

**DETAILED NOTICE INVITING BIDS**  
**for**  
**Design, Development and Deployment of Online Recruitment Portal**

The **North Eastern Electric Power Corporation Limited (NEEPCO)**, a Miniratna Category-I Public Sector Enterprise under the Ministry of Power, Government of India invites online bids from eligible bidders through e-procurement portal <https://etenders.gov.in> for **Design, Development and Deployment of Online Recruitment Portal**.

Prospective bidders may download the detailed bid document from <https://etenders.gov.in> with effect from 16:00 hrs of 15.02.2023.

**1. Scope of Work**

The primary objective of this work is to develop, design and deploy a recruitment portal to perform the following activities in a timely manner as detailed below –

- i. Design, development, installation and commissioning of a Recruitment Portal, complete with a search facility and having interfaces for jobseekers, employer as well as other stakeholders.
- ii. The system should have a Modular architecture and should be scalable to meet the growing demands.
- iii. The system should be capable of creating vacancies by posting job to the system, generating online application forms, facilitating application fee payment through online mode or by bank challan/pay-in-slip, storing the job application data, screening/scrutinizing job applications, interview process initiation & scheduling by generating and sending call letters, storing interview results for the applicant and finally hiring of the applicant.

There will be four levels of screenings:

Level	Description
L-I	Against the qualifying criteria for a post and will be dynamically handled at the time of receiving of online application forms by the job seeker.
L-II	Verification of documents/ testimonials/ certificates.
L-III	Written Test (WI)
L-IV	Personal Interview (PI)

\* The levels – L-II, L-III and L-IV will be outside the scope of this software.

- iv. The employer should be able to dynamically specify any required field along with filtering criteria (if any)/input validation other than the standard fields in the Application Form at the time of posting of job in the portal.
- v. The system will also generate printable applications received from individual candidates and various MIS reports for the HR Department in specified formats.
- vi. The application should greatly simplify and speed up the result preparation and management process.

## **vii. Basic Requirements**

The following gives the basic general requirements of the system -

- The online application form should be similar with the format specified by the HR Department while posting/publishing the job in the portal.
- The candidates/jobseekers should be able to easily register and submit their applications online and attach any necessary documents along with it.
- The payment of the Application Fee from the applicants should be in online mode or by the Pay-In-Slip/Challan generated by the system in the format specified by the Bank.
- In case of application fee payment by Pay-In-Slip/Challan, the system should be able to generate required data to the Bank in specified format and import any payment related data received from Bank in to the system so that Payment Received Statement could be generated daily for reconciliation purpose.
- The project should be in-line with prevailing procedures/practices of selecting candidates for a Government Organization in India.

## **viii. Functional Requirements**

- Secure sign-up/registration and login/sign-in facilities for both Jobseeker as well as Employer and any other stakeholders.
- A dashboard which enables the jobseeker to see the current openings in the organization, apply for job against published vacancies, upload relevant documents, download previously submitted applications, check results etc.
- Barcode/QR Code should be generated for each and every Job Application received online along with generation of unique Application ID.
- The system should facilitate receiving of Application Fee online. The applicant should also be able to get the required Bank Challan generated by the system for paying the necessary Application Fee if required.
- A dashboard for the employer where it will be able to publish vacancies/post job, specify a HR Manager for a posted job, notified on receiving of application against any published vacancy. There should be facility to update the list of Examination Centre for Written Test and Personal Interview, list of Qualification Codes etc.
- The HR Manager should have an option for downloading the submitted Application of the candidates in PDF format. He/She should be able to declare/upload the L2, L3 and L4 screening results, generate and send Interview Call Letters (though email).
- Facility to generate daily Report by the HR Manager as required by the Bank in a specified format for updating the record in the Core Banking System (CBS) which will help to receive Application Fee from the candidates all over India.
- There should be an interface for the System Administrator/Super User along with a Dashboard. He/She should be able to authorize/un-authorize any user of the System for specific roles as and when required.
- The final list of selected candidates along with their details should be exported in MS Excell/ CSV format.
- Implement Transport layer security for the transmission of authentication token (i.e. User Name/Password).
- Auditing: The portal solution must provide auditing and reporting facilities to be utilized in system performance and security access control monitoring. The solution should provide for maintaining an audit trail of all the transactions and all the entries into the system.

