

Last Date Extended upto 02-11-15

Publication Date : 24-09-15

Detailed Tender Document is placed below

**NATIONAL INSTITUTE OF DISASTER MANAGEMENT
(Ministry of Home Affairs)**

TENDER NOTICE

Sealed tenders are invited from reputed and experienced companies/agencies to conduct the recruitment process on behalf of the National Institute of Disaster Management for the following post:

Posts	No. of Posts	Mode of Recruitment
Personal Assistant/ Stenographer	4 (UR-3 & OBC-1)	Shorthand test at the speed of 100 w.p.m. + computer typing test at the speed of 50 w.p.m & interview

Please visit the Institute's website www.nidm.gov.in for further details. Tender must reach within 10 days from the date of publication of this advertisement

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**Executive Director
NIDM**

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**National Institute of Disaster Management
(Ministry of Home Affairs)**

Sealed tenders are invited from reputed and experienced companies/agencies to conduct the recruitment process on behalf of the National Institute of Disaster Management for the following post:

Post	No of Posts	Qualification	Mode of Recruitment
Personal Assistant/ stenographer	4 (UR-3 & OBC-1)	Graduate in any discipline from a recognized University or Institute	Shorthand test at the speed of 100 w.p.m. (English or Hindi) and computer typing test at the speed of 50 w.p.m & Interview

The whole recruitment process is proposed to be outsourced and entrusted to the selected Recruitment Agency which shall conduct the test for selecting successful candidates for the conduct of final interviews. The test shall be conducted in consultation with and under the direct supervision of the NIDM. The Outsourcing Agency will be responsible for:-

1. Preparation & receipt of applications.
2. Scrutiny and short-listing of eligible candidates for Skill test (shorthand and typing) in accordance with the criteria determined.
3. Preparation and dispatch of Admit Cards, conduct of shorthand and computer typing test, compilation and handing over of results to the Institute.
4. Preparation and dispatch of interview letters to short-listed candidates after scrutiny or skill test/s as per the criteria determined by the Institute.

Terms and conditions of the tender are as follows:-

1. The Recruitment Agency should have experience of handling the recruitment process for recruitment in Government / Semi-government Departments & Autonomous Bodies, etc., including receipt of applications (by post /Personally).
2. The Agency should have the requisite infrastructure along with competent trained staff & experience of handling/completion of the job of processing of at least 1,000 or above applications for any successful recruitment in the last two years.
4. The Tender should be accompanied with bank draft of Rs. 10,000/- drawn in favour of 'Executive Director, National Institute of Disaster Management', payable at Delhi, as 'earnest money' which will be refunded to the Tenderer later.
5. The Tendering Agency should not have been debarred by any Govt./Semi Govt. Department

or

The agency interested to submit the Tender for undertaking recruitment process on behalf of the National Institute of Disaster Management, Ministry of Home Affairs, may submit the same in two parts (a) Technical bid and (b) Financial bid, as per details given

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in Annex-I, II, and III in two separate sealed envelopes superscribed with words 'Technical Bid' and 'Financial Bid' respectively.

Both these envelopes be then put in a bigger sealed cover superscribed with words 'NIDM Recruitment Process Bid' and should be sent so as to reach the Executive Director, National Institute of Disaster Management, Ministry of Home Affairs, within 10 days of publication of advertisement. The tenders received after the prescribed date and time will not be considered. The tenders will be opened on 12.10.2015 at 3.30 p.m. in the Room of Joint Director of the National Institute of Disaster Management, Ministry of Home Affairs. Firstly, technical bid will be considered. Thereafter, the financial bids of the tenderers meeting the conditions of the technical bid would only be considered. The tenderers may be present at the time of the opening of tenders. Any clarification/ doubt may be addressed or personally discussed, if need be, to the office of the Joint Director, National Institute of Disaster Management, Ministry of Home Affairs, before submitting the bids.

Executive Director
National Institute of Disaster Management,
Ministry of Home Affairs

Enclosed : **Annexure-I, II & III**

Annexure-I

1. NIDM reserves the right to reject any or all the tenders without assigning any reasons whatsoever.
2. After going through the details furnished in the Financial Bid, the Agencies will be short-listed. Only short-listed Agencies will be issued a formal tender later.
3. The financial bids of only those will be opened whose specifications meet National Institute of Disaster Management requirements and are approved by this office.
4. Payment Terms: 100% against successful conduct and completion of recruitment process till the stage of final interview to the satisfaction of the NIDM.
5. Rates quoted shall remain firm till the completion of work.
6. The jurisdiction in case of disputes shall be the National Institute of Disaster Management.

Annexure-II

Format for Technical Bid

The bidder is required to furnish the following information along with the supporting /required documents as an essential part of technical bid in the sealed envelope super scribed “Technical Bid”

- I. Detailed business profiles along with physical infrastructure and organizational structure showing details of professional, technical and other manpower.
 - II. The agency is required to give evidence of having successfully undertaken similar projects.
 - III. Service Tax Registration No., VAT Registration No. and PAN No.
 - IV. Detailed note explaining the scope of work as understood by the agency & which shall be executed by it.
 - V. Detailed lists / procedures of quality control & maintenance of confidentiality, which the agency proposes to conduct during the recruitment process.
- During technical evaluation preference would be given to agencies having prior experience of similar work.

Annexure-III

Format Financial Bid

Agencies are encouraged to give their financial bid in the following format giving pertinent break-ups and timelines.

1. Description of Work which the agency will undertake
2. Time-lines for each component including:-
 - i. Preparation of Application Forms
 - ii. Scrutiny of Applications and short listing of candidates for interview or tests
 - iii. Conduct of shorthand and computer typing tests
 - iv. Compilation of results (shorthand and computer typing tests)