

# **TENDER FOR SELECTION OF RECRUITMENT CONSULTANT**

**TENDER NO.**

**01/PCCF WB/RECRUITMENT-CONSULTANT/2011**

**Directorate of Forests  
Office of the Principal Chief Conservator of Forests,  
West Bengal,  
Aranya Bhawan,  
LA-10A, Block III, Salt Lake, West Bengal  
Kolkata 700098**

**[www.westbengalforest.gov.in](http://www.westbengalforest.gov.in)**

KOLKATA  
25<sup>th</sup> April, 2011

**1. TENDER NOTICE**

The Forest Directorate, Government of West Bengal intends to select a Recruitment Consultant and invites Sealed Tenders from eligible and bona fide organizations / institutes for assisting the Directorate in the matter of recruitment of Forest Guard in the manner and to the extent as detailed in the tender document.

Tender Inviting Authority	Directorate of Forests, Govt.of West Bengal
Name of the Work	Assist the Directorate in the matter of recruitment of Forest Guard
Tender Reference	01/PCCF WB/RECRUITMENT-CONSULTANT/2011
Start Date & Time for Sale of Tender Documents	25 <sup>th</sup> April.2011, 1100 hours
Last Date & Time for Sale of Tender Documents	23 <sup>rd</sup> May, 2011, 1600 hours
Cost of Tender Document	₹ 1000.00 (Rupees one thousand only)
Date and Time of Pre-Bid Conference	31 <sup>st</sup> May, 2011 1500 hours
Last date and time for submission of Bids	10 <sup>th</sup> June, 2011 1200 hours
Opening of Technical Bid	13 <sup>th</sup> June, 2011, 1500 hours
Place of Opening of Technical Bid	Aranya Bhavan, O/O PCCF, HOFF, West Bengal LA-10A, Block III, Salt Lake, Kolkata 700098
Opening of Financial Bid	28 <sup>th</sup> June, 2011, 1500 hours
Earnest Money Deposit (EMD)	₹ 20,000.00 (Rupees twenty thousand only)
Contact Person and Designation	Chief Conservator of Forests, Personnel Management Cell, West Bengal
Address for Communication	Aranya Bhawan, LA-10A, Block III, Salt Lake, , Kolkata 700098, West Bengal
<p><b>Other important criteria specified by the Tender Inviting Authority:</b></p> <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. That is, Financial Bids of those who are found ineligible on examination of their technical Bids, will not be opened for consideration.</li> <li>4. Tender received after due date and time will be summarily rejected.</li> <li>5. Tender details may be seen in the website <a href="http://www.westbengalforest.gov.in">www.westbengalforest.gov.in</a></li> </ol>	

## 2. TENDER DETAILS

### 2.1 Introduction

West Bengal Forest Directorate (hereinafter referred to as Directorate) intends to recruit about 771 number of Forest Guards through open competitive examination to be conducted shortly. The eligibility criteria of the candidates and holding of the examination will be guided by the relevant recruitment rules. The basic information about the post and the recruitment process is furnished below.

**Post of Forest Guard:** It is a post in the subordinate executive establishment of Forest Directorate. **Normally, a Forest Guard serves as an assistant to a Deputy Ranger Forester or Beat Officer. The job is related to forest protection and regeneration and involves intensive field works and interaction with forest fringe dwellers..**

**No of vacancies to be filled up:** About 771 no.

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

**Pay : In Pay Band ` 5400 – 25200; Grade Pay: ` 1900/-**

**Eligibility:** Both men and women can apply.

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

**Age:** Between 18 and 32 years as on 01.01.2011. The upper age limit is relaxable in the case of Scheduled Castes, Scheduled Tribes, Ex-Servicemen and other specified category as per existing rules of the Govt of West Bengal.

**Physical Standard:** The following minimum standards of physical fitness and requirement shall be satisfied:

**Height** – 163 cms (for men)  
150 cms (for women)

**Chest girth** (minimum) – 81 cms (for men)  
79 cms (for women)

**Chest Expansion** – 5 cms.

These requirements are relaxable in the case of specified categories.

**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 testifying the candidate's sound hearing faculty, eye sight, requisite height, chest girth and chest expansion and general fitness for undertaking arduous outdoor work in the Forest Directorate.

**Walking Test:** A candidate shall be required to undergo a Walking Test – 25 kms in 4 hours for men, and 14 kms in 4 hours for women.

**Procedure for Selection:** Through competitive examination which comprises written test and interview. The written test will be followed by an interview by a Board to be constituted by the Principal Chief Conservator of Forests, HOFF, West Bengal.

The written test will be conducted in each district. Depending on the number of applicants, there will be one or more examination centres in each district.

Candidates who qualify in the written Test will be called for interview. Interview will be held in selected centres to be notified.

## 2.2 Tender Schedule

The following schedule will be followed during this tender process unless otherwise stated by Directorate.

S. No.	Key Activities	Date	Time
1	Start date of Sale of Tender Documents	25 <sup>th</sup> April 2011	1100 hours
2	Last date for Sale of Tender Documents	23 <sup>rd</sup> May 2011	1600 hours
3	Last date for submission of written questions by Bidders	27 <sup>th</sup> May, 2011	1200 hours
4	Pre-Bid Conference	31st May, 2011	1500 hours
5	Directorate's response to Bidders' Questions	6 <sup>th</sup> June, 2011	1500 hours
6	Last Date for submission of Bid	10 <sup>th</sup> June , 2011	1200 hours
7	Date of Opening of Technical Bid	13 <sup>th</sup> June 2011	1500 hours
8	Publication of Technically qualified Bidders	21 <sup>st</sup> June, 2011	1500 hours
9	Opening of Financial Bids	28 <sup>th</sup> June , 2011	1500 hours
10	Declaration of Final Results	4 <sup>th</sup> July, 2011	1200 hours

## 2.3 Scope of Work

### 2.3.1 Scope of Work

The scope of work for the assignment is as given below. The Consultant will have to perform the following jobs in accordance with the guidelines and directions of the Directorate to be issued from time to time.

### PHASE I

- a. Publication of Advertisement and Printing Application Form:** The Consultant will design the advertisement inviting applications for recruitment in the posts of Forest Guard. After the said advertisement matter is approved by the Directorate, the Consultant will arrange to publish the same in some local as well as regional newspapers, to be specified by the Directorate, for wide circulation.

The Consultant will design the application form and, after the format is approved by the Directorate, will print the forms in sufficient number, and make such forms available in selected places /offices for sale.

- b. Remittance of and Accounting for Examination Fee:** Each candidate will be required to pay examination fee of specified amount in the form of postal order or bank draft in a manner to be prescribed, and submit the application form along with the said postal order or draft to designated office (s) of the Directorate. The Consultant will **take over the**

**applications received** by the Directorate **and remit the postal orders / bank drafts** to a bank account to be specified by the Directorate. The Consultant **will maintain account** of remittance of examination fees and furnish information to the Directorate in a proforma to be advised by the latter. The said information would, inter alia, include (i) the total amount remitted, (ii) the total number of applications received, and (iii) the number of postal orders / drafts and their respective amounts.

**c. Processing of Applications:**

Upon scrutiny of the application forms, the Consultant will prepare

- i. A **primary database** relating to particulars of all applicants in a standard Database Management System (**DBMS**) software package.

Based on this primary database, the Consultant will **prepare**, in consultation with the Directorate,

- ii. A **comprehensive database of all eligible candidates** along with their profile
- iii. **For each district, separate lists of eligible candidates, along with their profile, classifying such candidates in categories like General, SC, ST, OBC etc.**

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

- d. Generation and dispatch of Admit Cards:** Based on the lists of eligible candidates, as approved by the Directorate, **the Consultant will generate admit cards and dispatch the same to the eligible candidates, within a time to be specified by the Directorate. Unless otherwise specified, the admit cards should be sent by post under Certificate of Posting.**

**The Consultant shall communicate to all the ineligible candidates the reasons why their applications have been rejected. Unless otherwise specified, such communication should be sent by post under Certificate of Posting.**

**As admit cards are generated, the database of eligible candidates, referred to in c ii and iii above, shall have to be updated with the roll numbers allotted to them. .**

## PHASE II

- e. Question and Answer Sheets:** The written test will comprise of only one paper and the type of questions will be objective, that is, the examinee will have to select the right answer from multiple choices.