- **MIS Reporting:** The system should be able to create necessary reports that need to be generated on a periodic basis. Overall, the portal should have a MIS reporting module, with which it becomes easy to configure any report from the system.

The following reports (indicative but not limited to) will be generated:

- List of application received against a particular Post which has passed filtering at Level-I
- List of application rejected against a particular Post which has passed filtering at Level-II
- List of selected Candidates for Written Test (WT)
- List of candidates who have cleared the WT successfully.
- List of selected Candidates for Personal Interview (PI)
- List of candidates who have cleared the PI successfully.
- List of candidates finally selected for a Post.
- Comparative Statements.

#### ix. **Non-Functional Requirement**

- Usability:** The system shall allow the users to access the system from the internet using Internet Browsers (e.g. Microsoft Edge, Mozilla Firefox, Apple Safari, Google Chrome etc.) as the interface. The design has to be responsive and very well accessible in mobile devices like smartphone, tablet etc.

The system should be user friendly and self-explanatory.

- Interfaces:** The application will have a user-friendly and menu-based interface.

##### **Hardware Interfaces**

Screen resolution of at least 1280 x 800 – required for proper and complete viewing of screens.  
Support for printer (DeskJet/InkJet/LaserJet) – required to print the Bank Challan and various MIS reports.

- Other Non-Functional Requirements

- Secure access of confidential data (SSL will be used).
- Development should be done following GIGW 2.0 standard which consists technical accessibility for differently abled person.
- 24 X 7 availability
- Efficient system design to get smooth performance at peak load.
- Flexible service based modular architecture will be highly desirable for future extensional requirements.
- Technology Platform:**  
The portal will be developed using Open standards-based Technologies. Security and Cloud storage features need to be used effectively.
- Maintainability:** All care should be taken so that the portal can be easily maintained by the concerned technical team in the organization. All information displayed on the portal will be from a database and a facility will be provided to authenticated users to add, update and delete the data elements as per the permissions granted to them.
- Portal Hosting:** The portal is expected to be hosted on secured server either in NIC Cloud Hosting facility or with any MeitY empaneled Cloud Hosting vendor. Deployment of the portal in the Hosting platform as decided by NEEPCO will be the sole responsibility of the bidder.

- ix. **Security Audit:** The portal needs to be audited by a Cert-In empaneled Website Security Auditor.
- x. **Email Gateway:** The email gateway/SMTP services (to be arranged by NEEPCO) shall provide sending email alert and OTP from the portal.
- xi. **SMS Gateway:** The SMS gateway / Mobile services (to be arranged by NEEPCO) shall provide multifactor authentication and alert facilities of the Portal.
- xii. **Payment Gateway:** The payment gateway (to be arranged by NEEPCO) shall be used for the online application fee payment.
- xiii. **Indicative Development Environment:** The following is the indicative development environment  
–

Language/Framework: Java Spring Framework or .Net

Database: Mysql or PostgreSQL

Operating System: Linux

- xiv. **Warranty:** The application will be under warranty for a period of 1(one) year from the date of completion/final sign off.

## 2. Deliverables

- a) System Requirements Specification (SRS) report with complete Process Information, Specifications and Data Fields.
- b) Architecture of the Recruitment Portal
- c) Source Code
- d) System Admin Manual
- e) User Manual
- f) Backup & Restoration Process
- g) Testing for Compatibility of Portal (should work on all major browsers)
- h) Security Testing (Audit) Report and Certificate
- i) Load Testing Report (concurrent users – 500, Total users - 5000)
- j) Training on the Recruitment Portal

