



# **KARNATAKA POWER CORPORATION LIMITED**

(A Government of Karnataka Enterprises)

**CIN: U85110KA1970SGC001919**

**Enquiry No. A1P1C/Recruitment/5615**

## **Request for Proposal (RFP) For Providing Recruitment Examination Services (OMR based) to KPCL (3 years)**

**ISSUED BY**

**Director (HR)**

Karnataka Power Corporation Limited

#82, Shakti Bhavan,

Race Course Road,

Bengaluru – 560001

Phone No : 080-22354372

E-mail : [dhr@karnatakapower.com](mailto:dhr@karnatakapower.com)

Website : [www.karnatakapower.com](http://www.karnatakapower.com)

**KARNATAKA POWER CORPORATION LIMITED**

**(A Government of Karnataka Enterprise)**

**Brief Bid Notification**

**(Two Cover System)**

**Through e-Procurement Portal only**

**Bid No.: A1P1C/Recruitment/5615**

**Date: 16-03-2017**

Bids are invited through e-Procurement portal for “**Providing Recruitment Examination Services (OMR based)**” for a period of 3 years in the Corporation. The tender document could be downloaded from the website <https://www.eproc.karnataka.gov.in>.

The last date for receipt of completed bids (Cover-1 and Cover-2) is 31.03.2017 up to 17.00 hours. Cover-I will be opened on 03-04-2017 at 15.00 hours in the presence of available bidders or their authorized representatives.

Further details can be obtained from the address given below.

General Manager(A&HR)  
Karnataka Power Corporation Limited  
#82, Shakti Bhavan,  
Race Course Road,  
Bengaluru – 560001

Phone No : 080-22354372  
E-mail : [dhr@karnatakapower.com](mailto: dhr@karnatakapower.com)  
Website : [www.karnatakapower.com](http://www.karnatakapower.com)

**KARNATAKA POWER CORPORATION LIMITED**

**(A Government of Karnataka Enterprise)**

**Through e-Procurement Portal only**

**Bid No.: A1P1C/Recruitment/5615**

**Date: 16-03-2017**

1. Sealed bids are invited from competent agencies who meet the Eligibility and Pre-Qualification criteria for the “**Providing Recruitment Examination Services (OMR based)**” for a period of 3 years.
2. Bid documents may be downloaded from Government of Karnataka e-Procurement website <https://www.eproc.karnataka.gov.in> under login for contractors.
3. After login to contractors, please scroll down to the right side bottom to see List of tenders, please click there to find the details of NIT and download copy of the tender. The tender can be downloaded in the portal as per prescribed date and time published in the portal. Only interested bidders who wish to participate should remit **on-line transaction fee** for tender after registering in the portal. The transaction fee is non-refundable.
4. Bids shall be accompanied by **Earnest Money Deposit of Rs. 3,00,000** (Rupees Three Lakhs), which should be paid online through e-Procurement portal using any of the following payment modes:
  - a. Credit Card
  - b. Direct Debit
  - c. National Electronic Fund Transfer (NEFT)
  - d. Over the Counter (OTC) (only through designated branches of ICICI Bank)
5. Bids shall be electronically submitted (on-line through internet) within the due date and time published in e-procurement portal <https://www.eproc.karnataka.gov.in>. Bid Cover-1 will be opened at prescribed time and date in the e-procurement portal, in the presence of the tenderers who wish to attend at the office of the General Manager(A&HR), Karnataka Power Corporation Limited, #82, Shakti Bhavan, Race Course Road, Bengaluru – 560001. Opening of Cover-2 will be intimated later.
6. Approximate number of applications minimum expected for the posts mentioned herein is 1 lakh for 3 years at one exam per year budgeted at around Rs. 2.0 Crores.
7. **Pre-bid meeting:** Pre-bid meeting is fixed with the vendors. Any queries related to the tender may be asked via email: [gmrh@karnatakapower.com](mailto:gmrh@karnatakapower.com). The same will be answered through email only. Written queries can be given on the date of pre-bid. The same will be published in the e-portal along with action taken.

8. The Brief Scope of the works to be performed by **Vendor** are as under::

**Recruitment of AEs/JEs/Chemists & Chemical Supervisors and Others**

i. Generation of Admit Cards

- a. Photo enabled online Admit card generation (Online).
- b. Photo enabled admit card upload on the website for candidate access.
- c. Admit card related Reports.

**Note:** Security system for all the above enable password which will be locked by KPCL Officials during each activity.

ii. Pre - Test Activities

- a. The Aptitude Test will be Offline (Pen and Paper) the Question Paper designed and set by KPCL.
- b. Design & development of question papers (with 4 versions each) for the posts mentioned along with the streams in each post would be done by KPCL. The question papers for multiple choice objective type will be in English for technical posts and both in English & Kannada versions for non technical posts.
- c. Printing of question papers in a secure press (RBI/IBA certified) in a highly confidential manner will be done by KPCL and handed over to Vendor as per requirement. The requirement has to be given by the Vendor according to the arrangement made in the scope as discussed below. (Details of no. of question papers in each room / college/District for distribution to be given)
- d. Test venue identification, mapping / audit and finalization. Test centers must be located in Bengaluru, Kalaburgi, Ballari, Mysuru, Belagavi & Shivamogga, according to the number of applications received in each district. The exam center is in District Head Quarters only. Test venue to be Pre university and above level college.
- e. Design, print and supply carbon - less OMR Answer sheets.

iii. Manpower & Test Material Logistics

- a. Arrange for required manpower at Test Centres – Chief Superintendents, Invigilators etc., as per exams conducted by KEA, KPSC etc.,
- b. Arrange for a space with double lockers, for storing and dispatching of Question Papers & OMR Answer Sheets in each district / centre.
- c. Arrange for logistics for secure transportation of Question Papers, OMR Answer Sheets and other test-related materials from the location selected (Bangalore and District Head Quarters) to all test venues.
- d. Collection of sealed trunks.
- e. Escorting and delivery of the sealed trunk to the test venue.
- f. Handing over of the sealed trunk to the Chief Superintendent at the test venue.

iv. Test Administration

- a. Coordinating with the test center in-charge for the smooth conduct of the test.
- b. Preliminary arrangements to be made on the day before the test.
- c. On the test day, test is to be conducted as per approval given.
- d. The test is a proctored one with test invigilators available for clarifications as well as checking for any malpractices.

- e. Appropriate precautions have to be taken to ensure the smooth conduct of the test and for ensuring the sanctity of the test.
  - f. Training to all the staff who are involved in exam process in each district on conduct of examination.
  - g. Proper security arrangement at each Test Center in each district.
- v. Post-Test Activities
- a. Centralized Test Evaluation at the Centralized Hub
  - b. Publish keys to the questions and allow for objections, if any, to be filed (Key answers will be provided by question paper setters)
  - c. Opening and collation of OMR Answer Sheets
  - d. Matching the count of test takers and the OMR Answer Sheets (Absentee List generation)
  - e. Double scan of OMR Answer sheets.
  - f. Data entry for OMR sheets which cannot be scanned
  - g. Raw data capture and handing over of the same in soft copy format
  - h. Random verification of OMR Answer Sheets
  - i. Discrepancy Solving and release of final version of answer keys for scoring
  - j. First level scoring
  - k. Assistance in Score Objections and Compilation
  - l. Final score generation
  - m. Merit List and Ratio List generation using software
9. The Brief Scope of works to be performed by **KPCL** are as under:
- a) Online Application Processing.
  - b) Enabling Payment of Application.  
The data base of applications received through online will be given in soft copy (Oracle based) to the Vendor who is selected for the work. Next process has to be carried out by Vendor
  - c) Publish keys to the questions and allow for objections, if any, to be filed (Key answers will be provided by question paper setters).
  - d) The Aptitude Test will be Offline (Pen and Paper) and the Question Paper will be designed & set by KPCL.
  - e) Design & development of question papers (with 4 versions each) for the posts mentioned along with the streams in each post would be done by KPCL. The question papers for multiple choice objective type will be in English for technical posts and both in English & Kannada versions for non-technical posts.
  - f) Printing of question papers in a secure press (RBI/IBA certified) in a highly confidential manner will be done by KPCL and handed over to Vendor as per requirement. The requirement has to be given by the Vendor according to the arrangement made in the scope as detailed below (Details of no. of question papers in each room / college / district for distribution to be given).

10. **Validity:** The Bid submitted shall be kept valid for 180 days from the date of opening of Cover-I of the Bid.

11. **Earnest Money Deposit:** Earnest Money Deposit should be paid online through e-Procurement portal for the tender shall be in any of the above payment modes indicated under Clause 4.0. The EMD shall be valid for 180 days from the date of bid opening.

12. **Security Deposit:** The rates quoted per application will be valid for 3 years from the date of agreement without any changes. The vendor has to carry out the examination as specified by KPCL for a period of 3 years without any restrictions for future recruitments like technical, non technical/administrative posts. Security Deposit of Rs. 5.0 lakhs in the form of Bank guarantee has to be kept with KPCL by the vendor who is selected for the work. KPCL reserves the right to assign in part or not to assign the work as per its discretion.

13. **Calendar of events:**

a)	Date of float of NIT through e-portal	16.03.2017
b)	pre-bid meeting	22.03.2017
c)	Last date for receipt of completed bids for both (Cover-1 and Cover-2) up to 17:00 hrs	31.03.2017
d)	Date of opening of Cover-I (Technical bid) at 15:00 hrs.	03.04.2017
e)	Date of opening of Cover-II (Price bid) of qualified bidders.	Will be intimated later

14. **Eligibility and Pre-qualification Criteria**

The Bidder shall meet the following pre-qualification requirements supported by authentic documents. Bidders who do not possess any one of these criteria will not be considered for Technical Evaluation.

- a. Bidder should be a registered Company in India under the Companies Act 1956 and shall have their Registered/Branch office in Karnataka.
- b. The bidder shall in his name have in the last five years i.e., 2011-12, 2012-13, 2013-14, 2014-15 and 2015-16 achieved in at least 2 financial years, a minimum financial annual turnover of Rs. 4.00 Crores and shall furnish a copy of audited balance sheets duly certified by Chartered Accountant.
- c. Bidder must have all statutory registrations (ESI/PF/PT/Service Tax, Sales Tax, Income Tax) and shall be able to establish compliance to such requirements
- d. The bids shall be submitted only by the individual company as a sole bidder; no consortium is allowed in this bid.
- e. Bidder should have given the recruitment services directly or through KEA, KEONICS, IISC, IIMB and others, for any Government department during the last five years. Minimum of one recruitment drive should have been executed. As proof of the above, Bidder to furnish work orders and satisfactory performance certificates from PSU/Govt. department or from KEA, KEONICS, IISC, IIMB and others.
- f. The tender will be rejected, if the tenderer has not uploaded in the e-portal an Undertaking in the form of a notarized affidavit (as per the format enclosed)

declaring that in respect of any tender / contract issued by KPCL or Government or any other utility in India:

- i) Their EMD has not been forfeited or
- ii) None of their contracts have been terminated / foreclosed on account of their default or
- iii) They have not been blacklisted / subject to procedure initiated for blacklisting for participating in the said tender & would not attract terms and conditions relating to rejection of bids..

## 15. Proposal Evaluation Process

Combined Quality cum Cost Based System (CQCBS) of evaluation 60:40 (60 points for technical proposals and 40 points for commercial proposals) will be adopted for evaluation of the tender.

### A. Technical Evaluation

The Technical Evaluation Committee will examine all of the technical pre-requisites for the conduct of the services. Each Bidder will be awarded Technical points out of 100 points by the Committee based on the parameters given in the table below. The bidders are required to submit documents to establish their capability.

Sl. No	Evaluation Area	Criteria	Points	Max. Points
1	Recruitment drives executed	Total number of recruitment related activities(for above and equal to 30,000 applications) conducted directly or through KEA, KEONICS, IISC, IIMB and others, for Govt. / PSUs in Karnataka, during the last 5 financial years	6 and above 6 : 50	50
			For 5 : 40	
			B/w 3-4 : 25	
			Below 3: 20	
2	Candidates handled	Sum total of candidates handled in recruitment related activities directly or through KEA, KEONICS, IISC, IIMB and others, for Govt. / PSUs in Karnataka, during the last 3 financial years.	Greater than 3 lakhs:50	50
			Greater than 2 lakhs and less than and equal to 3 lakhs: 40	
			Greater than 1 lakh and less than and equal to 2 lakhs: 25	
			Less than and equal to 1 lakhs:20	

Only those organizations that score 50 points or more of the total score in the Technical Proposal will be entitled to participate in the financial bidding. Others financial bids will not be opened and their EMDs shall be returned to them.

*The proposal with the Highest Technical Points will be given a Technical Score (TS) of 100 and other proposals shall be given technical scores that are directly proportional to their technical points.*

## **B. Commercial Bid Evaluation**

$$\text{Commercial Score (CS)} = \left( \frac{\text{LP}}{\text{FP}} \times 100 \right)$$

LP – Lowest Price

FP – Price Offered

## **C. Combined Evaluation & Award**

The evaluation of bids shall be carried out by the TEC adopting Combined Quality cum Cost Based Selection (CQCBS) system on highest points basis. Under CQCBS, the technical points scored (TS) will be given a weightage of 60% while the commercial score (CS) will be given a weightage of 40%. The Final Score (FS), shall be obtained by weighing the quality and cost scores and adding them up.

$$\text{Final Score (FS)} = \text{TS} * 0.6 + \text{CS} * 0.4$$

TS – Technical Score

CS – Commercial Score

The bidder obtaining the highest final score (FS) will be ranked as H-1 followed by the bidders securing lesser marks as H-2, H-3 and so on. The H-1 bidder shall be recommended for award of contract.

16. The tender is in two cover system consisting of Cover-I (Technical bid) and Cover-II (Price bid).

**A. Cover-1 (Technical bid) containing the documents as per annexure A:**

**B. Cover-II (Price bid): shall contain Price schedule only.**

The offer must be made in Indian Rupees only. The financial bid should be comprehensive and inclusive of all the works to be provided by the vendor as per scope of the work.

The prices quoted shall be exclusive of service tax. **Refer annexure B**

17. Bids submitted within the scheduled date and time shall only be eligible for further processing of the bids. Any bid submitted after the date and time specified shall be rejected even if it is accepted by the e-portal. Date and time stamp of the e-portal system shall be final in deciding the time of submission of bid. Decision of the Corporation in this regard shall be final and acceptable to all the bidders.
18. The original documents should be produced for verification at any stage of tender process as and when sought for, failing which, the bids are liable for disqualification.
19. Price bid shall be uploaded in e-procurement portal only in the space provided for uploading “FINANCIAL BID DOCUMENTS” in the website itself.



20. Price bid of tenderers who have furnished all the documents to meet the pre-qualification criteria, technically and commercially responsive will only be opened.

### **Penalty clauses**

21. During the examination if any malpractice is established (including leakage of question paper) which might affect the examination activities throughout or if the image of KPCL is tarnished due to such act / incident, appropriate action will be initiated against the successful bidder. Filing of Criminal Complaint against the Vendor and Blacklisting of the Vendor will be done by KPCL.

22. If any of the specified activity is not completed fully or partially, at any of the stages forming part of the contract, due to reasons solely and entirely attributable to bidder, a penalty of 2.5% of the bid value of the delayed portion, subject to a maximum of 10% of the total value may be imposed.

23. The proceeds of the Security Deposit shall be payable to the KPCL as compensation for any loss(es) resulting from the failure of the Vendor to meet out its obligations under the Contract. This shall be in addition to any other action/penalty taken by KPCL for delays/default/failure on the part of the Vendor, mentioned above.

24. KPCL reserves the right to verify any information/documents furnished by the tenderer should the circumstances so warrant. In case the information or the documents furnished are found to be incorrect/false or invalid then the EMD furnished by such tenderer shall be forfeited. The registration of such tender shall also be cancelled.

25. Corporation reserves the right to reject any or all the tenders without assigning any reasons. However, in all cases KTPP act shall be followed.

26. Any other information required may be obtained from the office of the undersigned during office hours.

27. The Tender Notification along with Blank Tender Form will be accessible in the e-procurement website (<https://www.eproc.karnataka.gov.in>).

28. Bidders who have not obtained the user ID and Password for participating in e-procurement in Karnataka Power Corporation Limited may now obtain the same from the website (<https://www.eproc.karnataka.gov.in>).

29. Corrigendum/modification/corrections, if any, will be published in the website only. For any clarification on e-procurement or request for e-procurement training, bidder can contact HELPDESK at 080-25501216/25501227.

Director(HR)  
**Karnataka Power Corporation Limited**

**Annexure - A**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Details</b>
1	Name of the Firm	
2	Registered/Branch office address, telephone no. and contact person in Bangalore.	
3	Year of registration	Copy of the registration certificate to be attached
4	Audited balance sheet duly certified by the chartered accountant for the preceding five financial years (2011-12, 2012-13, 2013-14, 2014-15 and 2015-16).	Copies of annual reports and profit and loss account statements for the above five financial years to be attached.
5	KVAT/CST registration certificate.	Self Attested copy to be enclosed
6	Service tax registration certificate.	Self Attested copy to be enclosed
7	PAN Number	Self Attested copy to be enclosed
8	a) Furnish work order documents for doing recruitment related works during the last 5 years. b) Furnish documents conducting recruitment related works conducted directly or through KEA, KEONICS, IISC, IIMB and others, for Govt. / PSUs in Karnataka, during the last 3 financial years showing total number of candidates for whom recruitment has been done.	Certificate from the client for having successfully completed the order to be attached.
9	Declaration certificate stating that they are Developers of online applications on WEB	Self declaration or Authorized business partners shall furnish Authorization certificate/letter to quote on behalf of the Developers.
10	Declaration by the bidder that none of his contracts have been terminated/foreclosed on account of his default in KPCL or elsewhere during last five years	Self declaration to be attached
Documents and credentials in support of above must be enclosed as annexure as pdf		

If the documents are not produced the same will not be considered for technical evaluation.

**Annexure –B**

**PROFORMA FOR SUBMITTING COMMERCIAL BID:**

<b>Sl. No.</b>	<b>Scope of work</b>	<b>Estimated quantity</b>	<b>Rate in INR</b>	<b>Amount in INR</b>
	<b>a</b>	<b>b</b>	<b>c</b>	<b>d=b x c</b>
1	Charges for conducting Written Test as per the Scope of work specified in the Tender Document (as defined under scope of work) for BE/Diploma	75000	(Per Hall ticket generated)  Rs.....	
2	Charges for conducting Written Test as per the Scope of work specified in the Tender Document (as defined under scope of work) for Degree/PG	25000	(Per Hall ticket generated)  Rs.....	
3	TOTAL COST (To be considered for commercial evaluation)  3=(1+2)			
Amount in words:				

Note: The quantity is subject to actuals which will be known after receipt of application from candidates.

Rate quoted above should be exclusive of service tax

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Signature of authorized person

Name:

Designation:

Place:

Date: