

**Bihar Rural Development Society (BRDS)
Rural Development Department (RDD)
Government of Bihar (GoB)
Old Secretariat, Patna – 800015**

**Tender Notification for Cancellation of RFP for
Human Resource Agencies for Supply of Quality
Manpower BRDS/HRA/SECC/0212 issued on 27th
February 2012 and
Fresh Invitation to Human Resource Agencies for
Supply of Quality Manpower on
Rate Contract Basis for SECC, CPSMS & Other
BRDS Programmes BRDS/HRA/SECC/0612**

BRDS, RDD has requirements for quality manpower (professionals & support staff) to work on its various developmental programmes. BRDS intends to hire HR Agency/ Agencies for supplying the manpower as per requirements on rate contract basis for implementation of its various ongoing programmes like SECC (Socio-Economic & Caste Census), CPSMS (Central Plan Scheme Monitoring System) implementation, MGNREGS and other BRDS Contractual Staff on outsourcing model. Supplied Manpower must be willing to work in Patna, Districts and Blocks of Bihar, as per requirement.

The detailed tender BRDS/HRA/SECC/0212 issued on 27th February 2012, is cancelled and a fresh Invitation to Human Resource Agencies for Supply of Quality Manpower on Rate Contract Basis for SECC, CPSMS & Other Programmes vide BRDS/HRA/SECC/0612

Interested agencies may download the detailed modified tender document from <http://rdd.bih.nic.in/>, seek clarifications, if any, by writing to us at: rlrsec-bih@nic.in by 29th June 2012 and submit their bids complete in all respect by 3:00 p.m on 13th July 2012 at the address mentioned in the tender notice.

Sd/-
CEO, BRDS,
RDD, Patna

BIHAR RURAL DEVELOPMENT SOCIETY (BRDS)

Rural Development Department (RDD)

Government of Bihar, Patna

Dated: 20.06.2012

Tender Notice

Subject: Notice (modified / amended) Inviting Tender for Hiring of Human Resource (HR) Agency/ Agencies for supply of quality manpower on a rate contract basis as per the requirement of Bihar Rural Development Society

1. Bihar Rural Development Society (BRDS) constituted under the aegis of Department of Rural Development, Government of Bihar urgently requires to hire HR Agency/Agencies operating in HR Business (Screening/ Recruitment/ Staffing/ Testing/ Assessment/ Certification/ Training/ Payrolling) for supplying quality manpower requirements on rate contract fee basis for its ongoing programmes like SECC (Socio-Economic & Caste Census), CPSMS (Central Plan Scheme Monitoring System) in the State and also as BRDS Contractual Staff on outsourcing model to be positioned at Patna, other District and Block Headquarters throughout the State. The rules and regulations of the BRDS would be applicable to the deployed staff.
2. Sealed tenders are invited by Bihar Rural Development Society from reputed, experienced and financially sound HR Agencies for providing services of professional and support staff in BRDS for a period specified in Section-E of the tender from the date of contract coming in effect.
3. The tender comprise of the following broad sections:
Section - I: Instructions to the Bidders
Annexure - 1 & 2: Formats of Technical Bid
Annexure - 3: Format for Financial Bid
Annexure - 4: Terms of Reference
Annexure - 5: Position wise Job Description
Annexure - 6: Draft Contract
4. Interested HR Agencies can download detailed tender document from the department's website. using the link <http://rdd.bih.nic.in/>. The downloaded tender documents need to be completed in all respect and submitted along with DD of Rs. 1,000/- as tender fee, & Rs. 1,00,000/- as EMD in favour of Bihar Rural Development Society, Patna, payable at Patna. EMD is refundable to non-successful bidders and would be exchanged as Performance Bank Guarantee of equal amount in case of the successful bidder.

5. Important Dates in Tendering Process

- Ø Last date for receipt of bid queries:
12 noon on 29th June 2012
 - Ø Closing date & time for receipt of tender:
3 pm on 13th July 2012
 - Ø Tender Opening date & time:
4 pm on 13th July 2012
6. Preferred bidder/s would be selected based on "Least Cost Selection" method. BRDS would look forward to receive most competitive and reasonable bids against this tender notice. BRDS may select one or more most competitive bids for the assignment.

Sd/-
CEO, BRDS, Patna

BIHAR RURAL DEVELOPMENT SOCIETY

SECTION – I: INSTRUCTION TO THE BIDDERS

A. GENERAL INSTRUCTIONS:

- 1 Bihar Rural Development Society (BRDS) invites sealed tenders from well established and reputed Human Resource (HR) Agencies¹ for supplying quality manpower based on requirement given in **Section-E**. The number shall vary depending upon the actual requirement of the Society from time to time. The period of contract for HR Agency/Agencies would be for a period of 2 years from the date of contract coming into effect.

Tender Reference	BRDS/ HRA/ SECC/ 0612
Tender Date	20 th June 2012
Last Date & time of receiving bid queries	29 th June 2012 till 12.00 noon
Closing date & time	3 pm on 13 th July 2012
Opening date & time	4 pm on 13 th July 2012

- 2 Pre-declared Consortium or Joint Venture is allowed for applying for this tender, provided the turnover eligibility criteria must be solely met by the Master Service Provider (MSP)². The applicant agency should preferably have a local operational office in Patna.
 - a) The applicant HR Agency/ Agencies are required to enclose the following documents Mutual Non Disclosure agreement on Rs 100 Non Judicial Stamp Paper(NJSP) signed by all the partnering organizations
 - b) Memorandum of understanding on Rs 100 NJSP signed by all the partnering organizations
 - c) Registration certificates of all the partnering organizations
 - d) Registration certificate under “THE CONTRACT LABOUR (REGULATION AND ABOLITION) ACT, 1970” of MSP.
 - e) Income Tax audit report.
 - f) Copies of EPF and ESI Registration Certificates of all the partnering organizations
 - g) Copies of Service Tax Registration Certificates of all the partnering organizations
 - h) Copies of PAN/ TAN Cards of the all the partnering organizations
 - i) Copy of the Annual Report (Balance Sheet and Profit & Loss Account) for the last three years of MSP
- 3 Technical Bid & Financial Bid must be separately sealed in two separate envelopes super scribed as “**Technical Bid**” and “**Financial Bid**”. Soft copies of the Technical Bid & Financial Bid shall be provided in an editable format in CDs placed in the respective envelopes. Both the bids must be sealed in one main (large) envelope super scribed as “**Bid for Selection of HR Agencies for Supply of Quality Manpower on Rate Contract Basis for SECC, CPSMS, NREGS & other BRDS programs**”. The main envelope shall be addressed to:

**CEO,
Bihar Rural Development Society,
Rural Development Department
Government of Bihar, Old Secretariat,
Patna - 800015**

All pages in the bids must be serially numbered. Sealed bids may be submitted on or before the mentioned time & date. Bid has to be deposited in person.

Timely submission of bids is the responsibility of the bidders. Late bids or Open bids shall

¹ Agencies having experience in Human Resource and related business like Screening/ Recruitment/ Staffing/ Testing/ Assessment/ Certification/ Training/ Payrolling is eligible to bid for this tender.

² Master Service Provider (MSP) is the lead agency in case of consortium.

not be entertained in any circumstances. No excuses, such as delay in issue of Pass, Traffic jam etc. shall be entertained.

- 4 **“Technical Bid”** should contain the following :
 - (a) Cover letter (format provided in Annexure-1) duly signed.
 - (b) The Performa (Annexure-2) for Technical Bid duly filled in.
 - (c) Technical Bid Document having Approach & Methodology.
 - (d) The Agency's profile including details and supporting documents relating to their previous experience of supplying manpower to Government Ministries/ Departments etc.
 - (e) Acceptance of Terms and Conditions mentioned in Annexure-4.
 - (f) Account Payee Demand Draft or Banker's Cheque of Rs. 1,000/- (One Thousand only) as Tender Fee and Rs. 1,00,000/- (One Lakh only) as EMD in favour of Bihar Rural Development Society, Patna payable at Patna. EMD shall be refundable to non-successful bidders and would be exchanged in form of Performance Bank Guarantee of equal amount in case of the successful bidder.
 - (g) Any other relevant document.
- 5 **“Financial Bid” (a)** should contain rates which are to be quoted per professional/ support staff basis as per Performa at FIN 2, Annexure - The total of remuneration, reimbursable and other expenses shall be provided in price schedule at FIN 1 Annexure – 3. Financial bids of only those companies which would score above **70%** in the Technical Evaluation would be opened and considered for financial evaluation. Rates in the financial bid must be written in legible handwriting or preferably typed. Bids not fulfilling the requirement shall be rejected.

(b) Financial bids contain three table:-

Table – 1: Estimated Position-wise Requirement for managerial position from Premium Institute.

Table – 2: Estimated Position-wise Requirement for managerial position from Non Premium Institute.

Table – 3: Estimated Position-wise Requirement for other position.

The final selection of estimated candidate in case of Table 1 and Table 2, will be taken either from Table 1 or Table 2 or a mix of both.

The final selection of estimated candidate in case of table 3 will be taken in totality.
- 6 All entries in the tender form should be legibly handwritten/ typed. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the Financial Bid form. In such cases, the tender shall be summarily rejected. However, the cutting, if any, in the Technical Bid Application must be initialed by the Officer/Company Professional authorized to sign the tender bids.
- 7 Validity of bids shall be for a period of minimum 90 days from the date of consideration of the bids. Bids having the validity of less than 90 days would be considered non-responsive and declared invalid.
- 8 Bid must be submitted on firm's letter head duly signed and stamped indicating the list of documents being submitted by the Agency for check at the time of opening the tenders.
- 9 In case the HR bids deviates from BRDS requirements and terms & conditions in any manner, these deviations must be clearly spelt out in the covering letter, failing which the BRDS requirements and terms & conditions will be binding on the HR Agency.
- 10 At the first stage, only the technical bids will be opened by the Tender Evaluation Committee in the office of CEO, BRDS in the presence of the participating bidders who chose to participate. Only duly authorized representative of each bidder would be allowed to participate in the opening of the tender. In the second stage the financial bid will be opened on a pre-decided date as will be informed to the agencies selected after technical evaluation of the agencies.

- 11 The HR Agency shall provide the required quality manpower within a specified period as given in table below from the date of placement of the order by BRDS/ RDD. The agency may provide the way to meet the requirement of extra deployment in their approach and methodology in shorter time duration.

Sr. No.	No. of Personnel to be Deployed	Response Time
1	Less than 200 personnel	Within 45 days from the date of issue of Letter for placement of personnel.
2	Deployment of 200 - 1000 personnel	Within 60 days from date of issue of Letter for placement of personnel.
3	Deployment of more than 1000 personnel	Within 90 days from date of issue of Letter for placement of personnel.

Note :- For issue of "letter for placement of personnel" within a weeks time of issue of previous letter, a 15 days relaxation in Response time shall be provided for the latter letter.

- 12 The responsibility of pre-selection of the referred candidate and dispatch of relevant CVs shall lie with HR Agency. **Final selection of the candidates will be done on the basis of skill test and interview that may be conducted by the agency, in the supervision of BRDS. The finally selected candidates (except Computer Assistant, Accounts Assistant, Office Assistant, Drivers, Plumber, Electrician, Catering cum Hygiene Supervisor, Catering Assistant and Guards) shall report to BRDS with their own respective laptops, data-card and mobile phones with SIM card or those provided by the HR agency. No incumbent shall be allowed to report for duty without Mobile phone.**

The HR Agency should have adequate experience of providing quality manpower to various Government Departments, Public Sector Undertakings, Government Autonomous organizations and Large Private Sector Enterprise.³

- 13 The bidder shall indemnify BRDS against all claims arising as a result of any dispute between the HR Agency and the manpower so deployed in BRDS.

