

# **Jharkhand Staff Selection commission**

## **Notice inviting Expression of Interest (EOI)**

**Notice No. 04/Exam-12-81/2016 (आ) 5002 Ranchi, Dated:03.11.2016**

Jharkhand Staff Selection Commission, Ranchi, a statutory body of State Government, has been interested with job of selection of suitable candidates for recruitment to Group- B & C, non gazette, technical/non technical posts under the State Government.

The Commission intends to outsource the entire process of examination, right from designing Advertisement and Prospectus, formatting of application forms, conducting examination and publication of merit based final result to a competent and well experienced external agency/agencies. Accordingly Jharkhand Staff Selection Commission, Ranchi invites Expression of Interest from reputed Institutions/Agencies/Organizations who have necessary competence and experience to conduct such competitive type of examinations on outsourcing basis.

A Notice Inviting Expression of Interest was published in leading News Paper and the Agencies were invited for Pre Bid Conference. After the discussion with the Agencies and examination of the request the EOI document has been modified, which is uploaded on our website [www.jssc.in](http://www.jssc.in)

Interested Agencies fulfilling eligibility criteria may obtain EOI document on written request to the Jharkhand Staff Selection Commission or download it from [www.jssc.in](http://www.jssc.in). Those obtaining EOI document through written request will have to make payment of INR 500/- (Rs. Five hundred only) through Demand Draft drawn on a nationalized commercial Bank in favor of Secretary, Jharkhand Staff Selection Commission, payable at Ranchi. Those agencies who downloaded the EOI document from our website mentioned above will have to attach a Demand Draft of INR 500/- (Rs. Five hundred only) while submitting their EOI.

The time schedule and other details are as follows:-

Document sale start date	:	09 Nov. 2016 from 10.00 AM
Document sale end date	:	20 Nov. 2016 at 05.00 PM
Last date for EOI submission	:	05 Dec. at 02.00 PM
Opening date EOI document	:	05 Dec. 2016 at 04.00 PM
Contact Person	:	Sri Meghu Baraik, Secretary, JSSC, Ranchi
Contact Phone No.	:	0651-6577714

Sd/-

(Meghu Baraik)  
Secretary,

**Govt. of Jharkhand**  
**Jharkhand Staff Selection Commission**

Kalinagar, Chaibagan, Namkom, Ranchi-834010  
E-Mail: Jharkhand\_ssc@rediffmail.com

**EXPRESSION OF INTEREST NOTICE No. 04/Exam-12-81/2016 (अण) 5001 Ranchi, Dated:03.11.206**  
**FOR**  
**SELECTION AND EMPANELMENT OF AGENCY FOR PROVIDING RECRUITMENT SERVICES**  
**TO JHARKHAND STAFF SELECTION COMMISSION**

**INDEX**

<b>Section</b>	<b>Description</b>	<b>Page</b>
Section I	Timeline and Schedule & Invitation for EOI	2-4
Section II	Scope of Works	5-6
Section III	Secret Works	7-10
Section IV	Eligibility criteria of Tenderer	11-12
Section V	Submission of Tender	13-19
Format I	Bid Form	20
Format II	Certificate of Satisfactory Service	21
Format III	Representative Authorization letter	22
Format IV	Self Declaration	23
Format V	Bid Security (EMD)	24
Format VI	Acceptance of terms & Conditions mentioned in the EOI	25

### TIMELINE AND SCHEDULE

Department		Jharkhand Staff Selection Commission
District		Ranchi
Expression of Interest No.		01/2016
Work Name		Selection and Empanelment of agency for providing recruitment services of Jharkhand Staff Selection Commission.
E-Mail ID		Jharkhand_ssc@rediffmail.com
Contact Person Name		Sri Meghu Baraik, Secretary, Jharkhand Staff Selection Commission.
Contact Telephone No.		0651-6577714
Document sale start date	:	09 Nov. 2016 from 10.00 AM
Document sale end date	:	20 Nov. 2016 at 05.00 PM
Last date for EOI submission	:	05 Dec. at 02.00 PM
Opening date EOI document	:	05 Dec. 2016 at 04.00 PM

## SECTION – I

### INVITATION FOR EXPRESSION OF INTEREST

1. Jharkhand Staff Selection Commission, Ranchi, a statutory body of State Government, has been entrusted with the job of selection of suitable candidates for recruitment to all posts of Group – C and Non Gazetted/Technical Non-Technical Services/Cadres/posts in Group – B under State Government.

The Commission intends to outsource the entire process of examination, right from designing Advertisement and Prospectus, formatting of application forms, conducting examination and publication of merit based final result to a competent and well experienced external agency/agencies. Accordingly Jharkhand Staff Selection Commission, Ranchi invites Expression of Interest from reputed Institutions/Agencies/Organization (Hereinafter referred as agency), who have necessary competence and experience to conduct such competitive examination on outsourcing basis, for selection of suitable candidates for recruitment in the State Government.

2. The number of candidates appearing for different posts cannot be specified beforehand. It will be vary in between less than one thousand to more than two lakh depending upon qualification, nature of posts and number of vacancies. The agency may have to conduct examination in both the situations. Where total number of candidate is 15,000 or less only main examination (Objective type multiple choice questions) will conducted and if the number exceeds 15,000 both preliminary and main examination (in both cases objective type questions) will be conducted.
3. The examination centers will lie within the State of Jharkhand. Detailed criteria are listed in EOI document. The agencies will fulfilled criteria are required to submit their proposal as per the timeline given in next page. The EOI does not constitute and offer is issued with no guarantee for any definite volume of worth or any particular service at any time or throughout the period of empanelment. Jharkhand Staff Selection Commission reserves the right to modify, expand, redirect, scrap, refloat or cancel EOI at any stage without assigning any reasons. Reponses received after the stipulated time period or not in accordance with the specified format will not be considered.

Interested agencies fulfilling the eligibility criteria may obtain EOI document on written request to Jharkhand Staff Selection Commission or download it from [www.jssc.in](http://www.jssc.in) Those obtaining EOI document through written request will have to make payment of INR 500 (Rs. Five hundred only) through demand draft drawn on a nationalized commercial bank in favor of Secretary, Jharkhand Staff Selection Commission payable at Ranchi.

Those agency who downloaded form from [www.jssc.in](http://www.jssc.in) will have to attach a demand draft of INR 500/- (Rupees five hundred) while submitting their EOI. Jharkhand Staff Selection Commission will not be responsible for any postal delays.

Sd/-  
Secretary,  
Jharkhand Staff Selection Commission  
Ranchi.

**SECTION-II**  
**SCOPE OF WORKS**

**A. Pre examination Works**

1. Draft and finalise recruitment advertisement to be published and proposed prospectus.
2. Formatting and designing of online application form along with brochures for different categories of posts/examination and other templates.

The application format shall contain fields to capture all information of candidates. The field includes areas such as:-

**2.1 Personal Information :-**

- i. Advertisement No. :-
- ii. Name of Post :-
- iii. Name of candidate : (Hindi & English)
- iv. Father's Name
- v. Photograph of Candidate :-
- vi. Date of Birth – dd – mm – yyyy.
- vii. Gender – Male/Female
- viii. Mark of Identification :-
- ix. (a) Category – Unreserved/Scheduled Caste/Scheduled Tribe/EBC Annexure -1/Backward Class Annexure - 2
- ix. (b) Physically handicapped/Female :-
- x. Mailing Address :-
- xi. Permanent Address :-
- xii. E-Mail Address :-
- xiii. Mobile Number :-
- xiv. Option for different posts (in case of combined competitive examination)

**2.2 Educational Qualification :-**

Table will be provided which will contain qualification/year of passing/Name of School/College/Name of Board/University/Percentage of Marks obtained. Five rows should be provided for qualifications the field are indicative only

3. Printing of brochures in Hindi and OMR application form in English with machine serial number and bar code in desired numbers. Material for brochure may be supplied by the Commission. It will be about 15-20 page document containing details of post, eligibility criteria of candidates, categories wise vacancy, syllabus for examination, guidelines for

filling application form and OMR application form and replica of application form and OMR application form. The brochure will be printed on ordinary paper. Multi color or fancy printing is not needed.

4. Collect all the application forms submitted online.
5. Scrutinizing and ;processing of application (Creation of main data bank, scanning of photograph and signature of candidate, address etc.)
6. Scrutinize the application before creating computer database as per the terms of advertisement. Issue information to candidates as per the direction of Jharkhand Staff Selection Commission for verification of certificates and testimonials etc. by way of e-mail or SMS or both.
7. Generation of Roll Numbers as per centre list to be provided by the Commission. Issuance of Admit Cards to all candidates by electronically generated Admit Card with download facility from Commission's website for preliminary as well as main examination.
8. Designing and printing of attendance sheets with scanned Photograph, Signature of candidate etc, as per direction of the Commission for Preliminary and Main Examination.
9. Preparation of secret and non secret packets for each examination centers.
10. Each OMR and Question Booklet will be printed with corresponding no. to each other and packed in polythene packet separately.
11. Examination centers shall be decided by the Commission. It is expected that up to 50,000 (Fifty thousands) examinees will be accommodated in different examination centers at Ranchi. In case of large number of candidates, the examination centers will be spread over entire twenty four districts of State. List of examination centers, along with number of room and seating capacity, will be provided by the Commission.

## SECTION – III

### Secret Works

1. This is the most sensitive part of whole process. The agency will be responsible for design/setting/printing of multiple choice question paper bilingually with OMR answer sheets as per requirement and scheme of examination. Total secrecy/confidentiality is of utmost importance. OMR sheet will be carbonless and each OMR will be packed with on question booklet and both will be serially numbered corresponding to each other.
2. The Commission will hold separate examination for posts according to minimum qualification prescribed for specific posts like Graduate/Intermediate/Diploma and Metric level and other examination as decided by State Govt. like posts of Board, Corporation, University, Teacher. Uniformed services etc. As per present rules, there will be only Main Examination if the number of eligible applicant is 15000, however if the number of eligible candidate is more than 15000, both preliminary and Main Examination will be conducted. The standard of questions shall be at par with the level of educational qualification. Pattern of Examination shall be as follows:-

- (a) **Preliminary Examination:-** One sitting examination will be conducted on a single day. The duration of examination shall be of two hours, having a total no. of 120 to 150 questions. Questions on subjects like General Studies, General Science and Arithmetic, Mental ability test and computer will be asked in examination.

On basis of preliminary examination, candidates equal to fifteen times the no. of vacancies for each category (General/SC/ST/EBC-I/BC-2/Physically challenged/Female) will selected for main examination.

- (b) **Main Examination :-** It will consist of three papers :-

**b.1 – Language:- Paper-I -** Normally it will consist of comprehension and grammar test for Hindi and English, Duration of examination will be of two hours.

**b.2 – Mains :- Paper II –** Paper II will have questions on General Knowledge, Arithmetic, Mental Ability Test and computer. Duration of examination will be of two hours having 120 questions in each sitting. Examination for paper –I and paper –II will be conducted on same date in two sittings. Further details about scope of questions will be handed over to the selected agency.

**b.3 Paper-III -** Regional/Tribal language.

3. Nevertheless number of papers may vary as per recruitment rules framed by the State Government. Three sets of question paper, in sealed cover, without any external mark of



identification on envelop shall be handed over to the Commission. One of these sets will be picked up by Commission and it shall be handed over to the Agency for printing of question paper. The remaining two sets will be kept

in sealed cover by the Commission and it will be destroyed after publication of final result of concerned examination.

It is being clarified that all the three sets will have the same number of different questions.

4. Question papers, both for preliminary examination and main examinations should be in proportion of different subjects. It must have a balance mix of easy (30%) average (50%) and tough (20%) questions but it may be changed decided by the Commission.
5. For conducting preliminary and main examination, single set of question papers will be printed with four series (A,B,C & D). In these four series, the question order will be shuffled but question will remain the same.
6. Question paper, as designed in para 4 and 5 above should be printed on (NO PHOTOCOPYING) good quality white paper. The questions will be printed bilingually (Hindi-English).
7. Carbonless OMR answer sheets will be printed on 100 gsm paper and it should readable by OMR scanning machine.

The OMR answer sheet will be of two pages. The first page will contain instructions, detail method of filling of form, name of candidate, Roll Number, space for handwriting specimen, signature of candidate and signature of invigilator, The back page will contain detail like question booklet number, Roll Number, series, category, examination paper details with desired number of bubbles, The page must contain the bar code.

8. The agency will deliver the question papers and OMR answer sheets in sealed boxes as per direction of Commission at Ranchi centre wise/district wise. The question papers and OMR answer sheets will be packed in separate heat sealed colored plastic envelops with their serial no. (from-to) printed on them. Each packet will contain 12 question papers/OMR answer sheets. Colored envelops containing question papers and OMR answer sheets should be different.
9. Agency will have to conduct Typing Test also where recruitment rule requires it.

#### **10. ARRANGEMENTS FOR PEACEFUL CONDUCT OF EXAMINATION-**

Deputy Commissioner of concerned district will be zonal coordinator and head of institution (examination centre) will be Centre Superintendent. The Commission will deploy the following personnel/facilities on examination dates, and the agency will have to bear the entire expenditure for this purpose:-

- (a) One Center Superintendent for each examination center,

- (b) One additional center superintendent for each examination center, having candidates up to 500 and one extra additional Center Superintendent for each extra 500 candidates or fraction thereof.
- (c) Required No. of Invigilators shall ordinarily be provided from the teaching staff of the institution. There should be at least two invigilators for 24 or fewer examinees and one additional invigilators for each additional 24 or part thereof in each room. In case there are less than 24 examinees in a room, a minimum of two invigilators must be provided in that room.
- (d) One peon and one clerk for each examination center,
- (e) One peon for three class rooms of each examination center to serve the examined and invigilator,
- (f) One Magistrate at each examination center to act as observer with one section of Police Force.
- (g) One Magistrate and five policemen for each examination center,
- (h) One Magistrate for each district to act as representative of Controller of Examination,
- (i) Vehicle for Magistrate/Police Force,

Proper drinking water facility will be made at examination center.

It is expected that agency may have to incur and approximate expenditure on above items @ Rs. 90 to Rs. 100 per candidate for each examination date. No rent is payable for hiring the examination center.

- (j) The representative of the Agency will conversant with the concerned examination process will remain at Commission headquarter to overview the peaceful conduct of examination.

NOTE:- Commission may spend the money aforesaid if the agency agrees for the same if not the remuneration for personnel deployed will be fixed by the Commission and the agency will have to deploy the personal from competent authority of the Govt.

### **Post Examination**

11. The Commission will hand over the confidential packet, centre wise, to the Agency through its representative.
12. The agency will scan all the OMR answer sheets on two or more scanners in the presence of officer/officers of the Commission deputed for the purpose and these will be kept separately. The two scanned data disc will be compared and the correct data will be made available to the Commission.  
Just After the conclusion of the examination ( PT or Main), the agency will send the model answer key to question to the commission. Commission will invite objections on model answer key and objection/suggestions will be forwarded to the agency. Agency will put all the objection/suggestions before an expert committee appointed by the agency and the opinion/recommendation of the committee regarding correct answer will be sent to the Commission for its approval. The Commission will forward the approved answer key to the agency. The agency will evaluate the OMRs on the basis of revised answer key approved by the Commission.

13. The final result for Preliminary and Main Examination will be prepared as per instructions of Commission and the Agency will have to provide evaluation report of each candidate to the Commission.  
(Both in Soft and Hard Copy)
14. After evaluation, the OMR answer sheet and all related documents shall be returned to the Commission in packets. The packets shall be made center wise.
15. Confidentiality of documents to be maintained by the agency. All deliverables mentioned in above paragraph shall be carried out in consultation with the Commission. The Agency would at all times conduct the activities with transparency and integrity that includes maintaining integrity in all the processes before, during and after the examination. It would not indulge in any practice which is against the Commission and obligation to the candidates.

SECTION – IV

**Eligibility criteria of tenderer.**

1. The tenderer must be incorporated under Indian Companies Act 1956/ The Partnership Act – 1932. Consortium of firms is not allowed and bid will cancelled any time if it is proved otherwise.
2. ***The tenderer's average annual turn over for last three financial years should not be less than Rs. 1000 lacs. Audited statements for last three years should be submitted along with technical proposal.***
3. Minimum three years of satisfactory experience of conducting the entire process of examination for recruitment in Central Govt./Central Govt. undertaking/State Govt. and State Govt. undertakings.
4. Should have at least conducted one examination in last five years, in which at least 200000 (Two Lacs) candidates have participated or have conducted at last two examination in last three years in which at least one lac candidates have participated.
5. The tenderer's company/firm or any of its directors/partners should neither be convicted by any Court of Law or black listed by any Government/PSUs, nor any criminal case be pending against such agency by any Government/PSUs.
6. Based on technical marks according to evaluation criteria top 10 (Ten) will be empanelled
7. ***The agency should have a pool of empanelled recruitment process experts in which at least three such experts should be their permanent roll. The Agency should have a ;panel of specialist and at least 03 of them should have been involved at least once in designing and conducting competitive examination. The profile of such experts along with name of the other empanelled experts should be attached with the EOI.***
8. ***The agency shall maintain tier three Data Centre and one Disaster Recovery Centre of same capacity in different Seismic Zone. These centers must be security certified.***
9. The Agency should have PAN, Service Tax Registration and should submit the copies of the same
10. The Company should submit satisfactory performance report for 03 years in last 05 years from their clients in prescribed format.

**Indemnity**

The Agency shall keep Jharkhand Staff Selection Commission and its officials indemnified and hold harmless from and against all and any claims, demands, losses, damages, penalties, expenses and proceedings connected with implementation of this empanelment.

**Earnest Money Deposit (EMD)**

The Agency shall furnish and Earnest Money Deposit (EMD) of INR 50,000/- (Fifty thousand). The through Demand Draft of a Nationalized Bank drawn in favor of Jharkhand Staff with EOI, without which EOI will be summarily rejected.

Selection Commission payable at Ranchi with the Technical proposal. EMD of selected agencies will be returned without interest on expiry of empanelment, unless forfeited on grounds of unsatisfactory service or on submission of non responsive proposal in response to this call.

**SECTION – V**

**Submission of Tender**

Interested agencies can send their fully completed Expression of Interest (EOI) proposal on or before 28 Nov. 2016 at 02.00 PM at the following address with below listed documents:-

Address: Secretary, Jharkhand Staff Selection Commission, Kalinagar, Chaibagan, Namkom, Ranchi-834010 (Jharkhand)

**1. Submission of Proposal**

1.1 The proposal should be submitted strictly as per prescribed format along with documents in support of information submitted therein by the bidder. Expression of Interest (EOI) received after stipulated time period or not in accordance with specified format will be summarily rejected as non-responsive and EMD will be forfeited. Delivery of the responses along with documents against the EOI at the above address will be sole responsibility of the responding agency.

1.2 The EOI duly signed by the authorized person in blue ink in every page including annexure/appendices shall be submitted in a sealed envelop marked : " Empanelment of Agencies for Recruitment process of JSSC." All the relevant documents shall be enclose with the Technical proposal

1.3 A duly authorized representative of the Agency should sign the EOI. It shall be certified that person signing the EOI is empowered to do so on behalf of the agency. A copy of the Memorandum and Article of Association of the Agency or a copy of contract of partners shall be attached with the EOI

1.4 The EOI should be submitted with two printed copies one marked **ORIGINAL** and other marked **DUPLICATE** and a soft copy on non renewable C.D. with all the contents of EOI

1.5 Any correction or overwriting would render proposal invalid.

1.6 Conditional offers will be summarily rejected.

**2. Expression of Interest (EOI) evaluation**

2.1 The EOI will be opened on 28 Nov. 2016 at 04.00 PM in the Commission's office and Agencies will be at liberty to be present personally or through their authorized representative at the time of opening of EOI.

2.3 The evaluation Committee approached agency shall evaluate the EOI as per criteria of EOI document. All technically eligible agencies frame work and top ten will empanelled.

### Technical Evaluation Framework for Expression of Interest (EOI)

Sl. No.	A. Past Experience of Agency	Marks/Score	Benchmark	Score on Document/Performance		
1	No. of Years of experience in concluding examination	10	Minimum 3 Years	6 (For 3-5 Years)	8 (For 6-10 Years)	10 (For more than 10 Years)
2	No. of Post against which examination conducted	10	Minimum 1000 in last 3 years	6 (For at least 1000 in last 3 Years)	8 (For 1001 to 2000 in last 3 Years)	10 (For more than 2000 in last 3 Years)
3	Experience of working with Government and public sector	20	Experience of minimum 3 projects with Government and public sector	10 (3 projects)	15 (4-6 Projects)	20 (More than 6 Projects)
4	Past experience of processing application for recruitment of professionals in project/programme of similar nature.	20	One lakh in at least 2 exam in last 3 years Or Two lakh in at least one exam in last 3 years	10 (One lakh at least 2 exam) Or 2 lakh in at least one exam	15 (One lakh in at least 2-4) Or 2 lakh in at least 2 exam	20 (One lakh in at least 5 exam) Or 2 lakh in at least 3 exam
<b>B.</b>	<b>Experience of key professionals</b>					
1	<i>The Chief of the Recruitment Process</i> of agency with relevant experience	8	Relevant experience of 5 years	Relevant experience of 5 years- 2marks	Relevant experience of 5-10 years- 4marks	Relevant experience more than 10 years- 8marks
2	Recruitment experts with at least 3-5 years of relevant experience	12	Relevant experience of 3-5 years	3 experts- 4 marks	4-5 experts- 8marks	6 or more experts- 12marks
3.	Pool specialist	10	Engagement of 3 specialist at least once in designing and conducting recruitments in last 5 years	Engagement of 3 specialist – 6 Marks	Engagement of 4-8 specialist – Marks-8	Engagement of more than 8 Specialist – Marks - 10
<b>C.</b>	<b>Financial Strength of Agency</b>	10	<i>Annual turn over of 1000 lakh for last 3 years.</i>	1000 lakh – 6 Marks	1001 lakh – 1500 lakh 8 Marks	More than 1500 lakh 10 Marks

2.4 The panel will be valued for a period of three years i.e. till the end of 2019. The empanelment may be extended for a further period of two years (one year at a time) subject to the satisfactory services and at the sole discussion of Jharkhand Staff Selection Commission.

#### 2.5 Checklist of Documents to be submitted with EOI:

1. Proof of incorporation under Indian Companies Act 1956 covered under partnership Act 1932.
2. Audit statement for last three years.

3. Minimum three years of satisfactory experience from Central Govt./Central Govt. undertakings/State Govt./State Govt. undertakings.
4. Proof of conducting examination as per Para – 4 of Section-V
5. Self declaration as per Performa in Annexure IV.
6. Proof of recruitment process experts and empanelled specialist as per para -7 of Section – V
7. Copies of PAN & Service Tax Registration.
8. EMD of INR 50,000/- (Rs fifty thousands) in Annexure-V
9. Demand Draft of Rs. 500/- if EOI document downloaded from JSSC official website.
10. Proof of experience was conducting examination for minimum three years as slo for no. of posts for which examination was conducted.
11. Experience of working with Government and Govt. Sector undertakings of minimum three years
12. Past experience of processing application for recruitment of professionals in Project/Programme of similar.
13. Experience of CEO with minimum experience of 5 years.
14. Format for submitting EOI (Annexure-I) certificate of satisfactory service (Annexure-II) , Representative Authority letter (Annexure-III), Acceptance of terms of conditions of EOI.

### **3. Others Terms and Conditions**

**3.1 Rights to the content of the EOI** – For all the EOIs received before the last date and time of EOI submission, the proposals and accompanying documentations of the EOI will become the property of Jharkhand Staff Selection Commission (JSSC) and will not be returned after opening of the EOIs. JSSC is not restricted in its right to use or disclose any or all of the information contained in the EOI and can do so without any compensation to the responding Agency.

**3.2 Acknowledgement of understanding of terms** – By submitting an EOI, each applicant shall be deemed to acknowledge that it has carefully read and understood all sections of this EOI documents, including all terms, schedules and annexure hereto, and has fully informed itself of all existing conditions and limitation.

**3,3** Any changes in the terms of the document can only be made in writing and by mutual agreement. This Empanelment, its meaning and interpretation and the relation between the Parties shall be governed by the Laws of India and Laws of Jharkhand State for the time being inforce.

**3.4** Any notice, request or consent made pursuant to this Empanelment shall be in writing and shall be deemed to have been made when delivered in person or sent by registered/speed post to an authorized representative of the Party.

**3.5** The Services shall be performed at such locations as specified by JSSC as the case may be, from time to time.



**3.6** Any action required or permitted to be taken, and any document required or permitted to be executed, under this empanelment, by JSSC or the Agency may be taken or executed by the officials authorized in this regard.

**3.7** Additional terms & conditions may be added at the time of agreement or at the time of allocation of work.

#### **4. Commencement, Completion, Modification, and De-Empanelment**

**4.1** The empanelment shall come into effect from the date of issuance of letter of empanelment by JSSC.

**4.1.1.1. Provision of Service :-** The Empanelled Agency will provide recruitment series to JSSC, as the case may be, as per terms and conditions of the contract, to be entered, between the agency and JSSC.

**4.1.1.2 Expiration of Empanelment:-** Unless terminated earlier, this period of Empanelment shall expire at the end of such time period after the effective date as specified.

**4.1.1.3 Subletting:-** The Agency shall not sublet, transfer or assign the empanelment or any part thereof to other party. In the event of the Agency contravening this condition, JSSC shall be entitled to terminate the empanelment. The JSSC will get the work (assigned to such agency, if any) done through other party at the risk & cost of Agency. In such case the EMD of the selected Agency, will be forfeited.

#### **4.1.2 De-empanelment**

**4.1.2.1 By JSSC:** JSSC may be de-empanel, by not less than seven (7) days written notice of termination to Agency, to be given after the occurrence of any of the events specified below in clauses (4.1.2.1.1) through (4.1.2.1.6)

**4.1.2.1.1** If the Agency commits breach of empanelment or do not remedy/rectify a failure in the performance of their obligations under the Empanelment.

**4.1.2.1.2** If the Agency become insolvent or bankrupt;

**4.1.2.1.3** If the Agency is unable to perform a material portion of the Services for a period of not less than Seven (7) days; or

**4.1.2.1.4** If JSSC, in its sole discretion, decides to decommission the panel at any stage.

**4.1.2.1.5** In the event of a report of unsatisfactory service from the Government, after taking into consideration any other fact as may be relevant, on a case-to-case basis.

**4.1.2.1.6** In the event of violation of any of the terms & conditions of empanelment by the agency.

**4.1.2.1.7** The EMD shall stand forfeited in addition to blacklisting of HR Recruitment Agency for a period of 3 years.

**4.1.2.2. By Recruitment Agency :** The Recruitment Agency may terminate the empanelment, by not less than Thirty (30) days written notice to JSSC provided no recruitment process is in progress/pending.

## **5. Obligations of the Recruitment Agency**

**5.1.**The Agency shall perform the services, as agreed to between the agency and the JSSC and carry out their obligations with all honesty, due diligence, and economy in accordance with generally accepted professional techniques and practices, and shall observe sound management practices, and employ appropriate advanced technology and safe methods. The Agency shall always act, in respect of any matter relating to this Empanelment or to the Services, as faithful advisers to JSSC and shall at all times support and safeguard JSSC's legitimate interests in any dealings with the third parties.

**5.1.1** *The agency shall maintain an office at Ranchi on 24 X 7 basis.*

**5.1.2** *The agency shall depute two experts in the office of the JSSC at the time of preparation of results of Preliminary & Main Examinations on the demand of the Commission.*

**5.2** Except the fees paid by JSSC for the recruitment related work under the contract awarded, the Agency shall not accept, for their own benefit, any trade commission, discount, or similar payment or any other benefits in connection with activities of Recruitment under the Empanelment, and the Agency shall use their best efforts to ensure that the personnel or agents too shall not receive any such payment/benefit.

**5.3** Neither the Agency nor their Personnel shall engage, either directly or indirectly, in any such activities which conflicts with their role under the assignment.

**5.4** The Agency will notify the Recruiting Organisation forthwith if any relative of the any key managerial personnel of the company or any Recruitment Process Specialist or any member of the Panel of Advisors is recommended for recruitment. For this purpose, the definition of key managerial personnel in Companies Act 2013 will apply.

**5.5** Confidentiality and non-disclosure Agreement: The Agency shall not, without prior written consent of JSSC, at any time divulge or disclose to any person or use for any purpose unconnected with the implementation of the assignment, any information concerning the assignment, the services. Proprietary Material except to their respective officers, directors, employers, agents, representative and professional advisors on a need to know basis or as may be required by any law, rule regulation or any judicial process.

**This clause shall not apply to information :**

**5.5.1.** Already in the public domain, otherwise than by breach of this Agreement.

**5.5.2** Already in the possession of the receiving Party before it was received from the other Party in connection with this EOI and which was not obtained under any obligation of confidentiality; or

**5.5.3** Obtained from a third person who is free to divulge the same and which was not obtained under any obligation.

**5.6** The agency shall obtain JSSC's prior approval in writing wherever necessary.

**5.7** Documents submitted by the Agency along with EOI to be the Property of JSSC. All plans, charts, Specifications, designs, reports, and other documents and softcopies submitted by the Agency shall become and remain the property of JSSC. The JR may retain a copy of such documents, for future use.

**5.8** Removal and/or Substitution of Personnel: If JSSC finds that any of the personnel has (i) committed serious misconduct or has been charged with having committed a criminal action, or (ii) report is received by JSSC from Government regarding dissatisfactory performance of any of the Personnel, then the Agency shall, at JSSC's written request specifying the grounds thereof; provide suitable substitute of the personnel. The Agency shall have no claim for additional costs arising out of or incidental to any removal and/or substitution of Personnel.

## **6. Obligation of the Jharkhand Staff Selection Commission (JSSC)**

JSSC shall provide the Agency such reasonable assistance as may be required in order to carry out the assignment.

## **7. Payments to the Agency**

The Recruitment Agency will be paid at the rates and in accordance with the terms & conditions as agreed to between the agency and the JSSC.

## **8. Penalty**

As determined by the Commission at the time of tender among empanelled Agencies

## **9. Corrupt or Fraudulent Practices**

**9.1** JSSC expects the highest standard of transparency, integrity and ethics during the selection and executions of duties.

**9.2** In pursuance of the above objective, the following defines, for the purposes of this provision the terms set forth below as follows:

**9.2.1.** "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the selection process or in empanelment execution;

**9.2.2.** "Fraudulent practice" means misrepresentation or omission of facts in order to influence a selection process or the execution of an empanelment to the detriment of JSSC and Government of Jharkhand. Submission of forged documents in connection with this EOI.

**9.2.3.** "Collusive practice" means a scheme or arrangement between two or more Agencies with or without the knowledge of JSSC (prior to or after proposal submission) designed to establish bid prices at artificial non-competitive levels and

**9.2.4.** "Coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of empanelment.

**9.3.** It is further provided that JSSC with respect the proposal, forfeit the EMD and blacklist the Agency for a period of 3 years if it is found that the Agency has engaged in any of practices mentioned above.

**9.4.** JSSC reserve, the right to inspect the accounts and records of the Agency relating to the performance under the empanelment and to have them audited by auditors appointed by JSSC/

## **10. Scope of Service**

In performing the terms & conditions under the empanelment, the Agency shall at all times act as an Independent Agency. The empanelment does not in any way create a relationship of principal and agent between JSSC and Agency. Agency shall not act or attempt or represent itself as an agent of JSSC. The employees of the Agency shall never, under any circumstances whatsoever, be entitled to claim to be the employees of JSSC.

## **11. Arbitration**

All disputes, if any, arising amongst the empanelment process shall be resolved by arbitration. The arbitration shall be conducted in English Language and the venue of arbitration shall be in Ranch. The sole arbitrator will be appointed by JSSC decision in this regard will be final & binding.

## **12. Jurisdiction**

The parties hereby irrevocably consent to the sole jurisdiction of the Courts of Ranchi only, in connection with any actions or proceedings arising out of or in relation to this EOI.

**FORMAT FOR SUBMITTING EXPRESSION OF INTEREST BY AGENCIES**  
(To be submitted on Agency's letterhead under signature of the authorized person)

To,

Secretary,  
Jharkhand Staff Selection Commission,  
Kalinagar, Chaibagan, Namkom,  
Ranchi-834010

Dear Sir,

I/We \_\_\_\_\_ hereby submit that the information submitted are correct & to the best of my/our knowledge & belief. My/Our Agency has not been debarred by any Govt. sector/PSUs bilateral and multilateral UN agency for handling recruitment process in last 5 years. In case of any information/document found to be false, fake or incorrect JSSC is free to take action against my/our Agency as deemed fit by them.

I/We hereby declare that during the currency of the empanelment of my agency, I/we will not engage in any activity that may conflict with the terms and conditions of the current EOI.

(Signature of Authorised person with seal)

Date:

Place

**Note: A signed copy of the EOI documents as acceptance of all terms and conditions of the EOI is to be enclosed along with technical proposal.**

Attached herewith:

**1. Agency Details:**

- a) Executive Summary of the Agency
  - b) Name of the Recruitment Agency, Address with telephone and Fax No.
  - c) **Profile of the Chief of the Recruitment Process** of the Agency.
  - d) Details of registration/incorporation under Companies Act (Attach Memorandum & Article of Association, Certificate of Incorporation.)
  - e) Organisation structure with location details in India and human resource details.
  - f) Annual turnover of last three financial year (Audited financial statement of last 3 years to be enclosed)
  - g) PAN No. (Attach documentary evidence)
  - h) Service Tax Registration No. (Attach documentary evidence)
  - i) Nos. of Recruitment Experts on the permanent roll and panel of the Agency (Enclose profile of at least 3 Recruitment Experts)
  - j) Nos. of specialist – who have been empanelled by the HR agency in last 5 years (Enclose profile of at least 5 such specialist and their willingness to be on the panel)
2. Details of recruitment services provided in PSUs/Govt. sector/bilateral and multilateral UN agency during last five years (Attach supportive documents-number of positions advertised/applications processed/professional successfully recruited and placed)
  3. Satisfactory performance reports from clients from Govt. sector/PSUs/bilateral and multilateral UN agency on letterhead (Annexure-II)
  4. Representative Authorisation Letter (Attach documents) (**Annexure III**)
  5. Self declaration (Annexure IV)
  6. Bid Security (EMD) of INR 50,000/- as bank draft (V)
  7. Acceptance of terms & Conditions mentioned in the EOI

**Certificate of Satisfactory Service**

**To Whomsoever It May Concern**

This is to certify.....(Name of the agency) has conducted recruitment assignment for

1. Type/level of position.....
2. Number of application processed/positions recruited.....
3. Dated.....(dd/mm/yy) which declared advertisement/short listing/evaluation/result-declaration/any other services.....

We can confirm that the services provided to us were satisfactory.

Official Stamp

Date:

Signature of Competent Authority

Full Name:

Name of the Company

Designation

Contact details

Email id:

**Representative Authorization Letter**

To,  
Secretary,  
Jharkhand Staff Selection Commission,  
Kalinagar, Chaibagan, Namkom,  
Ranchi-834010

Sir,

Ms/Mr \_\_\_\_\_ is hereby authorized to sign relevant document on behalf of the Agency in dealing with invitation reference No. \_\_\_\_\_ Dt. \_\_\_\_\_ She/He is also authorized to attend meetings and submit general & commercial information as may be required by you in the course of processing above said application.

Signature of witness

Date:

Place:

Signature of the Bidder

Date:

Place:

**Company Seal**

**Self Declaration**

To,  
Secretary,  
Jharkhand Staff Selection Commission,  
Kalinagar, Chaibagan, Namkom,  
Ranchi-834010

Sir,

In response to the reference No. \_\_\_\_\_ Dt. \_\_\_\_\_ of Ref. Ms/Mr \_\_\_\_\_ I/We hereby declare that our Agency \_\_\_\_\_ is having unblemished past record and was not declare ineligible for corrupt & fraudulent practice either indefinitely or for a particular period of time by any Govt./PSU also authorized to attend meetings and submit general & commercial information as may be required by you in the course of processing above said application.

Thanking you

Authorized Signatory

Representative Signature \_\_\_\_\_



**Bid Security (EMD)**

EOI for \_\_\_\_\_ Due for Opening on :

Name of the Service: \_\_\_\_\_

Bid Security (EMD) as required by this EOI. Enquiry is being submitted in the form of Demand Draft/  
pay order/favoring the \_\_\_\_\_ Payable at Ranchi duly discharged in  
his favor in advance.

No. \_\_\_\_\_ Dated \_\_\_\_\_

Drawn on (Bank) \_\_\_\_\_

Amount: \_\_\_\_\_

Signature of Bidder

Name & Address with Seal of the Agency

**Acceptance of terms & Conditions mentioned in the EOI**

To,  
Secretary,  
Jharkhand Staff Selection Commission,  
Kalinagar, Chaibagan, Namkom,  
Ranchi-834010

Sir,

I have carefully gone through the Terms & Conditions contained in the EOI Document No. \_\_\_\_\_ Dated \_\_\_\_\_ regarding preparation of panel for Recruitment Services for use by JSSC for employees under Govt. of Jharkhand/Boards/Agencies etc.

I declare that all the provisions of this EOI document are acceptable to my Agency. I further certify that I am an authorized signatory of my Agency, therefore, competent to make this.

Signature of witness

Date:

Place:

Signature of the Bidder

Date:

Place:

**Company Seal**