

# **Centre for Development Action**

**Deen Dayal Upadhyaya  
State Institute of Rural Development,  
Bakshi Ka Talab, Lucknow**

**Invitation for E-BIDDING  
For  
Framework Agreement  
For  
Hiring of Human Resource (Recruitment as well as  
Management) Agency  
(Through National Competitive Bidding)**

**Bid Ref. No. : CDA-SIRD / Procurements as well as Management Agency / 2018-19**



**CENTER FOR DEVELOPMENT ACTION  
Deen Dayal Upadhyaya State Institute of Rural Development  
Bakshi Ka Talab, Lucknow - 226202.  
INDIA**

## E-TENDER THROUGH NATIONAL COMPETITIVE BIDDING

### E –Tender Notice

1	Bid Document No.	CDA-SIRD / Procurements as well as Management Agency / 2018-19
2	Name of work	Hiring of Human Resource (Recruitment as well as Management) Agency
3	Bid Price*	Rs. 3,000.00 (Three Thousand) in form of DD in Favor of Chairman, CDA Social Accountability Intervention” Bakshi ka Talab, Lucknow, U.P.) Payable at Lucknow.
4	Bid Security*	Rs. 1.00 Lakh in form of DD/FDR in Favor of Chairman, CDA Social Accountability Intervention” Bakshi ka Talab, Lucknow, U.P.) Payable at Lucknow.
5	Performance Security of Bid	Rs. 6.00 Lakh in form of FDR/ Bank guarantee/ DD in Favor of Chairman, CDA Social Accountability Intervention” Bakshi ka Talab, Lucknow, U.P.) Payable at Lucknow.
6	Date & Time of Publishing e-Bid	19.06.2018 10:00 AM
7	Date & Time of Document Download / Sale start of e-Bid	19.06.2018 11:30 AM
8	Date & Time of e-Bid Submission Start on e-tender portal	19.06.2018 12:30 PM
9	Last Date & Time of downloading of e-Bid	07.07.2018 12:30 PM
10	Last Date & Time for submission of e-Bid on e-tender portal	07.07.2018 06:00 PM
11	Technical Bid Opening Date, time & place by e-tender portal	09.07.2018 12:30 PM
12	Financial Bid Opening Date, time & place by e-tender portal	10.07.2018 2:00 PM
13	Pre Bid Meeting Date & Time	25.06.2018 at 12:30 PM
14	Validity period of e-Bid	30 days
15	Period of work	240 days from date of approval/ Agreement of Bid

\*Bid Price & Bid Security amount must be uploaded on e-tender website [www.etender.up.nic.in](http://www.etender.up.nic.in) & Original copy of DD/FDR should be submitted prior to 11:30 AM Hrs. of 09.07.2018 in the Office of DDU, SIRD, BKT, Lucknow on working days.

The bid document and TOR is available on website [www.sirdup.in](http://www.sirdup.in) & e-tender website [www.etender.up.nic.in](http://www.etender.up.nic.in). Bid is accepted only through e-tendering procedures. The Chairman/Director General CENTER FOR DEVELOPMENT ACTION, DDU SIRD, Bakshi Ka Talab, Lucknow has reserve the right to cancel any or all e-tender without any prior information.

#### **PLACE OF OPENING OF BIDS:**

CENTER FOR DEVELOPMENT ACTION  
Deen Dayal Upadhyaya State Institute of Rural Development  
Bakshi Ka Talab, Lucknow - 226202. Uttar Pradesh INDIA

#### **ADDRESS FOR COMMUNICATION:**

Chairman/Director General  
CENTER FOR DEVELOPMENT ACTION  
Deen Dayal Upadhyaya Rajya Gramya Vikas Sansthan  
Bakshi Ka Talab, Lucknow - 226202. Uttar Pradesh INDIA

**CENTER FOR DEVELOPMENT ACTION (CDA)**  
DDU-State Institute for Rural Development

**Invitation for Bids (IFB)**

Date : 19.06.2018  
Country : India  
Name of Project : Social Accountability Intervention Phase II  
Name of Assignment : Hiring of HR (Procurement as well as Management)

1. The development objective of the Centre for Development Action (CDA), DDUSIRD, UP for India is to improve the efficiency, quality and accountability of health services delivery in Uttar Pradesh by strengthening the state health department's management and systems capacity. There are two components in the project.
2. As a key component of the World Bank's/Uttar Pradesh Health Systems Strengthening Project (UPHSSP), the social accountability component includes support for introducing and strengthening social accountability mechanisms in order to stimulate community action:- a) to demand better services, b) to enhance positive health behavior at individual and community level, and c) to promote social audits of service delivery and resource allocation in the health sector.
3. Centre for Development Action (CDA), DDUSIRD, UP now invites e-bids from eligible bidders for setting-up framework agreement for carrying out the services as defined in the Activity Schedule to the form of framework agreement. Framework Agreement will be signed with the bidder meeting, the evaluation and qualification specified in the bidding document and offering the lowest price. Procurement Orders will be placed to the successful bidder (who has signed the framework agreement) as and when services are required. Though it is estimated that the services will be required for project period which may be further extendable based on requirement and performance, the framework agreements will impose no obligation on Centre for Development Action (CDA), DDUSIRD, UP to procure the estimated or any services from the successful bidder.
4. Bidding will be conducted through National Competitive Bidding under Framework Agreement Procedures and is open to all bidders from eligible source countries as defined in the World Bank's Guidelines: Procurement under IBRD Loans and IDA Credits [January 2011].

5. E-Bid document can be obtained from the website [www.etender.up.nic.in](http://www.etender.up.nic.in). w.e.f. and submitted online along with the payment of Rs. 3000 (Rupees Three Thousand Only) (non-refundable) through Demand Draft from Scheduled Bank drawn in favour of "Chairman, CDA Social Accountability Intervention" payable at Lucknow. Bid amount must be uploaded on e-tender website & Original copy of DD should be submitted prior to 11:30 AM of 09.07.2018 in the Office of DDU, SIRD, BKT, Lucknow on working days.
6. Bid Security Rs. 1.00 Lakh in form of DD/FDR (In Favour of "Chairman, CDA Social Accountability Intervention" Bakshi ka Talab, Lucknow, U.P.) payable at Lucknow. Bid Security must be uploaded on e-tender website & Original copy of DD should be submitted prior to 11:30 AM of 09.07.2018 in the Office of DDU, SIRD, BKT, Lucknow on working days.
7. A **Pre-Bid-Discussion** will be held on 25.06.2018 at 12.30 PM at the office of Chairman/Director General, Centre for Development Action (CDA), DDUSIRD,UP. All interested bidders are requested to attend the same.
8. The Project Bid (Technical and Financial both) should be submitted before 06.00 PM on 07.07.2018 at e-tender portal [www.etender.up.nic.in](http://www.etender.up.nic.in).
9. For any query/information the bidders are advised to contact Dr. O. P. Pandey, Project Director/ Additional Director on any working days and/or on cell no. +91 8765957404.
10. **Chairman/Director General, Centre for Development (CDA-SIRDUP) reserves all the rights to reject anyone or all bids without assigning any reason thereof.**

**Chairman**

**CDA, DDUSIRD, UP**

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## **Instructions to Bidders (ITB)**

### **A. General**

- |   |  |
|---|--|
| <b>1. Scope of Bid</b>                    | 1.1 The Centre for Development Action (CDA), DDU State Institute of Rural Development (the Employer) invites bids for the Services, as described in the activity schedule to the Form of Framework Agreement.<br><br>1.2 The successful Bidder will be expected to provide the HR services to the Employer for a period of maximum upto <b>14th March 2019</b> from the date of commencement of services, further extendable on requirement and performance basis on mutual consent. |
| <b>2. Source of Funds</b>                 | 2.1 U.P. Health Systems Strengthening Project (UPHSSP)   |
| <b>3. Corrupt or Fraudulent Practices</b> | 3.1 In case of corrupt /fraudulent /collusive /coercive /obstructive Practices Centre for Development Action (CDA-SIRDUP) has all the rights to reject and take Action as per World Bank norms & Law against the Bidder.   |
| <b>4. Eligible Bidders</b>                | 4.1 This Invitation for Bids is open to all bidders provided; the Government-owned enterprises in the Employer's country may only participate if they are legally and financially autonomous, operate under commercial law, and are not a dependent agency of the Employer. Also the Bidders shall not be under a declaration of ineligibility for corrupt and fraudulent practices issued by the Bank.  |
| <b>5. Qualification of the Bidder</b>     | As per Technical Bid Assessment Criteria on page no. 13-14   |
| <b>6. One Bid per Bidder</b>              | 6.1 Each Bidder shall submit only one Bid. A Bidder who submits or participates in more than one Bid (other than as a subcontractor) will cause all the proposals with the Bidder's participation to be disqualified.  |

- 7. Cost of Bidding**
- 7.1 The Bidder shall bear all costs associated with the preparation and submission of his Bid, and the Employer will in no case be responsible or liable for those costs.

