



Office of the
Asansol Municipal Corporation
Asansol, Paschim Bardhaman

NOTICE INVITING EXPRESSION OF INTEREST

Memo No. :- 1493/PW/ Eng/2021

Date. : 16/12/21

Tender Notice No.:- 395 /PW/ Eng/2021

Date : 16/12/21

AMC is contemplating to develop software for the purpose of managing online applications for recruitment of Honorary Health Workers (HHWs) at Asansol Municipal Corporation. The agencies are also required to deploy the required number of staff for maintaining the software during the period of recruitment drive. Interested agencies are requested to submit their expression of interest for the above noted assignments.

Details of scope of work:-

Agencies who will respond to this bid shall have to undertake following activities during the course of assignment of above responsibilities.

1. Develop and delivery of software to the Secretary, Asansol Municipal Corporation which have the following capabilities.
 - a. The software shall receive sufficiently applications from the applicants into its system. The proforma of application shall have to be developed by the developer. The software so develop by the agency shall have the capability of compiling all applications so received and to prepare summarized report there from in order to get the merit list in descending order of magnitude in a error free manner. The software should have the capability of generation of online interview call letters from the summarized reports itself.
 - b. The software to be developed shall have the facility to give necessary input of the authority regarding the outcome of the interview. The final summarized list to be generated from the system automatically after providing input of outcome of interview and capability of generation and printing of joining letter should be there in the system without intervention of anyone.
 - c. Sufficient manpower (at least 02 persons) at the head quarter of Asansol Municipal Corporation in order to manage any troubleshooting in the software or to help the authority in getting their desire reports and printing thereof during the whole period of recruitment process.
 - d. All other standard facilities as is normally exists shall also exists in this software over and above the requirement of a, b, c in the above. Moreover this software should be independent enough to manage the whole recruitment process without the interventions of human being except inputting outcome of interview.
2. The rate to be quoted should be Inclusive GST and all other charges.

3. Following documents are to be submitted photo copy of valid Trade License, G.S.T. certificate and Certificate of experience on this field.
4. An earnest money for amount of Rs. 2,000/- (Two Thousand only) must accompany in the form Bank-draft in favor of Asansol Municipal Corporation. The Technical Bid shall be rejected if it is not accompanied with the required EMD. 03 (three) % Security Deposit will be deducted from bill submitted by the successful agency/bidder. This amount will be released along with deposited earnest money after completion of the contract period.
5. Date of receiving of Expression of Interest from 16.12.2021 to 24.12.2021 up to 2:00 p.m.
6. Cost of tender paper for amount of Rs. 250/- (Two Hundred Fifty only). Date of issuing of tender paper from the cash section on 28.12.2021 up to 2.00 p.m.
7. Date of receiving of duly filled in tender paper on 29.12.2021 up to 2.00 p.m.
8. Date of opening of Expression of Interest on 29.12.2021 at 3.00 p.m.
9. Expression of interest along with relevant documents should be submitted in sealed cover. The Tender Notice no. and date of this notice should be mentioned on the front side of the sealed cover and the same should be dropped in the Tender box kept in the engineering department as scheduled date and time given bellow.
10. Delivery of the software should be completed within 07 (Seven) days of issuance of work order and the whole contract period ends 07 days after the issuance of joining letter to candidates.
11. It is primarily the responsibility of the agency to preserve the whole database for the recruitment process in a external hard drive for at least 01 (one) year and shall be kept in the custody of the Secretary, Asansol Municipal Corporation. Any lose of data before that period shall attract penalty by way of forfeiture of Security Deposit.
12. The contract period for the software would be initially for 06 (six) months and will be further extended, based on the requirement of the authority on monthly/quarterly basis, unless it will stand cancel on expiry of contract or on written notice within 15 (fifteen) days.
13. If any complaint is lodged by the authority the same must be attended to and resolved within four hours.
14. The agency must not have been blacklisted by any court or any agency.
15. The authority reserves the right to accept/or reject any or all express of interests at any stage without assigning any reason whatsoever.
16. The authority reserves the right to terminate the work order with a fifteen days notice if the service provider failed to provide the required service.

Special Conditions:-

1. No. of Vacancy: 69
2. Age: 30-40 years as on 1st day of the calendar year i.e. as on 01.01.2021. In case of SC/ST/OBC candidates, the lower age limit may be relaxed to 22 years. As such candidates belonging to SC/ST/OBC may apply whose age is between 22-40 years.
3. Educational qualification: Minimum Madhyamik pass or equivalent examination. Candidates having higher qualification are also eligible. However, in case of candidates possessing higher qualification, only marks obtained in Madhyamik or equivalent examination will be considered. For calculation of the marks obtained in the Secondary Examination (Madhyamik or equivalent), the aggregate is to be considered (excluding the marks obtained in the additional paper).
4. Candidates having motivation/experience rendering social service.
5. Candidate should upload self attested copy of Proof of Age (Madhyamik Admit card), proof of residence (Aadhaar Card/Votter ID/Ration Card), Mark sheet of Madhyamik or equivalent examination as applicable, proof of SC/ST/OBC in case of SC/ST/OBC candidates, as per certificate issued by the Sub Divisional Officer/DWO, Kolkata.
6. Candidate also upload self-attested copy of Marriage Certificate/Aadhaar Card/Votter Card/Ration Card mentioning the husband name for married candidates, Death Certificate of husband for widows and Order of Hon'ble Court order for divorce, if any for divorcees.


16-12-21
Executive Engineer
Asansol Municipal Corporation

Memo No:- 1493 /7/PW/Eng/2021

Date. 16 / 12 /2021

Copy to:-

1. The Chairperson, BoA, Asansol Municipal Corporation
2. The Commissioner, Asansol Municipal Corporation
3. The Finance Officer, Asansol Municipal Corporation
4. Executive Engineer, Asansol Municipal Corporation
5. The O.S., A.M.C., for publication in a daily newspaper for a day only
6. I.T. Coordinator, AMC for displaying in A.M.C. website
7. DIO, Paschim Bardhaman for displaying in District website


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