



Reference No.

Date:

REQUEST FOR PROPOSAL

M/s

Subject: RFP for hiring services to conduct written examinations for recruitment to various post in NID Haryana.

The “National Institute of Design Haryana (Kurukshetra), (NIDH)” is an autonomous institute under Department for Promotion of Industry and Internal Trade (DPIIT), Ministry of Commerce & Industry, Government of India. The Institute is in the process of recruiting staff.

Proposals are invited from reputed, agencies having appropriate experience, who can take responsibility to conduct Written examinations for recruitment to various posts in the Institute. The selected Tenderer is expected to take responsibility of entire examination lifecycle with highest level of integrity, security. The Tenderer may meticulously conduct the written examination in a professional way. The details of requirements, terms and conditions are as per attached document.

Last date for submission of proposal: 30.10.2020 at 14:00 HRS.

Administrative Officer

A. Introduction

The National Institute of Design Haryana (Kurukshetra) (hereinafter referred as "Institute") is an autonomous institute under **Department for Promotion of Industry and Internal Trade (DPIIT), Ministry of Commerce & Industry, Government of India** with primary goal to emerge as global leader in Design Education and Research. The transit campus of the institute is situated in Govt. Polytechnic Building, Village Umri, Kurukshetra, Haryana.

B. Job Description

The proposals in prescribed format are invited from reputed Tenderers/agencies for hiring the services of conducting written examination for recruitment of various posts at NID Haryana.

The scale of operations may be assessed by the information tabulated below:

S. No	Post	No. of Vacancy	No. of candidates being called for written Test (to be provided by NIDH)	Test Centre
1.	Head Security Services	01	65	Kurukshetra. The Centre will be organized by NIDH.
2.	Warden	01 Male +01 Female	20 09	
3.	Associate Senior Technical Instructor	02	24	
4.	Associate Senior Design Instructor	02	27	
5.	Assistant Engineer (IT)	02	263	

The last date for submission of proposal is 30.10.2020 at 14:00 Hrs.

C. Eligibility Criteria for Tenderer:

1. Essential

Sl. No.	Specifications	Documents Required
1.	The tenderer must be a limited company registered in India under the Companies Act, 2013 or a not for profit organization registered under relevant rules or a State/Centre Government organization/PSU.	Certificate of incorporation or the relevant document for proof of registration of the organization.
2.	The Tenderer should be a reputed one with proven track record for executing similar type of projects for other organizations of the Govt. of India including UPSC/SSC/PSU/IBPS or similar for at least five years on the date of submission of proposal.	Testimonials, Copy of Work Orders/Work completion Certificates
3.	The Tenderer should have qualified/ trained and experienced manpower on its payroll for conducting written examination.	Certificate from Company Secretary/Certificate from HR countersigned by Authorized signatory
4.	The Tenderer must have successfully executed 3 similar examinations against different advertisements in India of minimum 5,000 candidates.	Work Order/ Work Completion Certificate/ Contract Agreement
5.	The Tenderer should not be blacklisted, debarred or penalized by the Central/State Govt. organisations/PSU.	Self-declaration by the authorized signatory.
6.	The services of Tenderer should not have been discontinued by any of the clients for unsatisfactory performance in connection with recruitment process of any State/Centre Government organisation/PSU in last five years.	Self-declaration by the authorized signatory.
7.	The Tenderer should not have any pending/unresolved complaints, against it, of leakage of question paper/bank or mis-management of exams.	An affidavit by the authorized signatory attested by Notary.

2. Desirable:

Awards / certificates of excellence received, if any.

D. Scope of work:

The Institute is in the process of recruiting staff at various level and requires services of an expert Tenderer for conducting written tests. The activities include preparation of question/answer papers as per structure approved by NIDH, allotting of roll numbers to the candidates, creating admit cards, printing NID's copy of admit cards, attendance sheets, conducting of examination, generating of various reports, lists etc.

The selected Tenderer shall adhere the following scope of work:

S. No.	Description
1.	Question Paper for post no. 1 to 5 mentioned in Job Description Creation of Question (Objective+ Descriptive) bank of sufficient question/setting of question paper as per the syllabus and guidelines provided by the NIDH. Secure printing of the question paper. The delivery of question paper to the designated officers at NID Haryana (Kurukshetra).
2.	Answer Sheet designing, printing and supply for post no. 1 to 5 mentioned in Job Description Answer sheets designing, printing and supply at NID Haryana (Kurukshetra).

The aforesaid scope of work is indicative in nature and the actual scope, responsibilities, requirements and activities may get changed as per the requirements of the examinations.

E. Responsibilities by the Tenderer:

a. Question Paper

1. Tenderer shall prepare question sets/question bank as per the guideline/Syllabus provided by NIDH.
2. The indicative standard of questions for each paper would be provided by NIDH.
3. Tenderer shall prepare 02 series of question papers per test as per the guideline/syllabus provided by the NIDH.
4. The sets will be bilingual (Hindi & English). Hindi translation of the question papers will also be carried out by the Tenderer.
5. Tenderer would ensure that all the questions must be error free.
6. Question papers as designed above should be printed on quality white/off white paper (Thickness-56 GSM or more)
7. Each question paper should be stapled on left hand side twice and sealed from the other three sides.
8. Supply of question papers to NID Haryana as per count of candidates.
9. Tenderer must ensure that none of the questions are not repeated if exam is conducted in more than one shift.

F. Other Requirements:

1. The selected Tenderer shall have to submit performance guarantee in the form of Demand Draft in favour of “National Institute of Design Kurukshetra” payable at Kurukshetra for an amount of 7.5% of the contract value within 07 days from the award of contract. This requirement may be relaxed in the case of Govt. organisations at the discretion of the competent authority.
2. The Tenderer has to enter into a Non-Disclosure Agreement with NIDH within 07 days from the date of award of contract. The data collected in respect of conducting written examination shall be kept confidential and shall not be used by the Tenderer and shall not be shared with any third party or used for any analysis/ research purpose by the Tenderer, unless NIDH warrants.
3. The Tenderer will have to satisfy the fulfilment of all the terms and conditions of the RFP and will enter into a MOU or sign an agreement with NIDH for execution of the above mentioned work within 07 days from the date of award of contract.
4. The secrecy and confidentiality should be maintained in all matters at all times at any cost by the Tenderer. This is the prime requirement.
5. Proposal once submitted shall be presumed to have considered and accepted all the terms and conditions.
6. All the results/data files of all the recruitments and any material, data and intermediate files prepared there from shall be the exclusive property of the NIDH and Tenderer shall not have any right in any manner nor shall be entitled to retain the same in any manner or on any account. Notwithstanding anything stated above, NIDH reserves the right to assess the Tenderer’s capability, capacity, infrastructure, eligibility, integrity and credibility to perform the said work and the institute decision shall be final.

G. Responsibilities of Institute:

1. NIDH shall provide free of cost all information necessary for ensuring accuracy and effectiveness of examination process.
2. Such requirement has to be discussed and finalized by NIDH & Tenderer.
3. All other items not covered herein under shall be governed as per General Terms and Conditions as contained in the tender.
4. The Tenderer shall complete their part of activities i.e., printing of Question paper, conducting written test and submission of results as per the dates fixed by NIDH.
5. Time shall be the essence of the contract. If the Tenderer commits breach in the contract or delays in the performance of the contract, NIDH shall reserve the right to recover losses/damages suffered due to breach or delay **@ 1% per week** of the total value of the contract subject to maximum of **10% of the contract value**.
6. This document shall form part of the Contract and MOU will be signed after assignment of job contract.

7. Payment will be released to Tenderer within 15 days from submission of proper Tax invoice, successful completion of written examination, evaluation, handing over of all documents to the full satisfaction of designated officers of NID Haryana.

H. Terms & Conditions

Performance of duties and services by Tenderer:

1. Confidentiality of the process shall be paramount and any lapse shall invite penalties and legal actions. The selected Tenderer shall not disclose the fact to third parties during the currency of the work that it is working for the NIDH.
2. Tenderer shall perform its Services in full accordance with the terms and conditions of the Contract and any applicable local laws and regulations and shall exercise all reasonable professional skill, care and diligence in the discharge of said Project work.
3. The Tenderer shall complete all the activities within the time prescribed by NIDH.
4. Tenderer shall in all professional matters act as a faithful advisor to NIDH and will provide all the expert commercial/technical advice and skills which are normally required for the class of Services for which it is engaged.
5. Tenderer, its staff, employees shall carry out all its responsibilities in accordance with the best professional standards.
6. Tenderer will maintain for the performance of the Contract, personnel as determined to be responsible for carrying out this job and such persons shall not be replaced or substituted without approval of NIDH.
7. Tenderer shall nominate the Representative who will be responsible for executing this contract and shall be the contact person between NIDH and Tenderer for the performance of the Contract till successful completion. This nomination shall be done within five (5) days after the coming into force of the Contract. In extreme case, Tenderer's Representative can be replaced with NIDH's consent.
8. NIDH shall be at liberty to object to any nomination and can advise Tenderer to remove their representative in case of violation of terms and conditions of Contract. Tenderer shall replace immediately such person by competent substitute at no extra cost to NIDH.
9. Tenderer's Representative shall be entitled through a written delegation of Institute to act on behalf of Tenderer with respect to any decisions to be made under the Contract.
10. Priority of works: NIDH reserves the right to fix up priorities which will be conveyed by NIDH and the Tenderer shall plan and execute work accordingly.
11. Compliance with Statutory Laws: The Tenderer shall ensure due compliance with all applicable and governing laws, rules and regulations

and by laws both of the Central and State Governments and all other local authorities and shall keep the NIDH harmless and indemnified in respect thereof.

12. The Tenderer shall abide by all safety regulations, as required statutorily and also as per procedures and instructions from NIDH issued from time to time for safe work at the Site.
13. Termination: The Contract shall be liable to be terminated in accordance with the provisions under clause Termination of the Contract.

Fraud and Corruption:

The Tenderer should observe the highest standard of ethics during execution of the Contract. NIDH will reject a proposal for award of Contract if it determines that the Tenderer, recommended for award of Contract, has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practice in competing for the Contract in question. For the purpose of this provision, the terms are defined as set forth below:

- i. "Corrupt practice" means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in contract execution;
- ii. "Fraudulent practice" means a misrepresentation or omission of facts in order to influence the execution of a contract;
- iii. "Collusive practice" means a scheme or arrangement between two or more Bidders, with or without the knowledge of the NIDH, designed to establish bid prices at artificial, no competitive levels; and
- iv. "Coercive practice" means harming or threatening to harm, directly or indirectly, person or their property to influence their participation in execution of a contract.

Secrecy and Confidentiality:

The data / information / documents in said process shall be the sole property of the NIDH. Tenderer cannot either use it for any other purpose or share it with anyone without prior written consent of the NIDH.

I. Others

1. The Tenderer shall not sublet whole or part of the work to any other party.
2. The Tenderer shall execute, comply and organize the written examination, in accordance with the contract to the complete satisfaction of the Institute.
3. In case of default on the part of the Tenderer in carrying out any order, Institute shall be entitled to get the work done by any other persons and all expenses consequent thereon or incidental thereto shall be borne by the Tenderer.
4. The decision of the Institute in the matter arising out of this contract shall be final and binding in regard to all matters relating to the contract.

5. All cases/proceedings relating to any dispute or claim arising out of or any case of performance of this contract shall be falling in proper court having jurisdiction in Kurukshetra, Haryana.
6. In the event of the Tenderer committing breach of any of the above terms and conditions or the services of the Tenderer being found to be unsatisfactory, the contract can be terminated by the Institute even before the expiry of the period of agreement by giving 7-15 days' notice to the Tenderer. Even otherwise the Institute will have the right to terminate the engagement of Tenderer by giving one month's notice.
7. The Institute shall have right to issue addendum to RFP documents to clarify, amend, modify supplement or delete any of the condition, clause or items stated therein.
8. Each addendum shall form a part of the original invitation to proposal.
9. The successful Tenderer will have to sign a contract agreement/MoU with the authorized official of the Institute on a Rs. 100/- non-judicial stamp paper. All the terms and conditions, scope of work etc. contained in the documents shall form part of and shall be taken as if they were included in contract agreement to be executed with the Tenderer.
10. The Institute reserves the right to accept or reject tender without assigning any reason thereof. No claim or complaint in this regard will be entertained by the Institute.
11. Proposal should be signed on all the pages by the Authorized signatory along with seal of the Tenderer, before submitting.
12. In the event of the Tenderer committing a breach of the contract the Institute is entitled to receive from the Tenderer compensation to the extent of loss incurred as determined by the Institute for any loss or damage caused to the Institute.

J. How to apply

1. Those who are meeting the eligibility criteria and interested to organize the assignment as per the terms and conditions may submit their proposal in the prescribed format attached herewith along with copies of other required documents indicated in the RFP document.
2. Organizations are advised to study the document carefully. The proposal along with the necessary documents should be submitted by post/by hand at institute address not later than the last date and time specified.
3. The Technical Bid duly filled with all necessary details and attached with all documents/copies of documents with signature should be in a separate envelope.
4. The Price Bid without any other attachments/documents should be in a separate envelope.
5. Both these envelopes of Technical Bid and Financial Bid should be inserted into a big envelope and properly sealed. The words “RFP FOR CONDUCTING WRITTEN EXAMINATION FOR RECRUITMENT IN NID HARYANA” should be written in Bold Letters on Top Centre of the Bigger Envelope and should be addressed to the Director, National Institute of Design Haryana, Transit campus in Govt. Polytechnic Building, Vill-UMRI, Kurukshetra, Haryana-136131.
6. The Last date of submission of RFP at NID Haryana is 30.10.2020 at 14:00 Hrs.
7. The Technical Bid will be opened at 15:00 Hrs on the same day in presence of authorized representative of Tenderers. The Tenderers are to send their representatives with proper authorization letter to participate in the Bid opening meeting.
8. The tenderers may clear their queries if any by sending email to recruitment@nidh.ac.in

Price Bid

From

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To

The Director
National Institute of Design Haryana
Kurukshetra

I/We have read and examined the documents relating to the appointment of a Tenderer for Creating, Designing Printing and Supply of Question papers & Answer Sheet for written examination for selection of candidates for various posts at NID Haryana.

Sl. No.	Name of Activity	Number of candidates	Unit Rate per candidate for each stage	Total Cost for the Activity																		
	1	2	3	4																		
1.	Creation, designing, printing and supply of Question Papers (Objective+ Descriptive) for post no. 1 to 5 mentioned below: <table border="1" data-bbox="236 1160 826 1697"><thead><tr><th>Sr. No.</th><th>Name of Post</th><th>Total No`s of Candidates</th></tr></thead><tbody><tr><td>1.</td><td>Head Security & Services</td><td>65</td></tr><tr><td>2.</td><td>Associate Senior Design Instructor</td><td>27</td></tr><tr><td>3.</td><td>Associate Senior Technical Instructor</td><td>24</td></tr><tr><td>4.</td><td>Assistant Engineer (IT)</td><td>263</td></tr><tr><td>5.</td><td>Warden</td><td>29</td></tr></tbody></table>	Sr. No.	Name of Post	Total No`s of Candidates	1.	Head Security & Services	65	2.	Associate Senior Design Instructor	27	3.	Associate Senior Technical Instructor	24	4.	Assistant Engineer (IT)	263	5.	Warden	29	408		
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5.	Warden	29																				
2.	Answer Sheet designing, printing and supply for post no. 1 to 5 mentioned above	408																				
	Total																					
	Taxes																					

	Any other charges (Please Specify)			
	Grand Total with all taxes			

Total Rupees (INR).: _____

Taxes (if any): _____

(In words): _____

1. Price Bid should be prepared on the letter head of the Tenderer.
2. Price should be quoted in India Rupees only.
3. All-inclusive prices have to be quoted. The applicable TDS shall be deducted from the payments made by Institute.
4. In case of a mismatch in the amount mentioned in Figures and Words, the amount mentioned in words shall be considered as final.
5. The Tenderer agree that the above price have been quoted after reading and understanding the complete RFP document.

If the Offer is accepted, I/We agree to keep the proposal valid till the completion of the event. I/We shall not withdraw the Assignment during the validity period and the Institute shall be at liberty to make alternate arrangements at our risk and cost in case of withdrawal of offer during the validity period.

Signatures of authorized signatory:

Name:

Designation:

Date:

Seal of Tenderer

Technical Bid- Part1

Sl. No.	Particulars	Details to be filled in by the Tenderer
1.	Name of the Tenderer	
2.	Registered office/business address of the Tenderer with telephone, cell, Website, Email and fax number	
3.	Name of Contact Person(s) with telephone and Email.	
4.	Year of Incorporation & Constitution	
5.	Income Tax - PAN No. (Attach copy of PAN)	
6.	GSTN No. (Attach copy of GST registration No.)	
7.	TIN No. (Attach copy)	
8.	Verification - The application for engagement should be signed by the authorized signatory verifying that all the details furnished in the application are true and correct to the best of his/her knowledge and that in case of furnishing any false information or suppression of any material information would lead to rejection of application besides initiation of penal proceedings by the Institute.	

**Name & Signature
of authorized signatory**

Date:

Name & Seal of Tenderer

Technical Bid- Part2

Details of Previous experience

(Copies of experience certificates, work orders and proof of Work order value to be attached)

Sl. No.	Details of Contracted Organization, its address and contract numbers	Period of contract		Work order value
		From	To	

**Name & Signature
of authorized signatory**

Date:

Name & Seal of Tenderer

Technical Bid- Part3

Checklist for Tenderer

Sl. No.	Specifications	Strike off whichever is not applicable
1.	(a) Whether the tenderer is a limited company registered in India under the Companies Act, 2013 or a not for profit organisation registered under relevant rules or a State/Centre Government organisation/PSU or not.	Yes/No
	(b) Whether the copy of Certificate of incorporation or other relevant document is attached with the Tender or not.	Yes/No
2.	(a) Whether the Tenderer is a reputed one with proven track record for executing similar type of projects for other organizations of the Govt. of India including UPSC/SSC/PSU/IBPS or similar for at least five years on the date of submission of proposal or not.	Yes/No
	(b) Whether copy of Testimonials, Work Orders/Work completion Certificates have been attached with the Tender or not.	Yes/No
3.	(a) Whether the Tenderer have qualified/ trained and experienced manpower on its payroll for conducting written examination or not.	Yes/No
	(b) Whether the copy of Certificate from Company Secretary/Certificate from HR countersigned by Authorized signatory have been attached with the Tender or not.	Yes/No
4.	(a) Whether the Tenderer has successfully executed 3 similar examinations against different advertisements in India of minimum 5,000 candidates or not.	Yes/No
	(b) Whether the copy of Work Order/ Work Completion Certificate/ Contract Agreement have been attached with the Tender or not.	Yes/No
5.	(a) Whether the Tenderer has been blacklisted, debarred or penalized by the Central/State Govt. organisations/PSU or not.	Yes/No
	(b) Whether the Self-declaration in this regard by the authorized signatory of the Tenderer has been attached with the tender or not.	Yes/No

6.	(a) Whether the services of Tenderer have been discontinued by any of the clients for unsatisfactory performance in connection with recruitment process of any State/Centre Government organisation/PSU in last five years or not.	Yes/No
	(b) Whether the Self-declaration in this regard by the authorized signatory of the Tenderer has been attached with the tender or not.	Yes/No
7.	(a) Whether the Tenderer has any pending/unresolved complaints, against it, of leakage of question paper/bank or mismanagement of exams or not.	Yes/No
	(b) Whether the affidavit in this regard by the authorized signatory of the Tenderer attested by Notary has been attached with the Tender or not.	Yes/No

Note: All the above documents should be submitted in the Technical Bid.

**Name & Signature
of authorized signatory**

Date:

Name & Seal of Tenderer