

Government of Rajasthan
Department of Rural Development

Project : Rajasthan Grameen Aajeevika Vikas Parishad

(3rd Floor, RFC Block, Udyog Bhawan, C-Scheme, Jaipur, Tel : 0141-2388643, 2227416)

F. 2(111)RD/RGAVP/HR Tender Process/2017/P-2/ 9849

Jaipur, Date : 06/02/2019

EOI Invitation

RGAVP intends to select an agency to provide Job basis services and on Direct contract services of Human Resource for implementation of its projects at State, District and Cluster level as per ToR.

EOI is invited from eligible agencies for taking up this assignment of providing Job basis/Direct contract services of Human Resource under RGAVP at various levels.

Bid documents can be downloaded from our website www.rajeevika.rajasthan.gov, or from State Procurement Portal <http://sppp.rajasthan.gov.in>. Proposals must be submitted not later than 3:00 PM on February 26th, 2019.

UAN Number - RGA1819RFP0004

RFP Code -

sd/-
State Project Manager (Admin)
RGAVP

Rajasthan Grameen Aajeevika Vikas Parishad

National Rural Livelihood Mission (NRLM)

(III Floor, RFC Block, Udyog Bhawan, C-Scheme, Jaipur
Telephone No. 2227416, 2388643, E-mail: rajeevika@rajasthan.gov.in)

No.F. 2(111)RD/RGAVP/HRTend.Proc./Proc/2018/pt-2/9849 Dated: 06/02/2019

Expression of Interest for selection of agency to provide Services of the Human Resource on Direct contract and on Job Basis for implementation of the Project at State, District and Cluster level

1. The Rajasthan Grameen Aajeevika Vikas Parishad, with funding from NRLM, MoRD, GoI is implementing National Rural Livelihoods Mission (NRLM). The project aims to enhance the economic opportunities and empowerment of the rural poor with a focus on women and marginalized groups in all 33 districts of Rajasthan under NRLM. The State Project Management Unit invites Expression of Interest from the agencies/ organizations to provide Services of Human Resource on Direct contract and on Job Basis at SPMU, DPMU and Cluster level and also to other projects (both within RGAVP and outside RGAVP) implemented by Rural Development Department, as required from time to time. The assignment would be initially for one year which may be extended for further two years. For more details, please refer to attached draft Terms of Reference.
2. Consultants may associate with other firms in the form of a joint venture or a sub-consultancy to enhance their qualifications.


The agencies must provide information providing that they are qualified and competent to perform the services. The criteria of shortlisting are as below:

- a. The agency should have at least three years experience of providing similar services.
- b. The average annual turnover of the Agency must not be below Rs. 2.00 crore for last three years.
- c. A declaration by the head of the institution stating that the agency has not been black listed by any government department/ institution.



Interested firms are requested to fill the enclosed submission format with the EoI and provide relevant documentation to substantiate their information.

The interested Agencies/ Organization may obtain further information from our website www.rajeevika.rajasthan.gov.in or at the address mentioned below between 9.30 AM to 6.00 PM on any working day. Expression of Interest must be delivered to the address mentioned below by February 26th, 2019, 03:00 PM.



**State Mission Director
(Livelihood Projects and SHGs)
RGAVP**

Address:-

State Project Management Unit
Rajasthan Grameen Ajeevika Vikas Parishad
3rd Floor, RFC Block, Udyog Bhawan, C-Scheme,
Tilak Marg, Jaipur-302005
Phone: .0141-2388643, 2227416

Email address : rajeevika@rajasthan.gov.in

Format for

Submission of Expression of Interest

For selection of agency to provide

“Services of the Human Resource on Direct contract and Job Basis (Time Based) for implementation of the Project at State, District and Cluster level under RGAVP and other schemes of RD Department (both within RGAVP and outside RGAVP)”

APPLICATION

Applicant's Name and Address:

Application Reference:

Dated:

Person to be contacted:

Designation:

Telephone No.:

Fax:

To

State Mission Director,

RGAVP,

Udyog Bhawan,

Tilak Marg, C-Scheme, Jaipur (Raj.)

Subject: Expression of Interest (Eoi) for "Providing Services of the Human Resource on direct contract and on Job Basis (Time Based) for implementation of the Project at State, District and Cluster level" for NRLM, RGAVP and also other schemes under RD Department.

Dear Sir,

- 1.0 We, the undersigned Applicant, have read and examined in detail your Request of EOI for the purpose of short-listing of our firm for Appointment of Agency for the said assignment for NRLM being implemented by RGAVP.
- 2.0 **Structured Format:** We are submitting the Credentials/Information as stipulated in your aforesaid solicitation of EOI in *Schedule-1*. In case you require any further Information in this regard, we agree to furnish the same.
- 3.0 **Supporting documents:** We have enclosed documents supporting compliance and in support of the information provided in the Structured Questionnaire
- 4.0 Dated this day of 2018.

Thanking you, we remain

Yours faithfully

Date :

(Signature)

Place :



Structured format for appointment of agency for Providing Services of the Human Resource on direct contract and on Job Basis (Time Based) for implementation of the Project at State, District and Cluster level" for NRLM, RGAVP and also other schemes under RD Department.

Applicant's Name & Address:

To,

State Mission Director,

RGAVP, Jaipur

Dear Sir,

In support of our Expression of Interest, we furnish herewith Structured format, alongwith other information, as follows:

1. General Particulars of Agency

Name of the firm	
Registered Address	
Phone No:	
Email id:	
Name of the Contact Person for this Eoi	
Phone no. of the Contact Person for this Eoi	
Email id of the Contact person for this Eoi	
Office/ Branch offices if any in Jaipur	
Office/ Branch in Other Districts if any	

2. Particulars of Agency

Date of Firm's establishment	
Registration No.	

Registration Authority/Act	
Validity of Registration	
Service Tax Registration No. & Validity	
Empanelment with other Govt./ Govt. under takings	
Type of the Agency Proprietary Firm/Institute/Company/Partnership	
Number of full time qualified staff	
Number of other staff who are semi qualified/unqualified	
PAN No.	
TAN No.	

3. Financial Particulars of the Agency

Financial Year	Turnover from Professional Services	Turnover from other Activities	Total Turnover	Turnover from the area, applied for (Studies)
2014-15				
2015-16				
2016-17				

4. Brief Details of the Agency

Particular	Code No./ Policy No.	Validity if any	Turn over Amount during last year (2014-15 onwards)
Provident Fund			
ESI Department			
Insurance Policy for staff			

5. Particulars of Key Professional Staff with the Agency*

Name of Staff/ M. No.	Age	Years of experience	Qualification	Number of years associated with the Agency	Brief nature of work done (assignment where the staff has worked with year)

* Excluding the Office Support Staff viz. – Clerk, Steno, Computer Operator, Class-IV etc.

6. Other than Professional staff**

Name of Staff	Age	Years of experience	Qualifications	Number of years associated with the Agency	Assignments where the staff has worked with year

** Clerk, Steno, Computer Operator and Class-IV etc.

7. Experience of the agency/organization -
Experience in providing HR services #

Firms with a proven track record of providing HR services are eligible for this assignment and hence the table below should reflect this.

Name of Deptt/ Project / Agency	(1) Funded by Multilateral/ Bilateral funding agency; (2) Agencies implementing government projects (other than above); or (3) Public sector undertakings in the same sector (Rural Development). Please specify 1, 2, 3	Client Name	Nature of Assignment	Year of Work Done	Value of Assignment	Locality where work was done

Please specify the level and number of Human Resource provided and Enclose a detailed note.

8. Area of operation –

Whether the organization is entitled to operate the activities in all Rajasthan or the targeted districts	Yes/No
If yes, Please refer provision in By-laws/MoA and describe	
Duration of presence in Area (Years)	



9. Entitlement for the present assignment

Whether the organization has provisions to undertake the present assignment in its By-laws or MoA.	Yes/No
If yes, Please refer provision in By-laws/MoA and describe	

10. Has the Agency been blacklisted by any government (Union and/or state) Ministry/Department/Organization/NABARD/CAPART/Multinational donor agency/etc. or any other donor/partner organization in the past? (Declaration on non-judicial stamp of Rs. 10/- as per enclosed Schedule-II)
11. Firms are requested to enclose documents indicating that they are qualified to perform the services namely Brochures, description of similar assignments, experience in similar conditions and in Externally Aided Projects, track record in providing HR services, no. of officers/staff available and availability of appropriate skills among staff, details of average annual turnover and Balance Sheets of the last three years along with reports of at least two recently (within the last 2 years) completed similar assignments and list of last two years completed and ongoing similar assignments with names of clients .

Declaration

Date:.....

To whom so ever it may be concern

I/We hereby solemnly take oath that I/We am/are authorized signatory in the firms/ Agency/ Institute/ Company and hereby declare that "Our firms/ Agency/ Institute/ Company do not face any sanction or any pending disciplinary action from any authority against our firms/ Agency/ Institute/ Company or partners." Further, it is also certified that our firm has not been blacklisted by any government or any other donor/partner organization in past.

In case of any further changes which affect of this declaration at a later date; we would inform the project accordingly.

Authorized
Signatory
(with seal)



Annexure-1

Suggested marking for shortlisting at the EOI stage

S.No.	Criteria	Maximum Marks
1	Age of the Agency	5
2	Average turnover of the agency for the last three financial years	15
3	Number of relevant projects/assignments completed in last 3 years	15
4	Cumulative value of relevant projects/assignments completed in last 3 years	25
5	Experience of working with government departments	10
6	Qualified full time staff relevant to project on rolls with the agency	15
7	Presence in the State according to the location of Registered Office/Project Office	5
8	The agency maintains/provides following to its employees: PF/ESI/Insurance	10
	Total	100

Suggested marking for shortlisting at the EOI stage - Detailed

S.No.	Criteria	Scoring	Maximum Marks	Documentation required
1	Age of the Agency	0.5 points for every completed year of operation	5	Date of registration of the agency
2	Average turnover of the agency for the last three financial years. Turnover of I year=T1 Turnover of II year=T2 Turnover of III year=T3 $T=(T1+T2+T3)/3$. Average Turnover "T" will be considered	<ul style="list-style-type: none">• If $T \Rightarrow$ Rs. 2.00 crore, then 15 points• If $Rs. 2.00 \text{ crore} < T \leq Rs. 1.00 \text{ crore}$, then 10 points• If $Rs. 1.00 \text{ crore} < T \leq Rs. 0.50 \text{ crore}$, then 5 points• If $Rs. 0.50 \text{ crore} < T$, then 0 point	15	Audited Balance Sheet
3	Number of relevant projects/assignments completed in last 3 years	<ul style="list-style-type: none">• 15 points for above 20• 10 points for 16 to 20 projects completed• 5 points for 11 to 15 projects completed• 3 points for 6 to 10 projects completed• 0 point for less than 3 projects completed	15	Audited Balance Sheet and information provided in application
4	Cumulative value of relevant projects/assignments of Manpower/recruitment of Manpower completed in last 3 years	<ul style="list-style-type: none">• 25 points for relevant projects completed worth Rs. 3.00 crore and above• 20 points for relevant projects completed worth Rs. 2.50-2.99 crore• 15 points for relevant projects completed worth Rs. 2.00-2.49	25	Information provided in the application form along with the supporting documents

		<p>crore</p> <ul style="list-style-type: none"> • 10 points for relevant projects completed worth Rs. 1.50-1.99 crore • 5 points for relevant projects completed worth Rs. 1.00 – 1.49 crore • 0 points for relevant projects completed below 1.00 crore 		
5	Experience of working with government (Union/State) departments in last 3 years (in relevant manpower placement assignment in rural development projects of similar nature)	<ul style="list-style-type: none"> • 10 points for 5 or more government projects completed • 7 points for 2 to 4 government projects completed • 5 points for 1 government project completed • 0 point for no experience of working with government 	10	Information provided in the application form along with supporting documents
6	Qualified full time staff relevant to project on rolls with the agency	<ul style="list-style-type: none"> • 1 point each for one year for full time specialist staff like: <ul style="list-style-type: none"> a. HR and Admin (Max. 3 points) b. Finance (Max 3 points) c. Atleast 3 Subject Matter Specialist in Rural Development field (Max 9 points for 3 Specialists) 	15	List of full time staff with qualification and number of years to be provided by the agency
7	Presence in the State according to the location of Registered Office/Project Office	<ul style="list-style-type: none"> • 3 points if the Registered Office of the applicant agency is located in Rajasthan • 2 points if at least one branch/project office of the applicant agency is located in Rajasthan 	5	Details of HO and other offices as provided in the application
8	Pay Roll Management: The agency maintains/provides following to its employees: PF/ESI/Insurance	<ul style="list-style-type: none"> • 4 points for Provident Fund to its own employees • 3 points for providing ESI services to its own employees • 3 points for Insurance cover for staff 	10	Information provided in the application form along with supporting documents
	TOTAL		100	

Terms of Reference

Job basis/ Thematic Support Services to RGAVP and other schemes of RD Department

1. Background:

Recognizing the need for continued action for promoting livelihoods in the State, Government of Rajasthan through the Rajasthan Grameen Aajeevika Vikas Parishad (RGAVP), is implementing a follow on project to the District Poverty Initiative Project (DPIP) implemented during 2000-2007. The proposed project, referred to as National Rural Livelihoods Mission (NRLM) is being implemented in all districts of Rajasthan.