## **B. Bidding Documents**

- 8. Content of Bidding Documents**
- 8.1 The set of bidding documents comprises the Instructions to Bidders, Bidding Forms, and Form of framework agreement and the Form of Purchaser Order.
- 8.2 The Bidder is expected to examine all instructions, forms, terms, and other requirements in the bidding documents. Failure to furnish all information required by the bidding documents or to submit a bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in the rejection of its bid. One original and one copy of bid are to be submitted.
- 9. Amendment of Bidding Documents**
- 9.1 As per the E-procurement System of Govt. of India

## **C. Preparation of Bids**

- 10. Language of Bid**
- 10.1 The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Employer shall be written in English.
- 11. Documents Comprising the Bid**
- 11.1 The Bid submitted by the Bidder shall comprise the following:
- (a) Technical Bid with supporting Documents
  - (b) Financial Bid;
- 12. Bid Prices**
- 12.1 The Framework Agreement shall be for the Services described in Activity Schedule of the Framework Agreement.
- 12.2 The Bidder shall fill in rates for all Services described in the e-Bid Form.
- 12.3 All duties, taxes, and other levies payable by the Service Provider under the Framework Agreement, or for any other cause, prior to the deadline for submission of bids, shall be

included in the total Bid price submitted by the Bidder.

- 13. Format and Signing of Bid** 13.1 As per the E-procurement procedure of Govt. of India

#### **D. Submission of Bids**

- 14. Bids Submission** Submission of Bid shall be done through [www.etender.up.nic.in](http://www.etender.up.nic.in) only.

- 15. Deadline for Submission of Bids** 15.1 Bids shall be submitted to the Employer at the latest by 07.07.2018 before 06:00 PM.  
15.2 The Employer may extend the deadline for submission of bids by issuing an amendment.

#### **E. Bid Opening and Evaluation**

- 16. Bid Opening** 16.1 The bid will be open in the presence of the bidders' representatives who choose to attend on 09.07.2018 at 12:30 PM onwards at Centre for Development Action (CDA-SIRDUP), *Bakshi Ka Talab, Indaurabag, Lucknow - 226202*

- 17. Process to Be Confidential** 17.1 Information relating to the examination, clarification, evaluation, and comparison of bids and recommendations for the award of a framework agreement shall not be disclosed to bidders or any other persons not officially concerned with such process until it is awarded to the successful Bidder is notified. Any effort by a Bidder to influence processing of bids or award decisions may result in the rejection of his Bid.

#### **F. Award of Framework Agreement**

- 18 .Award Criteria** 18.1 Centre for Development Action will award the Framework Agreement to the Bidder whose Bid has been determined to be substantially responsive to the bidding documents and based on the technical compliance obtained and Financially feasible



to the employer.

19. **Employer's Right to Accept any Bid and to Reject any or all Bids**
- 19.1 **Chairman/Director General, Centre for Development (CDA-DDUSIRD),UP reserves all the rights to reject anyone or all bids without assigning any reason thereof.**
- 20.1 Before award of work order only successful selected bidder shall furnish performance security Rs. 6.0 lakhs (Rupees Six Lacs only) in the form of Bank Guarantee or FDR (in the form provided in bidding document) or Demand Draft from a Scheduled Commercial Bank in favour of "Chairman, CDA Social Accountability Intervention", State Institute of Rural Development and it should be valid till 14<sup>th</sup> March 2019 from the date of signing of contract. In case the contract is renewed then fresh/renewal of the Bank Guarantee or FDR is required for a period of next one year.
20. **Performance Security**
21. **Purchase Orders**
- 21.1 **The Centre for Development (CDA-DDUSIRDUP) will issue Purchase Orders to the successful bidder (who has signed the framework agreement and submitted the performance security) as and when the services are required.**
22. **Dispute Resolution**
- 22.1 **If any conflict arises regarding assigned works, time line, payment, etc. will be resolved through mutual discussion between authorized representatives of both parties. The Chairman/ Director General of first party ("CDA-SIRDUP") will be the full and final authority to resolve the conflict.**

# Financial Bid

(Financial Proposal should be provided on the Letter Head in the specified format)

To:

Chairman,  
Centre for Development Action (CDA)  
DDU, State Institute of Rural Development  
Indurabagh, BakshiKaTalab,  
Lucknow - 226202.  
INDIA

Having examined the bidding documents including agenda No. **CDA-SIRD / Procurements as well as Management Agency / 2018-19**, we offer our services in accordance with the conditions of Framework Agreement and for the following rates:

Types and Description of Manpower	Total Indicative Requirement (in Numbers)	Service/ Administrative Charges in % ( Per month per Person)	Statutory taxes, if applicable in % (Per month)
	A	B	C
Gram Panchayat Coordinators.	340 approx		

**Note- Bids in Zero/Negative percent charges will not be accepted.**

1. The bid will be evaluated on the basis of **total service charges** percentage quoted in the above price schedule for Fixed Honorarium based manpower procurement as well as HR management.
2. The above manpower requirements are indicative and only for evaluation Purpose. (i.e. The Remuneration of GPC is Rs 8750 per month per employee along with this contingency for GPC is Rs. 500 per month and local conveyance & communication cost of Rs. 3000 per

3. month ). Therefore Total Remuneration will be  $(8750+500+3000) = \text{Rs. } 12,250/-$  **all inclusive per month per GPC.**
4. The Payment will be made through RTGS directly to the HR Agency bank account by Centre for Development Action (CDA-DDUSIRD) after submitting Bank statement of Disbursement of Honorarium to GPC in their Bank Account.
5. This Bid and your written acceptance of it shall constitute a binding Framework agreement between us. We understand that you are not bound to accept the lowest or any Bid you receive. We also understand that the framework agreement will impose no obligation on you to hire the estimated or any services from the successful bidder.
6. We hereby confirm that this Bid complies with the Bid validity required by the bidding documents.
7. We undertake that, in competing for (and, if the award is made to us, in executing) the above Framework Agreement, we will strictly observe the laws against fraud and corruption in force in India & World Bank

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.

Name and address of  
agent

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(if none, state "none")

Authorized Signature: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Bidder: \_\_\_\_\_

Address: \_\_\_\_\_

## Technical Bid Assessment Criteria

S. No	Name of Documents	Yes/No	Page No.
1	Copies of original documents defining the constitution or legal status, place of registration, main place of business and the written power of attorney of the signatory of the Bid to commit the Bidder; <b>As per Annexure I</b>		
2	The agency must be registered with Provident fund, Labour department and Employees State Insurance. <b>(attach the Copy of registration)</b>		
3	Reports on the financial standing of the Bidder, such as Annual Turnover, Profit and loss statements and auditor's reports for the last three years; IT returns, CA certified copies of Balance Sheet, Income Statement & cash Flow Statement for last 3 years should be attached. <b>As per Annexure II(A)</b>		
4	Value of work in any one year of during last three financial years against single order should not be less than One Crore. <b>As per Annexure II (B)</b>		
5	Services performed for the last three years; Copy of Work Orders to be attached. <b>As per Annexure III (A)</b>		
6	The agency must have experience of hiring minimum 350 manpower for Health/Education/Rural Development Sectors and contract management for any one year in last three years at Block/GP Level. <b>As per Annexure III (B)</b>		
7	Agency will submit a notarized Affidavit to certify that it has not been debarred or blacklisted by any government /public under taking or private agency. <b>As per Annexure-IV.</b>		
8	The agency should have a standard panel of subjective experts to shortlist/deployment /monitoring of the manpower. Bidders are requested to attach the CV's of the relevant key experts. <b>As per Annexure-V</b>		

9	The agency must have to provide satisfactory performance/Experience certificate of assignment performed by them from the employer/department where they have performed the services duly signed by the authorized official/person during last three years. Bidders are requested to attach the certificates. <b>As per Annexure-VI</b>		
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Name and address of agent

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(if none, state "none")

Authorized Signature: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Bidder: \_\_\_\_\_

Address: \_\_\_\_\_

Attached with Tech. Bid

### Annexure -I

<b>Name of the HR Agency</b>	
<b>Address of the HR Agency</b>	
<b>Type of the Organization</b>	Firm/Company /Partnership.
<b>Place of Registration</b>	
<b>Registration No.</b>	

## Annexure -II

Attached with Tech. Bid

<p>A. Annual Turnover of HR Agency of last three years and average turnover should not be less than two crores. <b>(Attach CA Certified copies of Balance sheets and IT returns, etc)</b></p>	<p>(in Lakhs)</p> <table border="1" data-bbox="813 436 1377 1041"><tr><td data-bbox="813 436 1013 571">2015-16</td><td data-bbox="1013 436 1377 571"></td></tr><tr><td data-bbox="813 571 1013 705">2016-17</td><td data-bbox="1013 571 1377 705"></td></tr><tr><td data-bbox="813 705 1013 840">2017-18</td><td data-bbox="1013 705 1377 840"></td></tr><tr><td data-bbox="813 840 1013 1041">Average Turn Over of last three years.</td><td data-bbox="1013 840 1377 1041"></td></tr></table>	2015-16		2016-17		2017-18		Average Turn Over of last three years.					
2015-16													
2016-17													
2017-18													
Average Turn Over of last three years.													
<p><b>B. Value of work in any one year of during last three financial years against a single order should not be less than One Crore. (Attach Order, amount with client name)</b></p>	<table border="1" data-bbox="813 1381 1377 1936"><thead><tr><th data-bbox="813 1381 980 1516">Year</th><th data-bbox="980 1381 1203 1516">Client Name</th><th data-bbox="1203 1381 1377 1516">Amount</th></tr></thead><tbody><tr><td data-bbox="813 1516 980 1650">2015-16</td><td data-bbox="980 1516 1203 1650"></td><td data-bbox="1203 1516 1377 1650"></td></tr><tr><td data-bbox="813 1650 980 1785">2016-17</td><td data-bbox="980 1650 1203 1785"></td><td data-bbox="1203 1650 1377 1785"></td></tr><tr><td data-bbox="813 1785 980 1936">2017-18</td><td data-bbox="980 1785 1203 1936"></td><td data-bbox="1203 1785 1377 1936"></td></tr></tbody></table>	Year	Client Name	Amount	2015-16			2016-17			2017-18		
Year	Client Name	Amount											
2015-16													
2016-17													
2017-18													

## Annexure III

<b>A. Client/ Organization dealt with pertaining to Supply of Manpower</b>	Years	Name of the Organization	Total Manpower supplied  (Nos)	Level wise manpower (State/District/Block/GP)  (Nos)
	2015-16			
	2016-17			
	2017-18			
<b>B. Annual supply of manpower at Block/GP Level for Health/ Education/ Rural Development Sectors (Not less than 350 manpower for any one year during last three years)</b>	2015-16			
	2016-17			
	2017-18			

For and on behalf of :

(Signature)

Name \_\_\_\_\_

Designation \_\_\_\_\_

Seal \_\_\_\_\_



Attached with Tech. Bid

**Date:**

**Place:**

## **Annexure -IV**

### **Undertaking**

To,

**The Chairman,  
Centre of Development Action (CDA)  
DDU State Institute of Rural Development  
Indurabagh, Bakshi Ka Talab,  
Sitapur Road, Lucknow-226202**

**Sub: Undertaking that the Organization is not black listed by any Government Authority or Public Sector Undertaking or private agency.**

Respected Sir,

We, \_\_\_\_\_ (name of the HR Agency) herewith confirm that we were not Blacklisted or barred from participating in any of the tenders by any of the Central or State Government Authorities or by any Public Sector Undertaking (PSU).

At any point of time during the period of contract, if it is found that we are blacklisted or barred from participating in any of the tenders by Government authority or Public Sector Undertaking (PSU), we shall be liable for legal action against us by CDA-SIRDUP and also the contract stands cancelled and any amounts payable by CDA-SIRDUP to us shall also stand cancelled.

Thanking you,

Yours Truly,

**(Signature)**

**Name** \_\_\_\_\_

**Designation** \_\_\_\_\_

**Seal** \_\_\_\_\_

Attached with Tech. Bid

	Name	Education Qualification	Work Experience in years
CVs of the relevant key experts/subjective resource person of the agency to shortlist deploy and monitor the project manpower.			

