

HINDUSTAN URVARAK & RASAYAN LIMITED

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



SECTION – I

NOTICE INVITING TENDER

(NIT)

**NAME OF PACKAGE: ENGAGING RECRUITMENT AGENCY TO
CONDUCT COMPUTER BASED TEST (CBT) IN ORDER TO
RECRUIT GETS & DETS**

NIT NO: HURL/HQ/CS457, DATED: 11.07.2024



1.0 HURL (Hindustan Urvarak & Rasayan Limited) invites on-line bids on Limited Tender basis under Two Bid system for aforesaid package.

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	INR 60 ,000
Pre-Bid Conference Date & Time (if any)	Refer CPP Portal
Last Query Date	Refer CPP Portal
Reverse Auction	Not Applicable

3.0 EMD/Bid Security shall be submitted in a sealed envelope separately offline/online by the stipulated bid submission closing date and time at the address given below. Any bid without an acceptable Bid Security (if applicable) shall be treated as non-responsive by the employer and shall not be opened.

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.

4.0 MSE bidders are exempted from submission of EMD as per provisions in the Tender Documents.

MSE bidders seeking benefits of MSE as specified in the Tender Documents, must submit Attested/Self attested copy of Registration certificates (as mentioned in clause 4.0 of ITB) failing which no benefit of MSE shall be extended.

5.0 A complete set of Bidding 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 tender document/form including downloaded price bid template in any manner. In case the same is found to be tampered/modified in any manner, Bidder is liable to be banned from doing business with HURL for a period of two years.

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.



Not more than one tender shall be submitted by one bidder/ bidder(s) having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e., when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.

6.0 Qualifying Requirements / Pre-Qualification Criteria (PQC)

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

Sl. No.	Qualifying Requirement proposed by the Committee	Documents required (To be submitted as part of techno-commercial bid)
1	The bidder should be a Government/Semi-Government/Government Autonomous bodies/Government Board/Government Corporation/Government Enterprises/Government PSU	Notarized copy of Memorandum and Articles of Association and List of Directors, Copy of Certificate of Incorporation to be submitted.
2	<p>The bidder should have at least 2 years' of relevant experience in the preceding seven (07) years reckoned as on the date of techno-commercial bid opening, in conducting online examination and selection process for recruitment in Govt./ Semi Govt/ PSUs/Govt. Autonomous/Govt. JV company on all India Basis.</p> <p>Relevant experience means bidder should have the experience of conducting online examination and selection process for recruitment.</p> <p>Bidders are required to substantiate their experience of conducting Online Exams for conducted during the period, indicating the names of Organization for whom the exams were conducted, together with copies of documents like work order and completion certificate etc., as proof of experience.</p>	Copy of POs with completion Certificate issued by the client
3	<p>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:</p> <p>One similar work-order with executed value not less than ₹24,00,000/- (Rupees Twenty Four Lakhs Only)</p> <p style="text-align: center;">OR</p> <p>Two similar work-orders, each with executed value not less than ₹15,00,000/- (Rupees Fifteen</p>	<p>Completion certificate from customer + Work Order with following details:</p> <p>i) Work order/PO with number, date and value</p> <p>ii) Name of the client,</p> <p>iii) Period of contract</p> <p>iv) Scope of work.</p>



	<p>lakhs Only</p> <p style="text-align: center;">OR</p> <p>Three similar work-orders, each with executed value not less than ₹12,00,000/- (Rupees Twelve Lakhs Only)</p> <p>Note: (i) All the values are excluding GST.</p> <p>(ii) Similar work order means any work order(s) of conducting online examination and selection process for recruitment in Govt. / Semi Govt./PSUs / PSUs/Govt. Autonomous/Govt. JV company on all India Basis</p> <p>(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>OR</p> <p>Execution certificate [as per the format enclosed at Annexure-14 to Forms & Procedures issued by practising Chartered Accountants /Statutory Auditors / Client (on letter head of Chartered Accountants / Statutory Auditors / Client) with Membership No. of the signatory & Firm along with UDIN/client highlighting below.-</p> <p>a.Reference work order/PO with number, date and value</p> <p>b. Name of the client,</p> <p>c. Period of Contract</p> <p>d. Executed value under the work order/PO</p>
<p>4</p>	<p>The average annual turnover of the Bidder in the preceding three (3) financial years as on the date of techno-commercial bid opening should not be less than ₹9,00,000/- (Rupees Nine Lacs only exc. GST).</p> <p>Note: (i) All the values are excluding GST.</p> <p>(ii) In case where audited results for the last financial year as on the date of opening of Techno-commercial Bid are not available, the financial results certified by a practicing Chartered Accountant shall be considered acceptable. In case, Bidder is not able to submit the Certificate from practicing Chartered Accountant certifying its financial parameters, the audited results of three consecutive financial years preceding the last financial year shall be considered for evaluating the financial parameters. Further, a certificate would be required from the CEO/CFO as per the format enclosed as Annexure 11 to Forms & Procedures 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 Techno-commercial Bid and the Certificate from the practicing Chartered Accountant as per the format enclosed at Annexure-12 to Forms & Procedures certifying the financial parameters of preceding financial year is not available</p>	<p>(i) Audited Balance Sheet /Profit & Loss Account for the three preceding financial years i.e .2021-22, 2022-23 and 2023-2024.</p> <p>(ii) In case above is not available, then certificate from practising Chartered Accountants /statutory auditors with Membership No. of signatory & Firm along with UDIN certifying the annual turnover for the three preceding financial years i.e., 2021-22, 2022-23 and 2023-2024.</p> <p>(iii) In case above are not available, then audited Balance Sheet / Profit & Loss Account for the three consecutive financial years preceding the last financial year i.e., 2020-21, 2021-22 & 2022-23 along with Annexure A & B.</p> <p>(iv) In case above are not available, the certificate from practicing CA / SA certifying the annual turnover for the three consecutive financial years preceding the last financial year i.e2020-21, 2021-22 & 2022-23 along with Annexure A & B.</p> <p>Note – All the CA certificates to be submitted by the bidders should be on the letter head of</p>



		CA with a valid UDIN number and membership number of the CA firm
6	Bidder must not be blacklisted on GeM Portal & Any other EProcurementPortal. Bidders shall not be under Ban/Blacklisting/Debarment for corrupt and fraudulent practices or for lack in performance by any Government/Semi-Government/PSU entity	Self -Declaration on letter head

7.0 Bids will be opened as per date/time as mentioned on the Date specified above or on the date specified on the e-tendering portal. The date of Price-Bid opening will be intimated later on the e-tendering portal.

8.0 HURL reserves the right to reject any or all bids or cancel/withdraw the NIT 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.

9.0 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) of such person needs to be furnished along with bid.

10.0 Address for Communication.

Sh. Vivek Choudhary 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. EPBAX No: 011-2250 2267/ 2268 Email: vivekchoudhary@hurl.net.in	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. EPBAX No: 011-2250 2267/ 2268 Email: sandipanbanerjee@hurl.net.in
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