

**Government of West Bengal  
West Bengal Group D Recruitment Board  
State Secretariat, Nabanna  
P & AR Department, General Cell, R/N-704  
325, Sarat Chatterjee Road, Howrah-711102**

Notice No: WBGDRB/ EOI/1/2016

Dated: 24.02.2016

**Invitation for Expression of Interest (EOI)**

West Bengal Group D Recruitment Board (hereinafter referred to as Board), constituted by the Government of West Bengal vide notification no .1924/ HR/ N/ G8P-153/15 dated 17<sup>th</sup> November 2015, invites Expression of Interest (EOI) from reputed and bonafide organizations/ Institutes/ Public/ Private limited company or Firm, for assisting the Board in the matter of Recruitment, in phases, of a total of around 60,000 Group D personnel against the vacant sanctioned posts, available in the various offices of the Government of West Bengal.

**Scope of Work**

The scope of work for the assignment is as given below. The Consultant will have to perform the following jobs in accordance with the guidelines and directions of the Board to be issued from time to time.

The selection of the candidates will be made off-line through a written competitive examination, as per Recruitment Rule for Group D personnel in the State Government, proposed to be organized at around 341 Blocks of the State. The selected Agency should be capable of handling not less than 5 lakh applications (on-line) which may go up to 20 lakhs or more, through an Examination Management system having standardized, robust software and hardware support. They may have to set up three subordinate offices at Jalpaiguri, Burdwan and Chinsurah to ensure better co-ordination with the civil administration. The written examination at different centres at Block level will be held directly under the supervision of District Magistrate or his authorized official.

**PHASE I: Pre-examination phase**

**1) Application Management**

- a) Creation and management of an on-line portal for receiving on-line applications. This will include provisioning of Payment gateway including payment through designated banks as specified in the Application form
- b) Designing the on-line application Forms
- c) Data integration and setting up, hosting and maintenance of an Website

- 2) **Designing and generation of Admit Cards and attendance sheets and subsequent allotment of Examination centres.**
- 3) **Designing, Printing and Delivery of OMR sheets.**

**PHASE II: Examination Phase**

- a) **Coordination for conduct of Examinations**
- b) **Delivery of OMR sheets and Roll stickers for Examination Centres**
- c) **Despatch of Answer sheets and Question papers, duly sealed centre-wise, from the Examination centres and receiving the same at the Board office for safe and secured custody.**

**PHASE III: Post examination phase**

- a) **Processing of OMR Answer sheets, scanning, Evaluation with total confidentiality**
- b) **Result generation**
- e. **Final Merit List:**
  - I. **Final Comprehensive Merit List for all candidates;**
  - II. **Separate Final Merit Lists, category-wise(as per existing G.O on Roster)**

The Consultant will **submit to the Board the above final merit lists** in such format and manner as would be **advised by the Board.**

**The procedure outlined above are only indicative and may actually vary at the time of invitation of Bids.**

**Bidder Profile /Pre-Qualification Criteria:** The main eligibility criteria for shortlisting the Firm /company /institution are:

**Technical Eligibility Criteria**

The firm/company/institution should have completed at least two similar assignments in last 5 years. The number of assignments for which 'Certificate of Satisfactory Completion of Assignment' has been obtained will only be counted as completed assignment. Similar assignment means an assignment for total processing of at least 1,00,000 applications leading to recruitment.

**Financial eligibility criteria**

The firm /company /institution should have the annual turnover of INR **Rs 1 crore** or more in **the relevant field, in** any of the last three financial years, viz., 2012- 13, 2013-14, and 2014-15. It may be noted that certified copies of the Audited Balance-sheet summary should be attached for the

indicated financial years. Tentative balance-sheet may be attached for 2014-15, in case audited balance-sheet is not available.

### **Selection process**

On the basis of evaluation of EOI, firm /company /institution will be short listed by an evaluation committee of experts set up for this purpose. The decision of the Evaluation committee will be final. **The Request for Proposal (RFP) along with the Terms of Reference (ToR) will be sent to the short listed firm /company /institution only.**

### **Application Fees:**

Non-Refundable Application Fee of Rs.10,000/- (Rupees Ten Thousand Only) in the form of Banker's Cheque / Demand Draft issued by any Indian Nationalized Bank drawn in favour of '**West Bengal Group D Recruitment Board**' and payable at Kolkata, West Bengal, India should be submitted with the EOI. Please note that the EOI which is submitted without the Application Fee will be rejected as non-responsive.