- I. Manuscripts of question papers, which shall be multilingual, will be prepared by the Directorate and will be handed over to the Consultant. **The Consultant will print adequate number of question papers. The question papers** may have to be prepared in multiple sets, each set containing questions in different order.
- II. **The Consultant will design the answer sheet in a format compatible with evaluation through OMR technology.** The Consultant will prepare the format and finalize it in consultation with the Directorate. **The Consultant will print adequate number of OMR Answer sheets.**

- f. **Handing/ Taking over of Question papers/ Answer sheets:** After the Question papers and OMR Answer sheets are printed, the same will be kept in a secure room at Aranya Bhavan in the custody of the Consultant.

For each test centre, the Consultant will prepare separate envelopes, duly sealed, which would contain Question Papers, OMR Answer sheets, adequate for the number of candidates allotted to such centre, and instructions, if any. The Directorate will provide a list of test centres to the Consultant.

On dates and during hours to be specified by the Directorate, the **Consultant will hand over the said envelopes**, separate for each centre, to the persons to be authorized by the Directorate to receive such envelopes for the respective centres.

After the written test is over, the Officer-in-charges of the test centres will dispatch sealed envelopes containing OMR Answer sheets to Aranya Bhavan as per time schedule to be specified by the Directorate. **It will be the responsibility of the Consultant to arrange to receive the said envelopes dispatched by the respective centres and keep them in a secure room at Aranya Bhavan.**

### PHASE III

- g. **Evaluation of answer sheets and Preparation of score sheet:** The Consultant will have the answer sheets evaluated with Optical Mark Recognition (OMR) technology.

After evaluation of answer sheets, the database of the eligible candidates will have to be updated with marks obtained by each candidate.

Based on such updated database, the Consultant will **prepare**

- I. **a score sheet for all the candidates;**
- II. **separate score sheets for each district.**

The Consultant will **submit to the Directorate the above score sheets** in such format and manner as would be **advised by the Directorate.**

- h. **Merit Lists for Interview and Dispatch of Interview Call Letters:** Candidates belonging to different categories (General, SC, ST, OBC etc), selected from each district in order of merit as determined from the score sheet of written test for the concerned district, will be called for interview before a Board to be constituted by the Principal Chief Conservator of Forests, West Bengal. The Interview will carry marks to be decided by the Directorate.

In terms of criteria to be decided by the Directorate, the **Consultant will prepare from the score sheets referred to in g above, and submit to the Directorate**

- I. **Comprehensive Merit List for all candidates qualified for interview**
- II. **Separate Merit Lists for each district showing candidates qualified for interview in the respective districts.**

The Consultant will **submit to the Directorate the above merit lists** in such format and manner as would be **advised by the Directorate. The merit lists stated above will contain all particulars, including category, of the concerned candidates as recorded in the database.**

Upon approval of the Merit Lists by the Directorate, the Consultant **will dispatch the interview call letters, in format to be approved by the Directorate, to the candidates**

**of the said merit lists**, as per direction of the Directorate. The Directorate will provide the Consultant the list of interview centres and other necessary information. **The interview call letters shall be sent by post under certificate of posting unless specified otherwise by the Directorate.**

**i. Final Merit List:**

The Directorate will arrange to hold interview and walking test of selected candidates and will communicate to the Consultant (1) the marks scored in the Interview and (2) the result of walking test.

The Merit Lists for Interview, referred to in **h** above, shall be further updated with the marks scored in the Interview, and the result of walking test, and the Consultant will prepare and submit -

- I. **Final Comprehensive Merit List for all candidates;**
- II. **Separate Final Merit Lists for each district**

The Consultant will **submit to the Directorate the above final merit lists** in such format and manner as would be **advised by the Directorate. The final merit lists stated above will contain all particulars, including category, of the concerned candidates as recorded in the database.**

**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 Directorate 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 officers of concerned Directorate, it is essential that the selected consultant set up a project office in the Directorate with the required number of resources. It is also required that the Consultant appoint a Project 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 Directorate.

**2.3.4 Overview of Project Scope & Deliverables**

The following table provides the deliverables against the various activities mentioned under the Scope of Work.

Phase	Work Component	Activities	Deliverables
Phase I	Clause 2.3.1 a	Publication of Advertisement & Printing of Application Forms	1. Format of advertisement, 2. Two copies each of the newspapers carrying the Advertisement. 3. Format of draft application form 4. Model copy of the approved application form. 5. Acknowledgement of receipt of forms from the designated places/offices.

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	b	Remittance of and Accounting for Examination Fee	1. Information on remittance 2. Certificate from Bank
	c	Processing of Applications	1. Acknowledgement of receipt of applications from the Directorate. 2. Primary Database (soft copy) of applicants in DBMS software. 3. Comprehensive database (soft copy) of eligible candidates. 4. Separate lists (soft copy) of eligible candidates for each district.
	d	Generation and Despatch of Admit Cards	1. Certificates of posting/dispatch 2. Comprehensive database (soft copy) of eligible Candidates updated with roll numbers. 3. Separate lists (soft copy) of eligible candidates for each district updated with roll numbers.
Phase II	e	Question & Answer sheets	1. Format of model OMR answer sheet. 2. Confirmation about printing of question papers & Answer sheets, specifying the numbers.
	f	Handing/Taking over of OMR Q/A sheets	1. Acknowledgement of receipt of question papers and answer sheets from the designated persons. 2. Acknowledgement of taking delivery of sealed envelopes containing OMR sheets as would be dispatched by the Centres.
Phase III	g	Evaluation of answer sheets and Preparation of score sheet	1. Score Sheet (soft copy) for all candidates. 2. Separate score sheets(soft copy) for each district
	h	Merit Lists for Interview & Dispatch of Interview Call Letters	1. Comprehensive Merit List (hard & soft copy) for all candidates. 2. Separate Merit Lists (hard & soft copy) for each district. 3. Certificates of posting /dispatch of interview call letters.
	i	Final Merit List	1. Final comprehensive Merit List (hard & soft copy) for all candidates. 2. Separate Final Merit Lists (hard & soft copy) for each district.

**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 Directorate, however, reserves the right to revise or alter the Time Schedule, if deemed necessary.



Phase	Activities	No. of weeks from zero date								
		4	8	12	16	20	22	26	30	36
I a.	Publication of Advertisement & Printing of Application Forms	■								
I b.	Remittance of and Accounting for Examination Fee		■	■	■					
I c.	Processing of Applications		■	■	■					
I d.	Generation and Dispatch of Admit Cards		■	■	■	■				
II e.	Question & Answer Sheets				■					
II f.	Handing/taking over of Question Papers & Answer sheets					■	■			
III g.	Evaluation of answer scripts and Preparation of score sheet							■		
III h.	Merit Lists for Interview & Dispatch of Interview Call Letters								■	
III i.	Final Merit List									■

### 2.5 Cost of the Tender Document

The Tender document is available for sale against non-refundable payment of ` 1000.00 (Rupees one thousand only) by demand draft to be drawn in favour of "Principal Chief Conservator of Forests, West Bengal" payable at Kolkata.

The Tender Document is not transferable to any other bidder.

The tender document can also be downloaded from the following website  
[www.westbengalforest.gov.in](http://www.westbengalforest.gov.in)

The cost of tender document must be deposited in such cases along with submission of Bid documents in the mode as aforesaid.

### 2.6 Due date and Time

The sealed tenders should be dropped in the tender box in the office of the Principal Chief Conservator of Forests, HOFF, W.B., Aranya Bhawan, LA-10A, Block III, West Bengal, Kolkata 700098 and dropped in the Tender Box **not later than 1200 hours of 10<sup>th</sup> June, 2011.**

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

The Principal Chief Conservator of Forests, HOFF, West Bengal 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 by facsimile or through email.

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

### 2.7 Eligibility Criteria

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

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- a. 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 for at least a period of 3 years.
- b. The firm / company / organisation should have had an average **annual turnover of ` 1,00,00,000 (Rupees one crore only)** from consulting / advisory services, over the previous 3 financial years as revealed by audited accounts, as on 31.03.2010.
- c. The firm / company should have had experience in handling at least one recruitment consultancy project or IT Project involving database management and OMR technology, with an order value of a minimum of ` 20 lakhs in the last 3 years as on 31st March 2010.
- d. The Bidder should have been associated with the Indian Central / State government/public sector undertaking/autonomous bodies/institutes/reputed organizations in implementation, during the last three years, of at least one recruitment consultancy/IT projects involving at least 5000 number of candidates.

**2.8 Mode of Submission**

- a. The bid document must **be addressed to the Principal Chief Conservator of Forests, HOFF, West Bengal by designation only.**
- b. Tenders can be submitted in person on or before the due date and time specified in the Tender

**Notice: Such tenders shall be dropped in the tender box only kept at the Office of the Principal Chief Conservator of Forests, HOFF W.B., Aranya Bhawan, LA-10A, Block III, West Bengal, Kolkata 700098.**

**2.9 Pre-Bid Conference**

The bidder or its official representative is invited to attend a pre-bid meeting to be held on **31<sup>st</sup> May, 2011 at 1500 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 fax or email only to reach the Directorate not later than **1200 hours of 27<sup>th</sup> May, 2011**. 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 Directorate exclusively through the issue of an Addendum. The decision of the Directorate on the need for any modification shall be final and binding on all.

However, it is not binding on the Directorate 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.

**2.10 Bidder Inquiries and Directorate'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 Directorate. 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 Directorate be responsible for ensuring that bidders' inquiries have been received by the Directorate.

After the date of sale of the tender document, the contact person notified by the Directorate will begin accepting written questions from the bidders, who have bought the Tender document. The Directorate 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 Directorate makes no representation or warranty as to the completeness or accuracy of any response, nor does Directorate 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.

**2.11 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 Directorate 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 Directorate to award a contract or to engage in negotiations. Further, no reimbursable cost may be incurred in anticipation of award.

**2.12 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 Directorate to communicate with rejected Bidders

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

- a. Bidders shall submit, along with their Bids, Bid security or **EMD of ₹ 20,000 (Rupees twenty thousand only)**, in the form of a Demand Draft drawn in favour of **“Principal Chief Conservator of Forests, West Bengal”**, 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 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 Directorate till it is returned to the unsuccessful Bidders will not earn any interest thereof

**2.14 Bid Opening**

- a. The tenders will be received up to **1200 hours of 10<sup>th</sup> June, 2011**. The Technical Bids will be opened at **1500 hours of 13<sup>th</sup> June, 2011** by the officer authorized by the Directorate at the Conference Hall of Aranya Bhawan 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 Directorate and displayed on the Notice Board of Aranya Bhawan at **1500 hours of 21<sup>st</sup> June, 2011**
- c. The Financial Bids of technically qualified Bidders alone will be opened at **1500 hours of 28<sup>th</sup> June, 2011** and evaluated. Final results of the Tender will be declared on **4<sup>th</sup> July, 2011 at 1200 hours**. The decision of the Directorate shall be final in this regard.

**2.15 Tender Rejection Criteria**

- a. The tenders with the Technical Bid not containing Tender Document cost (for those Bidders who have downloaded the document) and/or EMD amount will be summarily rejected.
- b. Tenders not submitted in the form specified as per the format given 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 Directorate 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.

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- 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.

#### **2.16 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.

#### **2.17 Technical Bid**

- a. The Technical Bid cover should be superscribed as "**Technical Bid-Selection of Recruitment Consultant – Tender Ref: 01/PCCFWB / RECRUITMENT-CONSULTANT/2011**".
- 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 of the bidder for 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.**

#### **2.18 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: 01/PCCFWB / RECRUITMENT-CONSULTANT/2011**".

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

**The financial bid format is given in annexure II**

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

Separate bids for the following cases

- (i) Number of applications/candidates upto 50,000
- (ii) Number of applications/ candidates between 50001 and 1,00,000
- (iii) Number of applications/ candidates between 1,00,001 and 1,50,000
- (iv) Number of applications/ candidates between 1,50,001 and 2,00,000
- (v) Number of applications/ candidates between 2,00,001 and 3,00,000
- (vi) Number of applications/ candidates above 3,00,000

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: 01/PCCF WB/RECRUITMENT-CONSULTANT/2011**".

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

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

- a. **This Tender Document duly signed on all pages as acceptance of terms and conditions by the bidder.**
- b. **The cost of Tender Document by way of crossed DD for `1000.00 (Rupees One Thousand only) for those bidders, who have downloaded the bid documents. The bidders, who have purchased the bid document need to submit a copy of the receipt.**
- c. **EMD amount of `20000.00 (Rupees twenty thousand only) in the form of DD**
- d. **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.**
- e. **Sealed cover containing the Technical Bid as specified in the 2.17 of this Tender**
- f. **Sealed cover containing the Financial Bid as specified in section 2.18 of this Tender.**
- g. **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 summarily rejected.**

### **2.20 Submission of Proposals**

THE BIDDER SHALL ENSURE THAT THE OUTER SEALED COVER CONTAINING THE DOCUMENTS AS DESCRIBED IN 2.19 IS DROPPED IN THE TENDER BOX KEPT AT THE RECEPTION OF ARANYA BHAWAN, OFFICE OF THE PRINCIPAL CHIEF CONSERVATOR OF FORESTS, HOFF, WEST BENGAL **BY 1200 HOURS OF 10<sup>th</sup> June, 2011.**

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

- a. The offer submitted by the bidder shall be valid for a period of 120 days from the date of submission of the tender. A proposal valid for a shorter period may be rejected as non-responsive.
- b. In exceptional circumstances, the Directorate 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 Directorate as detailed below:**

The Directorate 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 Directorate will be final in this regard

### **3.1 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.

**Technical Bid Evaluation Criteria:**

<b>Evaluation Criteria</b>	<b>% of Marks</b>
<b>Experience in the following areas</b> <ul style="list-style-type: none"> <li>• Recruitment Project</li> <li>• IT Project involving Database management &amp; OMR Technology</li> </ul>	<b>50</b>
<b>Proposed Project Resources</b> <ul style="list-style-type: none"> <li>• Infrastructure</li> <li>• Human Resources</li> </ul>	<b>40</b>
<b>Presentation before the Evaluation Committee</b>	<b>10</b>

- a. The Committee will invite the eligible bidders to make a presentation to the Directorate at a date, time and location to be determined by the Directorate. 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 (TS) out of a maximum of 100 points.
- d. The bidders, who score a Technical score of more than 60, will qualify for the evaluation in the financial process.

**3.2 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 1,00,001 - 1,50,000 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 the number of candidates specified above+ maximum value of any out -of -pocket expenses quoted by the bidder +any applicable taxes.

- 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 Directorate does not bind itself in any way to select the bidder(s) offering the lowest price (L1).

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### 3.3 Overall Evaluation:

- a. The Directorate of Forests 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 – 50%**
  - b. **Financial score - 50%**
  - c. **The Overall Rating =  $TS*0.5 + FS*0.5$ , adjusted to 2 decimal places.**
  - d. In case of a tie in the overall score, the bidder with the superior Financial Score (FS) will supersede the other Bidder.
- c. While the successful Bidder will be selected on the basis of the Overall evaluation, the Directorate does not bind itself in any way to select the bidder(s) having the highest Overall evaluation.

### 3.4 Negotiations with the Successful Bidder

The Directorate reserves the right to further negotiate with the Successful Bidder. 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

## 4 AWARD OF CONTRACT

### 4.1 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 Directorate.

### 4.2 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.

### 4.3 Signing of Contract

- a. The successful Bidder shall execute an agreement for the fulfillment of the contract with the Directorate at the time of execution, **within one week from the date of receipt of the Letter of acceptance** issued by the Directorate. 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.**

### 4.4 Performance Bank Guarantee (PBG)

- a. The successful bidder shall at his own expense deposit with the Directorate, **within one week from the date of receipt of the Letter of acceptance** issued by the Directorate 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 1,00,001 - 1,50,000.** 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. 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 Directorate.

- 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.

**4.5 Release of Work Order**

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

**4.6 Execution of Work Order**

The successful Bidder should nominate and intimate to the Directorate 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.

**4.7 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.

**4.8 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 Directorate. If the delivery is not effected as per tender, the Directorate shall have the right to cancel the order and to take any such action which will be deemed fit in such circumstances.

**4.9 Termination of Services**

**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 other matters, that include handling of question 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 Directorate from time to time.** In the event of any breach of confidentiality, if the Directorate 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 Directorate 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.



## 5 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 .

## 6 OTHER TERMS AND CONDITIONS

- a. During the evaluation process, the Directorate 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 Directorate pursuant to this Tender, and including correspondence relating to this Tender) shall, upon delivery to the Directorate become the property of the government. The consultant shall hand over to the Directorate such materials as and when asked for by the Directorate, and shall not retain any copy of such materials.
- c. The final decision would be based on the Overall evaluation. The Directorate, 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 Directorate 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 Directorate 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.

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

S. No	Particulars	Details to be furnished		
<b>Details of the Bidder (firm/company)</b>				
1.	Name			
2.	Address			
3.	Telephone		Fax	
4.	E-mail		Website	
<b>Details of Authorized person</b>				
5.	Name			
6.	Address			
7.	Telephone		E-mail	
<b>Information about the company</b>				
	Status of company (Public Ltd. / Pvt. Ltd.)			
8.	Details of Registration of firm/company (Provide Ref e.g. ROC Ref #)	Date		
		Ref #		
9.	Number of professionals			
10.	Locations and addresses of offices (in India and overseas)			
11.	Service Tax Registration Number			
12.	Enclose Latest STCC			

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

Turnover of the Company/Organisation				Net Worth of the company as on 31 <sup>st</sup> March 2009
FY	FY	FY	Average of last 3 FYs	

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

S. No.	Name of the Customer	Project name	Start date	End Date	Order Value

Note:

1. Please provide details of the above projects in form D.
2. Highlight the single consultancy project executed for value more than Rs20 Lakhs

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

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

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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 in 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**

	Work Component	Activities/ Deliverable	No of applications / candidates. (N)	Fixed Price ( ` )	Out of Pocket Expense and other Miscellaneous. ( ` )	Applicable Taxes. ( ` )	Total ( ` )
1.	2.	3.	4.	5	6.	7	8=5+6+7
Phase I	Clause 2.3.1 a, b, c & d	<b>As mentioned in Clause 2.3.4</b>	(i) Upto 50000	(i)	(i)	(i)	(i)
			(ii) 51000 to 100000	(ii)	(ii)	(ii)	(ii)
			(iii) 100001 to 150000	(iii)	(iii)	(iii)	(iii)
			(iv) 150001 to 200000	(iv)	(iv)	(iv)	(iv)
			(v) 200001 to 300000	(v)	(v)	(v)	(v)
			(vi) Above 300000	(vi)	(vi)	(vi)	(vi)
Phase II	Clause 2.3.1 e & f	<b>As mentioned in 2.3.4</b>	(i) Upto 50000	(i)	(i)	(i)	(i)
			(ii) 51000 to 100000	(ii)	(ii)	(ii)	(ii)
			(iii) 100001 to 150000	(iii)	(iii)	(iii)	(iii)
			(iv) 150001 to 200000	(iv)	(iv)	(iv)	(iv)
			(v) 200001 to 300000	(v)	(v)	(v)	(v)
			(vi) Above 300000	(vi)	(vi)	(vi)	(vi)
Phase III	Clause 2.3.1 g, h & i	<b>As mentioned in 2.3.4</b>	(i) Upto 50000	(i)	(i)	(i)	(i)
			(ii) 51000 to 100000	(ii)	(ii)	(ii)	(ii)
			(iii) 100001 to 150000	(iii)	(iii)	(iii)	(iii)
			(iv) 150001 to 200000	(iv)	(iv)	(iv)	(iv)
			(v) 200001 to 300000	(v)	(v)	(v)	(v)

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			(vi) Above 300000	(vi)	(vi)	(vi)	(vi)
			Total (consider prices quoted for the range (iii), that is, 100001 to 150000 to compute Total)				