## 3. QUALIFYING REQUIREMENTS

### 3.1 Technical

- i) The bidder must be a registered entity in India under Company's Act. Bidder needs to submit the Certificate of Incorporation.
- ii) The bidder must be an individual / independent company and not a consortium or Joint Venture. Bidder to submit self-certification signed by the authorized signatory of the bidder.
- iii) The Bidder must be in existence for last 5 years in India and should be in the IT/Software industry. Bidder to submit self-certification signed by the authorized signatory of the bidder.
- iv) Must have executed at least 3 (three) projects of software development in any organization during the last 5 years prior to the date of floating of this tender of value greater than or equal to INR 7,50,000.00 each. Work Completion Certificates from client clearly indicating the date of completion and cross-reference of order no. and date must be submitted as evidence.
- v) The bidder must have executed at least 1(one) project in a Government (State/Central) or, PSU

(State/Central) organizations during the last 5 years prior to the date of floating of this tender which must be a development work of an online recruitment/job portal. Work Completion Certificates from client clearly indicating the date of completion and cross-reference of order no. and date must be submitted as evidence.

- vi) The bidder should have a Software Development team having at least 10 nos. of Developers on active pay roll. Bidder to submit self-certification in this regard signed by the authorized signatory of the bidder.
- vii) The bidder has to be an ISO 9001 certified company. The bidder needs to submit a valid certificate.
- viii) The bidder should not have been blacklisted by any Government / Government agency in India. Self-declaration to that effect should be submitted along with the submission of technical bid.

### 3.2 Financial

- i) MAAT: Minimum Average Annual Turnover (MAAT) in the best 3 (three) financial years out of the last 5 (five) financial years, ending 31st March of the previous financial year, should not be less than Rs. 18,70,300.00 (Rupees Eighteen Lakhs Seventy Thousand Three Hundred) only.
- ii) Net Worth: The Net Worth of the bidder as on last day of the preceding financial year shall not be less than 50% of the Paid-up Share Capital. The Net Worth shall be calculated based on Subscribed and Paid-up Capital + Free Reserves + Unallocated balance surplus amount of Profit and Loss Account less (a) expenses not written off (b) loss in Profit & Loss Account if not reduced from Reserves.

Complete Audited Annual Reports along with Audited Balance Sheets, Profit and Loss Account & detailed Schedule and other financial statements for the preceding 5 (five) financial years, ending 31st March of the previous financial year, along with Letter of adequacy and commitment from their Bankers/ Financial Institutions of International repute should be furnished along with their bids for evaluating the above financial criteria. In case where the audited results of the preceding financial years are not available, certified financial statements from a practicing Chartered Accountant will be also be considered acceptable.

- iii) Working Capital requirement (LA): Capacity to have a cash flow amount/working capital judged from the immediately preceding financial year as per the audited balance sheet / equivalent financial statements. The working capital shall be at least 2 times the monthly cash flow requirement i.e. estimated cost of Work x 2 / Construction period in months). Working Capital/Cash Flow amount shall be calculated by subtracting Current Liabilities (CL) from Current Assets (CA) i.e. (CA-CL) as per the audited balance sheet/ equivalent financial statements including profit and loss statement of the immediately preceding financial year. If audited financial statement for the immediate preceding financial year is not available, then the bidder shall submit these statements certified by a Chartered Accountant with UDIN.
- iv) Bid Capacity: The available Bid Capacity of the Bidder at the time of submission of Bid, calculated as under should not be less than the estimated cost of the work put to tender:

$$\text{Bid Capacity} = A \times N \times 2 - B$$

Where,

**A = Maximum value of works executed in any one year during last 7 (seven) years**

(at current price level).

**N = Completion time of the proposed work in years.**

**B = Value at current price level of existing commitments and on-going works (as on the latest date for bid submission) to be completed in next “N” years.**

Bid capacity shall be assessed at the time of submission of Techno Commercial Bid, for which the Bidder shall have to submit documentary evidence in support of “A” & “B” above along with their Bid. Complete Audited Annual Reports along with Audited Balance Sheets, Profit and Loss Account & detailed Schedule and other financial statements for the preceding 5(five) financial years, ending 31st March of the previous Financial Year, along with Letter of adequacy and commitment from their Bankers/ Financial Institutions of International repute should be furnished along with their bids for evaluating the above financial criteria. In case where the audited results of the preceding financial years are not available, certified financial statements from a practicing Chartered Accountant will also be considered acceptable.

Bidders shall calculate their Bid Capacity as per the stipulated formula and get it certified by the Chartered Accountant and submit the same along with their Bid.

- v) Copies of Audited Balance Sheet & Profit and Loss account for the last 3 (three) financial years certified by a Chartered Accountant indicating the Annual financial turnover and latest Banker's Certificate in support of solvency shall be furnished along with latest and valid **GST Registration Certificate, PAN** etc.
- vi) In the certificates and attestations by the Chartered Accountant, the UDIN (Unique Document Identification Number) shall mandatorily be mentioned alongside their seal and signature.

Interested bidders who fulfill the qualifying requirements as mentioned at 3.1 and 3.2 above, may download the bid document from <https://etenders.gov.in> after registration in the portal.

#### 4. BIDDING SYSTEM

The Bidder shall submit the Bid under the Single-Stage Two-Envelope bidding system in electronic form as follows:

**Envelope No. 1:** Shall contain Techno-Commercial Bid.

**Envelope No. 2:** Shall contain Price Bid.

Price Bids of only those Bidders who qualify in Techno-Commercial evaluation shall be opened.

#### 5. REGISTRATION AND PARTICIPATION IN BIDS

- 5.1 This tender is being processed through e-tendering/e-procurement system. The bid documents are to be downloaded from <https://etenders.gov.in> and bids are also to be submitted/uploaded through the said system only. Guidelines for the e-tendering system are available in the portal ([etenders.gov.in](https://etenders.gov.in)).
- 5.2 Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://etenders.gov.in/eprocure/app>) by clicking on the link “Online bidder Enrollment” on the CPP Portal which is free of charge.

- 5.3 As part of the enrolment process, a bidder will be required to choose a unique username and assign a password for its account.
- 5.4 Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 5.5 Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (**Class III Certificates with signing key usage**) issued by any Certifying Authority recognized by CCA India (e.g. Sify /nCode /eMudhra etc.), with their profile.
- 5.6 Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
- 5.7 Bidders then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.
- 5.8 Bidders are requested to get themselves enrolled in the e-Procurement portal (<https://etenders.gov.in/eprocure/app>) and no extra time will be considered for submission of bids for any delay in the enrollment process.

For registration and other technical issues related to bid submission and CPPP portal, bidders may contact NIC at:

**Ms. Deibaphira Suchiang**  
**Rollout Support Engineer, NIC, Shillong**  
**Mobile: 7005490585, 8256979394**  
**Email: [deibaphirasuchiang@gmail.com](mailto:deibaphirasuchiang@gmail.com)**

## **6. BID FEE**

For participation in the bid, bidders shall have to pay BID FEES (non-refundable) of Rs. 500.00 (Rupees Five Hundred) only plus GST (SAC Code 9984) (NEEPCO Shillong GST NO.: 17AAACN9991J1ZT).

The bidder shall make the payment through “SB-COLLECT” of State Bank of India as per procedures/steps elaborated in Point No. 12 below. Payment of bid fee through other mode of payment like DD etc. will not be acceptable.

During payment of bid fee through “SB-COLLECT” of State Bank of India, Bidders shall clearly indicate the NIB No. against which the bid fee is paid. The bidder shall submit the proof of payment of bid fee and also indicate their GSTIN via e-mail to [itshillong@neepco.co.in](mailto:itshillong@neepco.co.in).

## **7. SUBMISSION AND OPENING OF BIDS**

7.1 Bidders shall prepare and submit their bids online in <https://etenders.gov.in>. Submission of online bids is mandatory for consideration of the bids by NEEPCO. Bidding forms will be available in the above website.

7.2 The bidder shall also refer to the instructions for online bid submission given at Section-II (Instruction to Bidders) of the bid document.

7.3 Bids will be opened online on the stipulated date and time as given below.

7.4 Besides online submission, a few documents are required to be submitted physically (offline mode) as stipulated at Clause No. 6.5 of Section-II (Instruction to Bidders) of the bid document.

## 8. BID VALIDITY

180 (One Hundred Eighty) days from the date of opening of bids.

## 9. TENDER TIMELINE

Start date and time for downloading of bid document	16:00 hrs on 15.02.2023
Last date & time of downloading of bid document	16:00 hrs on 15.03.2023
Last date & time for submission of online bids	16:00 hrs on 15.03.2023
Date & time of opening of bids online	11:00 hrs on 17.03.2023
Last date of receipt of bid queries	05.03.2023

Note:

- Queries received after the expiry of last date of receipt of bid queries shall not be entertained by NEEPCO.
- In the event the date of opening of bids is declared as a closed holiday for NEEPCO, the date of opening of bids will be the next working day at the appointed times.

## 10. COMPLETION TIME

The entire work under scope needs to be completed within 5 months from the date of issue of LOI.

## 11. RELAXATION OF NORMS FOR STARTUPS AND MICRO & SMALL ENTERPRISES (MSEs)

11.1 Bidders who are MSEs or Startups must submit the registration certificate issued by a valid Government body/Agency and must be valid as on last date of the bid submission.

11.2 The MSEs and Startups registered with a valid Government Body/Agency are exempted from payment of BID FEE.

11.3 Since the work is highly technical and requires special skills and experiences, relaxation of any other norms for allotment of works and exemption of experience criteria for Startups and MSEs bidders will not be applicable for this bid.

## 12. Procedure/steps for payment by SB-COLLECT of State Bank of India (for payment of Bid fee, EMD etc):

- The bidder shall visit url/web page <https://www.onlinesbi.com/prelogin/institutiontypedisplay.htm> on any internet browser.
- State Bank Collect page will appear. Select "ALL India" for "State of Corporate/Institution". Select "PSU" for "Type of Corporate/Institution" Click "GO"
- In the new screen, select PSU Name as "North Eastern Electric Power Corporation Limited" and Submit.
- In the new screen, select Payment Category as "SHILLONGPARTIES".
- New Screen will appear, here the bidder has to fill all the required information for the payment as under:
  - Under Name of Payer : The Bidder is to filled up his Name and Address.



- b) Under Short Details of Payment: The Bidder shall indicate BID FEE, EMD as applicable and the NIB No. (Example: for payment of EMD against NIB No. .... dated DDMMYYYY, the bidder has to fill under this option as "EMD for NIB No. XX dated DDMMYYYY").
- c) Under Type of PAYER : The Bidder is to select VENDOR OR CONSULTANT whichever is applicable.
- d) Under CIN in case the Payer is a company: The bidder is to fill up his CIN in case of a company, otherwise may kept blank.
- e) Under Payment amount: The bidder is to fill up the amount as per bid condition.
- f) Subsequent information for Name, Date of Birth/Incorporation, Mobile Numbers are to be filled as required.
- g) Fill Captcha and Submit
- vi) In the new screen, check the details and click "CONFIRM", if correct.
- vii) The Multi Option Payment System will be available for making the payment. The Bidder may select option as per convenient and make the payment.
- viii) After successful payment, the system will generate receipt. The receipts may also be generated from Reports - i.e. SB Collect (Request Report/ Download Report). This system generated receipt shall be downloaded for submission as per bid condition.

13. NEEPCO reserves the right to extend the last date and time for submission of Bid.

14. Bidders are requested to visit <https://etenders.gov.in> and <http://www.neepco.co.in> regularly for any corrigendum/modification/clarification of the bid document.

15. Submission of bids shall not automatically construe qualification for evaluation. The Owner reserves the right to reject any or all bids, or to annul the bidding process and reject all the bids, without thereby incurring any liability to the affected bidders, nor does it have any obligation to inform the bidders of the ground for such action on the part of the Owner.

Sd/-  
General Manager (IT)  
NEEPCO Ltd., Shillong