B. PRE QUALIFICATION CRITERIA

- 14 Following criteria shall be applied for eligibility of HR Agency
- Average Annual Turnover of the bidding HR Agency in 3 financial years out of these four years i.e. 2008-09, 2009-10, 2010-11 and 2011-12 of the shall not be less than **INR 5 Crores** from the human resource and related business (Screening/ Recruitment/ Staffing/ Testing/ Assessment/ Certification/ Training/ Payrolling). The applicant agency shall submit copies of audited financial statements as credentials along with a Chartered Accountant certificate stating the meeting of turnover criteria from the related business.
 - Shall have minimum of **3 years** of past experience in human resource and related business catering to State/ Central Government organizations/ PSUs or Government Autonomous Organizations, or large private sector enterprises. The applicant agency shall submit copies of Certificate of Incorporation, the relevant work orders/ Client Satisfaction Certificate as credentials. (BRDS/ RDD may seek client feedback on services provided by HR Agency)
 - Shall have engaged in human resource and related business in minimum **3** State/ Central Government organizations/ PSUs or Government Autonomous Organizations/ large private sector enterprise as sole/ prime bidder.
 - Shall have supplied at least **100 personnel** in State/ Central Government organizations/ PSUs or Government Autonomous Organizations/ Large Private sector Enterprise³ in a single contract. Enclose copy of the Work-order/ Contract etc.

³ Large Private Sector Enterprise is defined as any Non-Governmental private entity having annual turnover of more than INR 100 Cr.

C. TECHNICAL EVALUATION

Technical evaluation would be undertaken as follows:

1. Average Annual Turnover of the Agency (MSP) for 3 financial years out of these four years i.e. 2008-09, 2009-10, 2010-11 and 2011-12 – **Maximum Score – 20**
 - (a) More than 50 Crores - 20 marks
 - (b) Above INR 10 Crores and upto 50 Crores -15 marks
 - (c) INR 5 – 10 Crores – 10 marks
2. Past experience in number of years of catering to HR and related business to State/ Central Government Organizations/ PSUs or Government Autonomous Organizations/ Large Private Sector Enterprise. **Maximum Score – 20**
 - (a) More than 10 years - 20 marks
 - (b) More than 6 years - upto 10 years-15 marks
 - (c) 3-6 years –10 marks
3. HR and related services to number of State/ Central Government Organizations/ PSUs or Government Autonomous Organizations/ Private Sector Enterprise. **Maximum Score – 15**
 - a. More than 5 Government Organization / Private Sector Enterprise - 15 marks
 - b. 4/5 Government Organization/ Private Sector Enterprise – 10 marks
 - c. 3 Government Organizations/ Private Sector Enterprise – 5 marks
4. Supplying more than 100 personnel to State/ Central Government Organizations/ PSUs or Government Autonomous Organizations/ Private Sector Enterprise, in a single assignment **Maximum Score – 15**
 - (a) Supplied more than 1000 personnel in a single assignment of Government Organizations/ Private Sector Enterprise - 15
 - (b) Supplied more than 200 to 1000 personnel in a single assignment of Government Organizations/ Private Sector Enterprise -10
 - (c) Supplied 100 to 200 personnel in a single assignment of Government Organizations/ Private Sector Enterprise - 5
5. Approach & Methodology (A&M) for Selection & Supply of Candidates. The A&M must detail out how the HR Agencies core management staff would provide back-up support to the deployed personnel in smooth running of day to day business. It should also specify the methods that it will adopt in Screening/ Recruitment/ Staffing/ Testing/ Assessment/ Certification/ Training/ Payrolling. HR agencies will be required to make Technical Presentation on Approach & Methodology. **Maximum Score – 20**
6. Pan India Presence and Experience of Working in Bihar. **Maximum Score – 10, (to put in technical format)**
 - (a) Pan India Presence (Having more than one functional office in India outside Bihar) and Experience of Working in Bihar - 10
 - (b) Either of the mentioned criteria - 05

D. FINANCIAL EVALUATION

Financial bids of only those bidders who would score **at least 70 % in technical evaluation** would be opened and considered for financial evaluation.

Lowest cost quoted will be determined on the following weight age:-

Cost component	Weight age for total cost
Total cost for Table 1 some position from non premium institute	70% of cost quoted
Total cost for Table 2 some position from premium institute	30% of cost quoted
Total cost for Table 3 other position	100% of cost quoted

The sum total after the weightings would be used for deciding L1

E. MANPOWER REQUIREMENT

Table – 1: Estimated Position-wise Requirement for managerial position from Premium Institute.

Position No.	Designation	Indicative No. of Positions	Expected Duration (in months)
P1	Manager	9	18
P2	Assistant Manager	47	18
	T O T A L	56	

Note: # List of Institutes considered as Premier (Source: *JEEViKA*):

- (1) Indian Institute of Management – Ahmedabad
- (2) Indian Institute of Management – Bangalore
- (3) Indian Institute of Management – Kolkata,
- (4) Indian Institute of Management – Lucknow
- (5) Indian Institute of Management – Kozhikode
- (6) Indian Institute of Management – Indore
- (7) Reputed Universities of UK & US
- (8) Institute of Rural Management, Anand (IRMA)
- (9) Indian Institute of Forest Management, Bhopal (IIFM)
- (10) IIT - Kanpur
- (11) IIT – Bombay
- (12) IIT - Kharagpur
- (13) IIT – Delhi
- (14) IIT – Chennai
- (15) Xavier Labour Research Institute, (XLRI), Jamshedpur
- (16) Delhi School of Economics, University of Delhi (DSE)
- (17) Faculty of Management Studies (FMS) , University of Delhi, Delhi
- (18) Management Development Institute (MDI, Gurgaon)
- (19) S. P. Jain Institute of Management Studies, Mumbai (SPJIMR)
- (20) Xavier Institute of Management, Bhubaneswar (XIM B)
- (21) Chandragupt Institute of Management, Patna (CIMP)
- (22) Tata Institute of Social Service, Mumbai (TISS)
- (23) National Institute of Agricultural Extension Management, Hyderabad (MANAGE)
- (24) School of Rural Management, KIIT University, Bhubaneswar (KSRM)
- (25) Xavier Institute of Social Service, Ranchi, (XISS)
- (26) Indian Institute of Rural Management, Jaipur (IIRM)

Table – 2: Estimated Position-wise Requirement for managerial position from Non Premium Institute.

Position No.	Designation	Indicative No. of Positions	Expected Duration (in months)
NP1	Manager	9	18
NP2	Assistant Manager (Position 38 + 9)	47	18
	T O T A L	56	

Table – 3: Estimated Position-wise Requirement for other position

Position No.	Designation	Indicative No. of Positions	Expected Duration (in months)
A1	Coordinator	3	18
A2	Senior IT Personnel	3	18
A3	Software Developer	5	18
A4	Enterprise Architect	1	24
A5	Business Analyst	1	24
A6	Hardware Engineer	1	24
A7	Executive Engineer	1	24
A8	Assistant Engineer	10	24
A9	Junior Engineer	40	24
A10	Computer Assistant	5	24
A11	Procurement Associate	2	24
A12	Admin Assistant	2	24
A13	M&E Assistant	2	24
A14	Qualified Chartered Accountants	3	24
A15	Inter - Chartered Accountant	6	24
A16	Accounts Assistant	3	24
A17	Program Executive	21	24
A18	Office Assistant (Peon)	5	24
A19	Driver	5	24
A20	Plumber (part time)	1	24
A21	Electrician (part time)	1	24
A22	Catering cum Hygiene Supervisor	1	24

A23	Catering Assistant	1	24
A24	Guard	2	24
	T O T A L	125	

Detailed job descriptions for each of the above mentioned positions have been provided in Annexure - 5.

F. PLACE OF DUTY, WORKING HOURS AND PUNCTUALITY

- 15 The personnel so deployed shall have to report for duty at any designated place in the State. The place may be changed and intimated from time to time as per the requirement.
- 16 The normal working hours of the personnel deployed shall be from 09.30 A.M. to 06.00 P.M. with a lunch break from 1.00 PM to 1.30 PM on all working days. BRDS will have discretion to change the normal working hours of some or all of the personnel deployed under intimation to the HR Agency.
- 17 The manpower so deployed shall have to adhere to the punctuality strictly. Late arrivals, early departures and short leaves shall not be permitted.
- 18 As per the BRDS Executive Committee Meeting dated 23 March, 2011, all personnel deployed in BRDS would be entitled for 12 days of casual leave and 24 days of earned leave per annum. HR Agency would have to make provision of alternate personnel as for any deployed personnel going on pre-informed/ uninformed leave for more than 5 days in a row. Personnel deployed for a shorter time will be given corresponding leave, however no earned leave will accrue to the deployed person before 6 months from date of reporting for duty or end of contract period.
- 19 Duration of the deployment may be mutually extendable and would be communicated in writing by BRDS to the hired agency.
- 20 The personnel provided by the agency, shall understand the work responsibility and shall complete the work assigned by BRDS, The work may be completed on or after office time or on holidays. Payment of any overtime or compensation demanded will be, solely the responsibility of agency.
- 21 BRDS may come up with more requirements of manpower in terms of quantity of deployed personnel and other skills sets as per the requirements. The agency is expected to deploy these newer manpower requirements against mapping them on the pre-tendered positions.

G. SECURITY CONSIDERATIONS

- 22 It is expected that HR Agency would supply honest and good character Professionals/ Support staff. The agency is expected to make adequate enquiry about the character and antecedents of the personnel whom they are recommending.
- 23 Any liability or circumstances created by the deployed staff resulting in financial and material losses to the Society shall be recovered from the HR Agency.
- 24 HR Agency is also expected not to recommend any professional/ support staff having any Police records/ criminal cases against them.

H. PAYMENT TERMS

- 25 The payment shall be made on conclusion of the calendar month every month on the basis of no. of working days for which duty has been performed by each personnel. HR Agency would be expected to raise the invoice/ wage bill for the deployed personnel to BRDS every month by 30th of each calendar month.

- 26 Payment of Salary by HR Agency to Deployed Staff: The HR Agency shall ensure that the salary to the persons so employed is made by the 7th day of the succeeding month. The payment shall be made through multi city chaques / RTGS/ online transfer in the personal account of the candidates.
- 27 Detailed modalities would be worked out to ensure smooth flow of funds to HR Agency. In the first year of operation the Agency is expected to work on "Pay & Collect" Model but subsequently based on agency's performance "Collect and Pay" Model would be initiated and implemented.

No other charges or reimbursements like Telephone, transport, data card reimbursement or any other consumables will be paid extra.

- 28 Statutory deductions: The income Tax/ TDS and other statutory deductions, as applicable will be deducted from the payments made to the HR agency. Tax deduction certificate will be issued to the HR Agency by BRDS.
- 29 HR Agency will have to submit compliance report on submission of EPF, ESI, Income Tax etc. for the deployed personnel every financial quarter to BRDS/ RDD.

I. PENALTY CLAUSE

- 30 In emergent cases such as the personnel deployed falls sick or is not able to attend the office for the reason beyond his control continuously for more than 7 days, the HR Agency shall deploy a suitable substitute. If the Agency fails to deploy the substitute, without prejudice to any other right or remedy available under the law to BRDS, on account of such breach, pro-rata recovery along with penalty equal to @ 2 % of the monthly charges per day (of person remuneration) will be recovered from the monthly bill of the HR Agency.
- 31 If the agency fails to place the person within the period specified in the ITB 11, a penalty of 1 % of monthly charge per day (of person remuneration) will be recovered from the monthly bill of the HR agency.

J. PERIOD OF CONTRACT

- 32 The period of contract with the HR agency/agencies will be initially for a period as given in ITB – E (Table A) extendable at the discretion of the BRDS, depending upon the requirements as well as the performance of the manpower supplied by the HR Agency.
- 33 BRDS will not be bound to accept the lowest tender and reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.
- 34 In case of BRDS/ RDD requirement of less than 100 personnel at a given point in time or at time of interview and skill test the HR Agency must send CVs of candidates three times of the requirements (3x1) within 30 days of such requisition by BRDS For the BRDS requirement of more than 100 personnel one relevant CV for each vacant position would be admissible.

K. TERMINATION OF CONTRACT

- 35 In case of any material violation of any of the terms & conditions mentioned in **Annexure-4** by the HR Agency, BRDS reserves its right to unilaterally terminate the contract giving one months notice in writing.

Form Tech – I: Format for Technical Bid

To

CEO, BRDS
RDD, Patna

Sub: Bid for Selection of HR Agencies for Supply of Quality Manpower on Rate Contract Basis

Having examined the tender document, we, M/s _____, offer to be selected as preferred bidder with BRDS/RDD, in full conformity with the said tender document. We have read the provisions of tender document and confirm that these are acceptable to us. We further declare that additional conditions, variations, deviations, if any, found in our bid shall not be given effect to.

We also certify that we have not been blacklisted by any Central Govt./State Govt./PSU in India.

We agree to abide by the terms and conditions of this Bid, consisting of this letter, the Technical and Financial Proposal, the duly notarized written power of attorney, and all attachments, for a period of 90 days from the date fixed for submission of Bids as stipulated in the tender document and modifications resulting from contract negotiations, and it shall remain binding upon us and may be accepted by you at any time before the expiration of that period. Until the formal final Contract is prepared and executed between us, this Bid, together with your written acceptance of the Bid and your notification of award, shall constitute a binding contract between us.

We hereby declare that all the information and statements made in this bid are true and accept that any misinterpretation contained in it may lead to our disqualification. Until the formal final Contract is prepared and executed between us, this Bid, together with your written acceptance of the Bid and your notification of award, shall constitute a binding contract between us.

We understand you are not bound to accept any bid you receive.

Dated this [date / month / year]

Authorized Signatory (in full and initials):

Name and title of signatory:

Duly authorized to sign this Bid for and on behalf of [Name of Respondent]

Name of Agency:

Address:

Form Tech – II: Format for Technical Bid**A. Documents and Information (copies to be enclosed) to be submitted by the Agency ,
Checklists**

Sr. No.	Particulars	Numbers / details / Remarks / Page number
1	Agency Profile	
	Detailed office address of the Agency with Office Telephone Number, Fax Number Mobile Number, e-mail id and the name of the contact person	
	Name and address of the CEO/ Director/Owner of the Agency with Tel./ Mobile No:	
2	Tender Fee Rs 1000.00 Details of Tender Fee i. Amount ii. Draft No. iii. Date iv. Issuing Bank	
3	EMD Rs 1,00,000.00 in favour of Bihar Rural development Society, Patna payable at Patna. Details of EMD i. Amount ii. Draft No. iii. Date iv. Issuing Bank	
4	Mutual Non Disclosure agreement on Rs 100 Non Judicial Stamp Paper(NJSP) signed by all the partnering organizations.	
5	Memorandum of understanding on Rs 100 NJSP signed by all the partnering organizations.	
6	Registration certificates of all the partnering organizations.	
7	Registration certificate under “THE CONTRACT LABOUR (REGULATION AND ABOLITION) ACT, 1970” of MSP.	
	Whether registered with all concerned Government authorities (Labour License No. /EPF/ESI/Registration Number under the Shops & Estt. Act etc.)	
8	Income Tax audit report.	
9	Copies of EPF and ESI Registration Certificates all the partnering organizations.	
10	Copies of Service Tax Registration Certificates of all the partnering organizations	
11	Copies of PAN/ TAN Cards of the all the partnering organizations	
12	Copy of the Annual Report (Balance Sheet and Profit & Loss Account) for the last three years of MSP	
13	Experience Certificates	
14	Cover letter duly signed annex A	
15	The Performa of technical bid duly filled in	
16	Details of approach and methodology	
17	Any other documents (additional rows may be added)	

B. Technical Evaluation Format

Sr. No.	Particulars	Weightage	To be filled by the Agency
1	Average Annual Turnover of the Agency (MSP) for the 3 financial years out of last 4 FY wise Turnover Details (in INR Cr) of the MSP: Proof of financial status of the agency in form of balance sheet for the last three FYs.	20	
2	Past experience in number of years of catering to HR and related business to State/ Central Government Organizations/ PSUs or Government Autonomous Organizations/ Large Private Sector Enterprise. List of other clients (may attach separate sheet)	20	
3	HR and related services to number of State/ Central Government Organizations/ PSUs or Government Autonomous Organizations/ Private Sector Enterprise	15	
4	Supplying more than 100 personnel to State/ Central Government Organizations/ PSUs or Government Autonomous Organizations/ Private Sector Enterprise, in a single assignment . Experience in dealing with Government Departments/ Clients (here, indicate the names of the Departments, Name of the Official in Contact, her/ his mobile/ landline (Attach copies of contracts/orders sought by the agency) (Please provide at least 2 contacts in different Government Departments. These contacts could be used for taking up the Agencies Client Feedback)	15	
5	Approach & Methodology (A&M) for Selection & Supply of Candidates. The A&M must detail out how the HR Agencies core management staff would provide back-up support to the deployed personnel in smooth running of day to day business. It should also specify the methods that it will adopt in Screening/ Recruitment/ Staffing/ Testing/ Assessment/ Certification/ Training/ Payrolling. HR agencies will be required to make Technical Presentation on Approach & Methodology	20	Attach separate sheets for detailed Approach and methodology
5	Pan India Presence (Having more than one functional office in India outside Bihar) <i>Details of the workforce with infrastructure facilities to be enclosed</i>	5	
6	Experience of Working in Bihar <i>Details of the workforce with infrastructure facilities to be enclosed</i>	5	
7	Whether a copy of the terms and conditions	Atta	

Sr. No.	Particulars	Weightage	To be filled by the Agency
	(Annexure-4) duly signed, in token of acceptance of the same is attached?	ch	
8	Details of the contract with any two Govt./Public sector organization etc. with contact person's name & telephone /cell no. etc.	Attach	

Note: It is mandatory to attach the attested copy of required certificates/proof with above information.

Signature of Authorized Officer of the Agency
Full Name
Seal

Date:
Place:

Fin 1 - Price schedule For Table 1, 2 and 3

Cost component	Cost (INR) I	Weightage for total cost II	Total Cost (INR) III = I x II
Total cost for table 1 some position from non premium institute		70%	
Total cost for table 2 some position from premium institute		30%	
Total cost for table 3 other position		100%	
Total manpower cost			
Service taxes			
Total cost			

Form Fin – 2: Format of Financial Bid total cost *(To be taken on Agency's Letterhead)*

Table – 1: Estimated Postition-wise Requirement for managerial position from Premium Institute.

Position No.	Designation	Indicative No. of Positions (a)	Expected Duration (in months) (b)	Man month Rate per person (INR)				Total G=(a) x (b) x (f) (INR)
				Remuneration to be paid to personnel (c)	Reimbursable amount per month per person (d)	Service Charge and other loadings per month per person (e)	Total of per person Rate (f)= (c)+(d)+(e)	
P1	Manager	9	18					
P2	Assistant Manager	47	18					
	TOTAL	57						

HR Agency's rate contract per personnel per month should be inclusive of all Statutory Liability, Levies, Cess etc. in force at the time of entering into the contract.

Grand Total Amount (in INR Words) for Table 1: _____

Signature of Authorized Officer of the Agency

Table – 2: Estimated Position-wise Requirement for managerial position from Non Premium Institute:

Position No.	Designation	Indicative No. of Positions (a)	Expected Duration (in months) (b)	Man month Rate per person (INR)			Total of per person Rate(f) = (c)+(d)+(e)	Total G=(a) x (b) x (f) (INR)
				Remuneration to be paid to personnel (c)	Reimbursable amount per month per person (d)	Service Charge and other loadings per month per person (e)		
NP1	Manager	9	18					
NP2	Assistant Manager	47	18					
	TOTAL	57						

HR Agency's rate contract per personnel per month should be inclusive of all Statutory Liability, Levies, Cess etc. in force at the time of entering into the contract.

Grand Total Amount (in INR Words) for Table 2: _____

Signature of Authorized Officer of the Agency

Table – 3: Estimated Position-wise Requirement for other position

Position No.	Designation	Indicative No. of Positions (a)	Expected Duration (in months) (b)	Man month Rate per person (INR)				Total G=(a) x (b) x (f) (INR)
				Remuneration to be paid to personnel (c)	Reimbursable amount per month per person (d)	Service Charge and other loadings per month per person (e)	Total of per person Rate (f)=(c)+(d)+(e)	
A1	Coordinator	3	18					
A2	Senior IT Personnel	3	18					
A3	Software Developer	5	18					
A4	Enterprise Architect	1	24					
A5	Business Analyst	1	24					
A6	Hardware Engineer	1	24					
A7	Executive Engineer	1	24					
A8	Assistant Engineer	10	24					
A9	Junior Engineer	40	24					
A10	Computer Assistant	5	24					
A11	Procurement Associate	2	24					
A12	Admin Assistant	2	24					
A13	M&E Assistant	2	24					
A14	Qualified Chartered Accountants	3	24					
A15	Inter - Chartered Accountant	6	24					
A16	Accounts Assistant	3	24					
A17	Program Executive	21	24					
A18	Office Assistant (Peon)	5	24					
A19	Driver	5	24					
A20	Plumber (part time)	1	24					
A21	Electrician (part time)	1	24					
A22	Catering cum Hygiene Supervisor	1	24					

A23	Catering Assistant	1	24					
A24	Guards	2	24					
	T O T A L	125						

HR Agency’s rate contract per personnel per month should be inclusive of all Statutory Liability, Levies, Cess etc. in force at the time of entering into the contract.

Grand Total Amount (in INR Words) for Table 3: _____

Signature of Authorized Officer of the Agency
 Full Name
 Seal

Date:
 Place:

BIHAR RURAL DEVELOPMENT SOCIETY

Terms of Reference

1. Introduction

Bihar Rural Development Society (BRDS) formulated under the aegis of Department of Rural Development, Government of Bihar urgently require hiring HR Agency/s for supplying manpower requirements on rate contract basis for its various ongoing developmental programmes like SECC-2011 (Socio-Economic & Caste Census), CPSMS implementation in the State and also as BRDS Contractual Staff on outsourcing model to be positioned at Patna, District and Block Headquarters in Bihar.

2. Scope of Work

BRDS proposed the hired HR Agency's to undertake the following activities. The key areas of scope included:

- (1) Setting up of a Local Office in Patna
- (2) Recruitment Functions
- (3) Training Functions
- (4) Other Functions

The same has been elaborated as follows:

(1) Setting up of a Local Liaisoning Office in Patna

The selected HR Agency is expected to have local office(s) in Patna to liaise on day to day basis with BRDS/ RDD. As the manpower requirement may be consistent in the Department for its various ongoing programmes, HR Agency may appoint a full time liaison officer to facilitate the manpower as per the requirement raised from time to time.

(2) Recruitment Functions

- (a) The selected HR Agency would have to undertake its own manpower quality testing through pre-proven methods like written tests, Group Discussions, Interviews etc. as per the requirements of the respective positions.
- (b) The HR Agency is expected to co-ordinate and work in tandem with BRDS/ RDD hired Computer Based Testing Agency (in case the agency is on board of BRDS/ RDD) and share the final assessment results with BRDS/ RDD/ Computer Based Testing Agency as & when it comes on board.
- (c) The HR Agency would be required to undertake character check/ police verification/ verification by the Gazetted Officer of the referred candidates using appropriate methods.
- (d) The HR Agency would forward at least 3 qualified CVs for each of the vacant position request raised by BRDS/ RDD, in case the requirement is less than 100 personnel. BRDS/ RDD decision would be final in terms of deployment of resources.
- (e) BRDS/ RDD may take / supervise interview of the shortlisted candidates before their final deployment.

- (f) HR Agency/ BRDS/ RDD would endeavor to place the candidate in their native districts as much as possible.

(3) Training Functions

HR Agency would have to ensure proper technical training of at least 2 weeks before deputing them on the job post confirmation from BRDS/ RDD. Technical Training would be designed along with the respective BRDS/ RDD officials. HR Agency will have to ensure availability of centralized classroom, ensure adequate computers relevant software's like latest version of Tally, Microsoft Office - Word, Excel, Power Point, Projects; Typing Testing Software etc.

(5) Other Functions

(a) Agreement to Service Levels:

HR Agency shall have to comply with the following indicative service levels. The same may be expanded during signing of the contract.

S. No.	Service	Expected Service Levels	Penalty Level in case of Default
1*	Replacement of Personnel at the request of BRDS/ RDD.	Within 2 Weeks of Written Intimation from BRDS/ RDD	@ 2% of the monthly charges per day (of person remuneration) will be recovered from the monthly bill of the HR Agency.
2*	Replacement of Personnel initiated by HR Agency	At least 2 Weeks of Written Intimation received by BRDS/ RDD	@ 2% of the monthly charges per day (of person remuneration) will be recovered from the monthly bill of the HR Agency.
3*	Maximum No. of Replacements initiated by the HR Agency in a Quarter	Should not be more than 5% of the total resource supplied	@ 1% of the monthly payment due in succeeding month
4	If the agency fails to place the person	Within the period specified in the ITB 11,	1 % of monthly charge per day (of person remuneration) will be recovered from the monthly bill of the HR agency.

Note: * Replacement penalties would not applicable if the deployed resource is replaced under exceptional circumstances including death, prolonged illness and on leaving the company. Maximum Penalty cannot exceed 10% of the contract price. On further default, termination of contract subject to review by a committee formed by client.

- (b) **Performance Review of the Deployed Personnel:** HR Agency is expected to detail out their Performance Review Process in proposed "Approach & Methodology" at the end of 3rd month (post probation period) and on completion of one year by the deployed staff (applicable for only deployed staff requirement of more than 6 months). Copy of the performance evaluation shall be shared with BRDS/ RDD. It is expected the cost of performance review would be built in quoted Rate Contract by the respective agencies.
- (c) For personnel deployed for more than 3 months, HR Agency will undertake Performance Appraisal every 3 months in consultation with BRDS/RDD. The outcome of the same shall be shared with BRDS/RDD and upon their request a personnel may be replaced.

3. General Terms & Conditions

1. All the recommended candidates shall have good working knowledge of English and Hindi both in oral and written communication.
2. All the recommended candidates (professional staff) shall have hands on experience on Computer/ Laptop & Internet.
3. All the recommended candidates shall be willing to travel across the State of Bihar at short notice.
4. All the recommended candidates shall be willing to stay and work in rural areas of Bihar as per the requirement.
5. It shall be the responsibility of the deployed manpower and the HR Agency to see that all the designated manpower performs the tasks allotted to them by BRDS/RDD effectively, efficiently and speedily.
6. The responsibility of statutory / compulsory deductions like EPF/Income Tax and other statutory dues etc. from the manpower deployed will be of the hired Agency. No extra payment shall be made by the BRDS in this regard. HR Agency will have to submit compliance report to this effect every financial quarter to BRDS/ RDD.
7. No extra payments towards Telephone charges, Data Card usage, transport etc., will be made by BRDS. (official field duty visit may be paid as per BRDS rules subject to prior approval of competent authority)
8. The Agency shall submit the stamped wage bills/ invoice (in triplicate) to the BRDS monthly basis as stated in Payment Terms after completion of the calendar months for payment. In normal circumstances the payment shall be made within 30 days from the date of submission of the bills.
9. The liability of service tax or any other tax or Levies will be borne by the Agency.
10. The copies of appointment letter issued to the personnel deployed in the BRDS shall be provided to the BRDS by the HR agency.
11. The Agency shall ensure that the manpower engaged by them is pre-verified for character and antecedents before deploying them for duty in the BRDS Office.
12. The Agency will provide to the BRDS, a list of all personnel so deployed with permanent and present address along with their photographs. The character verification of the personnel through local police/ Gazetted Officer should be furnished at the time of deployment.
13. The HR agency will provide all selected candidates for deployment with laminated Identity Cards with their Names, Designations, Place of Deputation, Residential addresses with signatures of a person duly authorized by the HR agency. (Laminated Identity cards could be issued to staff deployed more than 6 months, others may be given an A4 size paper identification card with the photograph) The candidates shall have to carry the card with them at all times.
14. The BRDS shall have the right to terminate the contract at any stage without assigning any reason whatsoever, by giving one months notice of termination. In case of any dispute, the decision of the Competent Authority of the BRDS will be final and binding.
15. **Nationality:** All the proposed candidates must be Citizens of India. The HR Agency/ BRDS/ RDD would endeavour to place the candidates in their own respective native districts/ block.
16. **Age Limit:** For all the positions mentioned in the Tender document age limit would be between 18-45 Years as on 1 July, 2012. Maximum age limit is relaxable for SC/ST candidates upto 5 years, EBC and BC candidates upto 2 years, for women upto 3 years; and for candidates who are already presently working/ or have worked in

State Government undertakings such as Boards and Corporation and wishes to work with BRDS/ RDD through HR Agency, age limit could be relaxed upto 5 Years and for SC/ ST upto 10 Years.

17. **Medical Fitness:** All the deployed candidates must be in good mental and physical health required for efficient discharge of her/his duties. Candidates deployed under disabled quota, must be free from those physical defects which are likely to interfere with the efficient discharge of her/ his official duties.
Parameters for medical fitness would be based upon BPSC guidelines or **Medical fitness certificate provided by the registered medical practitioner.**
18. **Statutory Obligations:** The Agency is required to obtain and deposit a valid license from the competent licensing authority under the provisions of Contract Labour (Regulation and Abolition) Act, 1970 and Contract Labour (Regulation and Abolition) Central Rules, 1971 within 15 days of the date of the award of the contract.
19. **Reservation:** Reservation Policy of Government of Bihar would be applicable in case of all requisitions present and future, as per the model reservation roster of Government of Bihar.
20. The Agency shall be responsible for all acts of commission and omission on the part of the manpower engaged for the purpose. The BRDS shall not be responsible in any manner, whatsoever, in matters of injury/death/health etc. of the Agency's employees performing duties under the contract.
21. The Agency will be responsible for any damages done to the property of the BRDS by the personnel so employed, and shall reimburse/replace or rectify any damage done.
22. The Agency shall be obliged and solely responsible to comply with all statutory requirements in respect of the manpower engaged by him and the BRDS shall not be a party to any dispute arising out of such deployment by the Agency. The Agency shall arrange such facilities like EPF and ESI as provided for in the Contract Labour (Regulation and Abolition) Act, 1970 for the welfare and health of the workers deployed with the BRDS.
23. It shall be responsibility of the Agency to issue the employment card to the worker as per the prescribed format and maintain the muster roll, the wage register and other registers as provided in the Contract Labour (Regulations & Abolition) Act.
24. The BRDS has right to the demand for change/replace the personnel at any point of time.
25. BRDS/ RDD would ensure provision of the seating and working space for the deployed staff in Patna HQ, District or Block Headquarters as the case may be.
26. The Agency will supply a panel of suitable candidates (Minimum 3 for each position) to enable a proper choice to be made and depending on the qualifications/credential/experience. The selection would be made by the Competent Authority in BRDS.
27. The Agency shall replace immediately any of its personnel, if they are unacceptable to the BRDS because of security risk, incompetence, conflict of interest and breach of confidentiality or frequent absence from duty/misconduct on the part of manpower supplied by the agency upon receiving written notice from BRDS.
28. The BRDS shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the personnel of the Agency.
29. The Agency personnel working in BRDS should be polite, cordial, positive and efficient, while handling the assigned work and their actions shall promote good will and enhance the image of the BRDS. The Agency shall be responsible for any act of indiscipline on the part of personnel deployed by them.

30. The Agency personnel shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangements, and administrative/organizational matters as all are of confidential/secret nature.
31. The Agency personnel shall not claim any benefit/compensation/absorption/regularization of service with BRDS under the provision of Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970 etc. Undertaking from the Personnel to this effect will be required to be submitted by the Agency to this office. The agency shall indemnify BRDS from any such liability.
32. Any dispute regarding working hours and regarding compensation to be paid to the workers deployed will be the responsibility of the Agency and no representation will be entertained on this issue by the BRDS.
33. The Agency shall ensure deployment of suitable professional/ support staff with proper background after investigation by the local police/ Gazetted Officer, collecting proofs of identity like driving license, bank account details, previous work experience, proof of residence and recent photograph and withdraw such employees who are found unsuitable by BRDS/ RDD for any reason, immediately on receipt of such a request.
34. The character and antecedents of each personnel of the Agency will be verified before their deployment and a certification to this effect submitted to the BRDS.
35. The Agency shall ensure proper conduct of his personnel in office premises, and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering around during working hours.
36. The Agency shall engage the necessary personnel as required by the BRDS from time to time. The said personnel engaged by the Agency shall be either the employee or on contract of the Agency and it shall be the duty of the Agency to pay their salary every month by 7th day of the succeeding month.
37. The transportation, food, medical and other statutory requirement in respect of each personnel of the Agency at the initial place of posting would be the responsibility of the Agency and that the BRDS will not entertain any claim in this regard. However, in some exceptional cases BRDS may take a decision to admit outstation TA/ DA as per BRDS constitutional guidelines. The official visit will be paid as per the rules of BRDS.
38. The personnel provided by the agency, shall understand the work responsibility and shall complete the work assigned by BRDS, The work may be completed on or after office time or on holidays. Payment of any overtime or compensation demanded will be, solely the responsibility of agency.
39. The Agency shall provide a substitute well in advance if there is any probability of the personnel leaving the job due to his/her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the Agency.
40. Payment to the Agency would be strictly on certification by the Officer with whom the personnel is attached that his services were satisfactory and attendance as per the bill preferred by the Agency.
41. The Agency shall be easily available at all times and message sent by e-mail/fax/letter from BRDS to the Agency shall be acknowledged immediately on receipt on the same day.
42. The period of contract will be for a period of **Two year** (extendable on mutual terms based on the department requirement) from the date of signing the Agreement.
43. The decision of the CEO BRDS in any matter relating to this contract shall be final.
44. Any dispute arising out of the contract will be settled within the jurisdiction of Courts at Patna.

45. The Agency shall not assign, transfer, pledge or subcontract the performance of services without prior written consent of this office.
46. The Agency shall be under obligation to discharge all the liabilities envisaged herein either in express terms or by necessary implication from the terms and conditions and from the instructions to the bidders.

Date:
Place:

Signature of Authorized Officer of the Agency
Full Name
Seal

Position wise Job Description

Position No.	P1 & NP1 (Category – Professional)	
Designation	Manager	
	Requirement	Means of Verification
Minimum Educational Qualification	MBA/ Post Graduate Diploma in Management/ Masters in Sociology/ Masters in Statistics/ Masters in Economics from a recognized institute with minimum of 55% aggregate marks.	Relevant certificate(s) shall be verified by the HR Agency and copies of the certificate(s) shall be retained
Experience	Shall have minimum of 2 years of professional experience in management of large project, co-ordination with multiple agencies, data management and operating MIS.	Relevant Testimonial from previous employer(s) including roles performed in them shall be assessed by the HR Agency
Skill Sets	(1) Shall have ability to generate and comprehend MIS reports, extracting relevant data and verifying the same through various direct and indirect methods.	Interview shall be conducted by HR agency wherein relevant questions shall be asked by an appropriate panel. Evaluation needs to be shared with the client
	(2) Supervisory Techniques and Hands on Experience of effective people management.	
	(3) Emotional Maturity	
	(4) Knowledge of Policies, Procedures and Regulations of Surveys conducted by Government Agencies	
	(5) Shall have exposure to IT systems, data formats (audio, video and text) uploading/ downloading and data management.	Computer Based Test needs to be conducted by the HR Agency wherein these skills shall be evaluated. Result needs to be shared with the client.
	(6) Knowledge of Mathematical Tables, Statistical Analysis	
	(7) Excellent working knowledge of Microsoft Office in general and MS Excel (including ability to write macros and generate pivot tables,) in particular	
Indicative Responsibilities	The responsibilities include though not limited to: (1) Responsible for directing the survey team & assisting the reporting officer of RDD/ BRDS in day to day management & co-ordination of Socio Economic and Caste Census. (2) Responsible for establishing project management systems, ability to manage outsourced contracts, monitoring the tasks undertaken by survey team in terms of accuracy, target achievement and timeliness. (3) Responsible for preparation of Fortnightly MIS Reports and Submission to the Reporting Officer. (4) Undertake field visits, verify facts on ground as per requirements and provide reports to the Reporting Officer.	

Position No.	P2 & NP2 (Category – Professional)	
Designation	Assistant Manager	
	Requirement	Means of Verification
Minimum Educational Qualification	Graduate in Economics/ Mathematics/ Statistics from a recognized institute with minimum of 55% aggregate marks.	Relevant certificate(s) shall be verified by the HR Agency and copies of the certificate(s) shall be retained
Experience	Shall have minimum of 1 year of professional experience as a team member management, MIS maintenance, data tabulation, compilation and analysis.	Relevant Testimonial from previous employer(s) including roles performed in them shall be assessed by the HR Agency
Skill Sets	(1) Shall have knowledge of Data tabulation, compilation, analysis, MIS maintenance, and Reporting.	Interview shall be conducted by HR agency wherein relevant questions shall be asked by an appropriate panel. Evaluation needs to be shared with the client.
	(2) Hands on Experience of working/ management on primary surveys on ground.	
	(3) Drafting Skills – Should be able to draft notes/ letters	Computer Based Test needs to be conducted by the HR Agency wherein these skills shall be evaluated. Result needs to be shared with the client.
	(4) Hands on experience of working on Microsoft Office	
	(5) Exposure to IT systems, data formats (audio, video and text) uploading/ downloading and data management.	
Indicative Responsibilities	The responsibilities include though not limited to:	
	(1) Shall be operating as per the directions of Manager & assist In-charge Officer of RDD/ BRDS in day to day management & co-ordination of Socio Economic and Caste Census.	
	(2) Shall assist Manager on monitoring and management of data obtained from the field on day to day basis in terms of accuracy, target achievement and timeliness.	
	(3) Assist in preparation of Fortnightly MIS Reports, power point presentations and Submission to the Manager & In-Charge Officer	
	(4) Shall ensure submission of weekly reports on dashboard data like: - Details of Enumeration completed against Target - Data Sanitation Completed against Target - Claims processed against objection received	

Position No.	A1	
Designation	Coordinator	
	Qualification	Means of Verification
Minimum Educational Qualification	(1) Full time Post Graduate Diploma in Management/MBA from a recognized university. (2) Should hold Project Management Certifications like PMP/ Prince 2	Relevant certificate(s) shall be verified by the HR Agency and copies of the certificate(s) shall be retained
Required Experience	(1) Shall have at least 8 years experience (2) Should have at least 4 years of handling government projects and 1 full life cycle project implementation. (3) Experience in resource management, project planning, Budgeting and defining key success criteria.	Relevant Testimonial from previous employer(s) including roles performed in them shall be assessed by the HR Agency
Skill Sets	(1) Shall have knowledge of various Project Management Methodologies (2) Ability to adapt to situation and manage crisis (3) Experience in resource management, project planning, Budgeting and defining key success criteria. (4) Excellent working knowledge of Microsoft Office	Interview shall be conducted by HR agency wherein relevant questions shall be asked by an appropriate panel. Evaluation needs to be shared with the client Computer Based Test needs to be conducted by the HR Agency wherein these skills shall be evaluated. Result needs to be shared with the client.
Indicative Responsibilities	Direct and manage project from beginning to end. Define project scope, goals and deliverables that support goals in collaboration with Government officials and other stakeholders. Develop full-scale project plans and obtain necessary approvals. Estimate the resources and participants needed to achieve project goals. Draft and submit budget proposals, and recommend subsequent budget changes where necessary. Determine and assess need for additional staff and/or consultants and make the appropriate recruitments if necessary during project cycle. Set and continually manage project expectations with team members and other stakeholders. Delegate tasks and responsibilities to appropriate personnel. Identify and resolve issues and conflicts within the project team. Identify and manage project dependencies and critical path. Track project milestones and deliverables. Determine the frequency and content of status reports from the project team, analyze results, and troubleshoot problem areas. Proactively manage changes in project scope, identify potential crises, and devise contingency plans. Define project success criteria and disseminate them to involved parties throughout project life cycle.	

Position No.	A2	
Designation	Senior IT Personnel	
	Qualification	Means of Verification
Minimum Educational Qualification	(1) Full time B.E./B.Tech/MCA course from a recognized university	Relevant certificate(s) shall be verified by the HR Agency and copies of the certificate(s) shall be retained
	(2) Microsoft Certified Professional Developer (MCPD)	
Required Experience	(1) Shall have at least 6 years experience of working on IT projects	Relevant Testimonial from previous employer(s) including roles performed in them shall be assessed by the HR Agency
	(2) Should have at least 3 years of handling IT projects and 1 full life cycle project implementation	
	(3) Two years of experience developing solutions by using Visual Studio, the Microsoft .NET Framework, and other development technologies	
Skill Set	(1) Knowledge of Client Server architecture	Interview shall be conducted by HR agency wherein relevant questions shall be asked by an appropriate panel. Evaluation needs to be shared with the client
	(2) .Net, C#, SQL Server 2008 (Reporting Service and Integration Service), AJAX, Web Services.	
	(3) Ability to create and debug stored procedures and functions in T-SQL or PL-SQL.	
	(4) Experience in HTML, XHTML, CSS, XML, XSL, Java Script, Web Services, RSS	
	(5) Knowledge of Web2.0 services such as Twitter, Facebook, Slideshare, video broadcast, Flickr and Audio Podcast.	
Indicative Responsibilities	<ul style="list-style-type: none">Responsible for leading and managing the software development team through projects.Manage the software development activities and mitigate the technical risks throughout the software development lifecycle.Develop specifications for software programming applications.Support the Project Manager in developing the projects schedule, budget and other financial matters.Plan daily, weekly and monthly development related activities during the project.Organize work schedules based on prioritiesControl resources as per work requirementsMonitor resources and performance of the team.Act as liaison between the project managers and the software developers.Ensure quality & reliability of code from the development team by conducting a smoke testing and code reviews for their deliverables per development task.Collaborate with user experience and user interface team to review, develop and refine solutions.Might need to produce rapid prototypes for the project.Participate in the project architecture exercise, and assumes responsibility for ongoing data architecture for the project.Propose and sometimes decide on technologies used.Provide a detailed design of the project.Responsible for architecture and design documentation.Propose and finalize the database design in collaboration with the DBA.Ensure consistency of design elements and interactive behaviors within individual pages/forms/Components and across entire projects.Conduct researches and proof of concepts.Lead the software development team through software projects and assign tasks based on the breakdown of tasks and follow up on tasks progress.	

	<ul style="list-style-type: none"> • Provide project manager with estimations. • Coordinate with the quality team to prepare release notes. • Act as a technical reference for the team by providing technical guidance. • Train subordinates. • Ensure development related knowledge database is in place. • Share knowledge, lessons learned with R&D unit. • Share all types of knowledge with different team members
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Position No.	A3	
Designation	Software Developer	
	Qualification	Means of Verification
Minimum Educational Qualification	(1) B.E./B.Tech./MCA from a recognized university	Relevant certificate(s) shall be verified by the HR Agency and copies of the certificate(s) shall be retained
	(2) MCPD (Microsoft Certified Professional Developer)	
Required Experience	(1) Shall have at least 2 years experience of handling IT projects	Relevant Testimonial from previous employer(s) including roles performed in them shall be assessed by the HR Agency
	(2) Two years of experience developing solutions by using Visual Studio, the Microsoft .NET Framework, and other development technologies	
Skill Sets	(1) Ability to work in ASP.NET/VB.NET, WCF Web Services, WCF Data Services as a developer	Interview shall be conducted by HR agency wherein relevant questions shall be asked by an appropriate panel. Evaluation needs to be shared with the client
	(2) Experience in SQL Server(2008/2012 preferred)	
	(3) Experience in Visual Studio 2008 ASP.NET 3.5/4.0 framework including, VB.NET, ASMX, WCF Web Services and ADO.NET	
	(4) Solid understanding of object-oriented programming (OOP) and computer science foundations, such as memory management and low-level algorithm performance	
	(5) Strong knowledge of software implementation best practices	
	(6) Strong experience in designing and working with n-tier architectures (UI, Business Logic Layer, Data Access Layer) along with some experience with service-oriented architectures (SOA)	
	(7) Experience in JQuery or similar technologies	
	(8) Experience in designing SQL Server 2008 stored procedures,	
	(9) Ability to adapt quickly to an existing, complex environment.	
	(10) Experience in creation and debugging stored procedures and functions in T-SQL or PL-SQL.	
	(11) Ability to adapt quickly to an existing, complex environment.	
	(12) self-motivated, independent, detail oriented, responsible team-player and exhibit exceptional relationship management skills	
	(13) Passionate about building high-quality systems with software implementation best practices while leading and mentoring a team of developers	
Indicative	<ul style="list-style-type: none"> • Develop new functionality on existing software products. 	

Responsibilities	<ul style="list-style-type: none"> • Lead/mentor developers and share knowledge through knowledge-sharing presentations. • Participate in a small, experienced, energetic team on a rapid, agile development schedule. • All other responsibilities as assigned
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Position No.	A4	
Designation	Enterprise Architect	
	Qualification	Means of Verification
Minimum Educational Qualification	(1) Full time course of B.E./B/Tech/MCA from a recognized university	Relevant certificate(s) shall be verified by the HR Agency and copies of the certificate(s) shall be retained
	(2) Should have Technology certifications like TOGAF/ Sun Certified Enterprise Architect certification	
Required Experience	At least 10 years of experience in defining IT Strategy & Roadmaps Experience in Enterprise Architecture, Solution, Technology and deployment architecture definition, implementation and institutional Framework and governance models.	Relevant Testimonial from previous employer(s) including roles performed in them shall be assessed by the HR Agency
Skill Sets	(1) Designing & architecting ability of SOA based applications	Interview shall be conducted by HR agency wherein relevant questions shall be asked by an appropriate panel. Evaluation needs to be shared with the client
	(2) Appraised with latest frameworks in technologies like Web 2.0, Cloud-based Technologies, open standards, etc.	
	(3) Experience in setting up Technology best practices	
	(4) Experience in designing and development of IT systems related to e-governance.	
	(5) Understanding of the e-governance Frameworks such as eGovStandards, NeGP, NSDG, MSDG and other frameworks such as FEAF (Federal Enterprise Architecture Framework), UK Gateway, eGIF – eGovernment Interoperability Framework.	
	(6) Guiding development team in Design and Development and maintenance of the existing applications and the IT Infrastructure.	
Indicative Responsibilities	Defining Enterprise Architecture for BRDS/RDD projects • All other responsibilities as assigned	

Position No.	A5	
Designation	Business Analyst	
	Qualification	Means of Verification
Minimum Educational Qualification	(1) Full time B.E./B.Tech./ MCA from a recognized university	Relevant certificate(s) shall be verified by the HR Agency and copies of the certificate(s) shall be retained
	(2) Full time MBA/ PGDM course from a recognized university	
	(3) International Institute of Business Analyst (IIBA) Certified	
Required Experience	(1) Shall have at least 4 years similar experience of handling IT projects	Relevant Testimonial from previous employer(s) including roles performed in them shall be assessed by the HR Agency
Skill Sets	(1) writing Functional Requirement Specification (FRS), .	Interview shall be conducted by HR agency wherein relevant questions shall be asked by an appropriate panel. Evaluation needs to be shared with the client
	(2) Software Requirement Specifications (SRS)	
	(3) Experience in Designing prototypes and wireframes.	
	(4) Experience in gathering requirements and identification of the Business Rules	
	(5) Handling and managing User Acceptance testing(UAT)	
	(6) Experience in implementing and piloting the application.	
Indicative Responsibilities	Preparing the SRS/User case for the Requirement Communication with end users & Application developers Checking/Validating all the functionality in requirements before delivering the project to customer Good analytical skills, should be able to write effective use cases, requirements documents Extremely good communication & articulation skills Good user interaction, basic project management knowledge like to how to escalate, identify the risks, etc. Understand user needs, conceptualize & convert them into requirements	

Position No.	A6	
Designation	Hardware Engineer	
	Requirement	Means of Verification
Minimum Educational Qualification	Computer Hardware Maintenance O level certification(CHM-O level) from DOEACC/ Jetking Certified Hardware Networking Professional (JCHNP)	Relevant certificate(s) shall be verified by the HR Agency and copies of the certificate(s) shall be retained
Experience	Shall have at least 1 year similar experience of handling IT Equipments	Relevant Testimonial from previous employer(s) including roles performed in them shall be assessed by the HR Agency
Skill Sets	Experience of implementing and administrating common TCP/IP-based services, including DNS, DHCP, HTTP, FTP, SSH, SMTP and trouble shooting.	Interview shall be conducted by HR agency wherein relevant questions shall be asked by an appropriate panel. Evaluation needs to be shared with the client
	Ability to work as a Network administration	
Indicative Responsibilities	<ul style="list-style-type: none">• Responsible for providing technical helpdesk & onsite support for users• Responsible for diagnostic & repair of systems hardware• To provide 1st level server administration support• Assist in the planning and development of new and existing systems• Responsible for implementing and administrating<ul style="list-style-type: none">- network devices, setting and maintaining policies and rights/security within a Windows Server 2008 R2 environment- Firewalls, Virus- Modem, Network- Cisco, HP, and Dell network switches, routers and VPN- Windows Server 2000/2003 Active Directory- Symantec Back-Up Exec software and related backup tape drive- Desktop and laptop installation and problem resolution in a Windows XP/7 Environment.• Hardware Problem Resolution with ability to diagnose and correct hardware problems.	

Position No.	A7	
Designation	Executive Engineer	
	Requirement	Means of Verification
Minimum Educational Qualification	Full time B.E. /B. Tech. course in Civil engineering from a recognized institute.	Relevant certificate(s) shall be verified by the HR Agency and copies of the certificate(s) shall be retained
Experience	(1) At least 10 years experience in managing large scale civil construction activities. (2) Prior experience in civil construction supervision and monitoring preferably in government. (3) Experience in Structural design (4) Experience in Inspection and verification of construction work. (5) Strong familiarity in working with project management/ civil construction software and other design software like Computer Aided Design.	Relevant Testimonial from previous employer(s) including roles performed in them shall be assessed by the HR Agency
Skills	(1) Expert in Estimation of civil works. (2) Expert in designing and layout. (3) Supervisory Techniques and Hands on Experience of effective people management. (4) Planning, Directing and Management of construction works (5) Co-ordination abilities (6) Knowledge of Policies, Procedures and Regulations of construction field (7) Multi-tasking (8) Emotional Maturity (9) Strong familiarity in working with project management/ civil construction software and other design software like Computer Aided Design. Knowledge of Mathematical Tables (10) Knowledge of Microsoft Office.	Interview shall be conducted by HR agency wherein relevant questions shall be asked by an appropriate panel. Evaluation needs to be shared with the client Computer Based Test needs to be conducted by the HR Agency wherein these skills shall be evaluated. Result needs to be shared with the client.
Indicative Responsibilities	Overall responsibility of verification/ execution of civil works in the state. Responsible for supervising, coordinating implementation and verification of civil works under NREGS/ IAY/ construction of Block/ training facilities / infrastructure installation/ other projects of RDD Reporting whether the construction has been done as per approved design and highlighting the deviations, if any Responsible for coordination and technical supervision of all external vendors for civil works and construction activities. Supervise and control quality standards of construction under the project by the Department / external vendors and any other source. Monitor and ensure that timeline for construction is met and selected contractors execute the work as per the prescribed norms. Monitor design, level of construction activities, quality of construction, use of material and inventory. Keep measurement book / SOE / other practice as decided by RDD for construction which would help in making payments to the contractors. Monitor quality parameters of the materials to be supplied in the district for	

	<p>construction activities and undertake periodic quality check</p> <p>Prepare reports related to physical progress, estimate revisions, quality and supervision of civil works.</p> <p>Coordinate with various department for administrative support / line department interaction and any bottlenecks for implementation of civil works activities</p> <p>Undertake field visits, verify facts on ground as per requirements and provide reports to the Reporting Officer.</p> <p>Willing to travel extensively within and outside the State</p> <p>Ability to work effectively as a member of multi disciplinary team</p> <p>Work closely and effectively for and on behalf of Government</p> <p>Any other work assigned by RDD from time to time.</p>
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Position No.	A8	
Designation	Assistant Engineer	
	Requirement	Means of Verification
Minimum Educational Qualification	Full time B.E./ B.Tech. course in Civil engineering from a recognized institute.	Relevant certificate(s) shall be verified by the HR Agency and copies of the certificate(s) shall be retained
Experience	(1) At least 5 years experience in managing large scale civil construction activities.	Relevant Testimonial from previous employer(s) including roles performed in them shall be assessed by the HR Agency
	(2) Prior experience in civil construction supervision and monitoring preferably in government.	
	(3) Experience in Structural design	
	(4) Experience in Inspection and verification of construction work.	
	(5) Strong familiarity in working with project management/ civil construction software and other design software like Computer Aided Design.	
Skills	(1) Expert in Estimation of civil works.	Interview shall be conducted by HR agency wherein relevant questions shall be asked by an appropriate panel. Evaluation needs to be shared with the client
	(2) Expert in designing and layout.	
	(3) Co-ordination abilities	
	(4) Supervisory Techniques and Hands on Experience of effective people management.	
	(5) Multi-tasking	
	(6) Emotional Maturity	
	(7) Planning, Directing and Management of construction works	
	(8) Knowledge of Policies, Procedures and Regulations of construction field	
	(9) Strong familiarity in working with project management/ civil construction software and other design software like Computer Aided Design. Knowledge of Mathematical Tables.	Computer Based Test needs to be conducted by the HR Agency wherein these skills shall be evaluated. Result needs to be shared with the client.
	(10) Knowledge of Microsoft office.	
Indicative Responsibilities	Supervisory responsibility of verification / execution of civil works in the state. Prepare reports for Executive Engineer related to physical progress, estimate revisions, quality and supervision of civil works. Responsible for supervising, coordinating implementation and verification of	

	<p>civil works under NREGS/ IAY/ construction of Block/ training facilities / infrastructure installation/ other projects of RDD</p> <p>Supervising whether the construction has been done as per approved design and highlighting the deviations, if any</p> <p>Responsible for coordination and technical supervision of all external vendors for civil works and construction activities.</p> <p>Supervise and control quality standards of construction under the project by the Department / external vendors and any other source.</p> <p>Monitor and ensure that timeline for construction is met and selected contractors execute the work as per the prescribed norms.</p> <p>Monitor design, level of construction activities , quality of construction, use of material and inventory.</p> <p>Keep measurement book / SOE / other practice as decided by RDD for construction which would help in making payments to the contractors.</p> <p>Monitor quality parameters of the materials to be supplied in the district for construction activities and undertake periodic quality check</p> <p>Coordinate with various department for administrative support / line department interaction and any bottlenecks for implementation of civil works activities</p> <p>Undertake field visits, verify facts on ground as per requirements and provide reports to the Reporting Officer.</p> <p>Work closely and effectively with PRI and other Government Departments</p> <p>Any other work assigned by the Executive Engineer from time to time.</p>
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Position No.	A9	
Designation	Junior Engineer	
	Requirement	Means of Verification
Minimum Educational Qualification	Diploma in Civil Engineering from a recognized institute.	Relevant certificate(s) shall be verified by the HR Agency and copies of the certificate(s) shall be retained
Experience	At least 2 years experience in civil construction activities.	Relevant Testimonial from previous employer(s) including roles performed in them shall be assessed by the HR Agency
	Experience in Inspection and verification of construction work.	
	working with project management/ civil construction software and other design software like Computer Aided Design.	
Skills	(1) Estimation of civil works.	Interview shall be conducted by HR agency wherein relevant questions shall be asked by an appropriate panel. Evaluation needs to be shared with the client
	(2) Designing and layout.	
	(3) Multi-tasking	
	(4) Emotional Maturity	
	(5) Execution of construction works	
	(6) Familiarity in working with project management/ civil construction software and other design software like Computer Aided Design.	Computer Based Test needs to be conducted by the HR Agency wherein these skills shall be evaluated. Result needs to be shared with the client.
	(7) Knowledge of Microsoft office.	
Indicative Responsibilities	Prepare reports for Executive Engineer related to physical progress, estimate revisions, quality and supervision of civil works. Responsible for supervising, implementation and verification of civil works under NREGS/ IAY/ construction of Block/ training facilities / infrastructure	

	<p>installation/ other projects of RDD.</p> <p>Reporting whether the construction has been done as per approved design and highlighting the deviations, if any</p> <p>Responsible for coordination and technical supervision of all external vendors for civil works and construction activities.</p> <p>Supervise and control quality standards of construction under the project by the Department / external vendors and any other source.</p> <p>Monitor and ensure that timeline for construction is met and selected contractors execute the work as per the prescribed norms.</p> <p>Monitor design, level of construction activities , quality of construction, use of material and inventory.</p> <p>Keep measurement book / SOE / other practice as decided by RDD for construction which would help in making payments to the contractors.</p> <p>Monitor quality parameters of the materials to be supplied in the district for construction activities and undertake periodic quality check</p> <p>Coordinate with various department for administrative support / line department interaction and any bottlenecks for implementation of civil works activities</p> <p>Undertake field visits, verify facts on ground as per requirements and provide reports to the Reporting Officer.</p> <p>work effectively as a member of multi disciplinary team</p> <p>work closely and effectively for and on behalf of Government</p> <p>Any other work assigned by the Assistant & Executive Engineer from time to time.</p>
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Position No.	A10	
Designation	Computer Assistant	
	Requirement	Means of Verification
Minimum Educational Qualification	Graduate in any discipline having at least one year of Diploma/ Degree in Computer related discipline (B.Sc. – Computer Science/ BCA/DCA) from a recognized institute with minimum of 55% aggregate marks.	Relevant certificate(s) shall be verified by the HR Agency and copies of the certificate(s) shall be retained
Experience	Shall have minimum of 1 year of experience in data entry/ secretarial – EDP works in Governmental and Non-Governmental Assignments.	Relevant Testimonial from previous employer(s) including roles performed in them shall be assessed by the HR Agency
Skills sets	(1) Shall be conversant and hands on experience of working on Electronic Data Processing.	Interview shall be conducted by HR agency wherein relevant questions shall be asked by an appropriate panel. Evaluation needs to be shared with the client
	(2) Exposure to IT systems, networking solutions, basic IT troubleshooting, undertaking print outs, data management on computer – files, folders & understanding of various data formats.	
	(3) Shall have English typing speed of at least 40 words per minute and Hindi typing speed of at least 30 words per minute	Computer Based Test needs to be conducted by the HR Agency wherein these skills shall be evaluated. Result needs to be shared with the client. <i>(Typing speed will be worked out as: (no. of correctly typed words - no. of incorrect words) / total time taken.)</i>
	(4) Drafting Skills – Should be able to draft notes/ letters	Written Test needs to be conducted by the HR Agency wherein these skills shall be evaluated. Result needs to be shared with the client.
Indicative Responsibilities	(1) Shall undertake typing/ data entry/ data processing works efficiently and error free as per the directions of reporting officers. (2) Manage and maintain files, MIS in an organized and searchable order. (3) Undertake self error rectification through various direct and indirect methods in the database generated. (4) Draft Letters/ Notes as per the requirements and directions of reporting officers.	

Position No.	A11	
Designation	Procurement Associate	
	Requirement	Means of Verification
Minimum Educational Qualification	Post Graduate Degree or PG Diploma in Finance/ Accounts/ IT related field (MCA/ M.Tech/ M.Sc. - Computer Science)/ Procurement or Logistics from a recognized institute with minimum of 55% aggregate marks.	Relevant certificate(s) shall be verified by the HR Agency and copies of the certificate(s) shall be retained
Experience	Shall have minimum of 2 years of professional experience in building MIS, management of accounts, procurement management – goods and services, contract management preferably with Government organizations.	Relevant Testimonial from previous employer(s) including roles performed in them shall be assessed by the HR Agency
Skills Sets	(1) Shall be conversant with MS Office specially latest version of Tally, Excel and Projects	Interview shall be conducted by HR agency wherein relevant questions shall be asked by an appropriate panel. Evaluation needs to be shared with the client
	(2) Shall have knowledge of Procurement Policies & Guidelines, Bihar Financial Rules – 2005, Accounting Policies, Standardized Processes, Procurement Guidelines of donor agencies like World Bank and Government Programmes in rural development prevalent in the country.	
	(3) Good Communication & Co-ordination skills	
	(4) Ability to work in large teams	
	(5) Knowledge of Mathematical Tables and Maintenance and Management of customized MIS Reports	
Indicative Responsibilities	(1) Assist senior reporting officers of RDD/ BRDS in departmental procurement of goods and services. (2) Assist in preparation and implementation of procurement plans. (3) Assist in contract management of RDD/ BRDS. (4) Generate and present periodic MIS Reports as per the requirements and submission to the Reporting Officer. (5) Manage and maintain files, various MIS in an organized and searchable order. (6) Undertake field visits as per the requirement, verify facts on ground through various direct and indirect means as per requirements and provide reports to the Reporting Officer.	

Position No.	A12	
Designation	Admin Assistant	
	Requirement	Means of Verification
Minimum Educational Qualification	Post Graduate Degree of PG Diploma in Finance/ Accounts/ IT related field (MCA/ M.Tech. / M.Sc. - Computer Science) from a recognized institute with minimum of 60% aggregate marks.	Relevant certificate(s) shall be verified by the HR Agency and copies of the certificate(s) shall be retained
Experience	Shall have minimum of 2 years of professional experience in handling or assisting in general administration preferably with Government organizations.	Relevant Testimonial from previous employer(s) including roles performed in them shall be assessed by the HR Agency
Skill Sets	(1) Shall be conversant with MS Office	Interview shall be conducted by HR agency wherein relevant questions shall be asked by an appropriate panel. Evaluation needs to be shared with the client
	(2) Shall have knowledge of General Administration processes in Government, Accounting policies, Standardized Processes, Government Programmes in rural development department prevalent in the country.	
	(3) Good Communication & Co-ordination skills	
	(4) Ability to work in large teams	
	(5) Knowledge of Mathematical Tables and Maintenance and Management of customized MIS Reports	
Indicative Responsibilities	<ul style="list-style-type: none">(1) Assist senior reporting officers of RDD/ BRDS in running day-to-day general administration.(2) Assist in preparation and implementation of monitoring plans for departmental run programmes.(3) Assist in management and maintenance of manual filing systems to ensure smooth functioning of RDD/ BRDS.(4) Learn iWDMS (Integrated Workflow & Database Management System) being run in RDD/ BRDS and assist in smooth transfer of the manual filing to iWDMS(5) Undertake capturing of Assets in iWDMS Asset Management module(6) Generate and present periodic MIS Reports as per the requirements and submission to the Reporting Officer.(7) Manage and maintain files, various MIS in an organized and searchable order.(8) Undertake field visits as per the requirement, verify facts on ground through various direct and indirect means as per requirements and provide reports to the Reporting Officer.	

Position No.	A13	
Designation	Monitoring & Evaluation Assistant	
	Requirement	Means of Verification
Minimum Educational Qualification	Post Graduate Degree of PG Diploma in Finance/ Accounts/ IT related field (MCA/ M.Tech./ M.Sc. - Computer Science)/ Economics/ Geography/ Sociology from a recognized institute with minimum of 55% aggregate marks.	Relevant certificate(s) shall be verified by the HR Agency and copies of the certificate(s) shall be retained
Experience	Shall have minimum of 2 years of professional experience in Programme Monitoring & Evaluation, developing MIS formats, capturing quantitative and qualitative data, building MIS and reporting.	Relevant Testimonial from previous employer(s) including roles performed in them shall be assessed by the HR Agency
Skill Sets	(1) Shall have exposure to M&E Tools and Techniques	Interview shall be conducted by HR agency wherein relevant questions shall be asked by an appropriate panel. Evaluation needs to be shared with the client
	(2) Shall be conversant with MS Office	
	(3) Shall have knowledge of Designing Questionnaire Formats, Sampling framework, Designing surveys, Data gathering compilation and Government programmes in rural sector.	
	(4) Good Communication & Co-ordination skills	
	(5) Ability to work in large teams	
	(6) Knowledge of Mathematical Tables and generation of customized MIS Reports	
Indicative Responsibilities	(1) Assist in preparation of various programme based monitoring formats, circulate and train concerned officials. (2) Assist in co-ordinate for MIS, compile, generate and present periodic MIS Reports as per the requirements. (3) Assist in co-ordination with various PO's, Mukhiya's, PRS, Other field level staff etc. for compilation of qualitative and quantitative data for RDD/ BRDS Newsletter. (4) Assist in preparation of techno-financial MIS report as per prescribed format for final submission to donor agency/ Government – World Bank, GoI etc. (5) Undertake field visits as per the requirement, verify facts on ground through various direct and indirect means as per requirements and provide reports to the Reporting Officer.	

Position No.	A14	
Designation	Qualified Chartered Accountant	
	Requirement	Means of Verification
Minimum Educational Qualification	Qualified Chartered Accountant	Relevant certificate(s) shall be verified by the HR Agency and copies of the certificate(s) shall be retained
Experience	Shall have minimum of 3 years of professional experience.	Relevant Testimonial from previous employer(s) including roles performed in them shall be assessed by the HR Agency
Skill sets	(1) Shall have understanding of fiscal, budgeting & accounting policies, prevalent practices, and standardized processes in accounting domain within country, GAAP (Generally Accepted Accounting Principles), IFRS (International Financial Reporting Standards)	Interview shall be conducted by HR agency wherein relevant questions shall be asked by an appropriate panel. Evaluation needs to be shared with the client
	(2) Shall have hands on experience on Tally 7.2 or above version & Excel.	
	(3) Must be self starter who can work under minimal supervision	
	(4) Ability to work Long Working Hours	
	(5) Excellent Communication & Co-ordination skills	
	(6) Ability to lead large teams and train them.	
	(7) Knowledge of Mathematical Tables and designing MIS Report formats	
Indicative Responsibilities	(1) Plan and design accounting processes for RDD/ BRDS (2) Scale up and ensure smooth implementation of CPSMS (3) Internal Audit (4) Designing and Managing RDD/BRDS books of accounts, direct team to prepare balance sheets. (5) To undertake role of taxation advisor and forensic accounting. (6) Liaison with CPSMS stakeholders – CPSMS (GoI), banking partner/ post offices and DRDA officials etc. for handholding, operational support and troubleshooting. (7) Imparting appropriate hands on training on CPSMS and support to State/District/Block level officials. (8) Monitoring the E-Payment processes and co-ordinating with the implementing districts for troubleshooting. (9) Extracting various customized MIS reports from CPSMS and submission to RDD/ BRDS/ GoI/ donor agency. (10) Undertake field visits as per the requirement, verify facts on ground through various direct and indirect means as per requirements and provide reports to concerned officials.	

Position No.	A15	
Designation	Inter - Chartered Accountant	
	Requirement	Means of Verification
Minimum Educational Qualification	CA - Inter	Relevant certificate(s) shall be verified by the HR Agency and copies of the certificate(s) shall be retained
Experience	Shall have minimum of 1 years of experience in relevant domain.	Relevant Testimonial from previous employer(s) including roles performed in them shall be assessed by the HR Agency
Skill Sets	Requirement	Means of Verification
	(1) Shall have understanding of accounting policies, prevalent practices, and standardized processes in accounting domain within country, GAAP (Generally Accepted Accounting Principles).	Interview shall be conducted by HR agency wherein relevant questions shall be asked by an appropriate panel. Evaluation needs to be shared with the client
	(2) Shall have hands on experience on MS Excel and Tally 7.2 or higher or equivalent software.	
	(3) Ability to Work long hours at a stretch	
	(4) Excellent Communication & Co-ordination skills	
	(5) Ability to impart training.	
	(6) Knowledge of Mathematical Tables and designing MIS Report formats	
Indicative Responsibilities	(1) Handle day to day functions like payroll processing, banking, maintaining books of accounts, ledgers, profit & loss account, balance sheet (2) Preparing MIS reports. (3) Undertake internal audit (4) Preparation of audit plan in co-ordination with external auditors (5) Shall be responsible for receivables and payables function (6) Manage cash flows through regular monitoring and planning (7) Support controlling functions in monthly, quarterly, half yearly and year closing activities. (8) Support Qualified CA in performing his duties diligently. (9) Liaison with CPSMS stakeholders – CPSMS (GoI), banking partner/ post offices and DRDA officials etc. for handholding, operational support and troubleshooting. (10) Assist in imparting appropriate hands on training on CPSMS and support to State/District/Block level officials. (11) Assist in extracting various customized MIS reports from CPSMS and submission to RDD/ BRDS/ GoI/ donor agency. (12) Undertake field visits as per the requirement, and assist in verifying facts on ground through various direct and indirect means as per requirements and provide reports to concerned officials.	

Position No.	A16	
Designation	Account Assistant	
	Requirement	Means of Verification
Minimum Educational Qualification	B.Com from a recognized institute with minimum of 55% aggregate marks.	Relevant certificate(s) shall be verified by the HR Agency and copies of the certificate(s) shall be retained
Experience	Minimum of 1 years of experience in financial reporting/ ledger operations.	Relevant Testimonial from previous employer(s) including roles performed in them shall be assessed by the HR Agency
Skill Sets	Requirement	Means of Verification
	(1) Shall have understanding of accounting procedures.	Interview shall be conducted by HR agency wherein relevant questions shall be asked by an appropriate panel. Evaluation needs to be shared with the client
	(2) Shall have exposure to Tally 7.2 or equivalent software & Excel.	
	(3) Ability to work in team	
	(4) Ability to work Long Working Hours	
	(5) Knowledge of Accounting and Arithmetic.	
Indicative Responsibilities	(1) Provide support to RDD/BRDS with specific responsibility for processing, recording, updating and reconciling. (2) Assist in daily operations, payroll processing, and preparation of monthly accounts, assist in account payments, receivables and preparation of monthly profit and loss statements, and maintain balance sheets. (3) Support Qualified CA in performing his duties diligently. (4) Reconciliation of balance sheet accounts, petty cash payments, and payroll related payables etc. (5) Respond to enquiries from a wide variety of sources eg. BRDS/ RDD Staff district officials, vendors, auditors etc. (6) Assist in preparation of MIS reports. (7) Manage cash flows through regular monitoring. (8) Support controlling functions in monthly, quarterly, half yearly and year closing activities. (9) Undertake field visits as per the requirement.	

Position No.	A17	
Designation	Program Executive	
	Requirement	Means of Verification
Minimum Educational Qualification	Graduate in any discipline from a recognized institute with minimum of 55% aggregate marks.	Relevant certificate(s) shall be verified by the HR Agency and copies of the certificate(s) shall be retained
Experience	Shall be computer literate and have exposure to internet	Relevant Testimonial from previous employer(s) including roles performed in them shall be assessed by the HR Agency
Skill sets	(1) Shall be computer literate – MS Office and Internet	Interview shall be conducted by HR agency wherein relevant questions shall be asked by an appropriate panel. Evaluation needs to be shared with the client
	(2) Programme Implementation	
	(3) Ability to work in large teams	
	(4) Long Working Hours	

	(5) Multi-Tasking	
	(6) Knowledge of Rural Development sector	
Indicative Responsibilities	(1) Programme implementation and assistance in programme management (2) Assist in programme monitoring and reporting (3) Undertake programme implementation responsibilities as per the requirement	

Position No.	A18	
Designation	Office Assistant (Peons)	
	Requirement	Means of Verification
Minimum Educational Qualification	Intermediate (12 th Standard) Pass	Relevant certificate(s) shall be verified by the HR Agency and copies of the certificate(s) shall be retained
Experience	Not essential, however experienced candidates in similar Government or Private sector would be preferred.	Relevant Testimonial from previous employer(s) including roles performed in them shall be assessed by the HR Agency
Skill sets	(1) Shall have knowledge of various government and private organizations and their primary functions	Interview shall be conducted by HR agency wherein relevant questions shall be asked by an appropriate panel. Evaluation needs to be shared with the client
	(2) Cheerful Presence, Positive Attitude, ability to work till late hours at a stretch	
	(3) Ability of comprehend and follow directions.	
	(4) should be able to drive 2 / 4 wheeler motorized vehicle	Field test needs to be conducted by the HR Agency wherein these skills shall be evaluated..
	(5) Should be able to read, write and type in Hindi and English (6) Shall have knowledge of MS Office & internet	Computer Based Test needs to be conducted by the HR Agency wherein these skills shall be evaluated. Result needs to be shared with the client.
Indicative Responsibilities	(1) Assist in Office works like filing, file management, storage and retrieval, printing, photocopy, binding, faxing etc. (2) Undertake day to day working business with other Government Departments, Banks, Post Office, Private institutions etc. (3) Arrange and serve tea/ snacks as per the directions.	

Position No.	A19	
Designation	Driver	
	Requirement	Means of Verification
Minimum Educational Qualification	Intermediate (12 th Standard) Pass	Relevant certificate(s) shall be verified by the HR Agency and copies of the certificate(s) shall be retained
Experience	(1) Shall have at least 15 years of driving LMV experience. (2) Certificate from recognized institute imparting training in driving, from Maruti Training Institute or	Relevant Testimonial shall be assessed by the HR Agency

	equivalent .	
Skill Sets	(1) Shall have valid Driving LMV Commercial License.	License shall be verified by the HR Agency and a copy of it shall be retained
	(2) Shall have local knowledge of locations and directions in Bihar	Test shall be conducted based on the models provided at: http://www.csm.uk.com/driving-test/tell-me-show-me.php Field test & needs to be conducted by the HR Agency wherein these skills shall be evaluated. Result needs to be shared with the client. The driver has to answer question asked by an appropriate panel and a questionnaire is attached for the purpose. The evaluation sheets needs to be shared with the client.
	(3) Ability of comprehend and follow directions.	
	(4) Cheerful Presence, Positive Attitude, Late Working Hours	
	(5) Capable of changing parts including bulbs & fuse	
	(6) Driving under tough rural conditions and rugged terrain	
Health	(1) Shall have good health including good eyesight	Health check-up report needs to be submitted annually which is not one month old from the date of submission
Indicative Responsibilities	(1) Serve as driver for OSDs or any other officer deputed by RDD/ BRDS. (2) Undertake regular maintenance of vehicles in co-operation with the reporting officer at RDD/ BRDS. (3) Ant other duty as assigned	

Position No.	A20	
Designation	Plumber (part time)	
	Requirement	Means of Verification
Minimum Educational Qualification	(1) Intermediate (12th Standard) Pass (2) Certificate from Govt. recognized ITI / National Council for Vocational Training (NCVT) institute imparting training in Plumbing.	Relevant certificate(s) shall be verified by the HR Agency and copies of the certificate(s) shall be retained
Experience	Shall have at least 5 years of Plumbing experience.	Relevant Testimonial from previous employer(s) including roles performed in them shall be assessed by the HR Agency
Skill Sets	(1) Cheerful Presence, Positive Attitude (2) Ability to work Late Working Hours and during odd hours of the day (3) Ability of comprehend and follow directions.	Interview shall be conducted by HR agency wherein relevant questions shall be asked by an appropriate panel. Evaluation needs to be shared with the client
Indicative Responsibilities	(1) Serve as Plumber for RDD/ BRDS office. (2) Undertake regular maintenance of Plumbing works in co-operation with the reporting officer at RDD/ BRDS.	

Type of Job	Part Time for 4 hours a Day	
Position No.	A21	
Designation	Electrician	
	Requirement	Means of Verification
Minimum Educational Qualification	(1) Intermediate (12th Standard) Pass (2) Certificate from Govt. recognized ITI / National Council for Vocational Training (NCVT) institute imparting training in Electrician.	Relevant certificate(s) shall be verified by the HR Agency and copies of the certificate(s) shall be retained
Experience	Shall have at least 5 years of electrician experience.	Relevant Testimonial from previous employer(s) including roles performed in them shall be assessed by the HR Agency
Skill Sets	(1) Cheerful Presence, Positive Attitude,	Interview shall be conducted by HR agency wherein relevant questions shall be asked by an appropriate panel. Evaluation needs to be shared with the client
	(2) Ability to work Late Working Hours and during odd hours of the day	
	(3) Ability of comprehend and follow directions.	
Indicative Responsibilities	(1) Serve as electrician for RDD/ BRDS office. (2) Undertake regular maintenance of electrician works in co-operation with the reporting officer at RDD/ BRDS.	
Type of Job	Part Time for 4 hours a Day	

Position No.	A22	
Designation	Catering cum Hygiene supervisor	
	Requirement	Means of Verification
Minimum Educational Qualification	Intermediate (12th Standard) Pass+ 3 years diploma in hotel management.	Relevant certificate(s) shall be verified by the HR Agency and copies of the certificate(s) shall be retained
Experience	Shall have at least 3 years of relevant experience in Hotel Industry.	Relevant Testimonial from previous employer(s) including roles performed in them shall be assessed by the HR Agency
Skill sets	Prepare breakfast, meal, dinner, etc as on required.	Practical shall be conducted by HR agency wherein these skills would be assessed. Evaluation needs to be shared with the client Health check-up report needs to be submitted annually which is not one month old from the date of submission. No infectious disease.
	Serve food and/or beverages to patrons; prepare and serve specialty dishes at tables if required.	
	Cheerful Presence, Positive Attitude, Late Working Hours	
	Ability of comprehend and follow directions.	
Indicative Responsibilities	(1) Prepare food and beverages as required and maintain appliances hef for RDD/ BRDS office (2) Undertake supervision of regular house keeping works in co-operation with the reporting officer at RDD/ BRDS	

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Position No.	A23	
Designation	Catering Assistant	
	Requirement	Means of Verification
Minimum Educational Qualification	Matric (10 th Standard) Pass Catering Management Course from National Open University or similar course	Relevant certificate(s) shall be verified by the HR Agency and copies of the certificate(s) shall be retained
Experience	N.A.	Relevant Testimonial from previous employer(s) including roles performed in them shall be assessed by the HR Agency
Skill sets	Take orders from patrons for food or beverages.	Practical shall be conducted by HR agency wherein these skills would be assessed. Evaluation needs to be shared with the client
	Prepare tables for meals, including setting up items such as linens, silverware, and glassware.	
	Serve food and/or beverages to patrons; prepare and serve specialty dishes at tables as required.	
	Clean tables and/or counters after patrons have finished dining	
	Cheerful Presence, Positive Attitude, Late Working Hours	
	Ability of comprehend and follow directions.	
Indicative Responsibilities	(3) Serve as house keeper for RDD/ BRDS office. (4) Undertake regular house keeping works in co-operation with the reporting officer at RDD/ BRDS.	

Position No.	A24	
Designation	Guards	
	Requirement	Means of Verification
Minimum Educational Qualification	Intermediate (12th Standard) Pass	Relevant certificate(s) shall be verified by the HR Agency and copies of the certificate(s) shall be retained
Experience	Shall have at least 5 years similar experience. Ex serviceman	Relevant Testimonial from previous employer(s) including roles performed in them shall be assessed by the HR Agency
Skill sets	(1) Certificate from recognized institute on security training.	Interview shall be conducted by HR agency wherein relevant questions shall be asked by an appropriate panel. Evaluation needs to be shared with the client
	(2) Shall have local knowledge of locations and directions in Bihar	
	(3) Cheerful Presence, Positive Attitude, Late Working Hours	
	(4) Ability of comprehend and follow directions.	
	(5) Driving under tough rural conditions and rugged terrain.	
Indicative Responsibilities	Guide the visitor(s) to the concerned person in an organization Carry out body search, carry bags and briefcases etc Maintain a log book of visitors Handle and operate firefighting equipments Communicate and address through wireless and public addressing system Operate various security gadgets Exhibit personal hygiene (body, dress) Perform drills Communicate effectively with public/visitor(s). Converse impressively on telephone. Demonstrate desirable etiquettes/manners and exchange greetings/saluting while dealing with others. Demonstrate good interpersonal relations. Exhibit professional ethics.	

Contract for Consulting Services Draft

THIS CONTRACT ("Contract") is entered into this [starting date of assignment] _____ day of _____, 2012, by and between _____ ("the Client") having its principal place of business at _____, and _____ ("the Consultants") having their principal office located at _____.

WHEREAS, the Client wishes to have the Consultants performing the services hereinafter referred to, and

WHEREAS, the Consultants are willing to perform these services,

NOW THEREFORE THE PARTIES hereby agree as follows:

1. Services:

- (i) The Consultants shall perform the services specified in Annex A, "Description of Services" which is made an integral part of this Contract ("the Services").
- (ii) The Consultants shall provide the reports listed in Annex B, "Consultants' Reporting Obligations", within the time periods listed in such Annex, and the personnel listed in Annex C, "Cost Estimate of Services, List of Personnel and Schedule of Rates" to perform the Services.

- (iii) The Client may find it necessary to postpone or cancel the assignment and/or shorten or extend its duration. In such case, every effort will be made to give you, as early as possible, notice of any changes. In the event of termination, the Consultants shall be paid for the services rendered for carrying out the assignment to the date of termination, and the Consultant will provide the Client with any reports or parts thereof, or any other information and documentation gathered under this Contract prior to the date of termination.

2. Term:

The Consultants shall perform the Services during the period commencing _____ and continuing through _____, or any other period as may be subsequently agreed by the parties in writing.

3. Payment:

A. Ceiling:

For services rendered pursuant to Annex A, the Client shall pay the Consultants an amount not to exceed the ceiling of _____ as per details in Annexure C. This amount has been established based on the understanding that it includes all of the Consultant's costs and profits as well as any tax obligations that may be imposed on the Consultants. The payments made under the Contract consist of the Consultants' remuneration as defined in sub-paragraph B below and of the reimbursable expenditures as defined in sub-paragraph C below.

B. Remuneration:

The Client shall pay the Consultants for Services rendered at the rate(s) per man/month spent¹ (OR) per day spent in accordance with the rates agreed and specified in Annex C, "Cost Estimate of Services, List of Personnel and Schedule of Rates".

C. Reimbursable:

The Client shall pay the Consultants for reimbursable expenses, which shall consist of and be limited to:

- (i) normal and customary expenditures for official travel, accommodation, printing, and telephone charges; official travel will be reimbursed at the cost of less than first class travel and will need to be authorized by the Client's coordinator;
- (ii) such other expenses as approved in advance by the Client's coordinator.²

D. Payment Conditions:

Payment shall be made in [*specify currency*], no later than 30 days following submission by the Consultant of invoices in duplicate to the Coordinator designated in paragraph 4.

4. Project Administration:

A. Coordinator:

The Client designates Mr./Ms. _____ as Client's Coordinator; the Coordinator shall be responsible for the coordination of activities under the

¹ Select the applicable rate and delete the others.

² Specific expenses can be added as an item (iii) in paragraph 3 C.

Contract, for receiving and approving invoices for payment, and for acceptance of the deliverables by the Client.

B. Timesheets:

During the course of their work under this Contract, including field work the Consultants' employees providing services under this Contract may be required to complete timesheets or any other document used to identify time spent, as well as expenses incurred, as instructed by the Project Coordinator.

C. Records and Accounts:

The Consultants shall keep accurate and systematic records and accounts in respect of the Services, which will clearly identify all charges and expenses. The Client reserves the right to audit, or to nominate a reputable accounting firm to audit, the Consultant's records relating to amounts claimed under this Contract during its term and any extension, and for a period of three months thereafter.

5. Performance Standard:

The Consultants undertake to perform the Services with the highest standards of professional and ethical competence and integrity. The Consultant shall promptly replace any employees assigned under this Contract that the Client considers unsatisfactory.

6. Confidentiality:

The Consultants shall not, during the term of this Contract and within two years after its expiration, disclose any proprietary or confidential information relating to the Services, this Contract or the Client's business or operations without the prior written consent of the Client.

7. Ownership of Material:

Any studies, reports or other material, graphic, software or otherwise, prepared by the Consultants for the Client under the Contract shall belong and remain the property of the Client. The Consultants may retain a copy of such documents and software; but shall not use them for purposes unrelated to this contract without prior written approval of the Client.

8. Consultants not to be engaged in certain activities:

The Consultants agree that, during the term of this Contract and after its termination, the Consultants and any entity affiliated with the Consultants, shall be disqualified from providing goods, works or services (other than the Services or any continuation thereof) for any project resulting from or closely related to the Services.

9. Insurance:

The (Name of Consultant) will be responsible for appropriate insurance coverage. In this regard, the (Name of Consultant) shall maintain workers compensation, employment liability insurance for their staff on the assignment. The (Name of Consultant) shall also maintain comprehensive general liability insurance, including contractual liability coverage adequate to cover the indemnity of obligation against all damages, costs, and charges and expenses for injury to any person or damage to any property arising out of, or in connection with, the services which result from the fault of the (Name of Consultant) or its staff. The (Name of Consultant) shall provide the (Name of Client) with certification thereof upon request.

10. Assignment:

The Consultants shall not assign this Contract or sub contract or any portion of it without the Client's prior written consent.

11. Law Governing Contract and Languages:

The Contract shall be governed by the laws of Union of India and the language of the Contract shall be English.

12. The (Name of Consultant) shall indemnify and hold harmless the (Name of Client) against any and all claims, demands, and/or judgments of any nature brought against the (Name of Client) arising out of the services by the Consultant and its staff under this Contract. The obligation under this paragraph shall survive the termination of this Contract.

13. Taxes

The (Name of Consultant) shall pay the taxes, duties fee, levies and other impositions levied under the Applicable law and the Client shall perform such duties in this regard to the deduction of such tax as may be lawfully imposed.

14. Dispute Resolution

Any dispute arising out of the Contract, which cannot be amicably settled between the parties, shall be referred to adjudication/ arbitration in accordance with the Arbitration and Conciliation Act, 1996.

FOR THE CLIENT

FOR THE CONSULTANTS

Signed by _____

Signed _____ by

Title: _____

Title: _____

Annexure A – Description of Services

Annexure B – Consultants reporting Obligations

Annexure C – Cost Estimates, List of Personnel & Schedule of Rates