

REQUEST FOR PROPOSAL (RFP) FOR “PROVIDING OF HUMAN RESOURCE CONSULTANCY (SELECTION AND RECRUITEMENT)”

TENDER NO: 3480/TSS/PLG/2018

INVITATION DATE: **26.09.2018**

CLOSING DATE: 10.10.2018 AT 5.00 PM

ISSUED BY:

State Project Director, Samagra Shiksha, Govt. of Telangana

1st Floor, C-Block, Saifabad,

Hyderabad, Telangana - 500 004

Ph: 040- 23232343;

Fax: 040- 23236354

Toll Free No: 18004253525

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SECTION I – INVITATION TO TENDER

Date: 26.09.2018

TENDER NO: 3480/TSS/PLG/2018

Tender name: Providing of Human Resource Consultancy (Recruitment and Selection)

1. The for the **Provision of Human Resource Consultancy (Selection and Recruitment)**.
2. Interested eligible Agencies / Consulting firms may obtain further information from and inspect the tender documents at our website www.ssa.telangana.gov.in, Or at our office address mentioned on the first page of this RFP.
3. Complete tender document may be obtained by interested candidates by downloading for free from our website www.ssa.telangana.gov.in OR upon payment of a non- refundable fee of Rs.1,000/- in DD or bankers cheque payable to The **State Project Director, Samagra Shiksha, School Education, Hyderabad** for hard copy documents
4. Prices quoted should be net inclusive of all taxes and delivery costs, must be expressed in INDIAN Rupees, and shall remain valid for a period of 120 days from the closing date of the tender.
5. Completed tender documents are to be enclosed in plain sealed envelopes, marked with the tender description and reference number and must be deposited at our office given above in first page of the RFP. Documents which are not sealed properly will be rejected.
6. Duly completed bid documents in plain sealed envelopes and clearly marked with the “Request for Proposals - **Provision of Human Resource Consultancy (Selection and Recruitment)**” should be addressed to

State Project Director, Samagra Shiksha,

1st Floor, C-Block, Saifabad,

Hyderabad, Telangana - 500 004

Ph: 040- 23232343;

Fax: 040- 23236354

Toll Free No: 18004253525

To be received on or before 10.10.2018. Tenders will be opened immediately thereafter and results will be announced to winning bidder on or before **11.10.2018**

7. More details of the services are provided in the Terms of Reference (TOR) contained herein.

8. The Request for Proposals (RFP) includes the following Documents;
 - I. **Section I - Letter of Invitation**
 - II. **Section II - Information to Consultants**
 - III. **Section III - Terms of Reference**
 - IV. **Section IV - Technical Proposal**
 - V. **Section V - Financial Proposal**
9. Prices quoted should be net inclusive of all taxes and must be in INDIAN Rupees and shall remain valid for 120 days from the closing date.
10. Bidders shall ensure contact details are included along with page number of all Technical & Financial proposal documents submitted.
11. In case of queries, bidders can contact

Sri M.Chandra Shekar, 9618888153
Planning & MIS Coordinator
State Project Director, Samagra Shiksha,
O/o Department of School Education,
1st Floor, C-Block, Saifabad,
Hyderabad, Telangana - 500 004
Ph: 040- 23232343;
E-mail: ssaspots@yahoo.com
Toll Free No.: 18004253525

12. Electronic submissions will not be accepted.
13. Selected Bidder will be required to present the action plan in detail along with timelines.

SECTION II: - INFORMATION TO AGENCIES (ITA)

2.1 Introduction:

2.1.1) State Project Director, Samagra Shiksha, Govt of Telangana which is the Procuring entity will select a firm among those submitted the proposal, in accordance with the criteria set out herein.

2.1.2) The agencies / consultancies are invited to submit a Technical Proposal and a Financial Proposal for “Provision of Human Resource Consultancy (Selection& Recruitment)”

2.1.3) The highest ranked firm on both the technical and financial proposals shall be invited to negotiate a contract. The proposals will be the basis for Contract negotiations and ultimately for a signed Contract with the selected firm.

2.1.4) Please note that;

(i) The costs of preparing the proposal and of negotiating the Contract, including any visit to the Procuring entity are not reimbursable as a direct cost of the assignment; and

(ii) The Procuring entity is not bound to accept any of the proposals submitted.

