

**Notice Inviting Quotation for Online Recruitment Management System**

Indian Council of Philosophical Research, (ICPR) requires 'Online Recruitment Management System' for Management of online recruitment for its various posts. The technical details and module requirements, conditions for technical and financial bids are available in the Institute website: [www.icpr.in](http://www.icpr.in).

The technical and financial bids should be sealed by the bidder in separate envelopes duly super-scribed and both the sealed envelopes are to be put in a bigger envelop which should also be sealed and duly super-scribed in following format –

Application	Cost per Application
<ul style="list-style-type: none"><li>• Up to 1,000 Nos.</li><li>• 1,001 to 5,000 Nos.</li><li>• 5,001 to 10,000 Nos.</li><li>• More than 10,000 Nos.</li></ul>	

The following documents should be enclosed with commercial quotations:

- a) Commercial bid clearly indicating taxes with acceptance terms and conditions of tender.
- b) Company profile and registration details with copy of relevant documents.
- c) Copy of last three years Income Tax Return and Pan Card. Past order copies from Govt. organization, references etc.

Complete bid document should be submitted within 12 days from date of advertisement. Bids received after the last date and time due to postal delay or any other reason will not be considered for evaluation.

  
(Lt.Cdr. Pawan Deep)  
Director (A &F)

**Invitation of sealed quotation for designing, implementation & management of Online Recruitment Management System (All stages from Online form submission, collection of fees , Generation of Admit Card, conduct of various stages of examination up to declaration of final results etc.)**

Indian Council of Philosophical Research (ICPR), New Delhi requires 'Online Recruitment Management System' for the management of online recruitment for its various posts. It includes Online Registration, Online filling of the application forms, collection of application fees through online payments/payment gateways (through net banking, debit or credit cards of multiple banks), processing of application data, preparation of admit cards and uploading of admit cards on the Council website, conduct of various stages of examination and declaration of final result etc. In this regard, you may please submit two bids — one Technical Bid and the other Financial Bid in separate sealed envelopes. Both these bids should further be put in a single sealed cover superscription thereon "Sealed Quotation for Development of Online Recruitment Management System of ICPR" and should be submitted by Registered/Speed Post/ by Spl. Messenger so as to reach the undersigned on or before 05:00 pm on 10 Feb 2020. The technical details and module requirements and other conditions shall be as follows:

**SCOPE OF WORK:-**

**Phase-1: Online Recruitment Management System Form Registration, Generation and Submission:**

1. A fully dynamic cloud-based online recruitment management system accessible from anywhere in the world with no downtime.
2. Uploading of detailed Advertisement and display of all important information i.e., important dates & schedule, notifications or any other relevant information on web page etc.
3. Dynamic creation of online registration and receiving the online recruitment forms after fee payment for various Posts after due verification of e-mail and mobile number through OTP.
4. The online application system must be compatible with most recent browser/OS versions, tablet or notebook and mobile devices.
5. The online application form should contain all the details of the applicant as mentioned in the advertisement.
6. Provision of uploading of passport size photograph, signature, thumb impression and caste certificates etc. through online application form as per requirement.
7. The online form submission shall be closed after last date as fixed by the Council.
8. Online received application verification, compilation, generating various reports like category wise, Male, Female, Fee status, date wise, etc as per requirement in MS Word, MS excel, PDF and HTML formats.
9. Maintenance and managing the online customizable Application Forms into database as per the needs of the Council.
10. Separate dashboard for each candidate and for Administrator for monitoring application process in real time and to take the printout of submitted form, payment details etc. using login details.

11. Provision to generate e-mail, print and download of acknowledgement slips of A4 size having Unique Registration ID, E-mail id, Name, Mobile no and Payment details of applicant after successful completion of registration and submitting of application form.
12. At the end of the last date of online registration, the complete database is to be provided to the ICPR in the format like MS Word, MS Excel, PDF and HTML as required. Dynamic report generation with feature of export to Excel, PDF and CSV.
13. Applicant must be able to download filled application form and take proper print out.
14. Setting up of 24x7 help desk Support Centre for replying the queries of applicants.
15. Providing necessary hardware, software and high speed Internet connectivity for maintenance of website at all time.
16. Security Secure single login, role and responsibility based access, data level access depending upon the role, password encryption, scalability, easy to make changes during maintenance phase etc.
17. Any stage of Online Examination will be conducted in a single sift only. The examination center will be Delhi NCR. However, in case of large number of applicants than stipulated then examination center may also be opted in Lucknow at discretion of management but time for a particular exam will be same across all center at all places.

### **Phase II: Fees Payment and Payment Status:**

1. Provision of making online payment of application fees through online payment gateway using credit or debit cards, Net banking etc. of all national and private banks in India.
2. Provision of Sending Unique Registration ID through SMS/email to those applicants who have paid off registration fees.
3. Automated payment settlements with software audited accounts.
4. To provide daily report for Submission of application fees post wise and category wise etc. in desired format.
5. Refund of fees and fees settlements. In case of unsuccessful transactions the payment gateway should be able to refund the amount to the calling account.

### **Phase III: Processing of data preparation of Attendance Sheets/Admit card etc.:**

1. Issuance of admit cards with tracking for download of each candidate's admit card by generation and uploading of admit cards with photographs as per the required format on the official website of ICPR (so that Candidate can view their status and download the admit card after login to their respective dashboard).
2. Biometric thumb capture before and after examination and confirmation with thumb impression uploaded with online application.
3. Attendance sheet generation, photo nominal rolls, venue wise attendance lists with photographs as per required format and provision of CCTV / Video recording at the time of examination in the examination centers.
4. Generation of various reports like received applications, payment collection, pending application on day to day basis or as per the required format with dynamic search options. All reports must be able to export to MS Excel, MS Word, PDF and HTML Format.
5. 24 x 7 administration module for continue reporting for Council administrator.

6. The Application should be fully secured. Application must be able to provide role based privileged and ensure proper security of data and transactions.
7. All servers must ensure 99.9% uptime, physical security, backup system, and firewall, anti-hacking and anti-virus. Full security of database with encryption.
8. Candidate support services like email/SMS notifications at various stages of the recruitment process.
9. Comprehensive and extensive training for administrators/officers and concerned staff members including data backup and restore process.
10. Backup and restoration guidelines for system and data.

### **General Terms and Conditions:**

1. The bidder must have at least Five years' experience of working in the field of ERP Software, conceptualization, customization, maintenance and delivered the large and similar projects for the Govt./PSU/Autonomous Organisations/School/College/Universities etc. A proof of past work should be attached with quotation document.
2. The bidder shall be a registered IT Company, Firms in India with valid GST Registration Number and Permanent Account Number (PAN) (copy to be enclosed) also provide copy of Income Tax Returns of last three financial years.
3. The bidder should have a relevant ISO certification.
4. The bidder shall not have been blacklisted by any Central Government or State Government of India or aboard.
5. The bidder is required to provide the online/offline support on 24x7 basis till the end of online recruitment management system procedure and submit the complete database to the council within 30 days after online recruitment management system in a certified manner.
6. The bidder is required to deploy an onsite technical person who can handle any technical issue during the online recruitment management system cycle.
7. In case of any technical issue reported during online recruitment process, this is to be sorted out within four hours maximum. Failing this will attract a penalty of 500/- per hour of delay.
8. The time for completion of the work shall be 90 days after of issue of the work order.
9. Installation, commissioning and satisfactory demonstration of the whole system and training should be free of cost. The entire responsibility of installation, integration, operational performance of software will be of the bidder.
10. Complete documentation on the application, user manual and technical manual has to be provided to the institute.
11. The entire work shall be executed confidentially. A confidentiality agreement has to be signed.
12. The bidder should also be ready to extend the validity, if required without changing any terms, conditions etc. of their original bids.
13. The bidder shall be required to submit a refundable Earnest Money Deposit (EMD) for amount of 25000/- (Rupees Twenty Five Thousand only) by way of FDR, BC, BG, Demand Draft in favour of DDO, Indian Council of Philosophical Research, New Delhi payable through any Nationalized Bank payable at New Delhi with a validity of 45 days beyond bid validity period .
14. Bids received without demand drafts for EMD shall be rejected. Exemption will be as applicable as per GFR 2017 for NSIC, Govt. Registered vendor etc.
15. The Bid should be valid for a period 90 days from the last date of submission of bid

16. The Financial bids of those bidders, who were technically qualified in all respects only, will be considered. A performance bank guarantee (PBG) of Rs one Lakh, has to be submitted by successful bidder on receipt of order with validity for 60 days beyond the date of work completion .
17. The Council reserves the right to accept or reject any or all the bids in part or whole or may cancel the bids process at its sole discretion without assigning any reason whatsoever. No further correspondence in this regard will be entertained.
18. Any dispute regarding the process will fall under the jurisdiction of UT of Delhi.

**Payment Terms:**

1. The Bank details for making online payment may be mentioned on the bill Payment will be made on the completion of following stages.
  - (i) On completion of receiving of application form and online deposit of exam Fee to the Account of Council and the submission of consolidated list of applicant along with amount deposited for the concerned Post- 30% of order value.
  - (ii) Generation of admit Card and conduct the various stage of online examination, declaration of result and intimation of successful candidate- 30% of order value.
  - (iii) 30 days after final completion of above process and hand over the data backup for the full process- 40% of order value.
2. All the pages of quotations should be signed by the bidder to indicate that the bidder accepts all the terms and conditions mentioned.
3. Any other condition not explicitly mentioned here, if relevant, will be attracted as and when required.
4. In case of any further cost like one time setup charges and taxes etc. are to be written separately.

Sealed quotations indicating on the envelop — "Sealed Quotation for Development of Online Recruitment Management System" must reach the undersigned at Indian Council of Philosophical Research, 36 Tughlakabad Institutional Area, M.B. Road, New Delhi – 110 062 on or before Feb 10, 2020 by 05:00 p.m.

  
Director (A&F)