The objective of the Rajasthan Grameen Aajeevika Vikas Parishad (RGAVP) is to enhance the economic opportunities, access to basic amenities, and participation in community decision making for the poor, with a focus on women and marginalized groups in Rajasthan. The objective will be achieved through support under five broad components: (i) Institution Building and Social Empowerment; (ii) Community Investment Support; (iii) Skills Development and Employment Promotion; (iv) Climate Change Adaptation; and (v) Project Implementation Support.

For this RGAVP will hire services on Direct contract/job basis thematic support services for ideas incubation, policy framing and formulation implementation strategies for core programme implementation at State level on key thematic areas such as social inclusion and community mobilization; institution building; financial inclusion; agriculture, livestock and non-farm livelihoods; jobs placement and market linked skill development; self-employment and micro -enterprise development; climate change and adaption and environment; Tourism; MIS, Accounting and Monitoring & Learning etc. Description of job services for supporting implementation of NRLM or other programme/projects of RGAVP and Department of Rural Development is given in Annexure-2.

2. Objective of the Assignment:

To provide Human Resource on Direct Contract/Job Basis to RGAVP for carrying out implementation of various programmes and technical assistance for implementation of the NRLM in the State through its State, District and Cluster level units and also to other projects under RGAVP and other projects/schemes of Rural Development Department, as required time to time.

3. Scope of the Assignment:

I	The Agency will be responsible for providing Human Resource on Direct contract with RGAVP and also on Job Basis which would support project activities in all aspects such that it can support various districts across Rajasthan in rolling out NRLM and any other programme/project of RGAVP/Department of Rural Development. For carrying out this, the Agency will be responsible for providing this Human Resource by providing/deploying suitable qualified manpower.
II	The manpower provided/deployed by the Agency will be dedicated full time for these services and shall be retained with that exclusive requirement. To ensure quality, the agency shall develop and follow an exclusive HR policy, describing standards and guidelines for managing the manpower deployed for the purpose, based on comparable

	similar structures established for delivering technical assistance projects of this nature in rural livelihoods sector. The selected agency will provide services through deployment of suitable manpower, having results orientation, potential to lead a thematic unit and ability to extend quality support to states. The manpower deployed should be in accordance with the service requirements of RGAVP and to be assured of quality of service, the deployment of manpower would be with the concurrence of the RGAVP.
III	The agency will ensure that selection of manpower to be provided/ deployed will maintain the highest degree of transparency. The agency will ensure selection of only those candidates who fulfill the criteria for shortlisting prescribed for the task to be performed. The search and selection process should continue till suitable manpower is found and recruited by them. Under no circumstance will be selection and recruitment requirements be diluted, since that will affect adversely the quality of the services to be rendered.
IV	To ensure quality, the selected agency will put in place a full time high caliber team for providing services on job basis in the areas. The desired profile of Direct Contract/job basis services for this purpose is at Annexure-2. To provide services, the deployed manpower would be required to travel extensively within and outside the State.
V	In addition to above, for delivering these services envisaged in the program, it is estimated that approximately 810 experts / consultants (24 at State level, 165 at District level and 621 at Block/Cluster level of varying levels of experience will be required. This requirement is in phased manner and all human resource may not be required immediately. Moreover, existing human resource already working in RGAVP on Direct contract shall continue to work and replacement on Job Basis services/Direct Contract will be required only when this professional leaves the organization. <u>Also, the existing human resource on job Basis will automatically be transferred to the new agency on same terms and conditions as laid down in the new agreement with the selected agency.</u> Periodic assessment of incremental requirements in services to be rendered will be communicated by the RGAVP based on the emerging work program and the agency will deploy additional manpower to match additional service requirements.
VI	Agency will have to ensure to its fullest satisfaction that any of the human resource provided by the agency, whether on Direct Contract or on Job Basis, is not involved in any criminal/civil offense and no matter is pending investigation against him/her at any place, whether his/her previous place of posting or residence or employment. An affidavit to this effect shall have to be furnished by each individual providing service, whether on Direct Contract or on job Basis in RGAVP through this agreement.
VII	All governance, monitoring and reporting aspect of this assignment will be under the control and superintendence of the RGAVP.
VIII	The agency will provide minimum three CVs to RGAVP in each of the area of services under Direct contract and on job basis in accordance to the academic qualification and experiences. Each of the candidates will be required to make presentation and the most suitable one shall be selected by RGAVP by adopting a due process of selection. RGAVP reserves the right to reject all three candidates, if they do not meet the selection criteria

adopted by RGAVP/Department of Rural Development		
The agency will provide the CVs of following key members of its Core Team responsible for delivering the objective of selection of HR and providing the same to RGAVP: (CVs of these key members shall be evaluated for technical proposal)		
S.No.	Key member	Desired Profile
1	Task Manager (1)	Post graduate degree in HR, Finance, Business Administration or a related discipline with atleast 10 years experience in HR management, Office administration, logistic management, alongwith demonstrated experience in handling similar assignments in large scale projects (World Bank/Donor funded - understanding of GFR, WB procurement processes will be an advantage.
2	HR Management Coordinator (1)	Post graduate degree in HR or a related discipline with atleast 7-8 years experience in HR selection, payrolls management, managing legal compliances related to HR administration, grievance redressal, office management and logistic coordination.
3	Accounts Executive (1)	Recognized degree in accounting, finance or a related discipline, minimum 10 years of experience in Government accounting processes. Proven ability to prepare necessary financial reports including budget preparation, maintaining books of accounts, statement of expenditure etc., i.e. ability to establish recognized procedures to account for fund use.
4	IT Executive (1)	Bachelor Information Technology or related field with minimum 3 years of experience in IT Network administration & troubleshooting and maintenance of IT infrastructure.

4. Cost Estimate & Payments:

1. Following table shows the approximate remuneration requirement of staff to be deployed at various levels*:

Requirement	Level	Positions	Remuneration	Annual estimate
State Project Manager**	State	10	Rs. 70000 pm	Rs. 82,80,000
Project Manager	State	12	Rs. 45000 pm	Rs. 64,80,000
Accountant	State	1-2	Rs. 15000 pm	Rs. 3,60,000
Office Assistants	State	1-2	Rs. 17500 pm	Rs. 4,20,000
District Manager	District	99	Rs. 30000 pm	Rs. 3,56,40,000
Accountant	District	33	Rs. 15000 pm	Rs. 59,40,000
Office Assistant cum Cashier	District	33	Rs. 17500 pm	Rs. 69,30,000
Cluster Level Managers	District/Block	121	Rs. 30000 pm	Rs. 4,35,60,000
Project Associate MIS	Block/Cluster level	100	Rs. 15000 pm	Rs. 1,80,00,000
Area Coordinators	Cluster Level	400	Rs. 12000 pm	Rs. 5,76,00,000

- * The above list is indicative and may have more positions as per requirement of project to be notified time to time. The process of Recruitment and Selection shall be initiated as per the request of RGAVP.

	<p>This EoI is for additional requirement which is required when any post falls vacant or RGAVP has additional HR requirement. The requirement will be in phased manner and all human resource may not be required immediately. Moreover, existing human resource already working in RGAVP shall continue to work.</p> <p>** Monthly remuneration of all SPM is Rs 70000 except the remuneration for SPM (MIS) i.e., Rs 60000.z</p> <p>Note:</p>
	<ol style="list-style-type: none"> 1. A provision for remuneration and travel cost (estimated to be about 10% of the provision for remuneration) will be made out of the operational expenses of the Project. 2. The actual remuneration to be paid to the professional/consultant shall be decided by the 3. In exceptional cases only, the committee constituted under RGAVP for the purpose, may recommend higher remuneration based on extra ordinary qualification and experience. 4. The agency will be required to submit financial proposals for its operative expenses in a form of percentage of cost of services provided.

5. Contents of Proposal:

As part of the proposal, Agency will be required to submit Full Technical Proposal that meet the evaluation criteria to be detailed in the RFP and Price proposals for operative expenses of the services, which is estimated to require deployment of around 435 persons, as mentioned earlier. Subsequent additions to the manpower deployed based on additional services, will be made at pro-rata basis. This covers all broad areas and levels of expertise required for RGAVP.

6. Review and Monitoring of the Assignment:

The performance of the agency will be judged on the basis of work done against the agreed work plan. The agency will prepare quarterly activity plans and share it with RGAVP. A joint monthly review mechanism will be put in place and represented by core members of RGAVP and the agency. The review of the progress and plan for future action will be decided therein. In case, RGAVP has any objections related to assignment deliverables, it will inform the agency in writing. The agency will comply with the recommendations made by RGAVP and accordingly complete the assignment at no additional cost.

7. Duration of the assignment:

This selection process will result in a contract initially for one year. Depending on the annual performance review of the selected agency and available budget, the contract can be extended further on a 12 monthly basis, with mutual agreement till the project period.

8. Facilities/support to be provided by the Project

- Make available all programme documents including programme appraisal reports, programme implementation plan, operations manual, support manual etc.
- Constitute a Steering Committee who will monitor the project progress on a periodic basis.
- Facilitate the availability of key staff/project team for discussions whenever needed.
- Provide seating space, internet connectivity, printing facility etc for the deployed staff.