The EOI may be prepared as per the format appended below. The EOI and enclosures has to be submitted in a sealed envelope containing three sets, one original and two copies. The notice number and '**EOI for assisting recruitment of Group D personnel**' should be written on the top of the envelope and addressed to:

The Chairman,  
West Bengal Group D Recruitment Board  
State Secretariat, Nabanna  
P & AR Department, General Cell, R/N-704  
325, Sarat Chatterjee Road,  
Howrah-711102

The EOI should reach at above address through registered post, courier or by hand on or before 6<sup>th</sup> April 2016 by **1700 Hours (IST)**.

## EOI for assisting recruitment of Group D personnel

### Application Format for EOI

To,  
The Chairman,  
West Bengal Group D Recruitment Board  
State Secretariat, Nabanna  
P & AR Department, General Cell, R/N-704  
325, Sarat Chatterjee Road,  
Howrah-711102

### EOI for assisting recruitment of Group D personnel (Please check "v" mark in the relevant boxes)

1. EOI: **One** marked as 'ORIGINAL' and **two** copies marked as 'COPY' kept   
in ONE envelope and indicating on top of Sealed Envelope '**EOI for assisting recruitment of Group D personnel**'.
2. Demand Draft /Banker's Cheque of Rs.10,000/- (INR Ten Thousand Only) in favour of '**West Bengal Group D Recruitment Board**', payable at Kolkata.
3. Letter of Association / Authorization
4. Certified copy of registration certificate of the organization
5. Certified copy of Audited Financial statement (Balance Sheet) for the last 03 years
6. Each page legibly printed, numbered, signed and stamped

Date:

Signature (Authorized Signatory)

Place:

Name:

Designation:

Name of the, firm /company /institution:

**Brief description of the**

**firm /company /institution**

<b>1</b>	<b>Name of the firm /company /institution</b>	
<b>2</b>	<b>Name of Contact Person</b>	
	<b>Designation of Contact Person</b>	
	<b>Mobile of Contact Person</b>	
	<b>Email of Contact Person</b>	
<b>3</b>	<b>Postal Address of the firm /company /institution with contact number &amp; email</b>	
<b>4</b>	<b>Permanent Address of the firm /company /institution with contact number &amp; email</b>	
<b>5</b>	<b>Establishment details</b>	
<b>5.1</b>	<b>Type of firm /company /institution</b>	
<b>5.2</b>	<b>Entity details (attach copy of the certificate)</b>	<b>Registration details (no., year etc)</b>
<b>6</b>	<b>Annual Turnover (attach copy of audited balance sheet)</b>	<b>FY 2012-13:</b>
		<b>FY 2013-14:</b>
		<b>FY 2014-15:</b>
<b>9</b>	<b>Application fees</b>	<b>DD/ Banker's cheque date &amp; details of Bank</b>

Signature of the Authorised person with name & designation

## **Details of experience of working on similar assignment**

(Past **five** years starting from of 2010-11, latest on the top).

*Use same format for indicating multiple assignments.*

### **A. COMPLETED ASSIGNMENT/ PROJECTS**

1. Name of assignment:
2. Sector:
3. Name of Client/ Employer:
4. Name of Associates, if any:
5. Brief Description of task undertaken (30-40 words or less):
6. Location of Assignment/ Task:
7. Value of contract (Rs. Lacs):
8. Total Man-months:
9. Total number of staff deployed:
10. Date of issue of work order/ contract letter:
11. Actual date of completion:
12. Certificate from Client for successfully completing the assignment (to be attached)

### **B. ON-GOING OR COMMITTED ASSIGNMENT/ PROJECTS**

1. Name of assignment:
2. Sector:
3. Name of Client/ Employer:
4. Name of Associates, if any:
5. Brief Description of task undertaken (30-40 words or less):
6. Location of Assignment/ Task:
7. Value of contract (Rs. Lacs):
8. Total Man-months:
9. Total number of staff deployed:
10. Date of issue of work order/ contract letter:
11. Stipulated period of assignment:

Signature of the Authorised person with name & designation