

**GOVERNMENT OF MIZORAM**  
**MIZORAM YOUTH COMMISSION**

**REQUEST FOR PROPOSALS (RFP)**

**FOR**

**“ONLINE JOB PORTAL DEVELOPMENT.”**



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## Introduction:

- 1.1 The Government of Mizoram represented by the Secretary to the Government of Mizoram, Labour, Entrepreneurship and Skill Development Department (Mizoram Youth Commission), have been accorded and allocated, funds for the Development of Online Job Portal amounting Rs 40.00 lakhs
- 1.2 The Labour, Employment Skill Development and Entrepreneurship Department (Mizoram Youth Commission) Government of Mizoram has decided to execute the project through Inviting Open Tender for selection of a private entity as the bidder to whom the preparation of Detailed Project Report and Execution of *Development of Software* may be awarded.
- 1.3 Financial Implications of the Project are as follow:  
The Government of Mizoram is expected to provide 100% of the capital investment subject to maximum of Rs 40.00 lakhs for Development of Online Job Portal.



## Background:

Talented and hardworking youths within Mizoram are not getting adequate job opportunities due to limited access to job information and the absence of a unified platform to cater *job seekers* and *employers*. Finding the right job and finding the right candidate is equally challenging for both job seekers and employers without the unified job portal. Now the internet has made an enormous impact on knowledge management and information dissemination all over the world. The internet has brought about a new dimension for job vacancies and searching for right and qualified candidates through the development of job portals. Job portal system has made job searching processes easier. This project deals with the design and development of an Online Job Portal System. The purpose of this project is to develop a web-based system for users that will eliminate or reduce manual work in job searching process and also reduce cost and time spent when advertising job vacancies. It allows job seekers to register online, search and establish communication for employment and also allows employers to register online, post job vacancies and look for suitable candidates. Online Job Portal System or a job search site will be a powerful, flexible and easy to use software which will be developed to provide a common platform for interaction to address the communication gap between job seekers and recruiters. The system is to make the job searching processes simpler and easier.



2.2 **Objective:** To detect and identify the needs of employers and job seekers which will be incorporated into the system.

1. To design, develop and implement an effective and efficient job portal system.
2. To develop a job portal that allows employers to post job advertisements and job seekers to post resumes at any given time.
3. To minimize the time consumed in job searching process and provide 24/7 accessibility to job seekers and employers.
4. To alert/notify registered job seekers through email and SMS when a new job is posted under specific pre-selected criteria/s.

2.3 **Scope of Work:** The scope of work to be performed by selected agency will include (but is not limited to) the following tasks:

- a) i) The Agency shall develop Software as per the Software requirement issued by the Department.
- b) The Agency shall complete the development of software within 2 months after receiving letter of commencement of works.
- c) The agency shall render all required support to the Employer for follow up action, as may be required.



### **3. INFORMATION TO BIDDERS**

#### **3.1 Introduction:**

The intention of Online Job Portal System is to facilitate both the job seekers as well as the employers looking for employees for their business/companies. In this online application, any job seeker can search for the available jobs at any moment with updated information. He/She can directly visit this portal and view the availability of jobs by filtering and customizing options based on his requirement and downloading the required information. He/She may also subscribe to his/her choice of updated job vacancy by registering and opting to receive notifications through SMS/email.

Employers can advertise vacancies by taking membership, logging in and posting job information with eligibility criteria for specific jobs. This software establishes a direct connection between the employer and the job seeker.

The development of an Online Job Portal System will save job seekers time and money that would have been spent on manually visiting organizations to look for job vacancies and also the time and money employers would have spent for billboards, flyers, posters and newspaper as well as televised advertisements. And also, employers are able to view and search for qualified job candidates as the basic resume of each candidate will be posted online.

The system will act as a platform for both job seekers and employers. Application for jobs may be processed through the site. Communication between the parties may also be carried out outside of the system either through a phone call, SMS etc as preferred by the party.

Job listings will be of two types:

1. A permanent/long term employment (office jobs, salesperson, etc)
2. Once off employment (plumber, carpenter, daily maid, etc)

**3.1 Brief Description of Bidding Process:-** The employer has adopted a One-stage Two-part (two envelopes) bidding process for selection of the Bidder for award of the



Project. The applicant must satisfy themselves that they are qualified to bid and should give an understanding to this effect.

i) The Cost of the Tender documents would be Rs 500/- which also could be paid at the time of Opening.

ii) Bids can be submitted through mail @ [mycmizoram@gmail.com](mailto:mycmizoram@gmail.com), however, Earnest Money should be submitted in a sealed envelope at the time of opening of bid for those who submitted through mail.

### 3.2 Schedule of the Bidding process:-

<u>Event description</u>	<u>Date</u>
1. Last date of submission of bids	29 <sup>th</sup> June, 2020 upto 12:00pm
2. Opening of Bids	(Same date as Sl. No 1 at 1:00 pm)
3. Letter of Award	Within 10 days of Sl. No 1 <i>(subject to the approval of competent Authority)</i>
4. Signing of Contract Agreement.	Within 3 days of LOA <i>(subject to the approval of competent Authority)</i>

### 3.3 Name and Address of contact person:

Shri Donny Lalruatsanga  
Secretary  
Mizoram Youth Commission  
Aizawl, Mizoram  
Ph. No 0389-2310317

### 3.4 E-mail: [mycmizoram@gmail.com](mailto:mycmizoram@gmail.com)

## 4 GENERAL TERMS OF BIDDING.

### 4. Earnest Money :

2% of the Estimated quoted Cost should be deposited as Earnest Money. The earnest money shall be accepted in any of the following form:

- i) Treasury Challan.
- ii) Deposit at call receipt of a Scheduled Bank.
- iii) Banker's Cheque.
- iv) Demand Draft.



- v) FDR.
- vi) Bank Guarantee issued by a scheduled bank.

The following details are to be furnished that will form a part of the Bid documents:

**A - For Technical bid :**

The technical Bid should contain

4.1.1 The following documents are to be furnished that will form a part of the Bid documents:

- a) Brief Profile of the Establishment.
- b) General profile of the Agency.
- c) Proposed Features.
- d) List of Professional/Technical staff in the firm with qualifications and experience of each staff.
- e) List of Successful projects with amount.
- f) Audited Financial Report of the firm for the last 3 years (i.e 2017-18, 2018-19, 2019-20), indicating Turnover and Net Profit figures.

4.2 The bidders must have the following requisite Certificates in their own name:

- a) **Firm Registration**
- b) **GST Registration**
- c) **Work Done Certificates**

4.3 The Bidder shall provide all the information sought under this RFP and any other relevant information as deemed fit by the Bidder. The Employer will evaluate only those Bids that are complete in all respects.

The Bid and other documents shall be typed, sealed & signed by the authorized signatory of the Bidder, whose Power of Attorney for signing the documents should be enclosed in the Bid documents.

4.4 The Bid should be sealed in an envelope and shall clearly bear the following identification-

***"Technical Bid for Development of Online Job Portal"***





and shall clearly indicate the name and address of the Bidder.

4.5 Each of the envelope shall be addressed to:

Pu DONNY LALRUATSANGA  
Secretary  
Mizoram Youth Commission  
Mizoram New Secretariat Complex,  
Khatla, Aizawl  
Ph. No 0389-2310317

If the envelopes are not sealed and marked as instructed above, the employer assumes no responsibility for the misplacement or premature opening of the contents of the Bid submitted and consequent losses, if any, suffered by the Bidder.

4.6 Bids received by the Employer after the specified time on the Bid due date shall not be eligible for consideration and shall be summarily regretted.

4.7 The Bidders shall be responsible for all the costs associated with the preparation of their Bids and their participation in the Bidding process. The Employer will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Bidding process.

4.8 Notwithstanding anything contained in this RFP, the Employer reserves the right to reject any bid and to annul the Bidding process and reject all Bids at any time without any liability or any obligation for such rejection or annulment, and without assigning any reasons thereof.

4.9 Information relating to examination, evaluation and recommendation for the Bidders shall not be disclosed to any person who is not officially concerned with the process or is not officially assisting the Employer concerning the Bidding Process. The Employer may not divulge any such information unless it is directed to do so by any statutory entity that has the power under law to require its disclosure or is to enforce or assert any right or privilege of the statutory entity and/or the Employer.

**B - For Financial bid :**

4.11 The Bidder should quote his rates in both digits and figures



4.12 In this stage, each financial Proposal will be assigned as a Financial Score. The lowest financial proposal will be given a financial Score of 100.

4.13 The Bid should be sealed in an envelope and shall clearly bear the following identification-

***“Financial Bid for Development of Online Job Portal”***

4.14 The Bid should be sealed in an envelope and shall address to-

Pu DONNY LALRUATSANGA  
Secretary  
Mizoram Youth Commission  
Mizoram New Secretariat Complex,  
Khatla, Aizawl  
Ph. No 0389-2310317

4.15 If the envelope are not sealed and marked as instructed above, the employer assumes no responsibility for the misplacement of premature opening of the contents of the Bid submitted and consequent losses, if any, suffered by the Bidder.

4.16 Bids received by the Employer after the specified time on the Bid due date shall not be eligible for consideration and shall be summarily rejected.

4.17 Both the Technical and Financial Bids should be put in one big enveloped and in the Enveloped it should be wrote.

- a) Name of Work - "Bid for Development of Online Job Portal"
- b) Address as above.
- c) Name of Bidder with detail Address.

## **5 OPENING & EVALUATION OF BIDS**

5.1 The Employer shall open the Bids at **13.00 hrs** on the **Bid Due Date** at the place specified in clause 4.5 and in the presence of the Bidders who choose to attend.

5.2 The Employer will subsequently examine and determine whether each Bid is responsive to the requirements of this RFP. A bid shall be considered responsive only if -



- a) It is received by the Bid due date including any extension thereof, if any.
  - b) It is signed, sealed and marked as stipulated in clause 4.4.
  - c) It contains all information (Complete in all respects) as requested in this RFP.
  - d) It does not contain any condition or qualification.
- 5.3 The Employer reserves the right to reject any Bid which is non-responsive and no request for alteration, modification, substitution or withdrawal shall be entertained by the employer in respect of such Bids.
- 5.4 The Technical Bid submitted by the Firm shall be opened and evaluated. The Financial bid of only those bidders whose Technical Bids are substantially responsive will be considered for further evaluation.
- 5.5 The Financial Bid will be evaluated on the basis of rate submitted as mentioned in clause 4.12
- 5.6 The Technical Bid and Financial Bid shall be given weightage in the ratio of 60:40.
- 5.7 The Bids adjudged as responsive in terms of clause 5.2, 5.5 & 5.6 shall be evaluated by the State level Consultancy Evaluation Committee (CEC) Constituted by the School Education Department.

The Technical Bid will be evaluated on the basis of the following evaluation criteria.

Sl/No	Details	Max. Marks
1	Experience of the firm in preparation of DPR for software's.	10
2	Experience of the firm in execution of development of software's.	30
3	Consultant Resource Schedule, Methodology & Work Plan etc..	20
4	Suitability of Key personnel for the assignment	

	a) Qualification	15
	b) Relevant Experience	15
5	Financial Turnover Figures for last 3 years (as per audited by Registered Chartered Accountants)	5
6	Quality Assurance/Management Systems	5

5.8 After selection, a Letter of Award (the "LOA") shall be issued by the Employer to the Selected Bidder and the Selected Bidder shall, within 2(Two) days of the issue of the LOA, acknowledge receipt of the same indicating therein its acceptance or otherwise of the LOA and the assignment.

5.9 After acknowledgement of the LOA as aforesaid by the Selected Bidder, a Deed of Agreement shall be executed between the Employer and the Selected within the period prescribed in Clause 3.2

5.10 Any queries or request for additional information Concerning this RFP shall be submitted in writing or by email submitted to the officer designated in Clause 3.3

5.11 Bids shall be deemed to be under consideration immediately after they are opened and until such time the Employer makes official intimation of award to the Selected Bidder, While Bids are under consideration, Bidder and/ or their representatives of other interested parties are advised to refrain, save and except as required under the Bidding Documents, from contacting by any means, the Employer on matters related to the Bids under consideration.

**6. GENERAL TERMS AND CONDITIONS FOR TENDER AND CONTRACT**

Bidders should read these conditions carefully and comply strictly while sending

their bids.

## **6.1. Definitions:**

For the purpose of clarity, the following words and expressions shall have the meanings hereby assigned to them:-

**6.1.1 Approval** - means approval in writing by the designated officer of the Employer.

**6.1.2 Contractor** - means the contractor or contractors or suppliers or agencies employed by the Executing Agency for the work or any connected work, including the Executing Agency itself in case any work is done directly by the Executing Agency.

**6.1.3 Employer** – means the Mizoram Youth Commission, Government of Mizoram represented by the Secretary, Mizoram Youth Commission and shall also include its administrators, executors and assignees.

**6.1.4 Executing Agency** – also referred to as ‘Agency’, means an agency appointed by the employer for execution of the works under the project as may be defined in the agreement.

**6.1.5 Executing Agency Charges** - means the project executing charges payable to the Executing Agency as a percentage of the actual cost.

**6.1.6 Letter of Award (LOA)** – As defined in Clause 5.8

**6.1.7 Project/Work** - means Development of Online Job Portal Software.

## **6.2 General:**

**6.2.1** All incidental charges including the work contract tax, service tax, VAT and any other tax or cess as applicable on the designing and execution of the project shall be incorporated as part of clause 6.2.1 above.

### **6.2.2 The following expenses will be borne from the Project Cost:**

- i) Cost paid by the Employer to local government any other statutory body or bodies for getting approvals for the project.**
- ii) Cost of laboratory charges for testing of materials, etc. for the purpose of ensuring Quality Control**



### **6.3 ROLE AND RESPONSIBILITIES OF THE EXECUTING AGENCY:**

- 6.3.1 Executing Agency shall execute the works at approved cost as per approved .
- 6.3.2 The Executing Agency shall be wholly, solely and fully responsible for the timely completion of the project.
- 6.3.3 During the various stages of execution, Executing Agency shall submit monthly progress reports with site photographs with minimum 6 site photographs of size 4"x6".
- 6.3.4 Liability for all defects in the construction work by the executing agency shall rest with them for a period of twelve months from the date of its handing over site complete in all respect to the Employer. Executing Agency shall be responsible for satisfactory rectification of defects.

### **6.4 RESPONSIBILITIES OF THE EMPLOYER:**

- 6.4.1 Employer will not be responsible to the contractors/suppliers of the items required for execution of contract.
- 6.4.2 Employer shall make payment due under this agreement to the Executing Agency. However, the Employer may levy compensation upon the Executing Agency due to non-fulfillment of any clause of the contract or for bad work or deficiency in services or any other reasons whatsoever deemed appropriate under relevant rules and regulations.

### **6.5 COMPLETION OF THE PROJECT**

- 6.5.1 The date of start of the work i.e. planning and thereafter execution and completion shall be reckoned from the **7<sup>th</sup> day** after the signing of the agreement.
- 6.5.2 The work shall be completed in all respect within a period of 2 months from the date of issue of work order.
- 6.5.3 Executing Agency shall be required to complete the work within the stipulated period. In case of delay, which may occur due to the reasons beyond the control of Executing Agency, Executing Agency would approach the Employer with full details for extension in time limit for completion of the works. In case of delay due to sole



default on part of Executing Agency, or its contractors / subcontractors the Executing Agency shall be liable to pay to the Employer compensation (not amounting to penalty) at the rate of not exceeding ¼ % (One quarter percent) of the total anticipated Execution Agency charges per week of delay subject to maximum of 10% (Ten percent) of the total agency charges. However, the employer may reduce the same at its sole discretion

#### **6.6 ASSIGNMENT OF THE AGREEMENT:**

The Executing Agency shall not assign or transfer or part with any of the rights, duties of obligations, wholly or in part, under this agreement to any other party without the previous consent in writing of the Employer, except as provided under the agreement.

#### **6.7 PAYMENT & SCHEDULE OF PAYMENT:**

6.7.1 A sum of 2.5% of the accepted value of the Tender shall be deposited by the Tenderer (hereinafter called the contractor when Tender is accepted) as security deposit with the owner for the faithful performance, completion and maintenance of the works in accordance with the contract documents and to the satisfaction of the **Employer** and assuring the payment of all obligations arising from the execution of the contract.

6.7.2 A sum of 5 % of the accepted value of the Tender shall also be deposited by the the contractor as Performance Guarantee.

These shall be deposited in any off the forms mentioned below:

- a. By a Demand Draft in the Aizawl Branch of any Scheduled Bank.
- b. A Fixed Deposit Receipt of a Schedule Bank duly endorsed in favour of the **"SECRETARY, MIZORAM YOUTH COMMISSION, GOVERNMENT OF MIZORAM"**, Aizawl.
- c. Irrevocable and unconditional Bank Guarantee of Equivalent amount of any Scheduled Bank except Co-operative Bank.
- d. The Contractor may pay 2.5 % and 5% of the value of works as security



deposit and Performance Guarantee. The Security deposit of 2.5 % is to be collected from Running Bill as well as Final Bill.

6.7.3 On completion of work, the accounts of the work shall be closed and a final bill/expenditure statement shall be submitted for settlement which include trial run and reliability of the software.

6.7.4 Performance Guarantee would be released after 60 days of Completion of the Project (if the Employer is satisfied) and Security Deposit will be released after 6 months of the Completion of the Project.

However, if the Annual Maintenance Contract is signed with the same Party, Security Deposit could be released in less than 6 months.

#### **6.8 MONITORING:**

6.8.1 Effective monitoring shall be carried out by the Agency and the Employer to monitor the progress of the works in implementation of the project. To this end, the Agency shall furnish all the data and information, as may be prescribed by the employer from time to time, in the relevant format.

6.8.2 The Agency shall monitor the progress of the works by maintaining full information of contractors, contractor-wise status report of cost of work done and payments made, list of completed works and value of work done in the prescribed format.

#### **6.9 QUALITY MONITORING:**

6.9.1 The Agency shall ensure the best practices are applied for quality management of works.

#### **6.10 ARBITRATION:**

Every dispute, difference, or question which may at any time arise between the parties hereto or any person claiming under them, touching or arising out of or in respect of this agreement or the subject matter thereof shall first be endeavoured to be amicably resolved at the Top Management level of the parties. However, in the event of such dispute, difference or question, etc., remaining unsolved, the same shall be referred to the arbitration by a sole arbitrator





appointed by the Employer as per provisions of the Arbitration & Conciliation Act, 1996 as applicable. The place of such arbitration shall be at Aizawl, Mizoram.

#### **6.11 FORCE MAJEURE:**

A party shall not be liable for any failure of or delay in the performance of this agreement for the period that such failure or delay is

- 1) beyond the reasonable control of a party,
- 2) materially affects the performance of any of its obligations under this agreement, and
- 3) could not reasonably have been foreseen or provided against, but will not be excused for failure or delay resulting from only general economic conditions or other general market effects.

#### **6.12 TERMINATION OF THE CONTRACT:**

6.12.1 If the Contractor finds it impracticable to continue operation owing to force majeure reasons or for any reasons beyond his control and/or the Owner finds it impossible to continue operation, then prompt notification in writing shall be given by the party affected to the other.

6.12.2 If the delay or difficulties so caused cannot be expected to cease or become unavoidable or if operations cannot be resumed within two (2) months then either party shall have the right to terminate the contract upon ten (10) days written notice to the other. In the event of such termination of the contract, payment to the Contractor will be made as follows:

6.12.2(1) The Contractor shall be paid for all works approved by the **Employer** and for any other legitimate expenses due to him.

6.12.2(2) If the Owner terminates the contract owing to Force Majeure or due to any cause beyond its control, the Contractor shall additionally be paid for any work done during the said two (2) months period including any financial commitment made for the proper performance of the contract and which are not reasonably defrayed by payments under (7.2.1) above.

6.12.2 (3) The Owner shall also release all bonds and guarantees at its disposal except in cases where the total amount of payment made to the Contractor exceeds the



final amount due to him in which case the Contractor shall refund the excess amount within thirty (30) days after the termination and the Owner thereafter shall release all bonds and guarantees. Should the Contractor fail to refund the amounts received in excess within the said period such amounts shall be deducted from the bonds or guarantees provided.

6.12.3 On termination of the contract for any cause the Contractor shall see the orderly suspension and termination of operations, with due consideration to the interests of the Owner with respect to completion, safeguarding of storing materials procured for the performance of the contract and the salvage and resale thereof.

