

HINDUSTAN URVARAK & RASAYAN LIMITED

(A JOINT VENTURE OF CIL, NTPC, IOCL, FCIL & HFCL)



SECTION – I

EXPRESSION OF INTEREST **(EOI)**

NAME OF PACKAGE: EMPANELMENT OF RECRUITMENT AGENCIES THROUGH EXPRESSION OF INTEREST (EOI) TO CONDUCT COMPUTER BASED TEST (CBT) IN ORDER TO RECRUIT GETs & DETs

Ref NO: HURL/HQ/CS663 DATED 20.02.2026



1.0 Hindustan Urvarak & Rasayan Limited (HURL), Delhi, a joint venture of IOCL, NTPC, CIL, FCIL & HFCL, is in the process of empaneling agencies for “**Recruitment Agencies through Expression of Interest (EOI) to conduct Computer Based Test (CBT) in order to recruit GETs & DETs**”. Towards this purpose, interested parties/ agencies are invited to participate in pre-qualification process under **Single Bid** system.

2.0 Brief Details

Published Date	Refer CPP Portal
Bid Document Download / Sale Start Date	Refer CPP Portal
Bid submission Start Date	Refer CPP Portal
Last Date and Time for Bid submission	Refer CPP Portal
Technical Bid Opening Date & Time	Refer CPP Portal
Earnest Money Deposit (EMD) in INR	Not applicable for Empanelment
Pre-Bid Conference Date & Time (if any)	Refer CPP Portal
Last Query Date	Refer CPP Portal
Reverse Auction	Not applicable for Empanelment

3.0 EMD/Bid Security: Not applicable for Empanelment

4.0 A complete set of Empanelment Documents may be downloaded by any interested from the e-tendering Site <https://eprocure.gov.in/eprocure/app>.

Bidder who has downloaded the tender from the Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/app>, shall not tamper/modify the Empanelment document/form in any manner. In case the same is found to be tampered/modified in any manner, bid will be completely rejected.

Intending Bidders are advised to visit CPPP website <https://eprocure.gov.in/eprocure/app> regularly till closing date of submission of tender for any corrigendum / addendum / amendment.

5.0 Not Applicable

6.0 Qualifying Requirements / Pre-Qualification Criteria (PQC): Followings are the Qualifying Requirements / Pre-Qualification Criteria (PQC) for the subject package:

Sr. No	Conditions	Documents required (To be submitted along with technical bid)
1.	The bidder should be a government organization / Government autonomous body / Public Sector Unit under Government of India Enterprises.	Copy of Certificate of Incorporation/ Registration Certificate to be submitted.
2.	The bidder should have executed any one of the following, in the preceding seven (07) years reckoned as on the date of techno- commercial bid opening:	A. Work Order / PO / Agreement with following details: i) Work order/PO with number, date and value



	<p>One similar work-order with executed value not less than ₹40,59,360/- (Rupees Forty Lakhs Fifty Nine Thousand Three Hundred Sixty Only) OR Two similar work-orders, each with executed value not less than ₹25,37,100/- (Rupees Twenty Five Lacs Thirty Seven Thousand One Hundred Only) OR Three similar work-orders, each with executed value not less than ₹20,29,680/- (Rupees Twenty Lacs Twenty Nine Thousand Six Hundred Eighty Only).</p> <p>Note: (i) All the values are excluding GST. (ii) Similar work order means any work order(s) of conducting online examination and selection process for recruitment in Govt. company / Semi Govt./ PSUs / Govt agency / Govt. Autonomous body /Govt. JV company in India. (iii) The word “executed” means the bidder should have achieved the criterion specified in the Qualifying Requirements, even if the total contract is not completed/closed (Running Contract). In case Order / contract(s) is under execution as on the date of techno-commercial bid opening, the value of work executed till such date will be considered. The Order against which qualification is sought must be placed and executed within the timeline specified.</p>	<p>ii) Name of the client, iii) Period of contract iv) Scope of work mentioning similar works AND B. Execution certificate [as per the format enclosed at Annexure-11] to Forms & Procedures issued by practicing Chartered Accountants /Statutory Auditors (on letter head of Chartered Accountants / Statutory Auditors with Membership No. of the signatory & Firm along with UDIN) / client highlighting below.- a. Reference work order/PO with number, date and value b. Name of the client, c. Period of Contract d. Executed value under the work order/PO OR CRAC issued by Client / Employer through GeM.</p>
3.	<p>Average Annual financial turnover of the Bidder for the preceding three (3) financial years as on the date of techno-commercial bid opening should not be less than ₹15,22,260/- (Rupees Fifteen Lacs Twenty-Two Thousand Two Hundred Sixty Only).</p> <p>Note: i. In case where audited results for the last financial year as on the date of opening of Technical Bid are not available, a certificate would be required from the CEO/CFO as per the format enclosed in the bidding documents stating that the financial results of the Company of the preceding financial year have not been finalized or under audit as on the date of opening of Technical Bid and the Certificate from the practicing Chartered Accountant certifying the financial parameters of preceding financial year is not available.</p>	<p>Audited annual statement of Profit-Loss statement & Balance sheet certified by CA with UDIN number for the financial year 2022-23, 2023-24 and 2024-2025.</p> <p>(i)In case above is not available, then certificate from practicing Chartered Accountants /statutory auditors with Membership No. of signatory & Firm along with UDIN certifying the annual turnover for financial year i.e. 2024-25 along with audited annual statement of Profit-Loss statement & Balance sheet certified by CA with UDIN number for financial years i.e. 2022-23, 2023-24 along with Annexure- 8 & 9 of F&P, Section-VI of EOI Document.</p> <p>(ii)In case above are not available, then audited Balance Sheet and Profit & Loss Account for the</p>



	<p><i>* Other income shall not be considered for arriving at annual turnover.</i></p>	<p>three consecutive financial years i.e. 2021-22, 2022-23 & 2023-24 along with Annexure- 8 & 9 of F&P, Section-VI of EOI Document</p> <p>(iii) In case above are not applicable, then certificate from practicing Chartered Accountants /statutory auditors with Membership No. of signatory & Firm along with UDIN certifying the annual turnover for financial year 2022-23, 2023-24 and 2024-2025.</p> <p>(iv)In case above are not applicable, then certificate from practicing Chartered Accountants /statutory auditors with Membership No. of signatory & Firm along with UDIN certifying the annual turnover for financial year 2021-22, 2022-23 & 2023-24 along with Annexure- 8 & 9 of F&P, Section-VI of EOI Document.</p>
4.	<p>Bidder must not be blacklisted / debarred / banned on GeM Portal & / or any other E-Procurement Portal by any Government/Semi-Government/PSU entity.</p>	<p>Self -Declaration on letter head</p>
<p>Note – All the CA certificates to be submitted by the bidders should be on the letter head of CA with a valid UDIN number and membership number of the CA firm.</p>		



- 7.0** HURL reserves the right to reject any or all bids or cancel/withdraw the EOI for the subject package without assigning any reason whatsoever and in such case no bidder/intending bidder shall have any claim arising out of such action.
- 8.0** Bids shall be digitally signed and uploaded by someone legally authorized and competent on behalf of his firm / company i.e., Bidder and relevant documents w.r.t. the same to be uploaded along with the bid by the bidders.

The Power of Attorney (on stamp paper duly notarized) / Authorization Letter from competent authority/ Board Resolution, of such person needs to be furnished along with bid.

9.0 E-TENDERING PROCEDURE:

The finalization of the EOI shall be carried out through submission of online tenders only. No offer in physical form will be accepted and any such offer if received by HURL will be outright rejected. Tender documents can be downloaded from our website www.hurl.net.in or website of CPP www.eprocure.gov.in. Online Bids are to be submitted on website www.eprocure.gov.in.

The bidders should have a valid Digital Signature Certificate (Class-II or Class-III) issued by any of the valid Certifying Authorities to participate in the online tender. The cost of digital signature will be borne by respective bidders. Kindly [refer bidder's manual kit](#) available on bidders section on e-tendering website for detailed procedure for bid submission or Bidders can take help of our contact number for registration and bid submission procedures.

It is advised that the bidder uploads small sized documents (preferably up to 5 MB) at a time to facilitate in easy uploading into e-tendering site. Standard documents required for tenders can be uploaded in 'My space' facility in your account. **Maximum size allowed for offer submission is 25 MB.**

The bids shall be uploaded in **Single Bid System** in electronic form only through e-tendering system on www.eprocure.gov.in website.

Note: e-Procurement system does not allow submission of documents after due date of tender.

10.0 DISCLAIMER:

The information contained in this notice, or any information provided subsequently to parties/ agencies in any form by or on behalf of Hindustan Urvarak & Rasayan Limited (HURL), Delhi, is provided to the parties / agencies based on all terms and conditions subject to which such information has been provided.

This notice or any addenda, is not in any way an agreement or an offer or invitation by HURL to any parties/ agencies other than the applicants who are qualified to submit the Application Documents. This notice has been put forward to provide parties / agencies with necessary information to formulate their proposals based on this notice. All the information a party / an agency may require may or may not be represented in this notice. Each agency is required to conduct its own investigations and check the reliability and completeness of the information mentioned in this notice. The parties/ agencies may also obtain independent advice from appropriate sources. HURL and/or its officers, employees make no representation or warranty



and disclaim any liability under any law/ statute/ rules/ regulations as to the accuracy, reliability or completeness of the information contained in this notice. HURL may, but without being under any obligation to do so, update, amend or supplement the information in this notice in its sole discretion.

6.0 Address for Communication.

<p>Smt. Shradha Kumari Manager (C&M) Hindustan Urvarak & Rasayan Limited (A Joint Venture of CIL, NTPC, IOCL, FCIL & HFCL) Core-3, 9th Floor, SCOPE Minar, Laxmi Nagar District Centre, New Delhi- 110092.</p> <p>EPBAX No: 011-2250 2267/ 2268</p> <p>Email: shradhakumari@hurl.net.in</p>	<p>Sh. Umang Sinha Chief manager (C&M) Hindustan Urvarak & Rasayan Limited (A Joint Venture of CIL, NTPC, IOCL, FCIL & HFCL) Core-3, 9th Floor, SCOPE Minar, Laxmi Nagar District Centre, New Delhi- 110092.</p> <p>EPBAX No: 011-2250 2267/ 2268</p> <p>Email: umangsinha@hurl.net.in</p>
---	---



HINDUSTAN URVARAK & RASAYAN LIMITED

(A JOINT VENTURE OF CIL, NTPC, IOCL, FCIL & HFCL)



SECTION – II

GENERAL TERMS & CONDITIONS (GTC)



1	QR / PQC Documents	<p>As per Clause No.-6 of EoI, Section-I.</p> <p>The eligibility criteria mentioned in the notice will form basis for scrutiny of all proposals received to assess their eligibility. Proposals not meeting the eligibility criteria will be rejected, forthwith, or at any stage of detection. If deemed necessary, HURL may seek clarifications on any aspect from the Agency (ies). However, that would not entitle the Agency (ies) to alter or cause any change in the material information of the proposal already submitted. The evaluation process will be done by HURL, based on examination of documents, certificates, declarations etc. submitted by the Agency as required. The decision of HURL about the empanelment shall be final and binding upon the applicant (s) / parties concerned. The HURL management reserves the right to select or reject any application without assigning any reason thereof.</p>
2	Assignment	<p>The empaneled agency will not be entitled to assign or sublet any work or any part thereof without having obtained written permission from HURL. HURL reserves its rights to refuse such a request of the agency. In case the work is sublet without prior written approval from HURL, the company shall at its sole discretion cancel the job order, arrange the job in question from other sources. The decision of HURL in such case shall be final and binding.</p>
3	Period of Empanelment	<p>The empanelment shall be for 2 years with extension of 1 year with mutual consent.</p>
4	Nil Deviation	<p>No deviation, whatsoever, is permitted by EMPLOYER to any provision of Empanelment Documents. The Bidders are advised that while making their offers, all conditions are appropriately taken into consideration. Bidders shall certify their compliance to the complete Empanelment Documents as per Certificate at Annexure 4 of Section IV (Forms and Procedures).</p> <p>In case the Products and/or Services offered do not meet the technical requirements, the bid shall be rejected as Technically non-responsive.</p> <p>Bidders may note that in case the Bidder refuses to withdraw additional conditions/deviations/variations/exception, implicit or explicit, found anywhere in the techno-commercial bid, the bid shall be rejected as Technically non-responsive.</p>
5	Relation between the Parties	<p>Nothing contained herein shall be construed as establishing a relation of master and servant or of principal and agent as between the Owner and the Contractor. The Contractor, subject to this Contract, has complete charge of Personnel and Sub-Contractors, if any, performing the Services and shall be fully responsible for the Services performed by them or on their behalf hereunder.</p>
6	Location	<p>The Services shall be performed at such locations as are specified in the Contract and, where the location of a Special task is not so specified, at such locations as the Owner may approve.</p>



7	Taxes & Duties	<p>Contractor shall bear all tax liabilities, duties, Govt. levies etc. on account of payments made under this Contract. It shall be the responsibility of the Contractor to submit to the concerned Indian authorities the returns and all other concerned documents required for this purpose and to comply in all respects with the requirements of the laws in this regard, in time.</p> <p>It shall be incumbent upon the Contractor to obtain a registration certificate as a dealer under GST Law, and other law(s) relating to levy of tax, duty, cess etc. and necessary evidence to this effect shall be furnished by the Contractor to the Owner.</p> <p>The Contract Price (of both domestic and foreign Contractor) shall also be exclusive of GST applicable on services as per the rates prevailing as on seven (7) days prior to the date of Techno-Commercial bid opening. In case the Contractor is from outside India, who does not have any fixed establishment or permanent address in India, the GST shall be paid to the concerned Tax Authorities in India by the Owner and the same shall be recovered/ deducted from the Contractor.</p> <p>In case of any variation in the rate of GST during the period of Contract, an equitable amount shall be paid/ recovered from the Contractor to fully take into account any such change.</p> <p>If a new tax, duty, or levy is imposed or any rates of tax are increased or decreased under statute or law in India after the date seven (7) days prior to date of Techno-Commercial bid opening and the Contractor becomes liable there under to pay and actually pays the said new tax, duty or levy for bonafide use on the work contracted, the same shall be reimbursed/recovered to the Contractor.</p> <p>As regards Income Tax, Surcharge on Income Tax and other Corporate Taxes, including Cess wherever applicable, the Contractor shall be responsible for such payments to the concerned authorities.</p> <p>The Owner shall be entitled to make necessary tax deductions at source as per the prevalent laws. The Contractor shall be required to submit the PAN details before the submission of the first bill/invoice under the Contract.</p> <p>In case the Contractor is from outside India, it shall be required to either furnish (i) the certificate from Indian Tax Authority or (ii) Ruling from "the Authority for Advance Ruling (AAR)" determining the applicable rate of Income Tax in India before release of first payment.</p> <p>The Contractor shall himself be informed of all the applicable laws, notifications, rules, circulars, and other communications of the State or Central or other authorities with regard to levy of any tax, duty, cess, levy or fee etc., which in any manner may impinge upon him in performance of any obligations/responsibilities under or arising out of the Contract.</p> <p>Further in case of foreign Contractor, certain benefits of Income Tax may be available to him in his country under Double Taxation Avoidance Agreement (DTAA). While quoting for the assignment, the foreign Contractors are required to consider such benefits in their proposal.</p>
---	---------------------------	---



8	Standard of Performance	The Contractor shall perform the Services and carry out its obligations hereunder with all due diligence, efficiency, and economy, in accordance with generally accepted professional standards and practices, and shall observe sound management practices, and employ appropriate technology and safe and effective equipment, machinery, materials and methods. The Contractor shall always act, in respect of any matter relating to this Contract or to the Services, as faithful advisers to the Owner, and shall at all times support and safeguard the Owner's legitimate interests in any dealings with Sub Contractors or Third Parties.
9	Conflict of Interests	The Contractor shall hold the Owner's interest's paramount, without any consideration for future work, and strictly avoid conflict with other assignments or their own corporate interests.
10	Confidentiality	The Owner and the Bidder shall keep confidential and shall not, without the written consent of the other party hereto, divulge to any third party any documents, data or other information furnished directly or indirectly by the other party hereto in connection with the Contract, whether such information has been furnished prior to, during or following termination of the Contract. Notwithstanding the above, the Contractor may furnish to its Subcontractor(s) such documents, data, and other information it receives from the Owner to the extent required for the Subcontractor(s) to perform its work under the Contract, in which event the Contractor shall obtain from such Subcontractor(s) an undertaking of confidentiality similar to that imposed on the Contractor under this clause of GCC.
11	Payment Terms	<p>General</p> <p>In consideration of the Services performed by the Contractor under this Contract, the Owner shall make to the Contractor such payments and in such manner as stated below: Payments will be made in the currency or currencies in which the Contract Price has been stated in the Contractor's bid i.e., INR.</p> <p>No payment made by the Owner herein shall be deemed to constitute acceptance of the Services nor relieve the Contractor of any obligations.</p> <p>HURL will not make advance payment for any work. The bills should be in proper order for processing payment.</p> <p>Modes of Billing and Payment</p> <p>All the invoices of payment shall be supported by necessary Documents and submitted in quadruplicate for the certification of Engineer-in-Charge for which he will require a maximum time of fifteen (15) days before the same are submitted for processing the payment of amount admitted.</p> <p>The Owner shall pay to the Contractor all the admissible payments within thirty (30) days of certification of the Engineer-in-Charge of the amount payable for the services.</p> <p>Contractor shall furnish the details of Bank Account in the prescribed format along with Bid in order to facilitate the Owner to release Payments electronically through Electronic Fund Transfer system wherever technically feasible. The Contractor shall hold the Owner harmless & Owner shall not be liable for any direct, indirect, or</p>



		<p>consequential loss or damage sustained by the Contractor on account of any error in the information or change in Bank details provided to the Owner in the prescribed form without intimation to Owner duly acknowledged.</p> <p>Milestone Payment terms:</p> <table> <tr> <th>S. No.</th><th>Schedule of release of payment</th><th>Milestones</th></tr> <tr> <td>1</td><td>20% of total award value</td><td>At the time of go live of application portal</td></tr> <tr> <td>2</td><td>20% of total award value</td><td>At the time of closing of application portal</td></tr> <tr> <td>3</td><td>30% of total award value along with differential amount of the estimated cost and actual cost</td><td>After issuance of e-admit card</td></tr> <tr> <td>4</td><td>20% of total award value</td><td>After successful conduct of examination and submission of merit list to HURL Mgmt.</td></tr> <tr> <td>5</td><td>10% of total award value</td><td>Fortnight after submission of merit list and successful document verification of candidates.</td></tr> </table> <p><i>The payment for Sl. No. 2 to 5 will be released as per actual applications received. The payment for SL No.-1 shall be also be adjusted after actual number of applications received is known.</i></p>	S. No.	Schedule of release of payment	Milestones	1	20% of total award value	At the time of go live of application portal	2	20% of total award value	At the time of closing of application portal	3	30% of total award value along with differential amount of the estimated cost and actual cost	After issuance of e-admit card	4	20% of total award value	After successful conduct of examination and submission of merit list to HURL Mgmt.	5	10% of total award value	Fortnight after submission of merit list and successful document verification of candidates.
S. No.	Schedule of release of payment	Milestones																		
1	20% of total award value	At the time of go live of application portal																		
2	20% of total award value	At the time of closing of application portal																		
3	30% of total award value along with differential amount of the estimated cost and actual cost	After issuance of e-admit card																		
4	20% of total award value	After successful conduct of examination and submission of merit list to HURL Mgmt.																		
5	10% of total award value	Fortnight after submission of merit list and successful document verification of candidates.																		
12	Price Variation	Following empanelment, while carrying out jobs of the Company if any items of work/ operation are not provided in the work order, the same may be completed and rates to be paid for this work shall be determined by HURL.																		
13	Return of Documents etc.	The empaneled agency shall return to HURL all the creatives/ films/ inputs etc., which are prepared by the agency for HURL, or supplied, by the Company for the work after completion of the work.																		
14	Good Faith	The Parties undertake to act in good faith with respect to each other's rights under this Contract and to adopt all reasonable measures to ensure the realization of the objectives of this Contract.																		



15	Liquidated Damage (LD) for Delay	<p>The timely delivery of the material/services is the essence of the contract. In the event of Supplier's failure to deliver the material / services or fails to perform the incidental Works/ Services of acceptable quality within the stipulated delivery period, the liquidated damages are payable by the Supplier / Contractor @ ½% percent of the delivered price of the delayed material / Services and/ or incidental Works/ Services for each week of delay or part thereof until actual delivery or performance, subject to a maximum deduction of the 5% of the delayed materials / Services' or incidental Works/ Services' contract price(s). However, the total liability of the Supplier / Contractor under this clause shall not exceed 5% of the Total contract value as awarded.</p> <p>In case of amendment in the contract value, the limiting value of the Liquidated damages shall be 5% of the amended Contract Value.</p> <p>The amount of Compensation may be adjusted or set-off against any sum payable to the Supplier/Contractor under this or any other contract with the Owner.</p>
16	Change in laws and regulations	<p>If, after the date seven (7) days prior to the last date of Bid submission, any law, regulation, ordinance, order or by-law having the force of law is enacted, promulgated, abrogated or changed (which shall be deemed to include any change in interpretation or application by the competent authorities) that subsequently affects the costs and expenses of the Contractor and/or the Time for Completion, the Contract Price shall be correspondingly increased or decreased, and/or the Time for Completion shall be reasonably adjusted to the extent that the Supplier has thereby been affected in the performance of any of its obligations under the Contract. However, these adjustments would be restricted to items in respect of both direct transactions between the Employer and Supplier.</p>
17	TERMINATION OF EMPANELMENT	<p>HURL, by a written notice of maximum one (01) month (varies from case to case), of default, may without prejudice to any other remedy for breach of contract, terminate the empanelment/cancel the work order in whole or in part as the case may be:</p> <ul style="list-style-type: none"> (i) If the agency fails to deliver any or all goods/services within the time (s) specified in the work order, or any extension thereof granted by HURL. (ii) If the agency fails to perform any other work/service under the contract/work order; and if the agency does not rectify his failure(s) within a period specified by HURL, after the receipt of the default notice. (iii) Assigns or sublets the work in whole or part thereof without prior written consent of HURL. (iv) If performance is not satisfactory, or defaults in the performance during designing, creating, and releasing the advertisement and fails to correct such default to the reasonable satisfaction of HURL within the stipulated time given in the written notice of such default. (v) If quality of printed material supplied is found unsatisfactory for which, HURL will be sole judge, or the agency fails to provide printed material in full quantity or part thereof as specified in job order. <p>Note: HURL reserves the right to decide the duration of Notice Period to be served in above cases as per the priority and importance of the job subject to maximum one (1) month.</p>



18 **Force Majeure**

Neither CONTRACTOR nor OWNER shall be considered in default in the performance of their obligations under CONTRACT, as long as such performance is prevented or delayed for reasons such as, including but not limited to, whether similar or dissimilar, acts of God, earthquake, tidal wave, tsunami, hurricane, storm, typhoon or cyclone (except monsoon), floods, lightening, land slide, fire or explosions, plague or epidemic, strikes of a whole National category of workers and concerted act of workmen or other industrial disturbances (lasting more than 7 consecutive calendar DAYS), lockouts (lasting more than 7 consecutive calendar DAYS), sabotage, blockade, war, riots, invasion, act of foreign enemies, hostilities (whether war be declared or not), civil war, rebellion, revolution, terrorist acts, insurrection or military or usurped power of confiscation or trade embargoes or destruction or requisition by order of any Government or any Public Authority or for reasons or cause beyond the reasonable control of the affected party provided notice of any such cause is given forthwith and in any event not later than fourteen (14) DAYS of the happening of the event by the party claiming the benefit of this Clause to the other specifying the matter constituting FORCE MAJEURE explaining to what extent contractual obligations will thereby be prevented or delayed and the further period for which it is estimated that such prevention or delay will continue.

CONTRACTOR shall provide justificatory documents countersigned by the local Chamber of Commerce. Notwithstanding the foregoing, FORCE MAJEURE shall not include (a) weather conditions reasonably to be expected for the climate in the geographic area of the SITE including but not limited to the monsoon season, (b) the occurrence of any manpower or material shortages unless such a shortage is itself caused by an event of force majeure, or (c) any delay, default or failure (direct or indirect) in obtaining materials, or in any SUB-CONTRACTOR/VENDOR or worker performing any WORK or any other delay, default or failure (financial or otherwise) attributable to SUB-CONTRACTOR/Vendor/worker, unless such delay, default or failure results from any act, event or condition which would, with respect to such SUBCONTRACTOR/ VENDOR/ worker, constitute an event of force majeure.

If the CONTRACTOR suffers delay in the due execution of the contractual obligations due to delays caused by force majeure as defined above, the agreed time of completion of job covered by this CONTRACT or the obligation of the CONTRACTOR shall be extended by a period of time on account of force majeure conditions, provided that on the occurrence of any such contingency, the CONTRACTOR shall within 30 days reports to the OWNER in writing, the cause of delay and likely duration of cause of delay with requisite documentary evidence.



		<p>Should one or both the parties be prevented from fulfilling the contractual obligations by a state of FORCE MAJEURE lasting continuously for a period of 6 weeks, the two parties shall consult each other regarding the future implementation of the CONTRACT. The mere shortage of labour, materials or utilities shall not constitute FORCE MAJEURE unless caused by circumstances which are themselves FORCE MAJEURE.</p> <p>CONTRACTOR and OWNER shall endeavor to prevent, overcome, or remove the causes of FORCE MAJEURE.</p> <p>No ground for exemption can be invoked if CONTRACTOR has failed to give timely notice by registered letter and subsequently supported it by documentary evidence.</p> <p>Delay or non-performance by a party hereto caused by the occurrence of any event of FORCE MAJEURE shall not:</p> <ul style="list-style-type: none"> (a) Constitute a default or breach of the CONTRACT, <li style="text-align: center;">Or (b) Give rise to any claim for damages or additional cost or expense occasioned thereby, if such delay or non-performance is caused by the occurrence of any event of FORCE MAJEURE. FORCE MAJEURE conditions are not payable under any circumstances. <p>Force Majeure is no one's fault, therefore each party should bear its own cost and a provision to terminate the CONTRACT in case of Force Majeure extending beyond six (06) month is provided. Should OWNER wish the CONTRACTOR to continue further, both parties may sit together and mutually agree on the future course failing which Parties will have the right to terminate. Such termination shall not be considered as Termination for Owner's Convenience. However, outstanding invoices, payment for supplies made and payment to the work already performed will be paid by OWNER on such termination and shall be detailed at the time of CONTRACT finalization. CONTRACTOR shall have the right to take action to mitigate the impact of the prolonged Force Majeure event in mutual consent with Owner.</p> <p>FORCE MAJEURE shall not apply to any obligation of the OWNER to make payments to the CONTRACTOR under the contract.</p>
19	No Breach of Contract	<p>The failure of a Party to fulfil any of its obligations hereunder shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event has taken all reasonable precautions, due care and reasonable alternative measures, all with the objective of carrying out the terms and conditions of this Contract.</p>



20	Measures to be Taken on Force Majeure	<p>A Party affected by an event of Force Majeure shall continue to perform its obligations under the Contract as far as is reasonably practical and shall take all reasonable measures to minimize the consequences of any event of Force Majeure.</p> <p>A Party affected by an event of Force Majeure shall notify the other Party of such event as soon as possible, and in any case not later than fourteen (14) days following the occurrence of such event, providing evidence of the nature and cause of such event, and shall similarly give written notice of the restoration of normal conditions as soon as possible.</p> <p>Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.</p> <p>During the period of their inability to perform the Services as a result of an event of Force Majeure, the Contractor, upon instructions by the Owner, shall either:</p> <ul style="list-style-type: none"> (a) demobilize, or (b) continue with the Services to the extent possible, in which case the Contractor shall continue to be paid under the terms of this Contract.
21	Suspension	<p>The Contractor shall, on receipt of the order in writing of the Engineer-in-Charge, suspend the progress of the Works or any part thereof for such time and in such manner as the Engineer-in-Charge may consider necessary for any of the following reasons:</p> <ul style="list-style-type: none"> i. On account of any default on part of the Contractor. ii. for proper execution of the Works or part thereof for reasons other than the default on the part of the Contractor. iii. for safety of the Works or part thereof, for reasons other than those attributable to the Contractor. <p>The Contractor shall, during such suspension, properly protect and secure the Works to the extent necessary and carry out the instructions given in that behalf by the Engineer-in-Charge.</p> <p>The time for completion of the WORKS will be extended for a period equal to the duration of the suspension. The Contractor shall not be eligible for any other compensation whatsoever for such suspension, except as otherwise provided herein under.</p> <p>If such suspension of WORK by OWNER delays or is likely to delay the progress of WORK or the carrying out of WORK under CONTRACT resulting in additional expenses or increased liability to CONTRACTOR, the OWNER shall pay to the CONTRACTOR all reasonable expenses, mutually agreed between OWNER and CONTRACTOR, arising from suspension of the work by an order in writing of the OWNER provided that such suspensions of work is more than a cumulative period of ninety (90) days and provided that such suspension is not due to some fault on the part of the CONTRACTOR or a SUBCONTRACTOR.</p>



22	Termination for Default	<p>The Owner or the Contractor, without prejudice to any other remedy for breach of Contract, by notice of default sent to the other party, may terminate the Contract in whole or in part if the other party causes a fundamental breach of contract. In such an occurrence one party shall give not less than thirty (30) days' written notice of termination to the other party.</p> <p>Fundamental breaches of the Contract shall include but shall not be limited to, the following:</p> <ul style="list-style-type: none"> (a) If the Contractor fails to remedy a failure in the performance of their obligations hereunder, within thirty (30) days of receipt of such notice of suspension or within such further period as the Owner may have subsequently approved in writing. (b) If the Contractor submits to the Owner a statement which has a material effect on the rights, obligations, or interests of the Owner and which the Contractor knows to be false. (c) if the Contractor, in the judgement of the Owner has engaged in corrupt or fraudulent practices in competing for or in executing the Contract. <p>For the purpose of this Sub-Clause:</p> <p>"Corrupt Practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.</p> <p>"Fraudulent Practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Owner and includes collusive practice among Contractors (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Owner of the benefits of free and open competition.</p>
23	Termination for Insolvency	<p>The Owner and the Contractor may at any time terminate the Contract by giving notice to the other party if:</p> <ul style="list-style-type: none"> (a) the Owner becomes bankrupt or otherwise insolvent. (b) the Contractor becomes (or, if the Contractor consist of more than one entity, if any of its members becomes) insolvent or bankrupt or enter into any agreements with their creditors for relief of debt or take advantage of any law for the benefit of debtors or go into liquidation or receivership whether compulsory or voluntary; or (c) in such event, termination will be without compensation to any party, provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to the other party.



24	Termination for Convenience	<p>The Owner, by notice sent to the Contractor, may in its sole discretion and for any reason whatsoever, terminates the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the Owner's convenience, the extent to which performance of the Contractor under the Contract is terminated, and the date upon which such termination becomes effective.</p> <p>In event of termination of Order/Contract, the Employer shall pay to the Supplier/Contractor the Contract Price, properly attributable to the works/supplies executed by the Supplier/Contractor as on the date of termination. However, any sums due to the Employer from the Contractor accruing prior to the date of termination shall be deducted from the amount to be paid to the Supplier under this Order/Contract.</p>
25	Termination because of Force Majeure	<p>The Owner and the Contractor may at any time terminate the Contract by giving notice to the other party if, as the result of Force Majeure, the Contractor is unable to perform a material portion of the Services for a period of not less than sixty (60) days.</p>
26	Settlement of Disputes	<p>Mutual Discussion</p> <p>Any dispute, difference or controversy of whatever nature howsoever arising under or out of or in relation to this Agreement (including its interpretation) between the Parties and so notified in writing by either Party to the other Party (the 'Dispute') shall in the first instance, be attempted to be resolved amicably by mutual consultations between the Parties within a period of 30 days. The Parties agree to use their best efforts for resolving all Disputes arising under or in respect of this Agreement promptly, equitably and in good faith and further agree to provide each other with reasonable access during normal business hours to all non-privileged records, information and data pertaining to any Dispute.</p> <p>Arbitration</p> <p>If either the Owner or the Contractor is dissatisfied with the mutual discussion, or if the mutual discussion fails to arrive at a decision within thirty days (30) days of a dispute being discussed, then either the Owner or the Contractor may, within fifty-six (56) days of such reference, give notice to the other party, of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given.</p> <p>Any dispute in respect of which a notice of intention to commence arbitration has been given, in accordance with above clause, shall be finally settled by arbitration. Arbitration may be commenced prior to or after completion of the Services.</p> <p>Any dispute submitted by a party to arbitration shall be heard by an arbitration panel composed of three arbitrators, in accordance with the provisions set forth below. The Owner and the Contractor shall each appoint one arbitrator, and these two arbitrators shall jointly appoint a third arbitrator, who shall chair the arbitration panel. If the two arbitrators do not succeed in appointing a third arbitrator within twenty-eight (28) days after the latter of the two arbitrators has been appointed, the third arbitrator shall, at the request of either party, be appointed by the Appointing Authority as given below:</p> <p>a) President, Institution of Engineers in case of an Indian Contractor.</p>



		<p>b) President, International Chambers of Commerce, Paris in case of a Foreign Contractor.</p> <p>If one party fails to appoint its arbitrator within forty-two (42) days after the other party has named its arbitrator, the party which has named an arbitrator may request the Appointing Authority to appoint the second arbitrator.</p> <p>If for any reason an arbitrator is unable to perform its function, the mandate of the Arbitrator shall terminate in accordance with the provisions of applicable laws as mentioned under the Clause related to Governing Law and a substitute shall be appointed in the same manner as the original arbitrator. Arbitration proceedings shall be conducted,</p> <p>(i) in accordance with the following rules of procedure:</p> <p>a) In case of a foreign Contractor, the arbitration proceeding shall be conducted in accordance with the United Nations Commission on International Trade Law (UNCITRAL) Arbitration Rules of 1976.</p> <p>b) In case of an Indian Contractor, adjudication/Arbitration proceedings shall be conducted in accordance with Indian Arbitration and Conciliation Act 1996. In case the Indian Contractor is an Indian Public Sector Enterprise/Government Department (but not a State Govt. Undertaking or Joint Sector Undertaking which is not a subsidiary of Central Govt. Undertaking), the dispute arising between the Owner and the Contractor shall be referred for resolution to a Permanent Arbitration Machinery (PAM) of the Department of Public Enterprises, Government of India.</p> <p>c) In case of a foreign collaborator/associate of the Contractor, the arbitration proceedings shall be conducted in accordance with the United Nation Commission on International Trade Law (UNCITRAL) Arbitration Rules of 1976.</p> <p>(ii) in New Delhi, India (Place for Arbitration)</p> <p>(iii) in the language in which this Contract has been executed.</p> <p>The decision of a majority of the arbitrators (or of the third arbitrator chairing the arbitration, if there is no such majority) shall be final and binding and shall be enforceable in any court of competent jurisdiction as decree of the court. The parties thereby waive any objections to or claims of immunity from such enforcement.</p>
--	--	---



27	Fraud Prevention Policy	<p>The Supplier along with their associate / collaborator / subcontractors / sub- vendors / consultants / service providers shall strictly adhere to the Fraud Prevention policy of the Employer displayed on its tender website http://www.hurl.net.in.</p> <p>The Supplier along with their associate / collaborator / subcontractors /sub-vendors / consultants / service providers shall observe the highest standard of ethics and shall not indulge or allow anybody else working in their organization to indulge in fraudulent activities during execution of the Contract (Purchase Order/Service Order).</p> <p>The Supplier shall immediately apprise the Employer about any fraud or suspected fraud as soon as it comes to their notice.</p>
28	Risk purchase	<p>If the job is not executed or not executed to the satisfaction of HURL, the job shall get executed from open market or the other agencies in the panel at the risk and cost of the concerned empaneled agency, the difference in cost shall be borne by the Contractor and its empanelment shall be terminated.</p> <p>Further, HURL shall retain the right of forfeiture of Performance Security and or any other action as deemed fit including punitive action such as Debarment.</p>
29	HURL right to assess the capabilities and capacity of Bidder	<p>HURL reserves the right to assess the capabilities and capacity of the Bidder to perform the contract, should the circumstances warrant such assessment in the overall interest of HURL.</p>
30	NOTICE OF DEFAULT	<p>In the event of any default by either party hereto, in respect of any of its obligations and responsibilities under the Contract, the party not in default shall give notice in writing to the other party calling upon it to rectify such default. Should the party in default does not rectify such default within a period of thirty (30) days of the receipt thereof within the said period, the other party shall be entitled to treat it as a breach of Contract and notice to that effect shall be given forth with.</p>
31		<p>If a tenderer resorts to any frivolous, malicious, or baseless complaints/allegations with an intent to hamper or delay the tendering process or resorts to canvassing / rigging/influencing the tendering process, HURL reserves the right to debar such tenderer from participation in the future tenders up to a period of 2 years.</p>
32		<p>Bidders must before submission of their Bids, acquaint themselves with all applicable regulatory and other legal requirements pertaining to insurance and health, safety and environment requirement in India and rules related to work permit and visa requirements in India or in any way or manner affecting the performance of Scope of Work, the Contractor and the Plant operation and performance including social security, safety, pollution control, permits, licenses, and the other statutory requirements and regulations. The submission of a Bid by the Bidder will be construed as evidence that such an examination was made, and the Bidder shall not raise at any time later any claims/disputes against the Owner and the Owner shall not be liable for the same in any manner whatsoever.</p>



33	Quantity Variation	HURL does not guarantee any off take against the EoI & vendor will not have any claim whatsoever in this regard.
34	Restrictions on procurement from a Bidder of a country which shares a land border with India	<p>i. Any Bidder (including its Collaborator/Associate/DJU Partner/JV partner/Consortium Member/Assignee, wherever applicable) from a country which shares a land border with India will be eligible to bid in this tender only if bidder is registered with the Competent Authority.</p> <p>Such registration should be valid for the entire period of bid validity or any extension thereof. However, in case the validity period of registration is less than bid validity period, the Bidder shall be required to submit the extension of the validity period of registration before the opening of price bids, failing which the bid shall be rejected.</p> <p>Further the successful bidder shall not be allowed to sub-contract works to any “Sub-contractor” from a country which shares a land border with India unless such Sub-contractor is registered with the competent Authority as mentioned in SCC.</p> <p>However, the said requirement of registration will not apply to bidders/sub-contractors from those countries (even if sharing a land border with India) to which the Government of India has extended lines of credit or in which the Government of India is engaged in development projects. Bidders may apprise themselves of the updated lists of such countries available in the website of the Ministry of External Affairs.</p> <p>ii. “Bidder” (including the term 'tenderer', 'consultant' or 'service provider' in certain contexts) means any person or firm or company, every artificial juridical person not falling in any of the descriptions of bidders stated hereinbefore, including any agency, branch or office controlled by such person, participating in a procurement process.</p> <p>iii. “Sub-contractor” (including the term ‘Sub-vendor’/Sub-supplier’ in certain contexts) means any person or firm or company, every artificial juridical person not falling in any of the descriptions of Sub- contractors stated hereinbefore, including any agency branch or office controlled by such person, participating in a procurement process.</p> <p>iv. “Bidders from a country which shares a land border with India” / “Sub-contractor from a country which shares a land border with India” mentioned in para above means.</p> <ol style="list-style-type: none"> An entity incorporated, established, or registered in such a country; or A subsidiary of an entity incorporated, established, or registered in such a country; or An entity substantially controlled through entities incorporated, established, or registered in such a country; or An entity whose beneficial owner is situated in such a country; or An Indian (or other) agent of such an entity; or A natural person who is a citizen of such a country; or A consortium or joint venture where any member of the consortium or joint venture falls under any of the above.

		<p>v. The beneficial owner for the purpose of clause “iv” above will be as under:</p> <p>a) In case of company of Limited Liability Partnership, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person, has a controlling ownership interest or who exercises control through other means.</p> <p>Explanation-</p> <p>i. “Controlling ownership interest” means ownership of or entitlement to more than twenty-five per cent of shares or capital or profits of the company.</p> <p>ii. “Control” shall include the right to appoint majority of the directors or to control the management or policy decisions including by virtue of their shareholdings or management rights or shareholders agreements or voting agreements.</p> <p>b) In case of a partnership firms, the beneficial owner is the natural person(s) who, whether acting alone or together, or through one or more judicial person, has ownership of entitlement to more than fifteen percent of capital or profits of the partnership.</p> <p>c) In case of an unincorporated associations or body of individuals, the beneficial owner is the natural person(s) who, whether acting alone or together, or through one or more juridical person, has ownership of or entitlement to more than fifteen percent of the property or capital or profits of such association or body of individuals.</p> <p>d) Where no natural person is identified under (a) or (b) or (c) above, the beneficial owner is the relevant natural person who holds the position of senior managing officials.</p> <p>e) In case of a trust, the identifications of beneficial owner(s) shall include identification of the author of trust, the trustee, the beneficiaries with fifteen percent or more interest in the trust and any other natural person exercising ultimate effective control over the trust through a chain of control or ownership.</p> <p>vi. An Agent is a person employed to do any act for another, or to represent another in dealings with third person.</p> <p>In regard to “Restrictions on procurement from a Bidder of a country which shares a land border with India” bidder has to submit Certificate as per Annexure 7 of Section VI (Forms and Procedures) of the bidding document.</p>
35	OTHER TERMS:	<p>1. If any information submitted by a tenderer at the time of submission of empanelment is found untrue after the award of the contract or it is discovered that some information having a material bearing on the contract has been concealed, HURL reserves the right to terminate the contract forthwith without any prejudice to any right, remedy, claims etc. that may be suitable to HURL.</p> <p>2. No conditions or deviations should be mentioned by the tenderer in empanelment application. Where the Party has mentioned any conditions or deviations in the application shall be summarily rejected without any further reference.</p>



		<p>3. In the event of the agency failing to observe or perform any of the conditions of the work as set out herein, it shall be lawful for HURL in its discretion to remove or withhold any part of the work until such time as it may be satisfied that the agency is able to do and will duly observe the said condition.</p> <p>4. In case the work is not executed in time and to its satisfaction, HURL may at its own discretion either-</p> <p>(a) Permit the agency to re-do the same within such time as the HURL may specify at agency own cost which shall include the cost of all raw material, final product and service; or</p> <p>(b) Arrange to get the work done elsewhere and by any other form or form any other source than the agency, in which case the amount of extra cost, if any, shall be recovered by HURL from the agency.</p>
36	MISC. CONDITIONS	<p>(i) HURL reserves the right to seek fresh set of documents or seek clarifications on the already submitted documents. HURL's decision in this regard shall be final and binding on all.</p> <p>(ii) The above terms and conditions are not exhaustive. The additional / special terms and conditions can be specified at the time of NIT depending upon the type of job involved.</p>

**Checklist of documents to be submitted:**

Sr. No.	Item	Yes / No
1	Agency Profile Form (Enclosed as Annexure-1 to Forms and Procedures i.e., Section IV).	
2	Power of Attorney as per requirement mentioned in EoI.	
3	Signed, Stamped and Scanned copy of Certificates like Registration Certificate, GST No., PAN No., UDYAM etc.	
4	Signed, Stamped and Scanned copy of Format for Electronics Payment (Enclosed as Annexure-2 to Forms and Procedures i.e., Section IV) and a copy of cancelled cheque .	
5	Signed, Stamped and Scanned copy of Tender Acceptance Letter & Letter of authorization to submit bid (Enclosed as Annexure-3 to Forms and Procedures i.e., Section IV).	
6	Documents as required in accordance with Qualifying Requirements / Pre-Qualification Criteria (PQC) i.e., Clause 6 of EoI .	
7	Signed, Stamped and Scanned copy of No deviation Certificate (Enclosed as Annexure-4 to Forms and Procedures i.e., Section IV).	
8	Signed, Stamped and Scanned copy of Certificate from CEO or Managing Director or Legally Authorized Signatory, in the format as enclosed as Annexure-5 to Forms and Procedures i.e., Section IV to Bidding Document shall be furnished certifying that the data and documents furnished by them in respect of Techno-Commercial evaluation are true and correct including the contents thereof.	
9	Signed, Stamped and Scanned copy of Form of Acceptance of Fraud Prevention Policy of HURL (Enclosed as Annexure-6 to Forms and Procedures i.e., Section IV).	
10	Signed, Stamped and Scanned copy of Certificate related to Restrictions on procurement from a Bidder of a country which shares a land border with India and declaration on Local Content (Preference to Make in India). (Enclosed as Annexure-7 to Forms and Procedures i.e., Section IV).	
11	Undertaking for Non-Blacklisting as per format enclosed at Annexure-10 of Section IV (Forms & Procedures)	
12	Any other document asked for in the Bidding Documents.	

Note: Failure to Upload Authentic and Correct Documents as mentioned at Sr. No. 1 to 12 (except Sr. No. 4) above would lead to Rejection of Techno- Commercial Bid. Price Bids shall be opened only of those bidders who are qualified and whose techno-commercial bids are acceptable.



HINDUSTAN URVARAK & RASAYAN LIMITED

(A JOINT VENTURE OF CIL, NTPC, IOCL, FCIL & HFCL)



SECTION – III

SCOPE OF WORK AND OTHER TERMS & CONDITIONS

(TECHNICAL SPECIFICATIONS)

1.Scope of Work:

1.1 Broadly the assignment covers:

- a. Designing and finalisation of Recruitment Advertisement content and layout for publication.
- b. Hosting of suitable application software, secured and appropriate for recruitment including online application, examination, evaluation, fee collection, auto communication to the candidates (System- generated automated response and/or query-specific response), exam venue allotment, etc.
- c. Provide well-equipped examination centre/facilities (owned or hired) of requisite number and size to conduct online test **at various centres like Delhi, Lucknow, Patna & Ranchi. If number and profile of applications warrants, HURL management may decide for centres in additional State Capitals also.**

The Scope of work of Agency shall include the following:

- Generation and communication of Admit Card.
- Preparation of Test Materials.
- Designing and development of Question paper.
- Conducting On-line Examination in CBT mode.
- Preparation of select list/verification of documents.
- Preservation of Data.

1.2 Key Activities to be carried out by the Agency:

Sl. No.	Activities	Details of Job to be undertaken
1	Computer Based Test (CBT)	1. Application a) Hosting of Online Application Form for registration of Candidates. b) Online application portal system should be such that , it shall not accept applications , not meeting eligibility criteria as specified in the notification. c) Scrutiny of the application forms with the supporting documents attached by the candidate. d) Categorizing the list of candidates post wise qualifying cut-off marks prescribed by HURL. either in the descending / ascending orders of preference. e) To shortlist the candidates for Computer Based Tests in the form of assigned code against each candidate.

		<p>2. Fixation of Test Centres</p> <p>a) Provide suitable venues in & around Delhi, Lucknow, Patna & Ranchi looking at the number of candidates. <i>HURL Mgmt. reserves the right to add</i>, additional centres in <i>other</i> State Capitals. To conduct CBT with required facilities including computer system, internet connectivity, sitting arrangement, drinking water, toilets, etc. The agency shall also provide required trained manpower for conducting the test including invigilation, supervision IT expert etc. To provide adequate logistic support at the exam venue. To ensure adequate security provision at the examination centre.</p> <p>b) The bidder having experience of conducting CBT for Govt. organisation / Semi Govt./ PSUs / Govt agency / Govt. Autonomous body /Govt. JV company will be selected. In case of hired location also, the Agency shall ensure that the hired facility or institute is preferably having experience of conducting similar CBT for PSUs / Central and / or State Government bodies, Leading Public Sector Banks, etc.</p> <p>c) To brief Centre Superintendents, Invigilators and other staff at all test centres.</p> <p>d) To make all necessary arrangement at all test centres for the conduct of test in a smooth and fair manner.</p>
		<p>3. Generation of Admit Cards for CBT</p> <p>a) To design the admit card in consultation with HURL & upload the same in the website and facilitate download of Admit cards by the candidate. To generate and allot unique Roll No. and test centre to the provisionally eligible candidates.</p> <p>b) To design Admit Cards for provisionally eligible candidates.</p> <p>c) To develop software for uploading admit cards on the dedicated portal with the facility for candidates to download their admit cards online.</p>
		<p>4. Development of Question Papers To enlist the participation of subject matter experts in preparation of question bank. The experts' team will decide the numbers of question per section, standard distribution of marks. The questions so framed need to be in tandem with the basic qualification desired for respective posts. The syllabus of GET in technical cadre shall be Engineering degree in respective field, for DET diploma in relevant field.</p> <p>To prepare multiple sets of question papers for each post. The Computer Based Test (CBT) will have two parts, Discipline related and Aptitude related. Medium of Test will be in Hindi and English. Duration of test will be 02 hours (120 minutes). The total number of questions will be 150, of one mark each, out of which 100 questions would be from mix of course curriculum of qualifying minimum educational qualification as applicable for each post & discipline, and 50 questions from General English, Quantitative Aptitude, Reasoning & General Knowledge/Awareness.</p> <p>There will be no negative marking for wrong answer.</p>

		<p>5. Development of Question Papers To enlist the participation of subject matter experts in preparation of question bank. The experts' team will decide the numbers of question per section, standard distribution of marks. The questions so framed need to be in tandem with the basic qualification desired for respective posts. The syllabus of GET in technical cadre shall be Engineering degree in respective field, for DET diploma in relevant field.</p> <p>To prepare multiple sets of question papers for each post. The Computer Based Test (CBT) will have two parts, Discipline related and Aptitude related. Medium of Test will be in Hindi and English. Duration of test will be 02 hours (120 minutes). The total number of questions will be 150, of one mark each, out of which 100 questions would be from mix of course curriculum of qualifying minimum educational qualification as applicable for each post & discipline, and 50 questions from General English, Quantitative Aptitude, Reasoning & General Knowledge/Awareness. There will be no negative marking for wrong answer.</p> <p>6. Result Processing</p> <p>To submit the system generated evaluation sheets i.e. candidate database in "PDF" format in Pen-drive/hard disk, which will be uploaded in the server for future compliance. To evaluate the Answer Sheets of all candidates through software.</p> <p>To compile the result as per the criteria laid down by HURL, on the same day of Computer Based Test.</p> <p>To prepare and provide the post-wise merit lists in a mutually agreeable format in respect of Eligible Candidates appeared for examination.</p> <p>d) The Agency will ensure safe storage of the candidate's data base at least for the next ten years.</p> <p>* To provide one dedicated telephone number for the candidates to get their queries clarified.</p> <p>* To confirm intimation to the candidates over phone for appearing at Online examination</p> <p>* To maintain confidentiality about the process and product.</p>
--	--	--

Detailed SCOPE OF WORK to conduct the examination:

The Scope of Work has been divided into the following three broad phases:

- (a) Pre- Examination Phase
- (b) Examination Phase
- (c) Post Examination Phase

All processes of those examination phases shall be carried out by the successful bidder in consultation with HURL.

1.3 PRE-EXAMINATION PHASE:

1.3.1 Development of Web Portal for Registration:

- i. The Agency shall host application software on a suitable Server System and provide the URL link on HURL's official web site for applying online.
- ii. The Agency shall be responsible for the secured server services for data collection, hosting etc. along with requisite software licenses for recruitment.
- iii. Agency shall ensure online hosting/display of recruitment advertisement, instruction, and other information related to examination, from time to time.
- iv. The Agency shall design, develop, customize and host the format of online application as per the need of the HURL. for different tests.
- v. Agency shall ensure online registration of candidates with facilities to upload scanned soft objects viz. photograph, thumb impression and signature in the application form and uploading of scanned copies of documents (such as proof of DOB/ Education & other categories etc. as applicable to each candidate). Candidate's Validation and screening at the time of registration, as per rules and requirement are specified.
- vi. Agency shall ensure online fee collection through Debit/ Credit Card, Net- banking or mobile wallet etc., if any. It is the responsibility of the selected agency to facilitate the payment gateway for online payment.
- vii. On successful submission of online application by the candidate, it is the responsibility of the Agency to ensure auto generation of unique registration number and password of the candidate in the portal, which will be, transmitted suo-motto to his/ her mail ID. The registration number will be the key number for candidates for any type of future correspondence/queries.
- viii. The Agency shall provide helpline number and / or e-mail ID in the advertisement for recruitment to resolve queries / difficulties occurring while applying online. It shall resolve all queries on daily basis within 24 hours at the maximum.
- ix. Application format shall generally contain following fields to capture all relevant information relating to candidates. (Mandatory and Optional Fields to be clearly indicated).
 - Name of the candidate: Surname, First Name & Middle Name
 - Father's & Mother's full name:
 - Date of Birth: dd-mm-yyyy format in drop down box form
 - Auto-generated age as on the particular date (as specified in the advertisement) in dd/mm/yyyy format.
 - Mailing Address: It should contain 3-4 rows of boxes for typing the address of mail. In addition, separate compulsory box shall be provided for pin code.
 - State of domicile –drop down box form

- Valid E-mail address to be provided compulsorily.
- Contact Mobile phone for sending SMSs.
- Additional Telephone number (along with STD code) (Optional)
- Gender – Male/ Female – drop down box form.
- Marital Status – drop down box form.
- Person with disability: drop down box form – yes/no, if yes type of disability through drop down box & percentage of disability through drop down box & uploading of the scanned copy of the certificate through drop down box-yes/no.
- Auto-generated aadhaar based verification
- Choice of centers in dropdown box form. The candidate will be asked to choose one center from amongst the centers mentioned in the advertisement.
- Cut of date of eligibility like on the last date of application or date of publication of advertisement.
- **Educational Qualifications** For filling up of requisite qualifications, a table shall be provided. Each table shall contain qualification, Subjects/ specialization, Period (from-to), year of passing, College/ Institute/ University, percentage of marks etc. At least 7 rows to be provided for qualifications with provision to add further, if required by the candidate.
- **Work Experience:** For filling up of work experience, table shall be provided. Each table shall contain Name of Organization, Position held, Period of Experience (From dd/mm/yy to dd/mm/yy) Nature of experience; Private/public (drop-down), Pay scale details, etc. In separate columns. At least 5 rows to be provided. For adding new experience, add one button will be provided.
- Total no. of years of experience shall be shown at the end of experience table.
- Experience shall be calculated automatically on the basis of data provided by the candidate till the date mentioned in the advertisement.

- x. The online application system shall be closed automatically on last date and time mentioned in the advertisement.
- xi. The system shall find age, qualification & payment of fee and their conformity to existing provisions on the cut-off date. The system shall also take care of the relaxation of age, application fees as the case may be as provided to Person with disability /Ex-servicemen persons/ outsourced personnel. The details of criteria of relaxation shall be provided by HURL.
- xii. Mandatory fields: The application format shall contain some mandatory fields distinguished with an indicator, which a candidate is required to fill in. Unless these mandatory fields are filled by an applicant, he / she will not be allowed to proceed further and submit the online application/registration.
- xiii. Wherever, the system requires filling up of these mandatory fields or filling up of data in particular format, i.e., numeric/ alphabetical/ use of special characters etc., the system will guide the candidates through pop-up windows by giving appropriate instruction.

xiv. **Scrutiny, Validation and Communication:**

- I. The Agency shall host the HURL's business application solutions and data on a secured Data Centre complying with ISO 27001 Standards. The bidder shall furnish valid certifications to that effect for verification on the last date of submission of the bid, so that it covers the contract period. HURL shall have right to get the Agencies' Data Centre audited by an independent and reputed third party for its security, data integrity and audit trail, confidentiality, integrity, authentication, availability, authorization and non-repudiation related features (software security test), including provisions of ICERT (Indian Computer Emergency Response Team). The Agency shall rectify the flaws and comply with change requests that may arise during audit. The list of the firm's designated personnel will be shared with the HURL.
- II. The Agency shall have to verify and validate through system the receipt of application fee and registration of the candidate.
- III. Besides this, Agency shall devise solution to an automated response through e-mail and SMS to all the candidates about the Registration No. and Password required for further recruitment process immediately on successful registration. The bidder will have to create a unique email ID for HURL for this purpose at his server. A copy of the e-mail messages sent to applicants shall be sent to the unique e-mail ID of HURL created for this purpose for record and future reference.
- IV. The Agency shall develop a computer-based real time MIS system to capture and monitor the total activities associated with the recruitment process for the use of HURL. The reports/views as part of the MIS shall be finalized on mutual consent.

xv. **Scrutiny of candidates for Computer Based Test:** Scrutiny of the application forms with the supporting documents attached by the candidate as per HURL advertisement.

xvi. **Generation of Admit Cards for Computer Based Test:**

- I. To generate and allot unique Roll No. and test center to the provisionally eligible candidates.
- II. To design Admit Cards for provisionally eligible candidates.
- III. To develop software for uploading admit cards on the dedicated portal with the facility for candidates to download their admit cards online.
- IV. The Admit Card shall mandatorily include the following information
 - Roll No.
 - Name.
 - Photograph.
 - Name of Post Applied
 - Date, Time and Venue of Test.
 - Important Instructions to Candidates.
 - Rules and Regulations of the Examination.

1.3.2 EXAMINATION PHASE:

Fixation of Test Centers for conducting CBT:

- I. Provide suitable venues in & around Delhi, Lucknow, Patna & Ranchi Additional centers to be provided in other State Capital, ***if asked for by HURL Mgmt.*** To conduct CBT with required facilities including computer system, internet connectivity, sitting arrangement, drinking water, toilets, etc. The agency shall also provide required trained manpower for conducting the test including invigilation, supervision IT expert etc. Depending upon the number of eligible candidates Computer Based Test shall be conducted at the location as decided by HURL Ltd. All the exam venues should be under CCTV surveillance.
- II. Test Centre should have suitable Hardware, Software, Internet and LAN connectivity for Conduct of online exams.
- III. To ensure 3 tier Electric power supply availability and power backup through Uninterrupted Power Supply (UPS) and Generator for at least 4 hours at each Test Centre.
- IV. Each Exam Centre should have adequate number of computers along with buffer computer for smooth conduction of exam.

Designing & Development of Question paper for CBT:

- i. The agency shall prepare multiple choice objective type question paper for each post, as per HURL requirement based on the qualification, aptitude, etc. required to carry out the responsibilities for the said job. The candidates should have the flexibility to navigate among the questions. System should present only unanswered questions on demand for quick answering.
- ii. The candidate can only login 15 min. before the scheduled time using the registration and unique ID for instruction. But the actual set of question paper should open and close strictly at scheduled time only in online mode.
- iii. Digital clock and photograph of the candidate should be displayed at the right corner of the displayed unit.
- iv. The Computer Based Test (CBT) will have two parts, Discipline related and Aptitude related. Medium of Test will be in Hindi and English. Duration of test will be 02 hours (120 minutes). The total number of questions will be 150, of one mark each, out of which 100 questions would be from mix of course curriculum of qualifying minimum educational qualification as applicable for each post & discipline, and 50 questions from General English, Quantitative Aptitude, Reasoning & General Knowledge /Awareness. There will be no negative marking for wrong answer.
- v. The number of questions in each segment, marking and test duration will be decided in consultation with HURL.

- vi. Question Set for each post should necessarily be prepared from various Experts of repute so as to avoid risk associated with single source.
- vii. Each test will have four sets (A, B, C, D) with same questions but with changed sequence.
- viii. Randomization of questions across all the four sets should be ensured i.e. each question in each series should be distributed in a unique manner so that no commonality in position of any question is found across any series. The process should be 100% accurate and it should not result in any wrong interpretation of the question.
- ix. The questions should be in English & Hindi Language. System should support Special characters to support Engineering formulae.
- x. Instructions shall appear on the screen for familiarizing the candidates. The instruction for candidates will be decided in consultation with HURL

1.3.3 Conduct of Online Test: -

- i) Examination Stage Activities: - (I) Manual attendance sheet with photo, thumb impression and signature.
 - ii) Capturing of Bio-metric data before attempting the CBT. This data will utilize to authenticate the candidate at the time of verification/ joining.
 - iii) Conducting Branch discipline-specific (Technical/Non-technical), multiple-choice online examination in different cities across the State.
 - iv) At least 10% Buffer nodes to be available at each centre of examination so that a candidate does not have any loss of time, in case of any problem.
 - v) System generated random seat arrangement such that no two-candidate side by side have same set of paper.
 - vi) Randomized question in each set, for each discipline.
 - vii) Record of candidate's responses, audit trail etc. in pre-determined way.
 - viii) Secured data transmission between exam centres and central server. Provision of primary and secondary server at each centre.
- (IX) Event record of question paper loading at central server, encrypted paper downloading at centre server, de-cryption time, password entry time and data transmission time from centre to main central server, is to be provided city-wise and centre –wise.
- (X) The candidate can only login 15mintues before the scheduled time using the registration and unique ID for instructions. But the actual set of question paper should open and close strictly at scheduled time only. The clock of the server installed at the centre should be in-sync with the central server of the Agency.

XI) Facility for navigation among the questions.

(XII) Digital clock and photograph of the candidate should be displayed at the right corner of the display unit.

(XIII) An automatic system generated acknowledgement slip will be sent to the candidate's registered email ID featuring the date, time & venue of the examination along with details of questioned set number and numbers attempted questions.

(XIV) To address the queries of candidates regarding system operation.

(XV) Examination proctoring (i.e. invigilating).

(XVI) Minimum manpower deployment at each examination centre must be as per following requirement: Each Exam Centre of capacity of 250+**10 %** buffer should have the minimum following personnels to be deployed by the agency:

a. Test Centre Administrator: 1(one) for each centre

b. IT Manager: 1(one) for each 250 candidates.

c. Invigilators: 1(one) per 30 systems or per lab.

d. Support Staff: 1 (one) per 100 candidates.

e. Security Guards: 2(two) per 100 students (Male & Female with HHMD)

f. Peons: 2(two) per 100 students.

1.3.4 Other important points regarding conduct of examination

1.3.4.1. Designing the online examination plan and examination process under consultation with Department for:

- Application Management
- Selection of online Examination Centres / Venues
- Complete Security Management Processes (Physical and Technical for all online examination centres, servers, Desktops, LAN etc)
- Candidate handling & identification process at Examination Centre.
- Detailed Audit of Software and Hardware i.e. Server/Desktop/LAN etc. to be used at Examination Centres.
- Other related processes involved for conducting online exams as required by the Department.

1.3.4.2. The Agency must have mobile application platform supported in android and IOS, with provision to capture candidate details along video and biometrics data of both fingers with auto finger tagging facility.

1.3.4.3. The application should be capable of shortlisting candidates based on the number of courses/ seats and criteria as decided by the Department.

1.3.4.4. To prepare and provide documentary manuals of all processes, for safe and secure Conduct of examination, to be followed along with rules for contingency and exception handling/ emergency procedures.

1.3.4.5. The Admit Card shall mandatorily include the following information

- Roll No.
- Name.
- Photograph.
- Name of Post Applied
- Date, Time and Venue of Test.
- Important Instructions to Candidates.
- Rules and Regulations of the Examination.

1.3.4.6. To provide specifications for Hardware and Software required at all stages of the online exams at online Examination Centre and for Devices and systems to be used for authentication and audit trail mechanisms required for online exams.

1.3.4.7. Exam Software must **be** capable for PXE Boot Solution and should not be dependent on any other machines available at centers.

1.3.4.8. To provide consultancy, training and manpower support to handle the entire online exams project. The required Hardware, Software, networking shall be installed by agency.

1.3.4.9. To provide and setup secured software for Authoring and Complete Examination Management Process.

1.3.4.10. To provide Online Examination (CBT) delivery software as per customization of Department.

1.3.4.11. To identify required secure Test Centers in various cities as per requirement of Department after receiving intimation regarding city locations and approximate number of candidates and provide details in writing within a month along with details of the facilities offered at each of center.

1.3.4.12. The location of examination centers/venues should be easily accessible to the candidates and well connected to public transport. As far as possible, it should be in a centrally located, within the city limits. Centers must be accessible by differently abled candidates.

1.3.4.13. While providing computers and relevant software with necessary security systems, the Agency shall keep in view the requirements of differently able candidates.

1.3.4.14. Each exam center should *have* buffer capacity.

1.3.4.15. At each examination centre there should be sufficient no. of **additional**

switches that can be used at the time of emergency.

1.3.4.16. To ensure that Test Centre has the required suitable Hardware, Software, Internet and LAN connectivity for Conduct of online exams.

1.3.4.17. To ensure 3 tier Electric power supply availability and power backup through Uninterrupted Power Supply (UPS) and Generator for at least 4 hours at each Test Centre.

1.3.4.18. To carry out periodic audit at Test Centre for: -

- a. Hardware - Processor Speed, RAM, Network and internet connectivity, Key Boards etc.
- b. Software - Operating System, Screen resolution, bandwidth for internet and LAN connectivity, Browser compatibility.
- c. Working conditions of UPS and Generator.

1.3.4.19. To ensure drinking water for candidates.

1.3.4.20. Separate toilet facilities for both Boys and Girls, at each floor of examination center.

1.3.4.21. To ensure availability of proper security, frisking (with HHMD) at the examination centers. Separate frisking facilities for Female candidates. Only Female staff will frisk the female candidates; However, female frisking process should be conducted in **three side covered enclosure**.

1.3.4.22. To provide facility of mock test for candidates through website and any support required in this regard is to be provided through call center.

1.3.4.23. To ensure the functioning of Online Test delivery system by conducting adequate mock drills of actual test delivery system at all examination centers before and Final mock drill to be conducted a day before actual examination on all centers at same time just like simulating the examination day. All computers including buffer computers to be used on examination day shall be logged in through dummy roll numbers and report shall be submitted to the Department.

1.3.4.24. To provide Hardware and Software required to setup DEPARTMENT Command Center for Monitoring, Administration and Control of all activities at all stages during Online Exam.

1.3.4.25. To ensure **capture of biometric details (photo, finger prints, etc.) of candidate before starting of the examination** and at later stages of the process.

1.3.4.26. To ensure Automated Facial validation of candidate with the photograph uploaded during application.

1.3.4.27. The backup server should be properly configured to ensure the redundancy in case the primary server fails.

1.3.4.28. Any other work decided by the Department on the basis of requirement of the individual examination.

1.3.4.29. Examination Centre must have facilities for installing security and access control systems including signal silencers/jammers, Video surveillance etc.

1.3.4.30. The Agency should have a software for automated facial validation process during candidate registration before start of exam in Centre.

1.3.4.31. Each Exam Centre should have adequate number of computers along with buffer computer for smooth conduction of exam.

1.3.4.32. The Conduct of examination would be multidisciplinary/ multiple subject/ multilingual as per scheme of examination. Henceforth the test delivery system should be able to handle this aspect of multidisciplinary / multiple subjects/ multilingual very well.

1.3.4.33. To securely transmit, download, install and implement confidential data. The Question Paper installation and implementation shall be as per requirement and instruction of Department in real time situation.

1.3.4.34. To arrange frisking of candidates at examination center, to disallow any electronic gadgets, pen, paper (other than admit card), bag, purse (Except wallet), any ornaments etc. as per the guidelines of the DEPARTMENT.

1.3.4.35. To complete registration process of the candidates before start of examination (digital photo, bio-metric finger prints etc) and after that allow candidates to appear for the test at Examination Centers.

1.3.4.36. Software should have capability of **configuring minimum timer** for each question.

1.3.4.37. To arrange/provide adequate displays and required instructions/ information to the candidates appearing for test at Online Examination Centers.

1.3.4.38. To maintain step by step complete log of all candidate activities during the course of examination, to enable complete **audit of the** assessment process.

1.3.4.39. To obtain candidate's feedback through online Feed Back Form, after examination is over.

1.3.4.40. Candidate responses to the question paper should be sent back to the central server (Datacenter) from the server of exam center after the conclusion of examination.

1.3.4.41. To arrange Video Surveillance at all examination centers. Video Surveillance with recordings have to be submitted after its proper sealing. It would be an optional feature and will be utilized as per need of the Department.

1.3.4.42. To devise and setup system for monitoring and supervision of Examination Centre activities (Centre level/ Candidate's level) at designated office.

1.3.4.43. To transfer/export the data in encrypted format including raw score data from local server to Central server and vice versa as per the instruction of Department.

- 1.3.4.44. To provide blank paper sheet/s to the candidates as per requirement for rough work.
- 1.3.4.45. To send confidential data of examination as per the instruction of Department.
- 1.3.4.46. Contingency plan for Student management/Shifting in case of any emergency.
- 1.3.4.47. Proper care and handling of all the logistics for Conduct of Examination.
- 1.3.4.48. To calculate marks obtained by each candidate as per requirement of DEPARTMENT.
- 1.3.4.49. To carry out other works related to post processing of responses & other confidential data and providing data as required by the Department.
- 1.3.4.50. To provide Post Examination Analytics Report as per requirement of department which will be decided mutually.
- 1.3.4.51. To provide Hardware and Software required for Biometric verification of candidates at various stages starting from conduct of examination to final selection of the candidates.
- 1.3.4.52. The agency to reserve a week's time after the exam in order to reply to any challenges received pertaining to the questions asked during exam. The agency to provide answer key as well.
- 1.3.4.53. The engaged agency shall be responsible for:
- Students' queries
 - Press interaction
 - RTI queries
 - Court Cases filed by any candidate. The agency shall be liable to represent HURL in order to protect interest of HURL, without any additional cost.

Note: *The agency shall have to carry/ demonstrate complete System Test Run (STR) with test data to the DEPARTMENT before implementation.*

Services for exam transparency

- CCTV surveillance
- Jammers during exam
- Frisking through HHMD
- Biometric and photo capture during exam

Features of software to conduct CBT exam:

1. Login credentials are required to log in to the CBT application.
2. The CBT application needs to run on a structured server in a structured environment.
3. After logging into the CBT application, instructions for "Do's" and "Don'ts" throughout the exam should be visible.

4. The mouse pointer should be disabled in the question section.
5. The questions must be displayed bilingually in Hindi and English.
6. The candidates should be able to see the Next or Previous question on the computer screen.
- 7. There should be a way to display the questions by section so that applicants can move directly to that section and begin answering the questions .**
8. The candidate should see their name, photo and roll number on the screen after logging into the CBT application.
9. There should be a timer visible on the screen.
10. When 10 minutes remain till the exam is over, a warning is shown on the screen.
11. After the test is finished, the CBT application should be shut down automatically.
12. When a candidate is trying to open a new window or tab, it should alert the candidate.
13. The entire communication between server and examination client must be encrypted with a secure mode of communication.
14. Application should have 256-bit Encryption for Question and Question's image.

1.3.5. Other Technical Specifications:

- a. The Recruitment Agency should ensure that there is no loss of response related data for any candidate or any other data related to the examination either from the client systems or from the main and backup servers.
- b. The Recruitment Agency should ensure that the event (click) based log (audit trail) for every candidate will be generated and saved on the servers.
- c. The examination software should be capable of encrypting Question Paper using 128- bit AES+RSA encryption before upload.
- d. The examination software should allow Virtual Keyboard option for the candidates to prevent unauthorized access of Internet.
- e. The examination software should allow Question Paper upload only before the pre-prescribed time line of the test.
- f. The examination software should allow for monitoring and supervision of Test Centre activities at designated offices.
- g. The examination software should be capable of generating the raw scores within 24 hours of providing the answer keys.

1.3.6. Post Examination Process:

Agency's Responsibility at post examination stage shall include:

- a) Agency will scrutinize the application forms of the candidates who qualify the CBT, based on the scanned certificate uploaded during the registration by the candidate, HURL may authorize anyone to check the system any time. However, confidentiality is to be maintained at all levels.
- b) Preparing merit list category wise, branch wise in descending order.
- c) Other list as per requirement of the HURL.
- d) Disclosure of any record/ marks/merit/ status before the declaration of final result will invite cancellation of the Contract/ Agreement and other administrative action as deemed fit will be taken against the agency.
- e) Answer key will be displayed for 07(seven) days after the Test. Objections/ Queries received online should be attended and remedial action to be taken.

1.3.7. Uploading of Result with PDF Images on web server:

- a) Bidder should have enough technical knowledge and infrastructure i. e. hardware, servers, leased line with appropriate bandwidth for huge volume of login and downloading of data and images at a time
- b) After preparation of Result sheet, uploading of PDF Images of Result database of each candidate on web server with searchable application for viewing of online result and downloading of PDF Image.
- c) It may be noted that candidates will be called for document verification provisionally on the basis of information submitted by them in online application form and their candidature will be considered vis-à-vis eligibility criteria for the post applied for as mentioned in the advertisement.
- (d) In case same marks obtained by two or more candidates, the seniority shall be decided based in order of D.O.B., Result declaration date of essential qualification, percentage of essential qualification up to 3 decimals

1.3.8. Grievance Management System

The Agency will provide a Help Desk service over telephone & email to answer the queries raised by the candidates. The help-desk shall be competent enough to address the issues raised by the applicants correctly and timely.

NOTE: The entire process shall be designed in such a manner so as to ensure that there is zero scope of any kind of malpractice and mischief mongering.

2.0 Detail Recruitment Plan:

Online applications will be invited from candidates for engagement as Graduate/Diploma Engineer Trainees for various units/ offices of HURL. The details of manpower to be recruited and the method of selection along with the requisite qualification and criteria for individual post will be intimated to the successful agency later.

Age Limit as on Cut Off Date: *Minimum - 18 years Maximum – 30 years for GETs and for DETs - 18 years – 27 years on cut-off date.*

3.0 Payment Terms

S. No.	Schedule of release of payment	Milestones
1	20% of total award value	At the time of go live of application portal
2	20% of total award value	At the time of closing of application portal
3	30% of total award value along with differential amount of the estimated cost and actual cost	After issuance of e-admit card
4	20% of total award value	After successful conduct of examination and submission of merit list to HURL Mgmt.
5	10% of total award value	Fortnight after submission of merit list and successful document verification of candidates.

The payment for Sl. No. 2 to 5 will be released as per actual applications received. The payment for SL No.-1 shall be also be adjusted after actual number of applications received is known.

4.0 The empanelment period will be for 2 years. However, based on the performance of the agency, the period can be extended for a further period of one year on the existing terms & conditions based on the mutual consent of agency & HURL.

5.0 The process i.e from award of works or intimation by HURL, whichever is later, for conduct of CBT till publishing of result is to be completed within two months.

.....



HINDUSTAN URVARAK & RASAYAN LIMITED

(A JOINT VENTURE OF CIL, NTPC, IOCL, FCIL & HFCL)



SECTION – IV

FORMS AND PROCEDURES (EoI)



INDEX

Annexure	Description
1	Agency Profile Form
2	Format for Electronics Payment
3	Tender Acceptance Letter & Letter of authorization to submit bid
4	No deviation Certificate
5	Certificate from CEO/MD/ Legally Authorized Signatory
6	Acceptance to Fraud Prevention Policy of HURL
7	Certificate related to Restrictions on procurement from a Bidder of a country which shares a land border with India and declaration on Local Content (Preference to Make in India)
8	Format for Certificate from CEO / CFO regarding non-availability of financial statement for last financial year
9	Format for Certificate from CA regarding non-availability of financial statement for last financial year
10	UNDERTAKING FOR NON-BLACKLISTING
11	Format for Work Execution Certificate

**ANNEXURE-1**

Agency Profile Form
(To be Submitted on the Letter Head of Bidder)

EOI Ref. No.: HURL/HQ/CS663**DATED 20.02.2026**

SL No	Particulars	Information	Documents Attached
1	Name of Agency		
2	Legal Status of the Agency		
3	Registration Details of Agency		
4	Incorporation or Commencement of Business/ Other Statutory Registrations etc.)		
5	Date of Incorporation/ Registration		
6	PAN Number		
7	UDYAM Number		
8	GST Number		
9	GeM (Government e-Marketplace) Registration Number, if Available		
10	Registered/ Corporate office Address of Applicant		
11	Names and Designations of the persons authorized for single point interaction with HURL		
12	Mobile Numbers of Contact persons		
13	E-mail of Contact persons		

Thanking you,

Date:

Place:

Yours faithfully,
(authorised signatory Name).

(Designation)

**ANNEXURE - 2**

Format For Electronics Payment
(To be given on Company Letter Head)

EOI Ref. No.: HURL/HQ/CS663**DATED 20.02.2026**

Bidders are required to submit the following details on the company's letter head for online transfer of amount to their account:

1.	Contractor Name / Company Name	
	Address:	
	Phone No.	
	E-mail ID	
2. a	Name of the Bank	
b.	Address of the Branch	
c.	Telephone No.	
d.	9 Digit Code number of the Bank and Branch appearing on the MICR Cheque issued by the Bank	
e.	11 Digit NEFT/IFSC Code of the Bank Branch	
f.	Account Type (SB/CC/CA)	
g.	Bank Account No. (as appearing on the Cheque)	
h.	Permanent Account Number (PAN) Under Income Tax Act.	
I	GST Registration Number	
j.	Name of Authorized Signatory	
k.	Contact Person Name	

We hereby declare that the particulars given above are correct and complete.

Authorized signatory of the bidder

Name:

Designation:

Date:

Note: Copy of cancelled cheque to be enclosed.



Annexure-3

TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

EOI Ref. No.: HURL/HQ/CS663

DATED 20.02.2026

Sub: Acceptance of Terms & Conditions of Eoi.

Dear Sir,

1. I/ We have downloaded / obtained the Eoi document(s) for the above mentioned 'Tender/Work' from the web site(s) namely: <https://eprocure.gov.in/eprocure/app> as per your advertisement, given in the above-mentioned website(s).
2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from **Page No. 01 to 53** (including all documents like annexure(s), schedule(s) etc.), which form part of the Empanelment/contract agreement and I / we shall abide hereby by the terms/ conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/ organization too have also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender conditions of above-mentioned tender document(s) / corrigendum(s) in its totality / entirety.
5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.
6. I / We certify that all information furnished by our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,
(Signature)

Date:

Place:

Name & Designation

Name of the Company

(Seal of Company)



ANNEXURE - 4

DECLARATION FOR “NO DEVIATION”

(To be submitted on the Letter Head of the Bidder duly signed by Authorized Signatory)

1. With reference to HURL’s EOI No.: HURL/HQ/CS663 DATED 20.02.2026 for **“EMPANELMENT OF RECRUITMENT AGENCIES THROUGH EXPRESSION OF INTEREST (EOI) TO CONDUCT COMPUTER BASED TEST (CBT) IN ORDER TO RECRUIT GETs & DETs ”**, we hereby confirm that we comply with all terms, conditions and specifications of the Bidding Documents read in conjunction with Amendments(s) / Clarification(s) / Addenda / Errata (if any) issued by the Owner prior to opening of Techno – Commercial Bids and the same has been taken into consideration while making our Techno – Commercial Bid & Financial Bid and we declare that we have not taken any deviation / exceptions in this regard.
2. We further confirm that any deviation variation or additional conditions etc. or any mention, contrary to the Bidding Documents and its Amendments(s) / Clarification(s) / Addenda / Errata (if any) as mentioned at 1.0 above found anywhere in our Techno – Commercial Bid and / or Financial Bid, implicit or explicit, shall stand unconditionally withdrawn, without any cost implication whatsoever to the Owner, failing which the Bid Security shall be forfeited.

Yours faithfully,
(Signature)

Date: Name & Designation

Place: Name of the Company

(Seal of Company)



Annexure-5

PROFORMA OF CERTIFICATE

**(TO BE SUBMITTED BY CEO/MD/ LEGALLY AUTHORISED SIGNATORY OF THE BIDDING
COMPANY ON COMPANY'S LETTER HEAD)**

EOI Ref. No.: HURL/HQ/CS663

DATED 20.02.2026

To,
General Manager (C&M) / Manager (C&M)
Hindustan Urvarak & Rasayan Limited,
(A JV of CIL, NTPC, IOCL, FCIL & HFCL)
Core-3, 9th Floor, SCOPE Minar
Laxmi Nagar, District Centre,
New Delhi, PIN – 110092

Dear Sir,

I, Mr.....(CEO of the Company / MD of the Company / Proprietor of
the Firm / Authorized Signatory), hereby certify that the data and documents furnished by
M/s against the Expression of Interest are true and correct
including the contents thereof.

I further, confirm that if at any point of time the declarations given in bid are found to be
incorrect, HURL shall have the full right to terminate the contract and take any action as per
provisions of contract including forfeiture of EMD/Security Deposit.

Yours faithfully,
(Signature)

Date Name & Designation.....
Place Name of the Company.....
(Seal of Company)



(FORM OF ACCEPTANCE OF FRAUD PREVENTION POLICY OF HURL)

(To be submitted on the Letter Head of the Bidder duly signed by Authorised Signatory)

EOI Ref. No.: HURL/HQ/CS663

DATED 20.02.2026

To,
General Manager (C&M) / Manager (C&M)
Hindustan Urvarak & Rasayan Limited,
(A JV of CIL, NTPC, IOCL, FCIL & HFCL)
Core-3, 9th Floor, SCOPE Minar
Laxmi Nagar, District Centre,
New Delhi, PIN – 110092

Sub: Form of Acceptance of Fraud Prevention Policy of HURL

We have read the contents of the Fraud Prevention Policy of HURL displayed on its website <http://www.hurl.net.in> and undertake that we shall strictly abide by the provisions of the said Fraud Prevention Policy of HURL.

Date : (Signature of Authorized Signatory)

Place : (Printed Name)

(Designation).....

(Company Seal)



Annexure-7

Certificate for Tenders for Works Involving Possibility of Sub-Contracting & Local Content

(TO BE SUBMITTED BY AUTHORISED SIGNATORY OF THE BIDDING COMPANY ON BIDDERS

LETTER HEAD)

EOI Ref. No.: HURL/HQ/CS663

DATED. 20.02.2026

To,

General Manager (C&M)/ Manager (C&M)
Hindustan Urvarak & Rasayan Limited,
(A JV of CIL, NTPC, IOCL, FCIL & HFCL)
Core-3, 9th Floor, SCOPE Minar
Laxmi Nagar, District Centre
New Delhi, PIN – 110092
Land Line: 011-2250 2267/ 2268

Dear Sir,

We have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India and on sub-contracting to contractors from such countries as per the guidelines dated 23.07.2020 & 24.07.2020 issued by Department of Expenditure (DOE), Ministry of Finance; We hereby certify that we/our collaborator/ JV partner/ Consortium member/ Assignee is not from such a country and are eligible to be considered. We further certify that we will not sub-contract any work to a contractor from such countries unless such contractor is registered with the Competent Authority. We hereby certify that we fulfill all the requirements in this regard.

Further, we have read the provisions of "Preference to Make in India and Eligibility for granting of Purchase Preference to Class-I local suppliers". In terms of the requirement of the aforesaid provisions, we hereby declare that we confirm that we are a 'Class-I local supplier'. Also, we hereby confirm that we are presently not debarred / banned by any other procuring entity for violation of 'Public Procurement (Preference to Make in India), Order 2017' (PPP- MII Order) dated 15.06.2017 and its subsequent revisions / amendments issued by Department of Industrial Policy and Promotion (DIPP).

Yours faithfully,
(Signature)

Date:

Place:

Name & Designation.....

Name of the Company.....

(Seal of Company)

Note: Bidders not furnishing this aforesaid declaration shall be considered to be from such Countries.



ANNEXURE-8

**PROFORMA OF CERTIFICATE FROM THE CEO/CFO OF THE COMPANY IN ACCORDANCE
WITH FINANCIAL REQUIREMENT CRITERIA IN CASES WHERE AUDITED RESULTS FOR THE
LAST FINANCIAL YEAR AS ON THE DATE OF TECHNO-COMMERCIAL BID OPENING ARE NOT
AVAILABLE.**

**(To be submitted by the Bidder along with the Techno-Commercial Bid with QR DOCUMENTS
ON COMPANY LETTER HEAD)**

EOI Ref. No.: HURL/HQ/CS663

DATED 20.02.2026

To,
M/s. Hindustan Urvarak & Rasayan Limited
9th Floor, Core-4, SCOPE Minar
Laxmi Nagar District Centre,
Delhi-110092

Dear Sir / Madam;

Sub: Certificate regarding non-availability of financial statement for last financial year

I Mr./Ms (*CEO/*CFO of the Company), confirm and undertake that the financial results of the company for the last financial year are under audit as on the date of Techno-Commercial bid opening and the certificate from the practicing Chartered Accountant certifying the financial parameters is not available.

Accordingly, the company is not able to submit the certificate from a practicing Chartered Accountant certifying its financial parameters for the last financial year and the audited results of the three consecutive financial years preceding the last financial year have been considered for meeting the financial parameters in the bid submitted by M/s.

..... (Name of the Bidder) for the
**“EMPANELMENT OF RECRUITMENT AGENCIES THROUGH EXPRESSION OF INTEREST (EOI) TO
CONDUCT COMPUTER BASED TEST (CBT) IN ORDER TO RECRUIT GETs & DETs ”** under EOI
Reference No. HURL/HQ/CS663 DATED 20.02.2026.

Yours faithfully,
(Signature)

Date:
Place:

Name & Designation.....
Name of the Company.....
(Seal of Company)



**PROFORMA OF CERTIFICATE FROM THE CA IN ACCORDANCE WITH FINANCIAL
REQUIREMENT CRITERIA IN CASES WHERE AUDITED RESULTS FOR THE LAST FINANCIAL
YEAR AS ON THE DATE OF TECHNO-COMMERCIAL BID OPENING ARE NOT AVAILABLE.**

(To be issued by CA (on letter head of CA) and submitted along with the Techno-Commercial
Bid with QR Documents)

Ref. No.: HURL/HQ/CS663

Date: 20.02.2026

To,
M/s. Hindustan Urvarak & Rasayan Limited
9th Floor, Core-4, SCOPE Minar
Laxmi Nagar District Centre,
Delhi-110092

Dear Sir / Madam;

Sub: Certificate regarding non-availability of financial statement for last financial year.

We(name of CA Firm), confirm and certify that the
financial results of the (name of the bidder) for the
last financial year are under audit as on the date of Techno-Commercial bid opening and the
financial parameters for the last financial year is not available.

Date:
Place:

UDIN:

Yours faithfully,
Signature -----
Name & Designation -----
Name of the CA
(Seal of the CA)

FRN:



UNDERTAKING FOR NON-BLACKLISTING

(To be submitted by the Bidder along with the Techno-Commercial Bid on COMPANY LETTER HEAD)

EOI Ref. No.: HURL/HQ/CS663

DATED 20.02.2026

To,
M/s. Hindustan Urvarak & Rasayan Limited
9th Floor, Core-4, SCOPE Minar
Laxmi Nagar District Centre,
Delhi-110092

I Mr./Ms..... , Authorized signatory, hereby confirm and certify We do hereby undertake that we are not blacklisted / debarred / banned on GeM Portal & / or any other E-Procurement Portal by any Government/Semi- Government/PSU entity.

Yours faithfully,

Date:

Signature_____

Place:

Name & Designation-----

Name of the Company-----
(Seal of the Company)

**WORK EXECUTION CERTIFICATE**

(To be issued by Chartered Accountants /Statutory Auditors / Client **(on letter head of Chartered Accountants /Statutory Auditors / Client)** and submitted along with the copies of **Purchase Order / Work Order / LOA**)

We,..... (Name of Chartered Accountants / Statutory Auditors / Client),
confirm and certify that the (Name of the bidder) has executed
works as per details given below:

Sr. No.	Name of Client (Name and Address)	LOA / Work Order/ Purchase Order no. and date	Award Value of LOA / Work Order / Purchase Order (Rs.)	Nature of Work / Service	Value of work executed (INR)	Period of execution	Financial Year wise Breakup of executed work (Excl. GST)	
							FY	Amount (INR)- (Excl. GST)
1					Rs. _____	From....(date) to(date)....		
2					Rs. _____	From....(date) to(date)....		

Yours faithfully,

Signature.....

Name & Designation.....

Name of the CA/Statutory Auditors/Client-----

Seal of the CA/Statutory Auditors/Client-----

Note: In case of execution certificate is being issued by CA, UDIN number and membership number of the CA firm should be mentioned.