



Registered & Corporate Office:
"Bidyut Unnayan Bhaban",
Plot No. 3/C, LA-Block, Sector-III,
Salt Lake City, Kolkata-700 098

NIT No.: WBPDC/Adv/CC/13-14/200/Corp.

Date: 04.02.2014

Memo No.: CO/HR&A/022/10006/493

Date: 03.02.2014

Notice Inviting Tender for Engagement of Recruitment Consultant

Date & time of Pre-Bid discussion	10.02.2014	12.30 PM
Contact Person: Sr. Manager (HR&A), WBPDC		
Last date & time of submission of Tender / Proposal	18.02.2014	up to 03.00 pm
Date & time of opening of Tender / Proposal papers	18.02.2014	03.30 pm

Sealed quotations are invited for engagement of Recruitment Consultant for Fixed Time engagement (**01st April 2014 to 31st March 2015**) towards conduct of recruitment process on behalf of The WBPDC as per eligibility criteria & Scope of Work mentioned below:

Eligibility criteria:-

The Consultant / Agency should fulfill the following eligibility criteria and should enclose documentary proof along with the price bid.

- The Consultant / Agency should have had an average annual turn over of Rs. 1 core over the previous 3 years as revealed from Audited Accounts.
- The Consultant / Agency should have had experience in handling at least 5 ONLINE recruitment consultancy project for any Public Sector Undertaking, Govt. department / Corporation during the last 3 financial years.
- The Consultant / Agency should have statutory document like Service Tax Registration, valid Trade License and Income Tax Return of last 3 years.

SCOPE OF WORK

The Recruitment Consultant will have to perform the following jobs in accordance with the guidelines and directions of the Corporation to be issued from time to time.

- Issuing Work Order:** The Corporation shall reserve the right to issue Work Order upon the Recruitment Consultant to be so engaged against this NIT during the period **01st April 2014 to 31st March 2015**. However, for each recruitment process the Corporation shall issue separate Work Order mentioning the detailed scope of work.

It is further mentioned that Corporation shall have liberty to conduct any recruitment process during the period **01st April 2014 to 31st March 2015** on its own departmentally and in such situation the concerned recruitment process shall be out of the ambit of the selected recruitment consultant.

----- *Human Resource & Administration* -----



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- b) **Designing of E-Recruitment portal / Online Application blank:-** The Recruitment Consultant shall be responsible for designing the e-recruitment portal based up on the criteria to be detailed as per relevant Employment Notification and present / submit the same to the Competent Authority as defined for this purpose by the WBPDC, for approval. In case the design submitted is not approved by the Competent Authority of WBPDC, the consultant shall have to modify the same in accordance with directions issued by said Competent Authority.

The Consultant will design the application blank considering the pre-defined validity checks (i.e. qualification / age / category etc.) to be mentioned later. Once the **e-recruitment portal / online application blank** have been designed, such shall be presented to the Competent Authority for approval. Once the design has been approved, functioning of the e-recruitment portal in line with the pre-defined validity checks is to be demonstrated. The application format is to be linked with the WBPDC website (www.wbpdcl.co.in).

Provided that the Corporation may also invite applications manually (through offline mode) for any employment notification, in case of which the recruitment consultant shall have to execute the process of screening eligible applicants / preparation of database, generation and dispatch of Admit Cards along with conduct of the recruitment test followed by preparation of merit list and other documents / reports required thereof.

- c) **Inviting Applications:-** The WBPDC will invite applications for all the positions notified from time to time from eligible Indian nationals by advertising in local newspapers. Applications shall also be invited from the Employment Exchanges / Statutory Authorities as required under existing rules and regulations. Contractor workers of the WBPDC may also be asked to apply for which separate application blank is to be designed.
- d) **Receipt of Applications:-** All applicants are to **APPLY ONLINE only** through the e-recruitment portal linked to the WBPDC website www.wbpdcl.co.in Only eligible applicants as detailed in the Employment Notification shall be allowed to submit their applications online, considering the pre-defined validity checks. All applicants are to agree to a **Self Declaration** regarding submission of details in respect of their candidature, failing which the application cannot be submitted. Provision for uploading softcopy of photograph, signature & testimonials of the applicants is to be made.

A system generated unique **Registration ID** shall have to be provided to each applicant having successfully applied for the respective position, with provision for retrieval in case of mismatch. The Consultant against submission of application will have to maintain a database of applications received along with other relevant details (i.e. category, date of birth, qualification etc) to be furnished at a later stage in form of a report.

- e) **Remittance and Accounting for Examination Fee:-** **Non-refundable** application fee of specified amount (**for General & OBC category candidates**) is to be submitted in the form of **demand draft / Bank Challan only** in favour of **The West Bengal Power Development Corporation Limited**, payable at Kolkata. The details of Application fees is required to be provided at the time of submission of online application, to be verified by the Consultant upon receipt of **Demand Draft** in original **along with copy of self attested** system generated **Registration ID** and **Caste / other reservation certificate(s)** issued by the Competent Authority, prior to issuance of **AMIT CARD**.

The Consultant will remit the drafts to WBPDC as defined by the Corporation, along with an account of remittance of application fees for **all categories of eligible applicants** (i.e., those required to pay application fees & those exempted as well) and furnish information to the Corporation in a proforma to be advised by the Corporation in due course. The said information would, inter alia, include (i) Name and address of the applicant, (ii) Position applied for (iii) Demand Draft No. / Bank Challan Journal No. and amount (iv) Total amount remitted, (v) Total number of applications received, and (vi) Number of drafts and their respective amounts with



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corresponding Registration ID / name of the applicant etc. within 03 (three) days from the closing date of receipt of documents against online applications made.

- f) **Processing of Applications:-** After receipt of applications, the Consultant will cross examine each application based on the eligibility criteria mentioned in the Employment Notification and finalize the list of candidates eligible to be called for written examination by the WBPDCCL within 10 (ten) days from the closing date of receipt of documents from the candidates against online / offline application made.
- g) **Generation and dispatch of Admit Cards:-** The consultant will generate Admit cards and send / dispatch the same to the eligible candidates according to the list approved by the WBPDCCL through e-mail to the respective registered e-mail. The consultant if required by the Corporation, shall additionally send Admit Cards, to the eligible candidates by Speed Post, cost of which shall be reimbursed at actual, subject to submission of bill.
- h) **Selection and Arrangement of Examination Centers:-** Written test will be held in **Kolkata** and number of examination centers will be decided depending upon the number of applications received. The Consultant will select the Examination Center(s) for written test. The Centre(s) will be finalized in consultation with the Corporation and the latter's decision in this regard, will be final and binding on the Consultant. The number of centers shall be such that the seating arrangement of the candidates is acceptable to the Corporation. The Consultant will take steps for hiring of the centers for conducting the examination and make all necessary arrangements at such center(s) for holding the written test, including deployment of invigilators, Center(s) in Charge and other necessary personnel. The Consultant shall solely be responsible for arranging logistics required for conduct of the written test / test(s). Numbers of
- i) **The Recruitment Test:-** Eligible candidates shall be required to appear for the written test (objective) comprising of aptitude, general awareness, and subject matter through OMR sheets to be held in Kolkata only. Written paper will have 70% of total marks for subject matter and remaining 30% marks for aptitude and general awareness. The Consultant will be responsible for preparation of Question Papers and evaluation of the Answer Script, and to submit the merit list of the candidates as per criteria to be decided by the Corporation.
- j) **Submission of Data:-** The consultant has to submit the data to the Corporation as required from time to time in soft copy as well as in hard copy. The agency is required to supply all the available information as and when asked for by WBPDCCL from time to time under requisition by any applicant within the meaning of the RTI Act 2005, by a Court of Law or otherwise. All information supplied therein should be certified by the agency.
- Further, the agency is required to preserve all recruitment related documents i.e., copy of questionnaires, attendance sheets, OMR answer scripts and other related documents in their custody for a minimum period of **4 yrs** for record / re-production purposes if called for. The consultant / agency shall also submit an **Indemnity Bond** to this effect.
- k) **Security Deposit:-** The Agency has to furnish Security Deposit of Rs. 2,00,000/- in the form of Bank Draft which is to be reimbursed on successful completion of the selection processes to be held / notified within 31st March 2015. In case the recruitment consultant at any stage during its tenure of engagement refuses or is unable to conduct any recruitment process due to any constraint on its part the amount of Rs. 2,00,000/- retained as Security Deposit shall be forfeited by the Corporation and shall be liable for cancellation of the engagement contract.
- l) **Pre-Bid Discussion:-** Pre-Bid discussion on the scope of work will be held on **10.02.2014** at **12.30 p.m.** at the Bidyut Unnayan Bhaban, Corporate Office - WBPDCCL, 3/C Salt Lake City, Kolkata – 98.



