Terms & Conditions for Empanelment of  
BUSINESS ASSOCIATES FOR MANPOWER RECRUITMENT SERVICES

1. **Purpose**

NITCON has a large clientele in Government / Semi-Government / PSUs/ Autonomous bodies / Para-Military Forces / Police organizations, for whom NITCON can conduct recruitment services in offline and online mode. For this purpose NITCON proposes to form a panel of independent and competent Business Associates having vast experience in the field of examination related activities in a professional and time bound manner. The details of the activities to be undertaken by the Business Associates are as under:

1. Offline mode:

For conduct of written examination on all India basis, in various states / region, the activities involved are as under:

1. Receiving applications from the candidates, scrutiny of applications as per eligibility conditions, preparation of list of eligible candidates and preparation of admit cards.
2. Should have the capacity and infrastructure of executing such confidential projects within the given time schedule and in a professional manner.
3. To set the question paper in different subjects for variety of posts as per requirement, their moderation, typing and printing and packing of question papers in sealed envelopes.
4. To arrange OMR sheets as per requirement of the examination and of question paper.
5. Preparation of admit cards and sending them by post, by e- mail and hosting on website of the client as per the requirement.
6. To arrange the Centres for conduct of examination on all India basis or as per requirement.
7. Conduct the examination as per schedule of examination. For this purpose the agency should have manpower pan India basis, fixing the examination centres, payment of centre management charges and to manage other related aspects.
8. To arrange to collect the question papers and/or OMR sheets back to the office.
9. Opening of sealed envelopes of answer sheets and getting them evaluated, preparation of results and preparing variety of lists for submission to client.
10. Submission of results to clients.
11. Preparation of shortlisted list of candidates for the purpose of calling the candidates for interview.
12. Conduct of interview for shortlisted candidates.
13. Online examination

In the case of online examination, the recruitment procedure will be different. Thus the agency should have vast experience for conduct of online examination on all India basis, state level or on reasonable basis as the case may be. The main activities for online examination are as under:

1. Receiving of applications from candidates on online mode, its scrutiny, listing out the eligible candidates and sending them the admit cards by e-mail / by post.
2. Should have the required infrastructure and manpower on all India basis for conduct of online examination by way of maintaining confidentiality for conduct of examination.
3. Should have a proven test engine and data-bank.
4. Should have examination centres on all India basis with proper infrastructure required for conduct of such examinations.
5. Preparation of results after the conduct of examinations.
6. Submission of results to client preparation of merit list, for the purpose of calling candidates for interview / recruitment.
7. Conduct of interview.

2. Minimum Eligibility Criteria

The minimum eligibility criteria for the Business Associates are provided in **Annexure‐A.**

3. Application Submission Guidelines

The application shall be submitted in accordance with the following guidelines:

* + 1. One firm shall submit only a single application and cannot be a constituent to any other application.
    2. Documents shall be submitted as prescribed in **Annexure‐B**.
    3. The application shall be unconditional; otherwise it would be liable for rejection.
    4. All the information/details are to be supported by authentic documents duly certified by the Applicant.
    5. Applications shall be submitted in a sealed envelope titled ‘Application for Empanelment of Business Associates for Recruitment Services’ of NITCON.

4. Empanelment Period for firms:

1. The Business Associate firm shall be empaneled for a period of 3 years on payment of a fee of INR 50,000/- (Rupees Fifty Thousand Only)and Security of INR 10,000/-, (Rupees Ten Thousand Only) by draft to NITCON Limited, payable at par in New Delhi. This fee shall be refundable only in cases of non-selection of applicant firms for empanelment. Security amount will be returned without interest on termination of contract mutually. The performance as ‘empaneled consultant/ associate’ shall be reviewed annually by NITCON. NITCON reserves its right to de‐list the name of the business associate at any stage, by the competent authority of NITCON at its own discretion without assigning reasons thereof. Post-empanelment, NITCON shall not refund the empanelment fee to the firm for any reason whatsoever.
2. Selected Business Associate will be required to sign a MoU with NITCON for a period of Three years.
3. For implementation of any Project through the Business Associate a SLA will be required to be executed between NITCON and the Business Associate.

5. Empanelment contract for firms:

The firms selected for empanelment shall execute a ‘standard service contract’ with NITCON, in accordance with the laws of the Union of India.

**Annexure‐A:** Eligibility Criteria

|  |  |  |  |
| --- | --- | --- | --- |
| S.No. | Criteria | Requirements |  |
| 1 | Who May apply | Sole Proprietorship Firm, Partnership Firm/Limited liability partnership, Private Limited Companies, PSU/Government agency etc.  The applying agency will submit all the required documents as prescribed in **Annexure B** |
| 2 | Qualification | Companies should be registered under the required Company’s Act, 1956. In case of partnership firm, any one of the active partners should possess such registration. |
| 3 | Experience | A minimum of 5 years and above relevant experience of conduct of offline/online examination.  Agency to enclose details as per **Appendix III** |
| 4 | No. of assignments with Government/Private sector | 1. Should have conducted at least 5 examinations during the last 5 years on all India/state level/regional level either in offline mode or online mode or both. Out of this, 2 examinations should have been conducted for government/PSU/Autonomous bodies etc having value of Rs.2,00,000/- or above for each examination. 2. Should not have been blacklisted in the past or no enquiry should be pending with an government/police department 3. Should possess all required infrastructure (on ownership basis or on franchise basis) for conduct of online or /and offline examination. Please give information as per **Appendix II** |
| 5 | PAN/TAN/GST | The Applicant should confirm having PAN, TAN and GST. |
| 5 | Financial Detail | Should have a turnover of INR. 70,00,000/- annually for the last 4 years on average basis for the FY 2013-14 to 2016-17 i.e the average turnover of 4 years should not be less than INR 70 lakhs |

**ANNEXURE‐B**: APPLICATION FORMAT FOR EMPANELMENT OF BUSINESS ASSOCIATES FOR MANPOWER RECRUITMENT SERVICES

1. General Information

| S.No. | Particulars | Details (enclose supporting documents, wherever required) |
| --- | --- | --- |
|  | Name of the agency/firm |  |
|  | Constitution of agency/firm  (please attach a copy) |  |
|  | Date of registration/incorporation of agency/firm  (please attach a copy) |  |
|  | A write up on organization with special reference to experience of agency/firm in conduct of offline/online examination | To be enclosed as **Appendix I** |
|  | Office address |  |
|  | Telephone/fax/email/website |  |
|  | 1. PAN 2. TAN 3. GST |  |
|  | 1. Infrastructure and manpower details (including details of centres, machinery, IT equipments, other related details for conduct of online/offline examination and whether the centre etc are on ownership basis or on franchise basis. 2. Method of conducting online/offline examination | To be enclosed as **Appendix II** |
|  | Experience of conduct of examination (online/offline) including details of all the examinations of large magnitude. | To be enclosed as **Appendix III** |
|  | Years of experience of conduct of examination (please attach copies of award letters from client) | Experience stating the name of client, name of examination, year of conducting, project value etc are to be shown as **Appendix IV** |
|  | Turnover of agency/firm/ organization for the year 2016-17. (copy of ITR, balance sheet etc to be enclosed) | |  |  |  | | --- | --- | --- | | S.No | FY | Turnover (Rs. In lakhs) | | 2016-2017 |  |  | |

Date:

Place: Signature of the Applicant

(with rubber stamp)

(To be signed by the individual/ authorised signatory of the firm/ company)

(To be submitted by agency/firm on its official letter head)

I/we hereby apply for empanelment as Business Associate in your organisation and declare that:

1. I/We declare that the particulars furnished above are true to the best of my/our knowledge and belief, and any incorrect information furnished may lead to cancellation of my/our application for empanelment with NITCON.
2. I/We understand and accept that empanelment shall be at the discretion of NITCON as per requirement and NITCON has a right to reject our application without assigning any reasons therefore.
3. If my/our application for empanelment in NITCON is considered favorably, I/we shall abide by all the terms & conditions stated herein as well as other terms & conditions prescribed by NITCON from time-to-time;
4. I/ We will comply with all statutory/ government provisions/ acts/ laws that may arise from time-to-time as regards the terms & conditions of the services of the persons deputed to work on the agreed assignments during its entire tenure/ till its completion and all liabilities in this respect will be complied with and all expenses met, by me/ us.
5. I/We understand that empanelment as such does not guarantee award of recruitment related assignments by NITCON;
6. I/We understand that entrustment of recruitment related assignment is subject to periodical review by NITCON;
7. I/We understand that NITCON reserves the right to delete/cancel the empanelment/stop awarding future assignments without prior notice or assigning any reasons whatsoever;
8. The Recruitment services shall be conducted on the basis of accepted principles as also the criteria/terms of reference specified by NITCON from time to time;
9. I/We shall maintain secrecy of the business allotted by NITCON;
10. Under no circumstances, I/we shall use the name or logo of NITCON in my/ our correspondence with other parties;
11. If any wrong conduct of operation is detected, I/We hereby consent that NITCON may take steps as deemed fit;
12. I/We undertake to keep NITCON informed of any events or happenings which would make me ineligible for empanelment as an ICT Business Associate;
13. I/We have not concealed or suppressed any material information, facts and record and I have made a complete and full disclosure;
14. I/We shall strictly observe the laws against fraud and corruption in force in India namely “Prevention of Corruption Act 1988”;
15. I/We am/are a citizen/incorporated/registered in India;
16. I/We have not been convicted of any offence and sentenced to a term of imprisonment;
17. I/We have not been found guilty of misconduct in professional capacity or have not been blacklisted by any Government or CPSE organization
18. I/We have not been convicted of an offence connected with any proceeding under the Income Tax Act 1961, Wealth Tax Act 1957 or Gift Tax Act 1958 or other related tax matters.

Date:

Place: Signature of the Applicant

(with rubber stamp)

(To be signed by the individual/ authorised signatory of the firm/ company)

(All documents to be signed by the individual/ authorized signatory of the firm/company)

Self-certified copies of the following documents are to be enclosed with application:

1. Copy of incorporation/registration of firm / organization
2. Copies of partnership deeds, companies, memorandum of association and article of association or other desired documents related to organization
3. PAN,TAN and GST.
4. Balance sheet, profit and loss account, receipt and payment account for the last 4 years as applicable
5. ITR copy for 2016-17.
6. Bank account details in the name of organization

Agency also to enclose

1. Appendix I, Appendix II, Appendix III, Appendix IV
2. Empanelment fee of INR 50,00,000/- and Security of INR 10,000/- in the form of DD/payorder payable to NITCON LIMITED.