

## तिरहुत दुग्ध उत्पादक सहकारी संघ लिमिटेड, मुजफ्फरपुर

संघ के अन्तर्गत विभिन्न पदों- प्रापण एवं विपणन सहायकों के लिए विज्ञापित जारी किया गया था, जिसके आलोक में ऑफ लाईन आवेदन पत्र इच्छुक/योग्य उम्मीदवारों से लगभग 632 प्राप्त हुई है।

उक्त प्राप्त किये गये आवेदनों पर अधोलिखित बिन्दुओं पर किसी एजेन्सी के माध्यम से अग्रेतर कार्रवाई की जायेगी :-

1. ऑफ लाईन सभी आवेदन में उल्लेखित Contents को ऑन लाईन डेटा इन्ट्री करना।
2. डेटा इन्ट्री के आंधार पर विज्ञापन में उल्लेखित मापदण्डों के अनुसार सफल उम्मीदवारों का शॉर्टलिस्टिंग करते हुए प्रबंधन से स्वीकृति प्राप्त करना।
3. स्वीकृत शॉर्टलिस्टिंग उम्मीदवारों को लिखित परीक्षा के लिए एडमिट कार्ड निर्गत हेतु आवश्यक कार्रवाई ऑन लाईन करना।
4. लिखित परीक्षा के लिए पूछे जाने वाले प्रश्नपत्र तैयार करने के लिए प्रबंधन से स्वीकृति प्राप्त कर हार्ड कॉपी प्रश्न पत्र का तीन सेट तैयार करना।
5. लिखित परीक्षा के लिए स्थान चयन करना।
6. चयन किये गये Venue पर उपस्थित उम्मीदवारों का पारदर्शिता के लिए Video graphy करना।
7. लिखित परीक्षा ऑन लाईन करवाने के लिए ऑन लाईन परीक्षा स्थल एवं स्थान की व्यवस्था सफल तरीके से प्रबंधन से परामर्श के उपरांत लिखित परीक्षा की कार्रवाई सम्पन्न करना।
8. विज्ञापन के अनुसार लिखित परीक्षा में उपस्थित उम्मीदवारों का परिणाम धोषित करना।
9. उक्त पदों के लिए रिक्तियों एवं आरक्षण रोस्टर के अनुसार मेरिट लिस्ट तैयार करना।

इच्छुक/सुयोग्य एजेन्सी जो कॉम्पेड या राज्य सरकार में ऑन लाईन परीक्षा लेने का अनुभव रखती है। उन एजेन्सियों से आग्रह है कि वे अपने निविदा सील बंद लिफाफा में अपने प्रोफाइल, अनुभव के लिए आवश्यक साक्ष्य की प्रतियों के साथ जिसका प्रारूप संघ के वेबसाइट [www.Sudhatimul.in](http://www.Sudhatimul.in) पर उल्लेखित है। निविदा का मूल्य रुपया 5000/- (रुपया पाँच हजार) जो ड्राफ्ट के रूप में तिरहुत दुग्ध उत्पादक सहकारी संघ, लिमिटेड, मुजफ्फरपुर के नाम से देय होगा। निबंधित डाक/कुरीयर के द्वारा भेजे गए निविदा ही स्वीकार की जायेगी। निविदा जमा करने की अंतिम तिथि 20.01.2024 के पाँच बजे अपराह्न तक है। तकनीकी बीड के साथ वित्तीय बीड जो अलग लिफाफा में सील बंद रहेगा।


तकनीकी बीड में सफल होने के उपरांत वित्तीय बीड दिनांक 23.01.2024 को समय 02:30 बजे निविदादाता/प्रतिनिधि के समक्ष खोला जायेगा।

अधोहस्ताक्षरी को बिना कारण बताए उक्त निविदा में किसी भी अंशो पर आवश्यक संशोधन या पूर्ण रूप से निरस्त करने का अधिकार सुरक्षित रहेगा।

प्रबंध निदेशक



The tender shall be accompanied by the relevant documents with Technical Bid certified by the agency.

- a) The annual average turnover of the company/agency should be at least **Rs. 2 Cr.** during last 03 (three) financial years i.e. 2020-21, 2021-22 and 2022-23. Copies of Audited Balance sheet, Profit & Loss accounts duly certified by Chartered Accountant and IT Returns to be attached by the bidder as proof. Should have positive turnover and net worth in last 5 years.
  - b) The bidder must have working experience for recruitment/ admissions of at least 5 years (2018 onwards) in the relevant field and should have provided related services in COMFED/Govt. Sector/PSU/Banks/Courts. Bidder shall furnish documentary evidence i.e. work order & successful completion certificate in this regard. **(Submit scan copy of work order and successful completion certificate).**
  - c) Bidder should have conducted at least 03 similar end to end online examinations for COMFED /Govt. Sector/PSU/Banks/Courts out of which at least two online examinations must be of more than 10000 candidates i.e. from 2018 to 2023 for minimum 500 posts in total for COMFED/Govt. Sector/PSU/Banks/Courts. As a proof, bidder should submit order copy and work completion certificate for recruitment process issued by concerned department.
  - d) **Must have conducted at least one end to end online examination in Bihar in last 3 years and company must have an office in Bihar before date of issue of this tender.**
  - e) **Application portal must be Cert-In/ STQC certified, source code must be owned by the agency filing the tender.**
  - f) **CBT Software must be Cert-In/ STQC certified, source code must be owned by the agency filing the tender.**
  - g) Copy of Registration Certificate in support of GST and PAN. **Company must not be at default in filing of GST or Income Tax in last 3 years.**
  - h) The bidder / agency must be a registered firm from the concerned authority.
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- i) The company/agency should not have been barred/banned /blacklisted/Contract termination in any COMFED/Govt. Sector/PSU/ Banks/ Courts and no cases are pending on the agency/ partner/ director/shareholders of the company or any other sister concern directly or indirectly.
- j) The agency should be ISO 9001, 27001, CMMI level 3 certified.
- k) If the department finds out that the agency is blacklisted in any COMFED/Govt. Sector/PSU/Banks/Courts, the department holds the rights to blacklist the agency for 5 years to fill the tender in this department and necessary legal action will be taken against the agency and its directors.





Technical Tender Form details for Hiring Agency for recruitment of Personnel for  
Tirhut Dugdh Utpadak Sahkari Sangh Ltd., Muzaffarpur

( to be filled in by the Applicant )

Sl. No	Particulars	
1	Name of the Company	
2	Address / Mobile No.	
3	PAN No.	
4	GST No.	
5	Copies of Registration Certificate for PAN/ GST	
6	Non defaulter certificate in filing GST or Income Tax	
7	Minimum Annual Average Turnover of the Company must be 2 Crore per Annum ( Copies of Financial Statement - Profit/ Loss Account & Balance Sheet )duly certified by Chartered Accountant ( to be attached)	
A	2020-21	
B	2021-22	
C	2022-23	
8	The bidder must have working experience for recruitment/ admissions of at least 5 years (2018 onwards) in the relevant field and should have provided related services in COMFED/Govt. Sector/PSU/Banks/Courts. Bidder shall furnish documentary evidence i.e. work order & successful completion certificate in this regard. (Submit scan copy of work order and successful completion certificate).	



9	Bidder should have conducted at least 03 similar end to end online examinations for COMFED /Govt. Sector/PSU/Banks/Courts out of which at least two online examinations must be of more than 10000 candidates i.e. from 2018 to 2023 for minimum 500 posts in total for COMFED/Govt. Sector/PSU/Banks/Courts. As a proof, bidder should submit order copy and work completion certificate for recruitment process issued by concerned department.	
10	Conducting Online Examination in Bihar in last three Years	
11	Application Portal must be certified in STQC , Owing Source Code	
12	CBT Software Certified in STQC certified , source code to be owned by the bidder	
13	The agency should be ISO 9001, 27001, CMMI level 3 certified.	
14	Cost of the Tender Rs. 5000/= ( Rupees Five Thousand )	
15	D.D. No. & Date	
16	Name of the Bank	

(Relevant copies in support of requirement as detailed above to be attached )

Please refer the details as per Technical Bid .  
It is hereby declared that the details mentioned as above are true to the best of our knowledge & Belief . In future any contents found misleading the candidature of the candidates stands cancelled .

Signature of Bidder



Financial Tender Form details for Hiring Agency for recruitment of Personnel for  
Tirhut Dugdh Utpadak Sahkari Sangh Ltd., Muzaffarpur  
( to ber filled in by the Applicant )

Sl. No	Particulars		
1	Name of the Company		
2	Address / Mobile No.		
3	PAN No.		
4	GST No.		
Activity details		Rate per Application ( in Rs.)	Amount ( Rs.)
I	Data Entry of Offline Application of entire 632 Applications		
II	Shortlisting of Candiadate as per eligiblity details as detailed in Advertisement duly approved by the management		
III	Preparation of three ( 3 ) sets Hard copy of Question Paper for conducting Written examination of the shortlisted candidates duly approved from		
IV	Selection of Place & Venue for conducting Examination duly approved from Management		
V	Videography of Attended Applicants in the Examination Hall		
VI	Conducting Online Examination after approval of Management		
VII	Declaration of Result of written Examination after approval		
VIII	Preparation of Merit List of the Candidate according to Reservation Roster and vacancy of different positions after approval		
		Total	
5	Minimum Amount required by the bidder	Total	

Signature of the Bidder

