

Garhwal Mandal Vikas Nigam Ltd.
74/1 Rajpur Road, Dehra Dun
Tender Ref. HSRT- Organizing Job Placement Drive
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TENDER DOCUMENT

Tenders are invited for **Organizing Job Placement Drive** of the pass out candidates of “Hunar Se Rozgar Tak” for achieving minimum 70% placement target and to enable them to secure employment. The proposed Job Placement Drives are to be organized periodically depending upon the target group “Hunar Se Rozgaar Tak” pass out candidates

1. COST OF TENDER FORM

Rs. 568/- to be submitted along with the bid in the form on bank draft. Tender form can be procured from Mr. N. K. Juyal, Accountant- HSRT at the head office of GMVN. Ltd. at 74/1 Rajpur Road, Dehradun on any working day from 5th February, 2016 to till 2.00 pm on 26th February, 2016.

Tender fee can be accepted in the form of Banker's Cheque/ Demand Draft/ invoice based banking or by paying cash before the due date and time for sale of tender form,

In case of Draft/ Banker's cheque should be drawn in favor of Managing Director, GMVN Ltd. payable at Dehra Dun.

In case of Invoice based banking, interested party can apply for tender form by requesting through E mail or by an application mentioning Email ID and Contact No/ Mobile No/ Tel No. to the NODAL Officer HSRT, GMVN Ltd. The Email can be sent at the address "hsrt.gmvn@gmail.com". On request, an invoice will be generated through Email with a link to make the online payment.

2. EARNEST MONEY/ SECURITY (EMD) –

- a. Rs. 10,000/- (Ten thousand only) is required to be submitted along with the bid. The EMD is refundable/ adjustable. The EMD can be submitted in the form of
 - i. Banker's cheque.
 - ii. Demand Draft
 - iii. Bank Guarantee.

The above documents should be made in the name of Managing Director, GMVN Ltd. Payable at Dehra Dun. EMD will only be accepted in the form mentioned above.

- b. No interest shall be paid on this deposit.(EMD/Security)
- c. Earnest money will be forfeited if:-
 - i. The Bidder fails to deposit the required security as prescribed.
 - ii. Tender is withdrawn within the period of its validity
- d. Earnest money deposited by the unsuccessful Bidder will be returned soon after the supply order is placed.
- e. Any Bid not accompanied by the Bid EMD shall be rejected by GMVN as non responsive.
- f. Bid EMD/ Security of unsuccessful Bidders will be returned by GMVN, without any interest thereon, as promptly as possible on acceptance of the Bid of the Selected Bidder or when the Bidding process is cancelled by GMVN Where Bid Security has been paid by deposit, the refund thereof shall be in the form of an account payee demand draft in favor of the unsuccessful Bidder(s).

3. SUBMISSION OF TENDER BIDS TO :

Sh. K.N. Nautiyal
NODAL Officer, HSRT/ Regional Manager,
Garhwal Mandal Vikas Nigam Ltd.
74/1 Rajpur Road, Dehra Dun.

- a) **Technical bid**
 - i. Application for tender (Annexure A) The tender document should be duly signed by the party on each page as acceptance of the terms and conditions laid in the tender document.
 - ii. Supporting documents should be properly numbered and signed on each page along with the official seal of the firm.
 - iii. All the supporting documents along with the Tender documents mentioned above shall be given in a sealed envelope mentioning "Technical Bid".

- b) **Financial Bid :**
 - i. Financial bid of the bidder qualifying the technical bid only, will be opened. The bidder who is disqualified in the technical bid will be rejected and the financial bid of such bidder will not be opened.
 - ii. Financial bid should be placed in a separate sealed envelope, specifically mentioning "Financial Bid"
 - iii. The Financial Bid (Annexure B) is to be submitted to the officer mentioned in this document.
 - iv. Services of the lowest rates/ fee per batch will be availed from the bidder offering lowest rates of the particular services.

- c) Both Technical and Financial bids envelopes should be placed in a bigger envelop mentioning "Tender Document Ref. HSRT-Organizing Job Placement Drive"
- d) Please mention the name of the firm on each envelope.

4. CRITICAL DATES:

- a) Opening date of sale of the tender form - 05-02-2016 at 1000 Hrs
- b) Last date of submitting tender form - 26-02-2016 at 1400 Hrs
- c) Date of opening of tenders bids - 26-02-2016 at 1600 Hrs

5. QUALIFICATION OF THE BIDDER

- a) The firm applying for the tender bid should have prior experience in the same or similar business. (proof of business to be submitted)
- b) The firm should not have been black listed by any state/ central government department. (affidavit to be submitted)
- c) Training / Placement firm should have good track of placement of at least 50% of candidates trained (Details are to be mentioned).
- d) The rates quoted by the bidding firm shall be valid for at least one year, which on the mutual consent can be extended to 3 years.

- e) The documents submitted by the firms are subject to verification to ascertain the genuinity by the tender committee of GMVN.
- f) Firms in the private sector engaged in providing job oriented training & placement in private sectors, these institutes may be trusts, companies, proprietor firms, partnership firms, or societies registered under the relevant law, preferably of relevant industry bodies or institutes identified by them.

6. OTHER TERMS

- a) The firm must apply for tender on the prescribed format annexed herewith Annexure 'A'.
- b) Any firm not applying on the prescribed Performa will be rejected.
- c) All required documents mentioned in the tender form must be submitted along with the Bid documents. Without these supporting documents the Bid can be rejected.
- d) If the applying firm does not fulfill the required criteria, bid of such Bidder/ firm will be rejected.

In case the selected firm is not able to fulfill the requirements, the EMD/ Security of such firm will be forfeited and the firm shall be black listed.

7. SCOPE OF WORK

- a) HSRT is a program run by the ministry of tourism, Govt. of India and is implemented by GMVN Ltd, in the Garhwal region of Uttarakhand, under the guidelines provided by the Government of India. The annual target of Trainees is set by the Govt. of India and Organizing the Job Placement Drives would only be given to the HSRT pass out students, who are interested to appear for the placement drives conducted by GMVN Ltd.
- b) The Job Placement Drives would be organized in Dehradun and Rishikesh from time to time.
- c) The Placement Firm is required to tie up with various companies operating in Hospitality and Service Industry, in and around Uttarakhand, to call them for conducting Interviews of HSRT Pass- out trainees, facilitate HSRT Trainees to get Offer Letters from the employers and to place them. The Placement Firm also have to work in order to achieve a minimum placement target of 70%.

8. COST OF BIDDING

The Bidders shall be responsible for all of the costs associated with the preparation of their Bids and their participation in the Bidding Process. GMVN will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Bidding Process.

9. RIGHT TO ACCEPT OR REJECT ANY OR ALL

- a) Notwithstanding anything contained in this document, GMVN reserves the right to accept or reject any or all the Bids at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons therefore.
- b) GMVN reserves the right to reject any Bid and forfeit the Bid Security if:
 - a) At any time, a material misrepresentation is made or uncovered, or
 - b) The Bidder does not provide, within the time specified by GMVN, the supplemental information sought by The Tender Committee for evaluation of the Bid.

10. BID DUE DATE

GMVN may, in its sole discretion, extend the Bid Due Date by issuing an Corrigendum/ Addendum uniformly for all Bidders.

11. VALIDITY OF BIDS

The Bid shall be valid for a period of one year from the date of official acceptance of the bid. On satisfactory service delivery, the same can be extended for a period of three years. The validity of Bids may also be extended by mutual consent of the respective Bidders and GMVN.

12. CORRESPONDENCE WITH THE BIDDER

GMVN shall not entertain any correspondence with any Bidder in relation to acceptance or rejection of any Bid.

13. EVALUATION OF BIDS

i. Opening and Evaluation of Bids

- a. GMVN shall open the Bids at scheduled time and date as mentioned in this document at the head office of GMVN Ltd. in the presence of the Bidders who choose to attend on prior notice.
- b. GMVN will subsequently examine and evaluate the Bids in accordance with the provisions set out in this document.
- c. To facilitate evaluation of Bids, GMVN may, at its sole discretion, seek clarifications in writing from any Bidder regarding its Bid.

ii. Selection of Bidder

The successful bidder shall be selected as per Uttarakhand Procurement rules issued by the government of Uttarakhand based on the Selection committee member's remarks.

iii. Contacts during bid evaluation

Bids shall be deemed to be under consideration immediately after they are opened and until such time GMVN makes official intimation of award/ rejection to the Bidders. While the Bids are under consideration, Bidders and/ or their representatives or other interested parties are advised to refrain from contacting by any means, GMVN and or their employees/ representatives on matters related to the Bids under consideration.

iv. Negotiation

Ordinarily no negotiation shall be done. However in exceptional case where price negotiation is necessary due to some unavoidable circumstances, the same shall be resorted with the lowest evaluated responsive bidder.

v. Price Reasonability

GMVN reserves right to ask bidders justification of offered prices to judge price reasonability.

14. RESOLUTION OF DISPUTES/ ARBITRATION

If any dispute arises in reference to any word, meaning, terms and conditions, or to the right and liabilities of the parties to the agreement or for any type of payment, or any dispute what so ever arising out of this agreement will be referred to the Sole Arbitrator, appointed by the Managing Director and whose Order/Award will be full and final and shall be binding upon both the parties. In such reference the Rules and Regulations framed as per the provisions contained in Arbitration and

Conciliation Act, 1996 will be effective and applicable and the place of Arbitration shall be at Dehradun.

15. PAYMENTS

- a. The payment will be made after the completion of the assignment (complete in all respect).
- b. Certificate from the Inspecting Authority shall in no way relieve the Successful bidder for any loss, injury or damage, which may result from the use of improper material or defective workmanship which might have escaped the attention of the Inspecting Authority. The Successful bidder shall also be liable for the replacement of the improper material and attending to the defective workmanship.

16. TAXES AND LEVIES

- a. All the Municipal/ Statutory levies, Taxes imposed by State and Central Govt./ Service Taxes etc. shall be clearly mentioned in the commercial proposal (BOQ)
- b. Any down ward revision in price on account statutory levies will be passed on to GMVN Ltd. with immediate effect however statutory levies as legally applicable at the time of delivery shall be acceptable.

17. INTERPRETATION

In case of any confusion regarding interpretation of any term and condition, the interpretation done by GMVN shall be final.

18. JURISDICTION

The Bidding Process shall be governed by, and construed in accordance with, the laws of India and the Courts at Dehradun shall have exclusive jurisdiction over all disputes arising under, pursuant to and/ or in connection with the Bidding Process.

19. MISCELLANEOUS

- a. GMVN , in its sole discretion and without incurring any obligation or liability, reserves the right, at any time, to;
 - i. Suspend and/ or cancel the Bidding Process and/ or amend and/ or supplement the Bidding Process or modify the dates or other terms and conditions relating thereto;

- ii. Consult with any Bidder in order to receive clarification or further information;
- iii. Retain any information and/ or evidence submitted to GMVN by, on behalf of, and/ or in relation to any Bidder; and/ or
- iv. Independently verify, disqualify, reject and/ or accept any and all submissions or other information and/ or evidence submitted by or on behalf of any Bidder.
- b. It shall be deemed that by submitting the Bid, the Bidder agrees and releases GMVN, its employees, agents and advisers, irrevocably, unconditionally, fully and finally from any and all liability for claims, losses, damages, costs, expenses or liabilities in any way related to or arising from the exercise of any rights and/ or performance of any obligations hereunder, pursuant hereto and/ or in connection herewith and waives any and all rights and/ or claims it may have in this respect, whether actual or contingent, whether present or future.
- c. The Tender has to be submitted in accordance with the Terms and Conditions.
- d. Tenders/offers should be valid open for One year from the date of opening of tenders.
- e. Bidders shall fill up the required information as per the prescribed tender form. If any Bidder does not fill up the information properly, the Corporation has a right to reject such Tenders.
- f. GMVN reserves the right to add/modify any Terms and Conditions while entering into an agreement with the successful bidder.
- g. Corporation reserves right to verify facts shown by the firm, by a team of Officers of GMVN.
- h. The Bidding Documents and all attached documents are and shall remain the property of GMVN and are transmitted to the Bidders solely for the purpose of preparation and the submission of a Bid in accordance herewith. Bidders are to treat all information as strictly confidential and shall not use it for any purpose other than for preparation and submission of their Bid. GMVN will not return any Bid or any information provided along therewith.
- i. Bidder must guarantee that the rates quoted are lowest for per candidate and that there are not other lower rates (Excluding statutory levies) quoted to any other Govt. Department In case of such future knowledge to us the difference shall be recovered from you.

Please specify clearly your acceptance to stand for the usual guarantee against mfg defect and life for pro-rata basis recovery of lower performance etc.

Annuxture- A

“Technical Bid, Ref. HSRT- ORGANIZING JOB PLACEMENT DRIVES”

For “Hunar Se Rozgar Tak” ,Project of Govt. Of India, Ministry of Tourism

Services Applied For:

Name of Firm:

Representative’s Name:

Designation:

Firm Based as:

Address of Correspondence:

Email:

Mobile No.

Technical Details of the Firm:

Firm got started at (Age of the Firm)	No. of Persons placed So far	No. of HSRT Trainees placed so far	% of HSRT Trainees placed	Remarks

Summary of Firm's Profile

Declaration: I/We hereby declare that all statements made in the application are true, complete and correct to the best of my/ our knowledge and belief. I/ We understand that in the event of any information being found untrue/false / incorrect or I/ we do not satisfy the eligibility criteria, my/ our candidature / appointment will be cancelled /terminated, without assigning any reasons thereof. I/ We have read the contents of the advertisement and agree to abide by the rules, regulations and procedures for appointment for the Service applied for.

Date:
Place:

Signature with Seal

Name:

Designation:

Annuxture- B

**“Financial Bid, Ref. HSRT- ORGANIZING JOB PLACEMENT DRIVES”
For “Hunar Se Rozgar Tak” ,Project of Govt. Of India, Ministry of Tourism**

Services Applied For:

Name of Firm:

Representative’s Name:

Designation:

Firm Based as:

Address of Correspondence:

Email:

Mobile No.

Rate quoted for the Service:

Number of Tie up with various Firms	Number of Vacancies	Placement fees per Head	Any other Cost Applicable

Declaration: I/We hereby declare that all statements made in the application are true, complete and correct to the best of my/ our knowledge and belief. I/ We understand that in the event of any information being found untrue/false / incorrect or I/ we do not satisfy the eligibility criteria, my/ our candidature / appointment will be cancelled /terminated, without assigning any reasons thereof. I/ We have read the contents of the advertisement and agree to abide by the rules, regulations and procedures for appointment for the Service applied for.

Signature with Seal

Date:
Place:
