

TENDER ENQUIRY

IMPORTANT DATES

**Due Date of submission of offer
is 26.12.2018 (up to 2.30 P.M)
Due Date of opening of Tender
is 26.12.2018 (at 3.00 P.M)**

**REF No. ND/M&CS/e-Recruit/2018-19/
Dated 04.12.2018**

Dear Sir,

Please quote your rates in a sealed envelope for Design, Installation, Implementation, hosting 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, hosting 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 e-Recruitment 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 30 days after 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.\ through RTGS or NEFT. Party shall be required to furnish Bank details along with the Bid.
- 7 The party has to submit a copy of 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 @ 0.5% per fortnight or part thereof subject to maximum of 5% of the total value of the order/contract.

11 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.

12 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.

13 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.

Online Recruitment Steps:

1. Registration for new candidate with their valid email id as login id and password as generated by system.
2. For Registration purpose, the candidate must fill the following (*) marked mandatory fields of :
 - a. First Name (*), Middle Name, Last Name
 - b. Mother's Full name.
 - c. Father's Full name.
 - d. Valid Email id (*), which will be used for all the correspondence in future.
 - e. Valid contact no. (*), which will be used for all the correspondence in future.
 - f. Alternate Email Id.
 - g. PAN no. (*)
 - h. Aadhaar no.
 - i. **Post Applying For (*)** (dropdown)
 - j. **Date of Birth (*)**(Calendar dropdown)
 - k. **Age(*)**(will be automatically calculated as per the Date of Birth)
 - l. **Essential Qualification (*)**(Dropdown with qualifications as B. Tech in ___ or MBA___ or Post Graduate Degree in _____ or CA, etc.)
 - m. **Date of Passing (*)**(Calendar Dropdown)
 - n. **Total Post Qualification Experience (*)**(Teaching experience, or work experience in any non-relevant field will not be considered) (dropdown for eg., 2 yrs and above, >5 yrs and above, upto >16 yrs and above)

3. The candidate need to press the **“Submit”** button.

***If any of the above criteria does not satisfy the prescribed criteria in the advertisement for the specific post, the “Submit” button will not be activated and the candidate will not be able to submit his registration form. A message will be displayed saying,**

“You are not eligible to apply for this post”.

4. The password for login will be emailed to the candidate at their email id provided by them.
5. The candidate will have to re-login with their user id (i.e., their email id) and password.
6. On logging in for the first time, the candidate will be asked to change their password as per their own convenience. The system will display three blank boxes, asking for entering the **“Old Password”, “New Password”, & “Confirm New Password”**.
7. On clicking submit button, the password will be changed and the candidate dashboard will appear.
8. For already registered candidates, they need to provide only the user id and the password.
9. In case of exigency, a **“Forgot password”** will also be there in the login page. To get the password auto-generated the candidates need to provide the following credentials as given at the time of registration:
 - a. Date of Birth.
 - b. Email-Id.
 - c. Phone no.

The new password will be provided at his/her phone number.

10. After the candidate logs in into the candidate dashboard with their registered credentials, they have to select the advertisement no., they want to apply for.
11. Then the candidate have to click on **“Apply Online”** button.
12. The fields for **-Name, Date of Birth, Age** (will be automatically calculated displayed with the help of the Date of Birth already provided by the candidate at the time of registration) and **Email Id**, Phone No., will be non-editable and auto-filled from the candidate’s registration data.
13. Under the title of **“Personal Information”**, candidates will have to fill up the application form which will be displayed. The application form will contain the following fields:
 - a. Nationality
 - b. Category (dropdown with SC/ST/OBC/General will be displayed)
 - i. For SC/ST/OBC – the certificate number, certificate issue date and the issuing authority may also be provided in the specified blank fields.
 - c. Marital Status (Unmarried / Married / Divorcee / Widow, etc. will be displayed)
 - d. Differently abled (dropdown for Yes / No will be displayed):
 - i. If **“Yes”**, the page for providing necessary additional details will be activated asking for information under the following headings:
 1. Type of disability (dropdown)
 2. Percentage(%) of Disability
 - ii. If **“No”**, the page for details will remain deactivated.
 - e. Ex-Servicemen (dropdown for Yes / No will be displayed)
 - i. If **“Yes”**, the age criteria will be relaxed by the no. of years of service rendered in the defense forces + 03 years, subjected to the maximum of 50 years.
 - f. Internal Candidate (dropdown for Yes / No will be displayed)
 - i. If **“Yes”**, the age criteria will be relaxed by 03 years.
 - g. Applying through Proper Channel or NOC? (dropdown for **“Proper Channel”** / **“NOC”** will be displayed)
14. Under the title of **“Correspondence Address”&“Permanent Address”**, necessary information may be filled. Their will be an option to click on **“Same as Correspondence Address”** under **“Permanent Address”**.

15. Under “**Educational Qualification Details**”, the candidate has to provide information in the following format:

Exam Passed	Course Name	Board/ University	Stream Special Subject	Date Passing	Duration Course (in Year) (Dropdown: 01 to 05)	(%) Marks	Division/ Grade(Dropdown: “1st”, “2nd” or “3rd”)	Remarks (Dropdown: “Passed” “Pursuing”)
10 th								
12 th								
Diploma								
Graduation								
Masters								
Any Other Degree								

16. Under “**Experience Details**”

OrganizationType (Dropdown: “Central PSU”, “CentralGovt.”, Private, etc.)	Present Status of Employment (Dropdown: “Currently Working” & “Not working”)	Organization Name	Current Designation	Nature of Employment (Dropdown: “Regular”, “Adhoc”, “Contract” or “Training”)	CTC(for candidates working in Pvt. Sector)	Scale of Pay (for candidates working in PSU or Govt. Sector)	FromDate (Calendar Dropdown of various years)	ToDate (Calendar Dropdown of various years)	Total Experience (will be automatically calculated with the data from column H & I)	Brief Nature of Duties & Functions
A	B	C	D	E	F	G	H	I	J	K
									_Y__M_D	

17. Under **“Experience in Immediate next Below Grade”**

Grade	From Date (Calendar Dropdown various years)	To Date (Calendar Dropdown of various years)	Duration of Experience
			__Yrs__Mnths__Days

18. Please tick the applicable below:

Have you ever been arrested in a criminal case or convicted, fined or imprisoned for violation of any law (excluding minor traffic violation)	(Dropdown)Yes*/No
Whether any punishment/penalty was awarded to you or a vigilance case ending as far as your knowledge goes	(Dropdown)Yes*/No
Have you applied before for employment in CCI Ltd ?	(Dropdown)Yes*/No

19. Declaration with check-box to tick. (“Save Draft” & ”Submit button: will not be activated if the check-box is not ticked).

20. Uploading scanned photo and signature (both of the size 20 KB to 50 KB)

PRICE BID FORMAT

Name of the Party: -

**(All amounts in Rs.)
(Numeric) (In words)**

(1)	Design, Installation & Implementation of e-Recruitment System with Warranty/ Guarantee of one Year from the date of 'Go Live'		
(2)	Application and data Hosting Charges per annum		
(3)	AMC of the work (1st Year)		
(4)	AMC of the work (2nd Year)		
(5)	GST (if any), Please specify applicable Rate of GST		
(6)	Total Amount		

N. B. The tender shall be finalized based on total value of 1, 2, 3, 4 & 5 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)
Sr. Manager (M&CS)