

RAJA RAMMOHUN ROY LIBRARY FOUNDATION
[Established by the Ministry of Culture, Govt. of India]
BLOCK DD-34, SECTOR-I, SALT LAKE CITY
KOLKATA 700 064

INVITATION FOR EXPRESSION OF INTEREST

Raja Rammohun Roy Library Foundation (RRRLF), a Central Autonomous institution under the Ministry of Culture, Government of India intends to recruit Lower Division Clerk for its Hqr. at Kolkata. For this purpose RRRLF invites "Expression of Interest" from well established recruitment agencies with proven expertise and experience in this field within 3rd February, 2012, to be sent to Director, Raja Rammohun Roy Library Foundation, Block DD-34, Sector-I, Salt Lake City, Kolkata 700 064.

The interested parties should have executed at least two major assignment of similar nature in Government / semi Government / Autonomous bodies apart from having an excellent tract record.

Terms and conditions are given below :

CONDITIONS FOR SUBMISSION OF BID AGAINST THE EXPRESSION OF INTEREST

1. The Agency should have at least five years of experience in carrying out similar nature of jobs and executed two major work of similar nature in Government / semi Government / Autonomous bodies. The details of past and present experience to be furnished in Annexure – I & II respectively duly filled in all aspects along with the supporting certificates duly attested by Gazetted Officer / notary public.
2. Annual Turn Over of the party should not be below Rs.30 lakhs during any of the last 3 years. The documents in support of Annual Turn Over as per Annexure – III.
3. Earnest Money Deposit (EMD) of Rs. 10,000/- (refundable) in the form of Demand Draft or Pay Order in favour RAJA RAMMOHUN ROY LIBRARY FOUNDATION should be sent along with the bid.

4. The bidder or its Proprietor / Partner(s) / Director(s) of the firm should not have been convicted by a court of Law for an offence in relation to business dealings during the past seven (7) years. The bidder shall submit an affidavit to this effect. The affidavit must be affirmed before the competent judicial authority or duly notarized by the Notary. Besides, bidder should furnish litigation history of their firm or group firm (if claiming fulfillment of PQC on group entity terms). The litigation history shall include :

- a) Arbitration cases pending ;
- b) Disputed incomplete works ;
- c) Pending civil cases against the firm or its Proprietor / Partner(s) / Director(s) in relation to business dealings ;
- d) Pending criminal cases against the firm or its Proprietor / Partner(s) / Director(s) in relation to business dealings ;
- e) Punishments awarded under civil cases or criminal cases in relation to business dealings.

The above matter will be a part of the RRRLF Bid.

- 5. The above three Annexures i.e. Annexure – I, II, III and the relevant documents as sought for in the point No. 4 above with EMD would constitute as the ‘ RRRLF Bid ‘ and should be submitted in a separate Envelope – I.
- 6. Bidding of price should be made in price bid format i.e. Annexure – V against each Item Code of activities mentioned at Annexure – IV without any corrections / overwriting and to be submitted in Envelope – II. Price bid should indicate inclusion or exclusion of different taxes such as service tax etc.
- 7. Both the Envelopes I & II duly sealed should be sent in a single sealed cover to the Director, Raja Rammohun Roy Library Foundation, Block DD-34, Sector-I, Salt Lake, Kolkata 700 064 with 21 (twenty one) days from publication of this web tender.

8. The price bids will only be opened in case of suitability of the party after scrutiny of the RRRLF Bid.
9. In case of successful bidder for the proposed job, an interest free security deposit @ 10% of the total value of the contract (on the estimated application of 3,000 approx.) is to be submitted by the successful bidder in the form of Demand Draft / Pay Order which shall be valid till contractual completion period of the work (six months from the date of placement of work order). EMD amount in case of successful bidders may be adjusted towards Security Deposit.
10. RRRLF will not be responsible for delay / loss / non-receipt of offers sent by Posts. Offers received late / incomplete will not be accepted.
11. RRRLF reserves the right to accept or to reject any or all bids that may come in response to this web tender without assigning any reasons. The decision of the RRRLF will be final and binding on all concerned.
12. Last date of receipt of the offer is 3rd February, 2012 (1600 hrs.)

