



Invitation for Engaging HR Agency for computerized online short-listing of candidates for different posts to be filled up in GSRTC

❖ Introduction

- GSRTC invites bids from interested parties for engaging HR agency for computerized online short-listing of candidates for different posts to be filled in GSRTC.

❖ Eligibility Criterion

- The agency should have been in the filed of HR consulting and recruitment for 3 years as of 31st March 2010.
- Agency should have undertaken recruitment of atleast 100 personnel for atleast one client in the last 3 years.
- The Agency should have a mechanism of online registration and management of the recruitment process.
- Balance sheet of the company for the year 2004-05, 2005-06 & 2006-07.
- The agency should have registration for Service Tax/VAT and hold a PAN no.
- The agency should not be blacklisted by the Government of India (GOI) or government of any state or any public agency/undertaking.

❖ Scope of Work

- Study, Design, Development and implementation of a web based software with following features:
 - online registration of candidate
 - online filling of form and its scrutiny in accordance with our recruitment rules and criteria fixed up
 - preparation of merit list
 - preparation of interview calls
 - final gradation and merit list of the candidates after interview
- Initially, GSRTC wishes to call applications for about 236 vacancies of 15 different cadres. On average GSRTC receives about 200 applications per vacancy in such recruitment drives. The system should be designed to be able to handle this volume.
- Review of applications received as per the standards of GSRTC.



- Scheduling of interviews.
- Verification of educational and other documents submitted by the candidates.
- Recommendation of candidates for recruitment on the basis of the merit list based on online scrutiny and interview.
- The application has to be commissioned and operationalised within 30 days from the date of award of contract.

❖ **Terms and Conditions:**

- The evaluation of the bid will depend on the Approach Paper, technical evaluation of technical bid, charges and timeframe for the services. GSRTC reserves the right to open financial/commercial bids as per the need and requirement of module to be developed.
- GSRTC reserves the right to award the contract in parts to more than one bidder.
- Normal force majeure conditions would apply.
- GSRTC reserves the right to accept or reject any bid and to cancel the bidding process and reject all bids at any time prior to award the contract without incurring any liability to the affected bidders or any obligation to inform affected bidders of the reasons for GSRTC's action.
- At any time prior to the deadline for submission of bids, GSRTC may for any reason modify the bidding document. All prospective bidders will be notified of the amendment in writing and will be binding on them.
- The agency is to give all programme source-code, flow chart, manuals and other relevant details/documents of developed online system.
- The Intellectual Property Rights (IPR) and ownership of the application software developed by the agency for GSRTC will remain with GSRTC.
- The Bidder should submit the Commercial Quotation in the following manner:
 - Part A: This will contain the quoted price for design, development and implementation of the application software. This should also contain Annual Maintenance Contract (AMC) for 3 years.
 - Part B: This will contain the quoted price for scrutiny of applications and management of the recruitment process.
 - Contract price will be quoted as sum of part A and part B
- Commercial Bid shall be evaluated on the **Contract price**.

❖ **Payment Terms :**

The consultancy fees payable to the selected agency shall be as under:



- 50% of the charges quoted in Part A on completion of trial run and test report acceptance by GSRTC.
- Remaining 50% of the charges quoted in Part A on completion of project and submission of source codes, Meta data details, full IPR details, all manuals and on issue of project completion certificate from GSRTC.
- Charges quoted in Part B on the completion of the project, which shall be taken as final short-listing of candidates for recruitment

❖ **Penalty clause :**

- For delays the penalty applicable will be 0.5% of the Contract Price per day of delay.
- The maximum deduction is 10% of the contract price.
- For any inconfirmary in the management of the recruitment process delays the penalty applicable will be 0.5% of the Contract Price.
- For the above clause the inconfirmary is to be defined as
 - Incorrect verification of documents
 - Incorrect scrutiny of applications, not confirming to standards of GSRTC

❖ **Performance guarantee :**

- The successful bidder to whom the contract is awarded, must provide performance guarantee for an amount of 10% of the value of the contract price within 15 days of the issue of letter of intent in the form of irrevocable bank Guarantee from a Nationalised/Scheduled bank valid for 3 years form the date of issue of letter of intent to the contractor.
- No interest will be payable the Performance Guarantee submitted.

❖ **Warranty :**

- The bidder shall ensure onsite services of trained support engineers at the locations where the system has been installed for period of three years.
- The bidder shall not charge any amount from GSRTC for any modifications required post implementation for three years from the date of formal implementation of the application software.

❖ **Earnest Money Deposit :**



- The offer should be accompanied by EMD of Rs. 25,000/- (Rupees Twenty Five Thousand only) in the form of Demand Draft in favor of Gujarat State Road Transport Corporation OR by one receipt of Rs. 25,000/- paid to the Cashier at the Account department Central office GSRTC Ahmedabad as EMD.
- EMD so paid shall be refunded to unsuccessful bidders after the award of work is finalised.
- The EMD of the successful bidder will be refunded against submission of Performance Guarantee.
- No interest will be payable on EMD submitted.
- For non-submission or insufficient amount of EMD at the time of submission of offer or submission of EMD in the forms other than mentioned above are liable for rejection of bid.

❖ **Environment for Application Software Development:**

- OS: Windows Server 2003/ XP/ Vista
- Database: MS SQL 2005
- Browser based Client-server architecture with PCs/Thin clients
- Development to be done using .net (ASP.net) technology