory and relevant documents duly attested by the authorized representative shall be placed inside of a sealed envelope clearly marked “TECHNICAL PROPOSAL”, “[Name of the Assignment]“, reference number, name and address of the Organisation, and with a warning “DO NOT OPEN UNTIL [INSERT THE DATE AND THE TIME OF THE BID SUBMISSION DEADLINE].”
2. Similarly, the Financial Bid (Annexure - IX) shall be placed inside of a sealed envelope clearly marked “FINANCIAL PROPOSAL” followed by the name of the assignment, reference number, name and address of the Organisation, and with a warning “DO NOT OPEN WITH THE TECHNICAL PROPOSAL.”
3. Bids not submitted within the stipulated time will not be accepted under any circumstances. The decision of the ASULMS shall be final and no enquiries or application for review shall be entertained.
4. The State Mission Director, ASULMS reserved the right to modify the terms & conditions partially or wholly or cancel the RFP without assigning any reasons.



**ANNEXURE- I**  
**FORM TECH-1**  
**Technical Proposal Submission Form**

{Location, Date}

To:  
**The State Mission Director,  
State Mission Management Unit,  
Assam State Urban Livelihoods Mission  
Society (DAY-NULM, Assam),  
Directorate of Municipal Administration,  
Dispur, Guwahati, Assam, 781006**

Dear Sir,

I/We \_\_\_\_\_ the Proprietor/Partner/Company offer to provide My/our services in conformity with the bid document issued by the State Mission Director, ASULMS.

The information, documents in relation to my/our financial status, credibility, details of operational experience, etc. furnished are true and correct to the best of my/our knowledge and belief. I/We shall be liable for Civil/Criminal action for furnishing of any false information at my/our end and it would lead to rejection of my/our bids at any stage besides forfeiture of my/our Bid-Security Declaration.

I/we have examined the bid documents and am/are fully clear about the job to be done during the period of agreement/contract and also acknowledge to bear consequences of non-performance or deficiencies in the services on my/our part.

We understand that the Client is not bound to accept any Proposal that the Client receives.

We remain,  
Yours sincerely,

Authorized Signature {In full and initials}: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Service Provider \_\_\_\_\_

In the capacity of: \_\_\_\_\_

Address: \_\_\_\_\_

Contact information (phone and e-mail): \_\_\_\_\_

**ANNEXURE- II**  
**FORM TECH-2**  
**Organization Profile and Experience**

Form TECH-2: a brief description of the Agency's profile and an outline of the recent experience of the Agency (if any) that is most relevant to the assignment.

**A - Organization's Profile**

1. Provide here a brief description of the background of your organisation.
2. Include organizational chart, a list of Board of Directors, and beneficial ownership.

**Sample Format**

SL. NO.	DETAILS REQUIRED	INFORMATION
1	<b>Name of Organization [Govt. / PSU / Pub. Ltd / Pvt. Ltd, etc.]</b>	
2	<b>Name of Proprietor/Partner/Director</b>	
3	<b>Name, Mobile No. and/or Telephone of the dealing/authorized representative</b>	
4	<b>Postal Address of the Organization (with PIN CODE &amp; Email)</b>	
5	<b>Telephone &amp; FAX No. with STD Code</b>	
6	<b>Mobile No. of Contact Person</b>	
7	<b>Registration No. ; Name and Place of Registering Authority &amp; Year of Establishment</b>	
8	<b>Type of Organization</b>	
9	<b>PAN/TAN No.</b>	

<b>10</b>	<b>GST No., if applicable</b>	
<b>11</b>	<b>No. of full time employees</b>	
<b>12</b>	<b>Branch Offices</b>	
<b>13</b>	<b>Any other relevant information</b>	

### **B – Organization’s Experience**

1. List only previous similar assignments successfully completed in the last 3 (*three*) years.

#### *Sample Format*

<b>SL. NO.</b>	<b>Assignment Name <sup>1</sup> :</b>	
<b>1</b>	<b>Cost of Work (in Rs):</b>	
<b>2</b>	<b>Date of Commencement:</b>	
<b>3</b>	<b>Date of Completion:</b>	
<b>4</b>	<b>Duration of assignment (months):</b>	
<b>5</b>	<b>Country:</b> <b>Location within country:</b>	
<b>6</b>	<b>Name of Client:</b>	
<b>7</b>	<b>Total duration of the assignment:</b>	
<b>8</b>	<b>Documentary Proof Submitted:</b>	
<b>9</b>	<b>Experience in management of question banks, and development and maintenance of dashboard for question bank development:</b>	
<b>10</b>	<b>Experience in managing pre-examination activities pertinent to admit card generation &amp; secure logistics:</b>	
<b>11</b>	<b>Infrastructure for data scrutinizing /candidate registration, offline/online examination delivery at the proposed test centers (Availability of Web, Data and examination centre servers and computers for typing test):</b>	

<b>12</b>	<b>Description of actual services provided in the assignment:</b>
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<sup>1</sup> Clients' Work Order(s) and/or Work Completion Certificate(s), etc. should be attached as annexure in support of the information furnished in Form Tech-2.

**ANNEXURE- III**

**FORM TECH-3**

**Comments and Suggestions on the Terms of Reference**

Form TECH-3: comments and suggestions on the Terms of Reference (TOR) that could improve the quality/effectiveness of the assignment.

**On the Terms of Reference**

{ Comments to the Terms of Reference }

(Maximum number of pages to be used is 3)

**ANNEXURE- IV**

**FORM TECH-4**

**Description of the Approach, Methodology and Plan of Action with Timelines for Performing the Assignment**

Form TECH-4: a description of the approach, methodology and plan of action with timelines for performing the assignment.

- a) Approach and Methodology
- b) Plan of Action with timelines

a) ***Approach and Methodology.*** {Please explain your understanding of the objectives of the assignment as outlined in the Terms of Reference (TOR), the approach, and the methodology you would adopt for implementing the tasks to deliver the expected output(s), and the degree of detail of such output. Please do not repeat/copy the TOR in here. }

b) ***Plan of Action with timelines.*** {Please outline the plan of action for the implementation of activities/tasks of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), with suggestive timelines. The proposed plan of action should be consistent with the approach and methodology, showing your understanding of the TOR and ability to translate them into a feasible working plan. The plan of action should be consistent with the Policies and/or Guidelines of the Mission/ASULMS. }

**ANNEXURE- V**

**Power of Attorney**

**Format for Power of Attorney for Signing of application (On a Non-Judicial Stamp Paper of relevant value)**

**Power of Attorney**

We M/s ..... (name and address of the registered office) do hereby constitute, appoint and authorize Mr./Ms..... (name and designation), who is presently employed with us and holding the position of ..... as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our bid for “**Selection of External Agency for Recruitment & Selection for various posts under ASULMS**” for O/o State Mission Director, ASULMS, Dispur, Guwahati-06 including signing and submission of all documents and providing information/responses to the O/o State Mission Director, ASULMS, representing us in all matters before ASULMS in connection with our bid for the said project/task. We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall always be deemed to have been done by us.

Dated, (name of place), this the ..... Day of 2018

For \_\_\_\_\_  
(Name, Designation and Address)

Accepted \_\_\_\_\_ (Signature)  
(Name, Title and address of the Attorney)

Date: \_\_\_\_\_

**ANNEXURE- VI**

**Undertaking Regarding Blacklist (On a Non-Judicial Stamp Paper of Rs. 10/-)  
AFFIDAVIT**

I/We, M/s ..... (Sole Applicant/Lead Member/Member/Affiliate), (the names and addresses of the registered office) hereby certify and confirm that I/we or any of my/our promoter(s)/director(s) are not barred/blacklisted by any Central Government/State Government/PSU/Supreme Court/High Court of any State/District Court of any State from participating in Project(s), either individually or as member of Consortium as on the \_\_\_\_\_ (Date of Signing of Application).

I/We further confirm that I/we are aware that, my/our bid for the captioned project/task would be liable for rejection in case any material misrepresentation is made or discovered at any stage of the Bidding Process or thereafter during the agreement period, I/We shall be liable for Civil/Criminal action for furnishing of any false information at our end and it would lead to rejection of our bids at any stage besides forfeiture of my/our Bid-Security Declaration.

**IN WITNESS WHEREOF**, I/We have hereunto set my/our hand/s this \_\_\_\_ day of [month] [year] at [place of execution].

***[Insert NAME OF BIDDER'S  
AUTHORIZED REPRESENTATIVE]  
[Insert signatory's legal capacity]  
Affiant***

**SUBSCRIBED AND SWORN** to before me this \_\_ day of [month] [year] at [place of execution], India. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity. Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_.

Witness my hand and seal this \_\_\_\_ day of [month] [year].

**NAME & DETAILS OF NOTARY PUBLIC**



**ANNEXURE – VII**  
**Financial Information**

<b>Years</b>	<b>Annual Turnover (in Rs.)</b>
FY 2016-17	
FY 2015-16	

Signature of authorized signatory \_\_\_\_\_

Name of authorized signatory \_\_\_\_\_

Proprietor/Company Name \_\_\_\_\_

Place \_\_\_\_\_

**ANNEXURE – VIII**

**Bid-Securing Declaration (On a Stamp Paper of relevant value)**

**AFFIDAVIT**

**Notice Inviting RFP for Selection of External Agency for Assisting in Recruitment & Selection Process for Various Positions in ASULMS (DAY-NULM, Assam):** *[Insert reference number]*

To: *[Insert name and address of the Procuring Entity]*

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid-Securing Declaration.
2. I/We accept that: (a) I/we will be automatically will be suspended for the period of 2 (two) years from being eligible to submit Bids for contracts with the ASULMS and I/we will pay the applicable fine as decided by ASULMS, which may range from two percent to five percent of the estimated value of the contract to be signed with ASULMS if I/we have committed any of the following actions:
  - (i) Withdrawn my/our Bid during the period of bid validity required in the Bidding Documents; or
  - (ii) Fail or refuse to accept the award and enter into contract or perform any and all acts necessary to the execution of the Contract, in accordance with the Bidding Documents after having been notified of your acceptance of our Bid during the period of bid validity.
3. I/We understand that this Bid-Securing Declaration shall cease to be valid on the following circumstances:
  - (a) Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
  - (b) I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right;
  - (c) I am/we are declared as the bidder with the Lowest Calculated and Responsive Bid/Highest Rated and Responsive Bid, and I/we have furnished the performance security and signed the Contract.

**IN WITNESS WHEREOF**, I/We have hereunto set my/our hand/s this \_\_\_\_ day of [month] [year] at [place of execution].

***[Insert NAME OF BIDDER'S  
AUTHORIZED REPRESENTATIVE]  
[Insert signatory's legal capacity]  
Affiant***

**SUBSCRIBED AND SWORN** to before me this \_\_ day of [month] [year] at [place of execution], India. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity. Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_.

Witness my hand and seal this \_\_\_\_ day of [month] [year].

**NAME & DETAILS OF NOTARY PUBLIC**

**ANNEXURE – IX**

**Format for the Submission of the Financial Bid\***

<b>Sl. No.</b>	<b>Particulars</b>	<b>Charges Per Candidate (in Rs.)</b>
1	Screening of Applications	
2	Admit Card/Call Letters Issuance	
3	Sending mails and messages to eligible candidates/applicants	
4	Development and Printing of Question Papers for Written Examination	
5	Development and Printing of Question Papers for Computer Test	
6	Designing and Printing of Response Sheets (OMR)	
7	Exam/ test Center booking coordination with ASULMS**	
8	Written Test Result Evaluation, analytics and compilation (Single Location)	
9	Written Test Result Evaluation, analytics and compilation (Multiple Locations)	
10	Computer Test Result Evaluation, analytics and compilation (Single Location)	
11	Computer Test Result Evaluation, analytics and compilation (Multiple Locations)	
12	Final Compilation of Merit List	
13	Manpower Support	
14	Logistics & Delivery	

\*The above rates will be exclusive of applicable tax(es).

\*\* The cost of booking the venue will be borne by ASULMS. The selected Agency will have to coordinate with officials of ASULMS in booking the venues and preparing the exam halls before the exam/test date.

Submitted By:

Signature of authorized representative: .....

Full Name:

Designation:

Name & Address of Agency:

Seal: .....

Date:

Place:

## ANNEXURE – X

### Format for Screening of Job Applications

Sl. No.	Name of Applicant/Candidate	Father's Name	Full postal address for Communication	Age (Year-Month-Day) as on last date of Submission of Application Form	Total Work Experience {in month(s) and/or year(s)}	Experience in Govt. Sector (Y/N). If yes, then Name of Organisation/ Office {in month(s) and/or year(s)}	Experience in Social Work/ Work with Community on Social Development / Social Mobilization, etc. {in month(s) and/or year(s)}	Combined Score from 10 <sup>th</sup> & 12 <sup>th</sup> examinations %age (as per 8a of Annexure – I i.e. Step wise process / guideline ...)	Qualification	Certificate / Diploma in any Computer Course (Yes/No with name of course)	Gender	Contact No.	Email ID
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**ANNEXURE - XI****Evaluation Criteria for Proposals****I. Evaluation of technical proposals**

Point Distribution of Evaluation Criteria and Sub-criteria for Technical Proposals (TPs) is as follows:

Sl. No.	Criteria	Maximum Point
1.	Firms meeting the Eligibility Criteria	20
2.	Firms having completed relevant projects for the Government Departments (minimum 2 nos. of such projects will fetch full marks) [enclose work order/ completion from the clients]	25
3.	Adequacy of the proposed methodology, work plan, time schedule etc. Including understanding of TOR	25
4.	Organizational set up & manpower resources; infrastructure for data scrutinizing /candidate registration, offline/online examination delivery at the proposed test centers (Availability of Web, Data and examination centre servers and computers for typing test).	10
5.	Experience in management of question banks, and development and maintenance of dashboard for question bank development	5
6.	Experience in managing pre-examination activities pertinent to admit card generation & secure logistics	15

The grades and percentage rating for the Service Providers in the field are shown in Table below.

Sl. No.	Grade (Level of Responsiveness)	% Rating
1.	Poor	0
2.	Below Average	40
3.	Average	70
4.	Good	90
5.	Excellent	100

**Minimum Technical Score**

For any bidder to qualify for the Financial Bid Opening, a minimum of 60 percent in the Technical Proposal Evaluation must be scored by a bidder. Financial proposals will be compared only among the proposals achieving the minimum qualifying technical score in order to maintain the acceptable level of quality.

**Completion of Evaluation of Technical Proposals**

The evaluation results of technical proposals will be detailed in an evaluation report. After the technical quality is evaluated, bidders whose technical proposals did not meet the minimum

qualifying score, or were considered non-responsive to the invitation requirements, will be advised and their financial proposals will be returned unopened.

**II. EVALUATION OF FINANCIAL PROPOSALS**

With regard to the issues of taxes/cesses, for the purpose of evaluation of Financial Proposal, “cost” shall exclude applicable taxes or cesses.

The Financial Proposal submitted by the Service Providers is referred to as the “Gross Financial Proposal” (GFP). During the verification process, GFPs are first checked for compliance with the ITO. Each GFP must include provisional sums and contingencies and must be exclusive of local taxes, and the validity period of the proposals must accord with the validity period set down in the ITO.

A review is then made to ensure that the figures provided in each GFP are consistent with the details of the corresponding technical proposal.

Finally, a review is made for computational errors, and the final amount is considered as the “gross evaluated financial proposal” (GEFP).

GEFPs will be converted into “net evaluated financial proposals” (NEFPs). NEFPs include only fixed cost items. Variable cost items, if any, are not included. NEFPs are calculated by subtracting the Variable costs (non-competitive components) from the GEFPs.

**Determining Financial Score**

The lowest NEFP is then given a maximum financial score of 100 points. This is then used as a basis to calculate the score of the other financial proposals. The financial score for each proposal is inversely proportional to its NEFP, that is, the higher the NEFP, the lower the financial score.

The financial score is computed as follows:

**Financial Score of the lowest priced proposal = 100 points**

**Financial Score of other proposals= 100 points x (NEFP of the proposal under consideration/ NEFP of the lowest priced proposal)**

Using this methodology, all proposals are given a financial score.

**Ranking of Proposals**

The total score shall be obtained by weighting and adding the technical and financial scores; this will determine the overall ranking of the bidder’s proposals. 70% weightage will be given to the scores obtained after evaluation of technical proposal and 30% weightage will be given to financial proposal. If financial proposals contain unreasonably low price, the Client will ask the bidder concerned for clarification of such an offer and should receive answers from the bidder to ensure appropriate execution during the contract stage, before concluding the evaluation.

The total score is computed as follows:

**Technical score (percent) x Weight (70%) + Financial score x Weight (30%)**

Once the final scores for each proposal have been calculated, they can be ranked from highest to lowest. In the event two or more proposals have the same scores in the final ranking of proposals, the proposal with the highest technical score will be ranked higher and the next highest technical score will be ranked lower. After the final ranking, the highest-ranked bidder will be invited for contract negotiations. The final evaluation results are summarized in an evaluation sheet.

\*\*\*\*\*