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- m) **Opening of Price-Bid:-** The recruitment agency / consultant participating in the Tender process has to submit its credential and price bid separately in sealed envelopes. Upon meeting of eligibility criteria the price bid shall be opened.
- n) The offer i.e. price bid to be submitted is to be calculated on ‘Admit Cards issued per candidate post screening of eligible candidates as per the eligibility criteria to be so specified at the time of publication of employment notification’. Separate price bids are requested for conducting the process of recruitment through (i) e-recruitment mode and (ii) manual (i.e., offline) mode.
- o) Price-Bid will be opened at the Corporate Office, Bidyut Unnayan Bhaban, 3/C Salt Lake City, Kolkata – 98 on 18.02.2014 at 03.30 pm. Offers received after the aforesaid date and time will not be accepted.
- p) **Credentials:-** All documents towards credentials should be enclosed along with offer in a separate sealed envelop.
- q) **Right of the Corporation:-** The Management reserves the right to cancel the aforesaid notice inviting tender without assigning any reason thereof.
- r) The scope of work illustrated above is not conclusive only and may be modified as per requirement of the Corporation at the time of issuance of work order for any particular recruitment process during the aforesaid period.

TERMS & CONDITIONS:

- 01. Sealed tender forms complete in all respect is to be dropped at the sealed box kept for this purpose at the ‘Bidyut Unnayan Bhaban’, Corporate office, WBPDC, 3/C LA Block, Sector – III, Salt Lake, Kolkata – 98, within the prescribed date and time as mentioned above.
- 02. The bidder(s) to submit the following documents:
 - Letter of submission of tender
 - Detailed list indicating documents / statements submitted as part of the bid.
 - Quotation
 - Experience certificate of previous contract towards conduct of ONLINE recruitment process for technical and financial ability to undertake the work tendered for, if any.
 - Documents indicating ongoing contracts in hand
 - Photocopy of the latest Income Tax return, Service tax registration, as applicable
- 03. Each and every supporting document attached with the tender should be signed by the intending bidder(s) and embossed with official seal at the time of submission.
- 04. The WBPDC shall have the liberty to terminate the contract by giving an advance notice of 30 days for obvious reasons as determined by its management.
- 05. The rate will be firm during the entire contract period.

THE WEST BENGAL POWER DEVELOPMENT CORPORATION LIMITED
(A Government of West Bengal Enterprise)



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06. Tender documents received late or incomplete in any form will be rejected summarily. The undersigned is not bound to accept the lowest tender and reserves the right to reject any or all tenders without assigning any reason whatsoever.
07. The positions & vacancies notified for any Employment Notification would be tentative and may increase / decrease if situation warrants.
08. Any legal dispute arising out of this contract shall be dealt within the jurisdiction of the Calcutta High Court only.

Thanking You
Yours faithfully,

Sr. Manager (HR&A)
W.B.P.D.C.L., Corporate