**Annexure - V**

## Annexure - VI

Attached with Tech. Bid

Performance/Experience certificates of during last three years assignments from the employer/departments	Years	Name of employer/department	Nature of Assignments /Duties	Indicate sectors-Health/Education / Rural Development/ Other Sectors	Work duration ( in month)	Certificates enclosed (Yes/No)
	2015-16					
	2016-17					
	2017-18					

# Terms of Reference

For

**Hiring of H R Agency/Firm/Institute (for Placement and Management)**

**CENTER FOR DEVELOPMENT ACTION**

**DEEN DAYAL UPADHAYAY STATE INSTITUTE OF RURAL DEVELOPMENT,**

**BAKSHI KA TALAB, INDAURABAG,**

**LUCKNOW- 226202**

## **1. Background**

The Government of Uttar Pradesh Health System Strengthening Project (UPHSSP) has agreed for implementing Social Accountability Intervention Project through Centre for Development Action, (CDA), SIRDUP. The UPHSSP/WB has agreed to fund the Project, Second Phase over a period up to 14<sup>th</sup> March 2019, further extendable on requirement and performance basis on mutual consent.

The development objective of the **Centre for Development Action, (CDA), SIRD-UP** for India is to improve the efficiency, quality and accountability of health services delivery in Uttar Pradesh by strengthening the state health department's management and systems capacity. There are two components to the project.

As a key component of the World Bank's/Uttar Pradesh Health Systems Strengthening Project (UPHSSP) the social accountability component includes support for introducing and strengthening social accountability mechanisms in order to stimulate community action:- a) to demand better services, b) to enhance positive health behavior at individual and community level, and c) to promote social audits of service delivery and resource allocation in the health sector.

## **2. Objective**

The objective of the assignment is to hire an Agency for placement as well as management of 340 Gram Panchayat Coordinator for 4238 Gram Panchayat of 72 identified blocks in 12 districts for a period of upto 14<sup>th</sup> March 2019.

### **3. Rationale**

CDA-SIRDUP has a mandate of fulfilling the HR gaps of Gram Panchayat Coordinator at Gram Panchayat level in identified 72 blocks in 12 districts. For the purpose it is proposed to engagement and management of Agency (hereinafter called "Agency") to place as well as manage Gram Panchayat Coordinators for a period of upto 14<sup>th</sup> March 2019 on Honorarium basis to meet with the requirements of such resources in implementing the Social Accountability Intervention Project.

### **4. Scope of the assignment**

- The Agency will be responsible for strategic placement as well as management of Gram Panchayat Coordinator at various levels on Honorarium basis to meet out the requirements of such resources in project areas.
- The agency should adopt a transparent, competitive and gender sensitive process. This should also be clearly noted that these posts are contract posts with consolidated pay package with no other benefits and are not permanent in nature.
- The agency will ensure selection of best suitable candidates for the required position, who should be meeting all the specification as provided by the CDA-SIRDUP.
- The manpower deployed by the agency will be dedicated full time for this service and shall be retained with that exclusive requirement. To ensure quality, the agency shall develop and follow an exclusive HR policy in consultation with CDA-SIRDUP, describing standards and guidelines for managing the manpower deployed for the purpose. 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 State. The manpower deployed should be in accordance with the service requirements of CDA-SIRDUP and to be assured of quality of service, the deployment of manpower would be with the concurrence GoUP/Directorate CDA-SIRDUP.
- The composition of manpower to be deployed by the agency will be based on the services assigned to them apart from other than GPC Project Staff may be hired by the agency, If and when required.
- The activities that agency will be performing during the contract period would be mostly related to placement and management of Honorarium based manpower for filling-up vacancy (as per instructions given by CDA-SIRDUP /Department),

undertaking HR related trainings/capacity building if required. The scope is quite broad which include preparation of action plan, HRM (Human Resource Management) policy development which will list out placement, retention, termination, appraisal, promotion, transfer etc. policy.

## **5. Key Tasks and Responsibilities**

### **Preparation of Annual Work Plan:**

- The contract for hired agency will be for maximum upto 14th March 2019, further extendable on requirement and performance basis.
- The hired agency will develop a three month work plan for up to the contract period and submit to the Chairman, CDA-SIRDUP for approval
- The three month work plan will be developed by the agency in consultation with CDA-SIRDUP.
- The three month work plan will clearly list out the activities, outputs, delivery timeline and cost
- The indicative activities may include - Preparation of Placement as well as management plan (retention, termination, appraisal, promotion, transfer process etc.)

### **Preparation of HR Policy:**

- The manpower deployed by the agency will be dedicated full time for the service 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;  
The policy will broadly provide guidance on the Sourcing and placement process, contracting, performance appraisal system, Incentives (both monetary and non-monetary), attendance and leave, contract termination, special provisions for women and physically challenged and other key elements of the policy as per the statutory requirements.

### **Fee and other allowances payable to contracted man power**

- The Honorarium and other allowances to be paid by the agency to contracted manpower will be as per the approved rates of the MoU signed between UPHSSP and CDA-SIRDUP.

- Final rates for manpower will however be approved by CDA-SIRDUP and other stakeholders as appropriate.

### **Placement and management of Gram Panchayat Coordinator:**

- The agency will conduct the sourcing and placement process as per necessary guidelines and Govt. norms/rules and regulations, which could include head hunting, open advertisement processes, transparent selection procedure (written test, group discussion, and interview) and ensure that the best quality manpower is recruited at each levels of the State, CDA-SIRDUP will approve the hiring process for the purpose;
- The issuance of contract, all liabilities and legal issues related to contracting and hiring shall be the responsibility of the agency with statutory obligations.
- The contracted manpower for the purpose will be on rolls of the agency.

### **Provide Back Office Support for contracted manpower management**

The agency will be responsible for providing all back office support related to Honorarium based manpower placement and management which would specifically include Honorarium manpower record management, individual staff contract preparation, signing and filing, leave records management of individual staff, training records of individual staff and any other tasks as may be discussed and agreed as part of the annual work plan. The agency should have to set up its local office in Lucknow, Uttar Pradesh with manpower.

#### **6. Payment Schedule**

- Payment would be done to the agency on submission of monthly bank statements along with invoice as proof for payments done to Gram Panchayat Coordinators

#### **7. Honorarium based Manpower Requirements**

As per requirement of Social Accountability Intervention Project 340 Gram Panchayat Coordinators will be posted in 72 blocks of 12 districts, each GPCs will work in approximately 10-15 Gram Panchayats, which will be addressed by the CDA-SIRDUP through placement as well as management agency in phased manner which could be as following:

Placement as well as Management Agency Gram Panchayat Coordinator – 340	Year (July 2018- 14 <sup>th</sup> March 2019)
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### **8. Terms & Conditions for Hiring of HR Agency**

- The agency chosen will be for a period of maximum upto 14th March 2019, further extendable on placement and performance basis with mutual consent.
- The agency should have pool of social workers; the list for the same should be provided to CDA-SIRDUP while contracting process.
- Agency should provide the Honorarium based manpower on board within 15 Days from the date of receipt of demand from CDA-SIRDUP/Department.
- The agency is expected to response any exigencies for human resource needs
- The modalities of placement by the agency shall be as per approved guidelines/ Govt. norms, rules and regulations
- Authority to accept or reject any name in the panel of Honorarium based manpower across different cadres prepared by the agency shall vest with the Chairman CDA-SIRDUP. Further, in the event of a rejection, the agency shall provide a substitute within the stipulated time frame as mutually agreed upon by the agency and CDA-SIRDUP
- The final selection of the candidates shall be done by the selection committee constituted by CDA-SIRDUP for the purpose
- The agency shall manage the entire process including Advertisement in news papers /www.sirdup.in pre-placement testing, background investigations and necessary medical examinations for placed Honorarium based manpower. Agency will also be responsible for contracting, performance appraisal system, Incentives (both monetary and non-monetary), attendance and leave, contract termination and also to the fee payable to the hired Honorarium based manpower. The Honorarium based manpower hired will be on rolls of the agency
- The Honorarium based manpower by agency will report to the concern reporting officer (facility in-charge or as designated by the CDA-SIRDUP) where they are deployed



- The agency will be responsible for providing all back office support related to Honorarium based manpower management which would specifically include Honorarium based manpower record management, individual staff contract preparation, signing and filing, leave records management of individual staff, training records of individual staff and any other tasks as may be discussed and agreed as part of the annual work plan.
- The agency should have its local office in Lucknow, Uttar Pradesh
- The contract can be terminated by either side on giving a Notice period of 30 (thirty) days during the notice period, both parties shall carry out their work conscientiously. At the end of the Notice Period, the Agency shall hand over all relevant documents of the entire assignment to CDA-SIRDUP.
- The agency will dedicate a competent team specially for the project who will be managing the Honorarium based manpower in coordination with CDA-SIRDUP and in charge of facility where manpower is deployed.
- The agency should have a competent panel of experts for interview and selection purpose of Honorarium based staff.
- The contract shall be interpreted in accordance with the law applicable and in force in the territory of India.
- Agency will be responsible for any accidental/security/ health of supplied manpower.
- Police verification of the hired/supplied manpower will be done by HR Agency and list of verified manpower should be given to CDA-SIRD.

## **9. Broad Terms & Conditions for Engaging the Various Cadres of Honorarium based Manpower**

**9.1** The Honorarium based manpower appointed by the agency shall be liable to carry out such works/duties as entrusted to them by the CDA-SIRDUP.

### **These contracted manpower –**

- Shall be engaged on Honorarium basis and GoUP/CDA-SIRDUP/UPHSSP/World Bank will not be responsible to absorb or retain any of Honorarium based manpower by the agency.
- Honorarium based manpower will be on the payroll of the agency.
- Honorarium based manpower will have to work in the designated locations (rural/urban areas) in the State of Uttar Pradesh as defined by the CDA-SIRDUP/GoUP;
- Honorarium based manpower shall assume all responsibilities of the position which they have been assigned;

- Honorarium based manpower shall offer their services for such outreach campus/services organized by the concerned health facilities;
- The hired Honorarium based manpower will be governed by HR policy which shall be developed by the agency in consultation with CDA-SIRDUP.

**10. Fee Payable for the Assignment**

The fee payable for the assignment will be expressed in lump sum percentage of placement as well as management fee based on the quantity of Placement to be handled by the agency in per month/person basis upto the contract period.

**11. Reporting**

For all purposes the Agency will be reporting to the Chairman, CDA-SIRDUP or his or her nominee. The Agency will be required to submit all reports mentioned in deliverables on given timeline.

**12. Monitoring & Evaluation**

The performance of the agency will be assessed on the basis of agreed deliverables. The agency will prepare quarterly progress report and share it with CDA-SIRDUP. A joint review mechanism will be put in place and represented by core members of Directorate/ CDA-SIRDUP/PA and the agency.

In case, CDA-SIRDUP has any objections related to assignment deliverables, it will inform the agency in writing.

The agency will comply with the recommendation made by CDA-SIRDUP and accordingly complete the assignment at no additional cost.

**13. Duration of the assignment**

The agency chosen will be for a period of maximum upto 14 march 2019, further extendable on requirement and performance basis with mutual consent.

**14. Proposed Structure (GPC)**

Name of the Position	Number	Job Description	Educational Qualification	Experience
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<p><b>Gram Panchayat Coordinator</b></p>	<p>340</p>	<p>The GPC will support VHSNC members in carrying out the following tasks prior to and during community scorecard meetings:</p> <p>Inquire if VHSNC members conducted the meeting in an appropriate venue/time.</p> <ol style="list-style-type: none"> <li>1. Responsible of 10-15 GPs for project activities</li> <li>2. collection of Gram Panchyat level baseline data</li> <li>3. Identification of VNHSC members</li> <li>4. Activation &amp; Facilitation and provide support in activation of VHSNC</li> <li>5. Monitoring &amp; Supportive supervision of VHSNC meeting &amp; VHND session</li> <li>6. Close coordination with AAA and VHSNC members</li> <li>7. Support &amp; Facilitation in awareness campaigns, health camps, Jan Samvad, Protsahan camp and similar activities</li> <li>8. Support &amp; Supervision in community score card mapping</li> <li>9. Close coordination with DSC, DC &amp; State PMU Team</li> <li>10. Timely submission of electronic reports as well as manual report</li> <li>11. Dissemination of IEC materials, identification of venue/place for citizen charter.</li> <li>12. Documentation of case studies.</li> <li>13. Any assignment given in Project by Seniors/Project Director</li> </ol>	<p>Minimum qualification Intermediate in any discipline</p>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Minimum 1 year of experience in conducting village level community meeting.</li> <li>• Should have a two wheeler and should be able to drive it with a valid driving license.</li> <li>• Candidate must be Android Phone Savvy and having their own Android Smartphone</li> </ul> <p><b>Preferential :</b></p> <ul style="list-style-type: none"> <li>• Having working experience in WB/ UN projects.</li> <li>• Working experience in Health &amp; PRI Sector.</li> <li>• Trained Bharat Nirman Volunteers.</li> <li>• Trained Social Auditors.</li> <li>• Preference will be given to those who have done satisfactory work in Social Accountability Intervention Project First phase</li> </ul>
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