

Request for Proposal (RFP)

“RFP for Designing and Development of Job Portal”

For

**Dr. APJ Abdul Kalam Govt. College
Department of Higher Education
Dadra & Nagar Haveli**

Invitation of proposal for designing and development of Job Portal

Dear Sir/Madam,

Aiming at generating a web platform to act as an interface between industry, institutions, skill trainers, and qualified students, Dr. APJ Abdul Kalam Govt, College Silvassa (Dokmardi) focused to facilitate job opportunity for employable youths, is mandated to:

- Development of a web interface for all qualified students.
- Promotion of academics of excellence, at par with industry standards.

The college intends to invite proposal from reputed software development

organizations /firms for designing and development of online application through Job Portal for the students graduated from the affiliating university/Boards etc. The purpose of development of a job portal is to enhance employment opportunities for potential candidates of the territory.

In case your organization is willing to participate in the bid to develop and design the Job Portal for the college and you meet the eligibility conditions mentioned in the RFP document, you may kindly submit the proposal in the prescribed formats available in the website (dnh.nic.in/APJGC).

The details related to RFP & time of submission is given below: -

S No.	Description	Date & Time
1	Date from which RFP announced	10-01-2020
2	Last Date and Time for submission of RFP.	30-01-2020
3	Opening of Technical Bids.	31-01-2020
4	Opening of Financial Bids.	01-02 -2020

Objective of creating Job Portal

Enhancing employment opportunities for people in food processing is one of the main concerns in India. Many job seekers have the necessary knowledge and skills for the job, but they are not able to get job in absence of information about opportunities. Similarly, job providers, who sincerely wants to employ candidates are not able to get as per their requirement/ skills. Thus, in absence of a common platform, the job seeker despite possessing the requisite qualification, skill and experience is not able to get suitable job.

The proposed web job portal shall improve the employability of graduating students.

Development of Job Portal: -

In order to address the need for common platform which provides information of availability of jobs to job seekers and potential employees to potential employers, the need has arisen to develop a Job Portal which shall act as a common, centralized platform that can provide range of services. The “Job Portal” shall include the following indicative basic services:

- Primary Login IDs for Employers and Educational Institutions
- Able to connect all Registered Employers to Educational Institutions who have students to pass out under various courses (viz., B.A. [Economics, Gujarati, English]; B.Com [Accountancy]; B. Sc. [Chemistry, Botany, Microbiology, Mathematics] etc. courses running in Dadra Nagar Haveli.

- Details of Job seekers and availability of jobs/opportunities shall be provided on Job Portal.
- Job Portal shall have facility to search sub sector wise job and industry/profession wise job
- The facility of generation of various types of reports like course wise placements, employer-wise placements, location-wise placements etc. shall be provided on Job Portal
- The Job Portal shall also be made in android version for the candidates.
- The job portal should be able to create adequate publicity among job-seekers and recruiters of the target group
- On line registration of Job Seekers/ Employers
- On line service for notification of vacancies by the Job-providers
- On line SMS / Email facilities regarding job vacancies

Features of Job Portal

a) Registration for Educational ‘Institution/ Training Institutions’

- The Educational Institutions etc. using their login ID need to register their final year/ passed out students looking for job. It should allow Institutions to view, update and print their information.
- Search Jobs, View Job Description, Apply Jobs, View Job alerts (SMS)
- Institutions can lodge their grievances online and obtain relevant information, if desired
- Online registration, renewal and updation for job seekers
- Online data base of jobseekers for prospective employers/ the industries

b) Registration for Employers

- Employers can register and update their profile using login ID and password sent to them on email after completion of form and its acceptance by nodal institution.
- Employer will have their secured My Account Page through which they can post their job vacancy/ requirements on the portal for inviting applications from Educational Institutions etc.

- The Employer will be allowed to search candidate's data base to find suitable candidates
- On selection the Employer will create an offer and notify the candidate via portal.

c) Registration of Job Seekers

- Once the Job Seekers' details are uploaded by the Educational Institutions an auto generated login ID and password will be sent to jobseekers.
- Each jobseeker can apply to not more than 10 vacancies as per choice.
- The 10 applications will be sent to the employer via the portal automatically.
- Job seeker will not be allowed to access more than 3 job offers through the portal.

Ease and Speed of Access of Job Portal

User friendly: Access to the portal should be through the click of a mouse, with interaction with the keyboard. It should have interactive guidance as users navigate through the pages, making them simpler and quicker to use

- It can be accessed through mobiles also
- The proposed Job Portal shall be easily accessible by all categories of registered students/ Job seekers through various institutions, and by the registered employers.
- The proposed Job Portal should be able to create adequate publicity among jobseekers and recruiters of the target group
- Online registration, updation of job seekers / employers
- Online service for notification of vacancies by the Job-providers.
- Online sponsoring of job-seekers against requisition received from job providers
- Online SMS / Email facilities regarding job vacancies

Scope of Work:

The primary objective of this work is to develop and design the job portal to perform the following activities in a timely manner as elaborated below

- Design, development, implementation, installation and commissioning off a Job Portal, complete with a search engine having interfaces for Job Seekers, Employers as well as other stakeholders. It should have a robust search engine for matching the profiles of the job seekers with the employers. The portal will be used for skill and capability development initiatives as well, thereby helping in increasing the employability of all levels of qualified youths in the territory.
- The system should have a Modular architecture and should be scalable to meet the growing demand of a dynamic job market in the territory.

Technology Platform:

The portal will be developed using Open standards-based Technologies. Security and Cloud storage features need to be used effectively.

Schedule for completion of tasks: -

The development and implementation of Job Portal is required to be prepared **within 60 DAYS** from the date of award of the work.

Standard Features of the Portal:

The Implementing Agency will need to follow and implement some of the features as a standard across the portal

S No.	Standard Feature List
1	Creation of a Job Portal to be accessed by prospective SSC, and its Employees, Employers and other stake holders and to operate as well as manage it till the end of the contract period.
2	The portal shall provide a log-in and User ID mechanism for end-users, where users can create a profile. Profile information and records shall be saved and be accessible by the user
3	The portal shall be accessible over the Internet and on mobile devices through a mobile version
4	The portal shall have special users/ groups with administrative privileges to update / change the information. The Technology Partner must create an updated information review, verification and approval process for updating the information in the portal
5	The portal must allow for CAPCHA's or other challenge-response test to ensure human input in all forms and transactional sections
6	The Portal shall allow the users to provide comments and feedback on online services. This is specific to the portal usage, as against the Grievance Redressal Module
7	The portal with compliance for at least IE, Firefox, Chrome, Safari

Auditing and Reporting facilities: The portal solution must provide auditing and reporting facilities to be utilized in system performance and security access controls monitoring

MIS Reporting: The implementing Agency would need to create the 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 main security considerations are:

- The application and database security should integrate with platform

- security and system security.
- The solution should provide for maintaining an audit trail of all the transactions and all entries into the system.
- The solution should provide Single-Sign-On features with password encryption and capability to enforce changing the passwords at system-defined intervals.

Maintainability: All care will be taken so that the portal can be easily maintained by the respective users. 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: It is expected to be hosted on secured server with high reliability 99.5% uptime and capability to handle large volume of online traffic

Security Audit: The implementing Agency is responsible for audit the portal for hosting the web portal in NIC server

SMS Gateway: The SMS gateway / Mobile services shall provide most of the services of the Portal over SMS and/or through a mobile browser or mobile application. It is assumed that standardized mobile phone browser shall also allow access to the Job Portal

Content Management: The Implementing Agency should include flaw less Content Management features in the portal including Content Creation, Translation, Approval and updation mechanisms, so that a portal which is rich in terms of contents and accessed by people largely from rural background or with even lower qualification can also be created.

The following Interface may incorporate in Job Portal: -

a) Employer Interfaces

- 1 Employer Registration, Login and their Control Panel
- 2 Job Posting / Vacancies Notification
- 3 Resume database access (RDA) / Sponsoring of Candidates
- 4 Reports / MIS

b) Educational Institutions' Interface

- 1 Institutions' Registration, Login and their Control Panel
- 2 Upload Student's Data
- 3 Candidate Search within Institute
- 4 Reports / MIS
- 5 Communicate: SMS, email
- 6 Grievances & RTIs

General Instructions and important conditions.

The bidders are expected to examine all instructions, forms, terms, project

requirements and other information in the RFP documents. Failure to furnish all information required as mentioned in the RFP documents or submission of a proposal not substantially responsive to the tender documents in every respect will be at the bidder's risk and may result in rejection of the proposal. In case of dispute, the decision of Secretary (Higher Education) will be final and binding to all parties, registered on the portal.

Pre-Bid Conference

The Dr. APJ Abdul Kalam Govt. College, Silvassa, Department of Higher Education, DNH may host one or more Pre-Bid Conferences. The representatives of the interested organizations may attend the pre-bid conference at their own cost.

Bidders' Enquires

All enquiries from the bidders relating to this RFP must be submitted in writing, exclusively to the contact person notified in "RFP Notification for Job Portal".

Disqualification

The bidder's proposal is liable to be disqualified in the following cases:

- Proposal not submitted as prescribed in this document or treated as nonconforming proposal
- The bidder qualifies the proposal with its own conditions or assumptions
- Proposal is received in incomplete form
- Proposal is received after due date and time
- Proposal is not accompanied by all the requisite documents;
- A commercial bid submitted with assumptions or conditions.
- Proposal is not properly sealed or signed
- Information submitted in technical proposal is found to be misrepresented, incorrect or false, accidentally, unwittingly or otherwise, at any time during the processing of the contract (no matter at what stage) or during the tenure of the contract
- Bidder tries to influence the proposal evaluation process by unlawful/corrupt/fraudulent means at any point of time during the bid process
- In case any one bidder submits multiple proposals or if common interests are found in two or more bidders, the bidders are likely to be disqualified

Mode of Submission

The college will not accept delivery of proposal in any manner other than as prescribed in this document

- Both the envelopes for commercial and technical proposals shall have the name and address of the bidder to enable the proposal to be returned unopened in case it is declared "late" or the proposal does not qualify

- Technical proposal should not contain any commercial information.
- If any bidder does not qualify in technical evaluation, their Commercial Proposal shall not be opened
- The college will not accept delivery of proposal by fax or e-mail. Such proposals shall be rejected
- The proposals shall be valid for a period of 03 months from the date of opening of the proposals

Eligibility and pre-qualification criteria-

The tenderer should meet the following criteria for becoming eligible for submitting their proposal.

- The bidder should have experience of at least 03 years in the field of development of dynamic website / online applications. They should submit documents in support of the above during the last 03 years.
- The bidder should be Company registered under Companies Act, 1956 and Registered with the Service Tax Authorities.
- The bidder should have an annual turnover of not less than INR 50 lakhs, in each of the last three financial years
- The Bidder should have successfully completed at least three web based dynamic application / project of value or Rs 10 lakhs
- The bidder should submit copies of the Income Tax returns of the last 03 years and a copy of the Service Tax Registration Number.
- The bidder should not have been black listed by any Central / State Government / Public Sector Undertaking / Autonomous bodies under Central or State Governments. Undertaking/ declarations there of shall be enclosed with technical bid.

Development and ownership rights:

- a) The implementing agency will provide all the source code of the web application software (Job Portal) to the college
- b) The job portal designed and developed by the bidder will be sold as property of college with all rights.
- c) The bidder shall not copy or replicate the developed software for any other purposes.

Penalty:

The tenderer should complete the work within the scheduled time frame (i.e. in 60 days). Failure to complete the work in the schedule time frame, a penalty @5% of awarded amount extra per week will be levied

Payment terms:

- a) Payment will be made on the successful completion of work order.
- b) No advance payment will be made.
- c) All the payments will be made subject to deduction of tax, duties and levies if any as per rules.

d) The bidder should provide free of cost customization/ amendment and maintenance of work for one year.

Bid evaluation criteria and selection procedure: -

The bids are required to be submitted in two separate sealed covers using one for technical bids and one for financial bids, both contained in a separate sealed cover super-scribed as “RFP for Job Portal” on or before **30.01.2020**.

The technical Bids will be opened on **31.01.2020**. One representative of the firm, if so desired by them, may be present at the time of opening of Technical Bid.

The Financial Bids will be opened in due course in respect of technically qualified bidders only.

The Bidder who meets the minimum eligibility criteria and has quoted the lowest rates shall be awarded the work.

Standard format for Technical and Financial proposal:

The formats for submission of Technical and Financial proposals are given in Annexure – I and II respectively.

General Terms & Conditions

- The bid shall remain valid for a period of not less than three months after the deadline stipulated for submission
- The bid should be submitted under the signature of the authorized signatory of the agency.
- The college reserves the right to reject any or all the quotations without assigning any reasons, therefore.
- The college reserves the right to terminate the contract with the selected agency, any time without assigning any reason, therefore.
- If the organization/ firm commits breach of any of the terms and conditions of the RFP Document or is not able to complete the work in time or quality of work is not of the desired level, the contract will be cancelled and the work will be assigned to another firm at the risk and cost of the contractor.
- By submitting a proposal, each bidder shall be deemed to acknowledge that it has carefully read all sections of this RFP document, including all forms, schedules and annexure hereto, and has fully informed itself as to all existing conditions and limitations.
- The proposal and all correspondence and documents shall be written in English

Tentative Calendar of Events

S No.	Description	Date and Time
1	Date from which availability of RFP	10-01-2020
2	Last Date and Time for submission of RFP	30-01-2020
3	Opening of Technical Bids	31-01-2020
4	Opening of Financial Bids	01-02-2020

RFP Enquiry document issuing Authority

1	Project Title	RFP enquiry for selecting a agency for the development / designing of Job Portal for the college
2	Project Initiators Details	Dr. APJ Abdul Kalam Govt. College Silvassa (Dokmardi) DNH
3	Contact Person	Dr. Bhagwanjee Jha Principal (in-charge) Email: dnh.sih12011@gmail.com
4	Website	dnh.nic.in/APJGC

Last Date for submission of Proposals / Bids

The bids can be submitted till 30-01-2020 till 02:00 pm. No Bid shall be accepted after the last day and time mentioned in the RFP Document.

Sd/-
Principal
Dr. APJ Abdul Kalam Govt. College
Dokmardi

TECHNICAL PROPOSAL FORMAT

Sl. No.	Particulars	
01.	Name of the Agency	
02.	Complete Address	
03.	Contact person with designation	
04.	Telephone Number & other contact details	Office _____ Shop _____ Residence _____ Fax _____ Email _____
05.	Date of Establishment of Firm	
06.	PAN No. (Self-attested copy to be enclosed)	
07.	Service Tax No. (Self-attested copy to be enclosed)	
08.	Copies of Income Tax Returns for the last 03 years to be enclosed	
09.	Previous Project experience	

10.	Name of the project	
11.	Client for which the project was executed	
12.	Name and contact details of the client	
13.	Project Details	
14.	Project Name & Description of the project	
15.	Project Type	
16.	Scope of work	
17.	Project Components	
18.	Scope of services (functions/ modules etc.)	
19.	Service levels being offered/ Quality of service (QOS)	

20.	Duration of the project (no. of months, start date, completion date, current status)	
21.	Mandatory Supporting Documents: a) Work Order or b) Self-Certified copies or c) Letter from Clients	
22.	Experience criteria: Details of firms experience in the relevant field (Self attested duly work completion certificate to be enclosed)	
10.	Annual Turnover during the last three years (Audited Statement of Accounts to be enclosed)	

Note: To establish eligibility and pre-qualification criteria, separate sheet for information required at Sr. No. 10 to 21 is to be filled and enclosed.

FINANCIAL PROPOSAL FORMAT

Dear Sir,

We, the undersigned, offer to provide the job for the development and designing of Job Portal for the Dr. APJ Abdul Kalam Govt. College Silvassa (Dokmardi) DNH in accordance with the terms & conditions as contained in RFP document and our Technical Proposal.

Summary of Costs

S No.	Particulars	Amount (Rs.)	Amount in Words
1	Total Expenses / charges for the development and designing of website.		
2	Service Tax / Any other tax		
	TOTAL		

Date: Authorized Signature

(Authorized signature)

Place:

Name.....
Designation.....
Name of firm.....
Address:.....

Note: To be submitted on Letter head with authorized signature and stamp of the agency in financial bid.