2.2 Clarification and Amendment of RFP Documents

2.2.1) Agencies / Consultancies may request a clarification of the bid documents not later than seven (3) days before the proposal submission deadline. Any request for clarification must be sent in writing by post or electronic mail to the Procuring entity’s address.

2.2.2) At any time before the submission of proposals, the Procuring entity may for any reason, whether at his own or in response to a clarification sought by prospective bidder(s), amend the bid document. Any amendment shall be issued in writing through an addendum. The addendum shall be posted on CDSE website and will be binding to all prospective bidders

2.2.3) The Procuring entity may at it’s discretion extend the deadline for the submission of proposals.

2.3) Preparation of the Technical Proposals

2.3.1) The Consultants proposal must be written in English language only.

2.3.2) In preparing the Technical Proposal, consultants are expected to examine the documents constituting this RFP in detail. Material deficiencies in providing the information requested may result in rejection of a proposal.

2.3.3) The Technical Proposal shall provide the following information;

- I. Documented proof of similar activities performed previously.
- II. Organization profile.
- III. A description of the Methodology and work plan for performing the assignment.

- IV. Curriculum Vitae of the Managing team / Key resources of the Project.
- V. Professional qualification of the agency.
- VI. Previous work orders from Govt. Organizations.
- VII. Referenced of the Past and present assignments.
- VIII. The Technical Proposal shall not include any financial information.

2.4) Preparation of the Financial Proposal

2.4.1) In preparing the Financial Proposal, agencies / consultancies are expected to take into account the requirements of the TOR's and conditions outlined in the bid documents. The bidder must list all costs associated with the assignment including, all reimbursable expenses.

2.4.2) The Financial Proposal should clearly identify as a separate amount, the local taxes, duties, fees, levies and other charges imposed under the applicable tax law.

2.4.3) Consultants shall express the price of their services in INDIA Rupees ONLY.

2.4.4) The Proposal must remain valid for 120 days after the submission dated. During this period, the agencies is expected to keep available, at his own cost, the professional staff proposed for the assignment. The Client will make his best effort to complete negotiations within this period. If the Client wishes to extend the validity period of the proposals, the agencies shall agree to the extension.

2.5) Submission, Receipt, and Opening of Proposals

2.5.1) The original (Technical and Financial Proposals) shall be prepared well. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the firm itself. The person authorized to sign the proposals must initiate any such corrections.

2.5.2) For each proposal, the consultants shall prepare a copy of the same. The Technical and Financial Proposals shall be marked "ORIGINAL" and "COPY" as appropriate. If there are any discrepancies between the original and the copies of the proposals, the original shall govern.

2.5.3) The original and copy of the Technical Proposal shall be placed in a sealed envelope clearly marked "TECHNICAL PROPOSAL" and the original and copy of the Financial Proposal in a sealed envelope clearly marked "FINANCIAL PROPOSAL". Both envelopes shall be placed into an outer envelope and sealed. This outer envelope shall bear the procuring entities address, tender name and tender number as indicated in the letter of invitation.

2.5.4) The completed Technical and Financial Proposals must be delivered at the submission address on or before closing date. Any proposal received after the closing time shall be rejected.

2.5.5) After the deadline for submission of proposals, the Technical & Financial Proposal shall be opened immediately by the opening committee.

2.6) Preliminary Evaluation

A firm that fails at preliminary evaluation will be automatically disqualified. Bidders must provide copies of the following Mandatory Requirements in technical Proposal

- i) Covering Letter for willingness to participate on letter head signed along with company seal.
- ii) Self-declaration of not blacklisted by any Govt / Private or any other Organizations in the past.
- iii) Copy of Certificate of Incorporation
- iv) Memorandum of Articles.
- v) Latest 3yrs balanced Sheet.
- vi) CA Letter for approving turnovers.
- vii) GST certificate.
- viii) Bank Details attested by concerned authority from bidder on letter head.
- ix) MOUs with minimum of 30 organizations for similar kind of work.
- x) Previous work orders for Consultancy or Skills development and placement activities.
- xi) Proof of work as per the Terms of References.
- xii) A Table format including all the above details should be a part of the technical proposal.

Eligibility Criteria:

2.7) Evaluation of Technical Proposal

The evaluation committee appointed, will evaluate as per below criteria.

S.NO	Description	Score
1	Adequacy of the Proposed Methodology and Work Plan in responding to the Terms of Reference (TORs)	10 Marks
2	Proposed work plan details, Team proposed, time lines proposed	10 Marks
3	Organization credibility Turn overs, Work orders, MOUs, Profile of the organization Track record/experience of the firm in conducting similar assignments working with Govt agencies in Skill development and placements. (10 Marks) Firm's demonstrable ability to recruit for large organizations/ Corporate bodies, ability to conduct job melas & mobilizing candidates from rural areas (At least three assignments) (10 Marks) Turn Over (5 Marks – Avg Turnover of 1 Cr and Above) (10 Marks – Avg Turnover of 1.5 Cr and Above) Max 10 Marks	30 Marks
		50 Marks
4	Financial Bid – Lowest Bidder	

Minimum Technical Proposal cut off for considering Financial Proposal is 40 out of 50. i.e financial proposals will be considered only after achieving Minimum of 40 Marks in technical proposal. If an agency gets below 40 marks in Technical proposal will be considered as rejected from the bid.

2.8) Award of Contract

2.8.1) The Contract will be awarded to the lowest bidder who qualifies technical evaluation.

2.8.2) The selected firm is expected to commence the assignment on the date and at the location to be agreed with the procuring entity.

2.8.3) The parties to the contract shall have it signed within 10 days from the date of notification of contract award unless there is an administrative review request.

2.8.4) The Procuring entity may at any time terminate procurement proceedings before contract award and shall not be liable to any person for the termination.

2.8.5) To qualify for contract awards, the tenderer shall have the following:-

- i. Necessary qualifications, capability experience, services, equipment and facilities to provide what is being procured.
- ii. Legal capacity to enter into a contract for procurement
- iii. Shall not be insolvent, in receivership, bankrupt or in the process of being wound up and is not the subject of legal proceedings relating to the foregoing
- iv. Shall not be debarred from participating in public procurement
- v. Written agreements between the bidder as Consultant and any other named Consultants forming the Team, clearly outlining their roles.

2.9) Confidentiality

Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the agencies/ Consulting firms who submitted proposals or to other persons not officially concerned with the process, until the winning firm has been notified that it has been awarded the Contract.

2.10) Corrupt or fraudulent practices

2.10.1) The procuring entity requires that the consultants observe the highest standards of ethics during the selection and award of the consultancy contract and also during the performance of the assignment.

2.10.2) The procuring entity will reject a proposal for award if it determines that the agencies recommended for award has engaged in corruptor fraudulent practices in competing for the contract in question

SECTION III: TERMS OF REFERENCE (TOR)

PROVIDING HUMAN RESOURCE CONSULTANCY (RECRUITMENT AND SELECTION)

TERMS OF REFERENCE FOR SHORTLISTING OF CANDIDATES FOR BOARD POSITIONS

3.1) INTRODUCTION:

State Project Director, Samagra Shiksha intend to recruit personal for its various requirements. In order to achieve this SPD wants to engage an agency or Consulting firm to provide the required services. The services will be hired through outsourcing method.

The details of the positions are given below.

Post-wise qualifications and Vacancy Position

Sl. No.	Name of the Post	Qualifications
1.	MIS Coordinators at MRC (Mandal level)	1. B.Sc. (Computer Science) and PGDCA (OR) 2. B.Sc./MPC and PGDCA (OR) B.C.A. with MS Office
2.	Data Entry Operator at MRC / DPO (Mandal / District level)	Any Degree and DCA, MS Office
3.	Assistant Programmer at DPO (District level)	MCA / B.Tech/M. Tech, Experience with data analysis is a plus (Government Consulting, Education Sector, Program Implementation)
4.	System Analyst	
5.	State Office (State level)	B.Tech/M. Tech along with MBA would be desirable, Experience with data analysis is a plus (Government Consulting, Education Sector, Program Implementation)
i.	Project Monitoring Unit (PMU)	B.Tech/M. Tech along with MBA would be desirable, Experience with data analysis is a plus (Government Consulting, Education Sector, Program Implementation)

The salary & Other details of the above mentioned candidates will be attached as an annexure for the work order. The SPD has a right to ask the agency to replace the selected candidates within 15 days of the recruitment for which service charge will be paid separately upon mutual consent.

3.2) Objective of the work:

3.2.1) SCOPE OF CONSULTANCY

The firms /agencies must exhibit willingness to work with speed in identifying candidates from the applications within a short period and administer objective and relevant aptitude/ technical exams. Hence, the Consulting firm will be expected to:

- I. Come up with an appropriate classification to identify all received applications using an objective yet simple method.
- II. Summarizing credentials of all candidates who meet the minimum requirements
- III. Conduct first level interviews process
- IV. Short listing and Screening of the applications; where screening would refer to carrying out formal background checks of the shortlisted candidates
- V. Administer objective, reliable, valid, relevant and standard aptitude cum technical tests for the candidates and score the shortlisted candidates according
- VI. Engaging the SPD representative in all interview panels is a must.
- VII. Call candidates for the final interviews with the panel.
- VIII. Agency should not use SPD or Govt. of Telangana name or credentials at any format in its mobilization activities. It is up to the agency to come with their own strategy.
- IX. Giving the finalized candidates list in a prescribed format to SPD is a must.
- X. The role of the agency will end with selection & recruitment and handing over the final selected candidates list to SPD.
- XI. In case if any of the candidates are dropped out then agency is responsible for further selection process and fill the positions.

3.2.2) TIME FRAME

The agency should give a time lines plan for the activity and should agree to the timelines as per the mutual consent. In case if there is a delay in process the agency should take the prior permissions from SPD.

3.2.3) BRIEFINGS

The consultant would be expected to provide formal updates to the SPD, SS or his preferred representative on the progress of the exercise and any projections thereof at agreed intervals. This may be in soft or hard copy and must basically focus on the progress of the agreed time lines with key highlights and statistics. However, the final report must be in both soft and hard copy. Liaisons can be done on email for all approval.

3.2.4) OBJECTIVITY

Any recommendations and analysis by the agency on the process will be backed by documented evidence on the process and methodology. Every recommendation must be objective and backed by viable evidence.

3.2.5) Provide the cost per recruitment

(Clearly showing a breakdown of all the costs associated with the hiring). These include the background check, any postage, reports Certificate verification among other conventional expectations.

SECTION IV: TECHNICAL PROPOSAL

Notes on the Preparation of the Technical Proposal

- i. In preparing the Technical Proposals, the Consultant is expected to examine all terms and information included in the bid document. Failure to provide all requested information shall be at the Consultants own risk and may result in rejection of the proposal.
- ii. The Technical proposal shall provide all required information and any other additional information.
- iii. The Technical proposal shall not include any financial information.
- iv. The Technical proposal will be evaluated out of a maximum of 50 marks and proposals scoring less than 40 marks out of the maximum of 50 marks shall be disqualified. The financial proposal shall carry a maximum of 50 marks.

SECTION V: FINANCIAL PROPOSAL

Notes on the Preparation of the Financial Proposal

- i. The Financial proposal shall be in INDIAN Rupees and shall take account of the tax liability and other associated costs.
- ii. The Financial proposal will be evaluated out of a maximum of 50 marks. The lowest submitted bid price will be allocated a maximum score of 50 marks
- iii. Agency can follow any format, however the cost incurred and heads of accounts should be clearly described. Incase of confusion in the costing, may leads to rejection.
- iv. Below are the applicable tranches

S.No	Description of the activity	Payment Percentage to be released by CDSE
1	Upon accepting the plan of action submitted by agency by SPD	25%
2	Upon successful completion of First round of results and submitting a report (Prorata basis for every 100 candidates)	25%
3	Upon successful completion of Second round of Interview process and submitting a selected candidates list	25%
4	Upon acceptance of the final short listed candidates by SPD, along with final report submission by agency	25%

Bank Details form

Provide the following bank details for electronic transfer purposes

Name of the Bidder:.....

Bank Name:.....

Bank branch name:.....

Bank IFSC code:.....

GST number:.....

Sign & Date: