

TENDER ENQUIRY

IMPORTANT DATES

**Due Date of submission of offer
is 12.07.2017 (up to 2.30 P.M)
Due Date of opening of Tender
is 12.07.2017 (at 3.00 P.M)**

**REF No. ND/M&CS/e-Recruit/2017-18/
Dated 15.06.2017**

Enquiries sent to ten approved parties

Dear Sir,

Please quote your rates in a sealed envelope for Design, Installation, Implementation and Maintenance of e-Recruitment System. The Scope of work, Payment & other terms & conditions and Price Bid format are as per Annexure – I, II, III & IV as mentioned below: -

Annexure - I

Scope of work

1. Design, Installation, Implementation and Maintenance of e-Recruitment System:
The detailed Scope/Specifications/Flow chart is enclosed at **Annexure – III**.
2. Providing Backup of all relevant files of the system including database files by the vendor after every two months and as and when required by CCI on CDs/DVDs with the provision of getting copied to a Server with multiple processors (64 Bit each), 32 GB Ram or higher configuration.
3. Technical support to our employees in regard to maintenance/ updation of the system as and when required (i.e. 24X7 service required)

4. Provision to update/modify/append/delete the records from database files through proper forms/utilities as the case may be.
5. Provision to transfer all relevant data and files from vendor's server to another vendor's server in case of change of vendor.
6. The party shall execute AMC of the system for a period of two years after 1 year from the date of successful implementation of the Appraisal system at Corporate Office & units of CCI. In case of requirement of data with coding/forms etc. to be transferred to another server, the support should be provided by the vendor and the system should be developed in such a version, with proper upgradations that it should be compatible with other Operating Systems in future.
7. During AMC period any technical/software related problem raised by CCI to be resolved within one working day.

Payment & Other Terms & Conditions

- 1 The Work at S.No.1 at scope of work should be completed in 45 days from the date of award of contract to the successful bidder. During first year, support for all teething problems resolving should be given.
- 2 The party shall execute AMC of the system for a period of two years after 1 year from the date of successful implementation of the Appraisal system at Corporate Office & units of CCI.
- 3 In case of requirement of data with coding/forms etc. to be transferred to another server, the support should be provided by the vendor.
- 4 The party should quote the rates for all the activities at scope of work including AMC of system for 2 years. The applicable tax will be paid extra. However, at the time of bid, the party should clearly mention applicable taxes.
- 5 The payment will be released as per the schedule mentioned below :-
 - (a) 75% of the amount for implementation of e-Recruitment System shall be released within 30days of successful completion of Installation, hosting & implementation of the system on submission of Invoice duly certified by M&CS Department & balance 25% within 30 days after successful completion of first year of Warranty / Guarantee (Price Bid item S.No.1)
 - (b) AMC amount for the first year of AMC shall be released on pro-rata basis after end of each quarter on submission of Invoice (Price Bid item S. No 2).
 - (c) AMC amount for the second year of AMC shall be released on Pro-rata basis after end of each quarter on submission of Invoice (Price Bid item S. No 3).

After completion of work, all the bills for payment should be submitted to Incharge, M&CS Department, Scope Complex Office, New Delhi for certification of satisfactory completion of work and process for release of payment.
- 6 **Payment to the party** shall be released by Finance Department Scope Complex after deduction of applicable tax.

- 7 The party has to submit a copy of Income Tax return for at least two years, PAN no., Service Tax registration no. GST registration no. allotted to the Company/Firm.
- 8 The contract may be terminated by CCI by giving one month's notice without assigning any reason.
- 9 Validity of offer should be 120 days from the date of opening of the Tender.

10 Penalty:

- a) In case of delay in implementation of the system, penalty shall be levied @0.25% of implementation cost of e-Recruitment system as per order value for delay of every day or portion thereof (subject to maximum 2.5% thereof) for total number of days for which delay occurred.
- b) In case of delayed service for AMC, penalty shall be levied @0.25% per day of AMC charges subject to maximum of 2.5% of AMC charges for the respective year as order value which service delayed/disrupted.

11 Security Deposit:

The successful bidder has to submit 5% of implementation cost of e-Recruitment System as per order value through DD within 15 days of award of contract towards Successful execution of the order. No interest will be paid on SD. In addition to this, 5% of AMC value will be deducted from running bills submitted towards AMC. SD so deposited/deducted shall be refunded within 3 months of completion of the contract successfully.

- 12 The vendor shall give details with phone number/mobile number/ e-mail address of the contact person and whenever there is a change in any of these details then it should be informed to Incharge M&CS Department, CCI, Scope Complex Office, New Delhi for the project and AMC.

13 DISPUTE UNDER THIS CONTRACT AND ARBITRATION

- a. In the event of any question/dispute, breach or difference arising in respect of the meaning and scope of terms & conditions herein or in connection with any matter under this agreement (except for those matters which are to be decided as per provisions made in these terms & conditions), the same shall be referred to the Chairman-cum-Managing Director of Cement Corporation of India for appointment of a Sole Arbitrator. There will be no objection if the Arbitrator so appointed is or was an employee of the Corporation and whether he had at any time in discharge of his duties as an employee had expressed views on all or any of the matters in dispute or difference or dealt with the matter of substance.

The Arbitrator shall give award with reasons in respect of each claim, dispute or difference referred to him in the event of value of the dispute(s) exceeds Rs.50,000/-. The award of the Arbitrator shall be final and binding on the parties to this contract.

- b. Subject to aforesaid the Arbitration & Conciliation Act, 1996 and the rules made there under and any statutory modifications thereof for the time being in force shall apply to the arbitration proceedings under this clause.
- c. The work under the contract shall be continued uninterrupted during the pendency of the arbitration proceedings and no payment due from one to the other parties therein shall be withheld on account of pendency of such proceedings unless such payment related to the matter under arbitration.
- d. The venue of the arbitration shall be New Delhi or such other place as the arbitral tribunal at his discretion may determine.

14 JURISDICTION :

- a. It is hereby agreed by the parties here to that only courts at New Delhi/Delhi shall have jurisdiction to decide or adjudicate upon any dispute which may arise out of or be in connection with this agreement.

e-Recruitment System Scope of Work

Recruitment Process Various Stages

The aim of E-recruitment of CCI is to develop a web based recruitment process to attract candidates to apply online against given vacancies. The addition feature will also include creating vacancies in the system, storing application data, and Interview process initiation, Scheduling interviews, storing Interview results for the applicant and finally issuing offer letter to the selected applicant. The main feature of this system would be covering following:

1. The application format is to be made online
2. Aspiring Candidates to be given access to apply for the job in prescribed format against available vacancies.
3. The code of the vacancy is to be given through Drop down Box.
4. Unique id for each application is to be generated.
5. All information related to date of Birth, Qualification, Date of Experience etc. to be made through drop down box
6. All mandatory information such as category, sex, religion to be made through drop down box.
7. Auto calculation and capturing of the Age in application format
8. Auto calculation and capturing the length of Experience in application format at given space
9. For private candidates , separate window for CTC to be made.
10. Auto-check- Real-time eligibility as per code opted for post being applied in terms of age, Category, CTC, Experience& qualificationetc
11. In case of non-meeting of criterion , candidate should not be able to submit his application
12. Downloading reports based on the various parameters given in the application format.
13. Downloading candidate wise individual application in prescribed application format
14. Downloading all the reports in excel, customised format based on the inputs.
15. Auto generation of Interview letter in prescribed format for shortlisted candidates.
16. Uploading the scanned documents for Photo, Signature, Essential Qualification passing certificate and last salary slip / CTC proof ,caste certificate in case of reserved vacancy etc.
17. Roles and Responsibilities:
 - Corporate Administrator
 - Creation of User ID for sub roles
 - Any Change in the workflow, Format , process etc. to be made within 5 working days.

PRICE BID FORMAT

Name of the Party: -

(All amounts in Rs.)

(Numeric)

(In words)

		(Numeric)	(In words)
(1)	Design, Installation & Implementation of e-Recruitment System with Warranty/ Guarantee of one Year from the date of 'Go Live'		
(2)	AMC of the work (1st Year)		
(3)	AMC of the work (2nd Year)		
(4)	Taxes (if any), Please specify		
(5)	Total Amount		

N.B. The tender shall be finalised based on total value of 1, 2, 3 & 4 above.

(Authorised Signatory)

With seal

Place:-

Date:-

**The Offer should be submitted to the undersigned in the SCOPE Office,
New Delhi.**

Thanking you,

Yours faithfully,

(Chandu Sharma)
Manager (CI)