Annexure I

DETAILS OF SIMILAR WORKS EXECUTED DURING THE LAST 3 (THREE) YEARS

Sl.No.	Full postal Address of client and Name of Officer-in-Charge with Fax / Telephone No. / Cell No. / E-mail address	Description of work and the no. of applications handled in each case	Value of contract	Date of commencement of work	Completion time as stated in tender (months)	Actual completion time (months)	Year of completion	Remarks
1	2	3	4	5	6	7	8	9

Signature and Stamp of the authorized Representative of the Agency

Documentary proof for above information enclosed.

Annexure II

DETAILS OF PRESENT COMMITMENTS OF THE TENDERER

Sl.No.	Full postal Address of client and Name of Officer-in-Charge with Fax / Telephone No. / Cell No. / E-mail address	Description of work and the no. of applications handled in each case	Value of contract	Date of commencement of work	Scheduled completion period	State completion in % as on date	Expected date of completion	Remarks
1	2	3	4	5	6	7	8	9

Signature and Stamp of the authorized Representative of the Agency

Documentary proof for above information enclosed.

DOCUMENTS TO BE SUBMITTED FOR CALCULATION OF ANNUAL TURNOVER

- i) Assessment Order for the last three years or in case Assessment Order for any particular years has not been completed, copy of the Income Tax return duly acknowledged by Income Tax Department.
- ii) The gross receipts as shown in Profit and Loss Account of duly Audited Balance Sheet for the relevant year(s).

**Signature and Stamp of the authorized
Representative of the Agency**

DESCRIPTION OF THE JOB

1. Applications for the post of Lower Division Clerk received by the RRRLF will be handed over to the Agency, in original, for scrutiny and evaluation.
2. A list of eligible and non-eligible candidates with the reasons of rejection is to be prepared within 30 days from the date of receipt of original applications and be sent to RRRLF for verification. Suitable indication of SC/ST/OBC against each candidate and a summary of the same in the report is required.
3. After verification the list of eligible candidates will be sent to the Agency for preparation of Admit Cards.
4. Photo Admit Cards should be sent to each eligible candidates by Registered with A/D Post within 15 days from the date of receipt of the list of eligible candidates along with model test question papers.
5. Photo Admit Cards are to be prepared / printed alphabetically with following details :
 - a) Name
 - b) Father's Name
 - c) Address
 - d) Registration No.
 - e) Examination Centre with Address, and
 - f) Examination time
6. The Agency is to set and print objective type question papers for written test in bi-lingual (i.e. English and Hindi)
7. a) The question papers are to be prepared in Two Sets i.e. A & B and the serial numbers should be different for each set.
b) The question paper booklet should bear a serial number which should be incorporated in the answer sheet booklet of the candidate.
8. The written test consists of two parts i.e.

- a) Common aptitude test of multiple choice (100 marks)
- b) General knowledge (100 marks)

9. The Agency need to scan, edit and evaluate answer sheet and prepare result sheet.
The pass mark of the written test is 40 in each paper.

10. Hard and soft copy of result sheet according to merit is to be sent to RRRLF for verification and record.

11. On confirmation from RRRLF the candidates who possesses 80 marks in the written test will be called for type-test on computer.

12. Photo Admit Cards are to be prepared and sent to each successful candidate for type test. The said Admit Card is to be dispatched by Registered Post with A/D within 7 days from the date of receipt of confirmation from RRRLF.

13. The said Admit Card is to be prepared as per Clause 5 above.

14. Type test would be as follows :

- a) A typing speed of @ 35 w.p.m. in English on computer
- b) A typing speed of @ 30 w.p.m. in Hindi on computer
- c) Time allowed 10 minutes

(35 wpm and 30 wpm correspond to 10500 KDPH / 9000 KDPH on an average of 5 key depressions for each word)

15. The result of the type test according to merit is to be sent to RRRLF.

Note : The above descriptions of jobs are not exhaustive but only for quoting the price bid for the award of the job. These activities may be curtailed or bifurcated, if required by RRRLF.

Annexure V

PRICE BID

Sl.No.	Item Code	Unit	Amount in Rs.
1.	Evaluation of application received		
2.	Preparation of Admit Cards		
3.	Despatching of Admit Cards		
4.	Preparation of question papers along with answer sheets		
5.	Examination of Written Test		
6.	Examination of Type Test on computer		
7.	Service Tax, if any		
8.	Any other Item		