

Rabindra Bharati University
56A, B.T.Road, Kolkata-700050

Expression of Interest

Rabindra Bharati University (RBU) is planning to enlist agencies/firms of repute with competence and experience for Recruitment process outsourcing. RBU is planning to recruit about 105 personnel across various cadres. The agency/firm should have adequate knowledge and expertise in handling end to end recruitment process.

All the recruitment process will take place in **Kolkata, West Bengal**. The enlistment shall remain valid for 1 (one) year [The enlistment will be co-terminus with the completion of this recruitment process] and may be extended based on mutually agreed terms and conditions as deemed fit by Rabindra Bharati University, Kolkata. The enlistment may also be terminated by RBU with a prior notice.

SCOPE OF WORK

- Designing of Portal for receiving of Application Online.
- Scrutiny of Application submitted Online.
- Collection of Application fees using Online payment mode. Online payment will be collected into University Bank account through Bill Desk Payment Gateway using University PG ID.
- Receiving of hard copy of application and thorough verification of documents.
- Undertake all steps for conducting Written Test:
 - Screening the eligible candidates based on the eligibility criteria as fixed by the University authority as per norms of the Government of West Bengal
 - Issuing admit cards to the eligible candidates
 - Designing of Question Paper/Evaluation through Double Scanning of OMR Answer Sheet. The question papers for the non-teaching posts will be prepared by the University. However, the requisite number of question papers along with the OMR sheets will have to be printed by the selected agency.
 - Selection of examination venues within Kolkata and conduction of examinations thereat.
- Compilation & submission of Merit Lists: After evaluation, the agency would submit the merit lists to the Registrar of the University in printed as well as soft forms confidentially.
- The examinations mentioned for all the posts will take place in Kolkata, West Bengal.
- Time of completion of entire project is 180 days from the date of publication of the notification in the Newspapers.

##This EOI is only for Enlistment of Eligible Agencies and the University shall shortlist the agencies on the basis of their technical qualifications. Limited tender would be invited (Financial Bid only) from amongst the shortlisted agencies.

PROJECTED RECRUITMENT

RBU is tentatively planning to recruit about 105 manpower for various posts across varied nos. of cadres.

ELIGIBILITY CRITERIA FOR ENLISTMENT

1. The agency should have experience in successfully handling and completing end to end recruitment/selection process including Written Test in any university of West Bengal within last 10 years.
2. An Unregistered Partnership / Firm or Society shall not be eligible.
3. The agency should have adequate number of persons, preferably at least 30 personnel on permanent roll of the company.
4. The company must have at least one permanent office in Kolkata, West Bengal with adequate permanent manpower and infrastructure facilities to handle such recruitment process.
5. The Agency must have yearly turnover of at least Rs. 50 lakhs during last 3 (Three) financial years (FY 2016-17, 2017-18 & 2018-19) from recruitment or related job.
6. The Recruitment Agency must have sufficient storage space to keep all the examination related documents on behalf of the University till the completion of the recruitment process. The agency will have to submit all the examination related documents to the University after the completion of the recruitment process.
7. Enlistment will be done strictly as per eligibility criteria. Interested agencies are to ensure that they satisfy all the eligibility criteria before applying for enlistment.

TERMS AND CONDITIONS

1. The onus of secured printing and its strict confidentiality lies with the vendor. The software to be used for conducting examinations should be tested and demonstration of the same should be given to the University for its satisfaction before it is brought into use.
2. The Agency / Firm shall, during the entire period of contract, place in position a core team consisting minimum three key personnel who are professionally qualified in the respective field and well experienced in recruitment process. The Agency / Firm, on being enlisted, shall furnish the details of the core team with their name, designation, qualification and contact no. to RBU in case of assigning any particular project on successful bidding. The core team so engaged shall remain unchanged throughout the period of a particular recruitment project.
3. Out sourcing of any job at any stage of recruitment (if assigned to the agency on being enlisted) by the agency without permission of RBU authority is strictly prohibited.
4. The Agencies applying for enlistment will have to deposit a sum of Rs. 1,00,000/- (One Lakh) only through Demand Draft drawn in favour of Rabindra Bharati University, payable at Kolkata as Earnest Money Deposit (EMD) / Security Deposit (SD). EMD of ineligible agencies will be refunded.
5. The enlistment will be valid for 1 (one) year [The enlistment will be co-terminus with the completion of this recruitment process] and may be extended for a further period based on mutually agreed terms and conditions as deemed fit by Rabindra Bharati University, Kolkata.
6. RBU, may, at any point of time without assigning any reason whatsoever, cancel the enlistment without any liability by giving 30 days notice.
7. The disputes, if any, arising during the enlistment period shall be under the jurisdiction of Calcutta High Court.

Date: 24.10.2019

Registrar

[The EOI is to be submitted to the Registrar of the University latest by 4.00 PM of November 15, 2019, alongwith complete profile of the agencies/firms duly supported by documentary evidences]