

**ICSIL TENDER DATED 02.06.2011**

**Tender Requesting for Providing Computer Processing Services  
for Recruitment Exam.**

**Sealed Bids are invited from the eligible Vendors in response to Tender dated:  
02.06.2011**

**1. About ICSIL**

**Intelligent Communication Systems India Ltd.** is a joint venture of Telecommunication Consultants India Ltd. (TCIL), a govt. of India enterprise, under ministry of communications & IT and Delhi State Industrial and Infrastructure Development Corporation (DSIIDC), an undertaking of Delhi government.

**2. Eligibility Criteria**

1. Should be a Company Incorporated in India and in Existence for last 3 Years. Attach (Certificate of incorporation and MOA of the Company
2. Should have established office in Delhi or NCR. (Attach Proof).
3. Should have Valid Service tax registration (Attach Proof)
4. Should have completed at least 2 similar projects in the Govt. Department or Large organization worth 10 Lacs each (Attach Proof)
5. Annual turnover of the company for each of last three financial years should be above a Crores (Attach proof).
6. Should have necessary infrastructure to develop the desired application and maintain the same.

### **3. Technical Details:**

#### **Annexure I - Technical Details:**

**The format for submission of technical details and compliance certificate is as given in Annexure-I.**

Vendors must submit the technical (non financial) bid in sealed cover strictly as per the terms specified in Annexure I provided for the purpose. Bids submitted otherwise will not be accepted.

Authorized signatory of the vendor should duly sign each page of the offer.

### **4. Submission Of Bids/Tender Documents:**

The sealed tenders should be submitted with superscription "ICSIL TENDER DATED 02.06.2011 for Providing Computer Processing Services for Recruitment Exam".

The sealed tenders for commercial bid should be submitted in a separate cover with superscription "ICSIL TENDER DATED 02.06.2011 for Providing Computer Processing Services for Recruitment Exam" and should be addressed to:-

**INTELLIGENT COMMUNICATION SYSTEMS INDIA LIMITED  
ADMINISTRATIVE Building, 1ST FLOOR,  
ABOVE POST OFFICE,  
OKHLA INDUSTRIAL AREA, PHASE-III,  
NEW DELHI-110 020.  
TELEPHONE: 26830338, 26830347.  
FAX: 26929051.  
E-MAIL: info@icsil.in**

### **5. Last Date For Submission:**

The last date and time up to which tenders will be accepted at the above address is as follows:

**DATE: 09.06.2011**

**TIME: 3.30 PM.**

The cover may be placed in Tender Box kept in ICSIL Office or can also be sent by Courier/Past so as to reach the above address on or before the last date and time specified above. **Bids received after the above date will not be considered.**

## 6. Opening Of Bids:

The technical bid/tender will be opened on the same day i.e., on 09.06.2011 at 3.30 P.M at the ICSIL Office, Okhla. Any change in opening date and time will be notified by ICSIL in advance. After technical evaluation of the bids vendors found to be eligible will be short listed for opening of commercial bids. Bids will be opened at ICSIL office. Only the vendors or their duly authorized representative carrying the letter of authorization will be permitted to attend the opening of bids. Incomplete, unsigned pages, non-submission of required documents or evidence as specified by ICSIL will be treated as non-compliance and the vendors' bid will be liable for rejection.

## 7. Scope of Work:

To provide Computer Processing services for Recruitment Exam for one of the Department of Delhi Government.

<b>PART – I</b>
<b>CATEGORY – A : Online</b>
<ul style="list-style-type: none"><li>• Preparation of admit cards and attendance sheets for (I) Physical Endurance Test(II) Written Test</li></ul>
<ul style="list-style-type: none"><li>• Preparation of Master result and miscellaneous report required for physical test, written test interview and call letters for interviews.</li></ul>
<ul style="list-style-type: none"><li>• Preparation of instruction manual</li></ul>
<ul style="list-style-type: none"><li>• Uploading of master list of the candidates qualified for the written examination</li></ul>
<ul style="list-style-type: none"><li>• Online Publishing of admit card/admission card for PEMT/Written Test</li></ul>
<ul style="list-style-type: none"><li>• Logistics Management of offline applications</li></ul>

The scope of work has identified certain requirements which are classified as **Part-I** and **Part-II** as noted below:

<b>PART – II-Pre/Post/Exam</b>	
1	<ul style="list-style-type: none"><li>• Scanning &amp; Data entry of application forms collected from any medium i.e. Website, Newspaper, printed form, create a database, its verification and eliminating errors, extracting photo images, signature and address of the candidate from the ICR Form, validation of data with eligibility conditions and elimination of duplicate records, extraction of ineligible candidates.</li></ul>
2	<ul style="list-style-type: none"><li>• Printing of admit cards and admission card for (i) Physical Endurance Test (ii) Written Test</li></ul>
3	<ul style="list-style-type: none"><li>• Printing of attendance sheet for physical test, written test and for interview with their scanned photograph, signatures &amp; thumb impression.</li></ul>
4	<ul style="list-style-type: none"><li>• Data entry and updating of data base after physical, written, interview and process of results including stationary printing.</li></ul>

5	<ul style="list-style-type: none"> <li>• Printing of master results, reports required for physical test. written tests. interview, including printing of misc. reports</li> </ul>
6	<ul style="list-style-type: none"> <li>• Printing of call letters for interview/offer of appointment/Police Verification form etc.</li> </ul>
7	<ul style="list-style-type: none"> <li>• Process of Postage of admit cards/call letter/offer of appointment/Police Verification etc. <ul style="list-style-type: none"> <li>➤ Window Envelope Procurement</li> <li>➤ Insertion of right admit card in the right envelop</li> <li>➤ Handling Charges</li> <li>➤ List for UPC in duplicate</li> <li>➤ Post office laisioning</li> </ul> </li> <li>Pickup &amp; dropping of applications</li> </ul>

Recruitment Cycle=All post mentioned in one Advertisement.  
“Application” will refer to applications forms collected from any medium i.e. online, downloadable applications forms, typed applications forms on A4, and New paper cutting.

#### **8. Evaluation Of L1 Rates:**

ICSIL will take the cost of the following items for arriving at L-1 Price:

- a. Cost of the Project
  - i. **Part I**
  - ii. **Part II**
- b. Total Cost (i + ii).
- c. All the costs, discounts mentioned in the commercial bid will only be considered for arriving at L-1. Discounts mentioned elsewhere in the tender will not be considered.

#### **9. Cancellation Of Tender:**

ICSIL reserves the right to cancel the tender at any time at its sole discretion without assigning any reason.

#### **10. Processing Fee:**

A non refundable DD of Rs. 2000/- favouring Intelligent Communication Systems India Ltd. towards processing fee must be enclosed along with the offer.

#### **11. Earnest Money Deposit:**

A DD favoring Intelligent Communication Systems India Ltd. towards token Earnest Money Deposit for Rs.10,000 should be enclosed along with the quotation.

Refund of the EMD will be made only on completion of the tender exercise. EMD will be forfeited in the event of vendor not accepting the purchase order.

**The EMD will be forfeited:**

- a. If a bidder withdraws his bid after becoming L1 and not accepting the Purchase order.
- b. The Bid Security will be forfeited in case successful bidder dishonors his bidding commitments.

Further, in case of forfeiture of the EMD, if any of these instances arise for any of the reasons mentioned above, the bidder would be debarred from participating in the next 3 tenders.

**12. Performance Bank Guarantee:**

The successful bidder shall submit a Performance Bank Guarantee of the amount equivalent to 5% of the order value valid for period of existence of the project.

**13. Validity Of Offer:**

The bid offer should be valid up to 4 months from the date of finalization of L1 vendor by the Purchase Committee for issue of work order. The validity time may be extended by another two months with the approval of the Purchase Committee in case the project cannot be commenced immediately.

**14. Compliance With ICSIL's Requirements:**

The indicated work specifications given in the tender document should be strictly complied with without any qualification. The vendor is required to submit the Compliance Certificate as per Annexure I. Non-furnishing of any responses in the 'response sheet' of the Compliance Certificate (annexure I) may result in disqualification of the tender.

Insufficient, incorrect or invalid information provided by the vendor or his representative, if any will disqualify the vendor and vendor's quotation will not be considered valid. ICSIL reserves the right to disqualify the vendor without any notice in all such events.

**15. Taxes / Levies / Duties:**

The quoted prices should be inclusive of all taxes, duties and other charges for "Providing Computer Processing Services for Recruitment Exam". In the event of any downward revision of levies/duties etc., the same should be passed on to ICSIL.

**16. Scope Of The Project:**

The scope of work will include submission of a work plan in line with ICSIL's goals for this project and expectations from the Vendors.

### **17. Payment Terms**

The payment shall be released on back to back basis received from the client i.e Deptt. Of Delhi Govt. except advance.

No advances will normally be paid by ICSIL. If any advance is to be paid at the specific request of vendor, this will be released only against bank guarantee in acceptable form.

### **18. Changes In Project Scope:**

All changes required will be advised by way of a written proposal from ICSIL specifying such changes. Only major changes requiring substantial development effort and allocation of resources will constitute change in scope of work. All work accepted as amendment to the work plan originally agreed upon will be deemed to be covered under the contractual agreement already entered into.

### **19. Invitation To Bid:**

We accordingly invite Vendors to submit proposal for Total work as specified, which meet the ICSIL's requirements as detailed above **and in accordance with the terms of tender given.**

**Bids should be submitted strictly as per the terms of the tender.**

### **20. Adjudication:**

In the event of any dispute or difference arising between parties, the matter shall be referred to the Managing Director of ICSIL who may himself act as sole Arbitrator or may appoint any other person as Sole Arbitrator and the Arbitrator proceedings shall be held at New Delhi. For legal Jurisdiction only be the courts in New Delhi shall have the Jurisdiction.

**Technical Bid and Compliance Certificate  
Annexure I**

Conditions to be satisfied		
1	Has the company been blacklisted by any State/Central government, or any Organizations?	Yes <input type="checkbox"/> No <input type="checkbox"/>

**1. GENERAL INFORMATION**

<b>Name of the Company (as registered, Include Reg. Certificate)</b>	
<b>Registered Address</b>	
<b>City</b>	
<b>Pin Code</b>	
<b>Year of Establishment</b>	
<b>Registration No</b>	
<b>Address of office in Delhi/NCR</b>	
<b>City</b>	
<b>Pin Code</b>	

**3. CONTACT PERSON**

The company should appoint a single nodal person to be the contact person for all projects. Companies are free to nominate project coordinators for specific projects but the nodal person shall remain answerable for any query desired at higher level.

<b>Name</b>	
<b>Designation</b>	
<b>Phone No - 1</b>	
<b>Phone No - 2</b>	
<b>Cell No</b>	
<b>Fax No</b>	
<b>E-mail ID</b>	

Conditions to be satisfied		
1	A draft favoring Intelligent Communication Systems India Ltd. towards token Earnest Money Deposit for Rs.10,000.00 should be enclosed along with the offer.	Yes <input type="checkbox"/> No <input type="checkbox"/>
	A draft favoring Intelligent Communication Systems India	Yes <input type="checkbox"/> No <input type="checkbox"/>

	Ltd. towards processing fee for Rs.2,000.00 should be enclosed along with the offer.	
2	<p>1. Should be a Company Incorporated in India and in Existence for last 3 Years. Attach (Certificate of incorporation and MOA of the Company</p> <p>2. Should have established office in Delhi or NCR. (Attach Proof).</p> <p>3. Should have Valid Service tax registration (Attach Proof)</p> <p>4. Should have completed at least 2 similar projects in the Govt Department or Large organization worth 10 Lacs (Attach Proof)</p> <p>5. Annual turnover of the company for each of last three financial years should be above 1 Crore.</p> <p>6. Should have necessary infrastructure to Develop the desired application and maintain the same.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>

Application Form	
1. Name:	
2. Demand Draft Details	Earnest Money Deposit / Processing Fee
Amount of Draft:	Rs. 10000/- / Rs. 2000/-
DD No:	
Issue date:	
Banks' name:	
Branch:	

3. Details of at least 2 successfully completed projects for the Government Departments/Large Organization.			
Sl. No.	Name of Project	Department or Organization for which the project	Name, Designation & Contact details of the person of



		done	the Deptt. / Org who can verify the project execution

4. Annual Turnover (in Lakhs)				
Year	Turnover	Profit after Tax	Audited enclosed	A/c
2007-2008			Yes <input type="checkbox"/> No <input type="checkbox"/>	
2008-2009			Yes <input type="checkbox"/> No <input type="checkbox"/>	
2009-2010			Yes <input type="checkbox"/> No <input type="checkbox"/>	

Note:

1. All the claims should be substantiated by documents/project report.	<b>Date, Signature &amp; Seal</b>
2. All the fields must be filled and with correct information, instead of writing same as above, noted etc.	

**Check List**

S.No	Particulars	Yes/No

**ANNEXURE – II (Commercial)**

<b>PART – I</b>	
<b>CATREGORY- A: Online</b>	
<b>Particular</b>	<b>Lumpsum (Rs.)</b>
● Preparation of Admit Cards and attendance Sheets for (I) Physical Endurance Test (II) Written Test	
● Preparation of Master result and miscellaneous reports required for physical test, written test, interview and call letters for interview	
● Preparation of instruction manual	
● Uploading of master list of the candidates qualified for the written examination	
● Online Publishing of admit cards / admission card for PEMT/Written test	
● Logistics Management of offline applications	

<b>PART – II</b>	
<b>Pre/Post/Exam</b>	
<b>Particular</b>	<b>Rate Per Candidate (Rs.)</b>
● Scanning & Data Entry of application forms collected from any medium i.e Website, Newspaper, Printed form, create a database, its verification and eliminating errors, extracting photo images, signature and address of candidate from the ICR Form, validation of data with eligibility conditions and elimination of duplicate records, extraction of ineligible candidates.	Rs..... Per Application
● Printing of admit card and admission card for (i) Physical Endurance Test (ii) Written Test	Rs..... Per Admit Card
● Printing of attendance sheet for physical test, written test and for interview with their scanned photograph, signature & thumb impression	Rs..... Per Candidate Per attendance sheet
● Data entry and updating of database after physical, written test, interview and process of result including stationary printing.	Rs..... Per Candidate
● Printing of master result, report required for physical test, written test, interview, including printing of misc. reports.	Rs..... Per Admit Card Per copy
● Printing of call letters for interview/offer of appointment/Police Verification from etc.	Rs..... Per Letter Per copy
● Process of Postage of admit cards/call letters/offer of appointment / Police Verification etc. <ul style="list-style-type: none"> <li>➤ Window Envelope Procurement</li> <li>➤ Insertion of right admit card in the right envelope</li> <li>➤ Handling Charges</li> <li>➤ List for UPC in duplicate</li> <li>➤ Post office liaisoning</li> </ul> Pickup & dropping of applications	Rs..... Per Envelope

**SERVICE TAX (IF ANY)** \_\_\_\_\_