



GOVT. OF ODISHA

OFFICE OF THE COLLECTOR, KANDHAMAL, PHULBANI.

(ST & SC Development Section)

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Tender Call Notice No: 750

Date: 13.02.2019

Tender for Selection of Service Provider

Tender are hereby invited from reputed Recruitment Agencies for Selection of HR Service Providers for hiring human resources by the District Welfare Officer Kandhamal District under Scholarship Management Unit.

The tender document can be downloaded from the District Welfare Officer, Kandhamal's Website www.kandhaml.nic.in commencing 14/02/2019 11.00 AM IST. The last date and time for Submission of Bid-document is 16/03/2019 04.00 PM IST.

For eligibility criteria, scope of work, deliverable and other relevant details please refer the Tender Documents.


Collector
Kandhamal.

Important Dates

Sl. No	Particular	Date
1	Issuance of Tender Documents	<u>14.02.19</u>
2	Last Date and Time for submission of Bid Bids to be submitted at: (Regd & Speed Post Only)	<u>16.03.19</u>
3	Technical Bid Opening	-
4	Financial Bid Opening	-

Memo No. 751 Date. 13.02.2019

Copy to the District Informatics Officer, NIC, Kandhamal for information. He is requested to upload the tender call notice along with other terms and conditions to this tender for wide publicity in the Dist. Website.

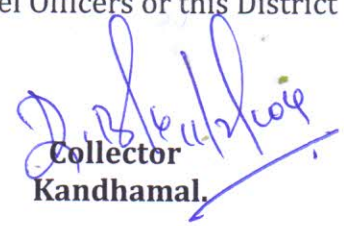
Copy forwarded to the Editor, Sambad & Samaj daily Odiya newspapers and Editor of one English dailynews paper for wide publication of the Tender.

Copy to the District Public Relation Officer, Kandhamal for information and necessary action.


Collector
Kandhamal.

Memo No. 752 Date. 13.02.2019

Copy to Notice Board, Collectorate, Kandhamal/Sub-Collector, Kandhamal & Balliguda/PA, ITDA, Phulbani & Balliguda/All BDOs/All Tahasildars/All Dist. Level Officers or this District for information and wide publicity.


Collector
Kandhamal.

Section- 1 INTRODUCTION

Background & Purpose

Scholarship is one of the important schemes of the ST & SC Development (SSD) Department aimed at incentivizing the parents of disadvantaged ST, SC, OBC & Minority communities for continuation of the education of their wards and thereby accelerating the educational attainment among these disadvantaged communities. Being the Nodal Department, SSD Department is implementing different Scholarship schemes for ST, SC, OBC and Minority students. The scale of the Scholarship Programme is considerably high in the Department with about 20 lakh students being covered under different Pre & Post-matric Scholarship schemes.

The District Level, Scholarship Management Unit will be set up exclusively support the District Welfare Officer (DWO) to manage all aspects of Scholarship programme.

The DWO Kandhamal intends to engage the HR Service Provider at district level, through an open tendering process, which will deploy the qualified and experienced personnel as per the prescribed criteria to this unit. The personnel would be deployed in the District Welfare Office under District Administration.

Section -2 SCOPES OF WORK

The HR Service Provider will be responsible for recruitment, timely placement and management of the deployed human resources as per the criteria/terms detailed in this document. Details of the number of personnel to be deployed, the desired qualification, experience and remuneration rate for each position is given at Annexure A.

The scope of work for the HR Service Provider is as follows:

- IV. Recruitment & deployment of human resources for various positions under the Scheme as detailed in Annexure A.
- V. Payroll Management of human Resources deployed.
- VI. All the statutory compliances like TDS, PF, ESIC, Service Tax etc. shall be done by the successful bidder.

The detailed terms of reference for the Service Provider can be broadly cauterized into flowing two parts:

Part A- Recruitment & Deployment

- Invite applications for the various positions through advertisement in leading print media and all notice board of the district level offices.
- Finalize the selection process and short listing criteria in consultation with the Nodal officer of office of the District Welfare Officer, Kandhamal.
- Screen and shortlist applications and issue of letters for written/practical test/interview as per the agreed selection process.
- Constitute selection committee with representatives from the office of the District Welfare officer and organize selection process.
- Finalize list of candidates with approval of selection committee and Issue offer letters to selected candidates. The list of waitlisted candidates shall also be maintained by the HR Service Provider.

- Ensure checking of the veracity and authenticity of information furnished by the selected candidates. The HR Service Provider should also ensure that the candidates identified should not have any police record/Criminal record against them.
- Conduct orientation of the candidates in consultation with the Office of the District Welfare Officer and ensure deployment.
- Develop an HR policy for management of the human resources deployed.
- The HR Service Provider shall provide the required quality human resources within 45 days from the date of issue of award letter for placement of personnel.

Part B- Human Resources Management.

- Ensure regular payment of monthly remuneration to the deployed personnel through NEFT transfer, as per the rates mentioned. Except the statutory deductions like TDS, no other amount shall be deducted from the fixed remuneration.
- Ensure statutory compliance like EPF, Gratuity, TDS deduction etc. as required by the prevailing norms.
- Provide replacement of personnel in case of vacancies arising during the course of the agreement from the waitlisted candidates.

Other Conditions:

- The day to day work to the deployed personnel will be assigned by the designated officer of the Office of the District Welfare Officer and all the monitoring and reporting aspects of the deployed personnel will be under the control and supervision of the designated officer.
- The office of the District Welfare Officer shall have the right to verify the actual payment made and may request the HR service provider to provide excerpts of the bank statement of the payments made as the proof of payment and if not satisfied shall withhold the payments due to the HR service provider in addition to other legal action.
- In case the Office of the District Welfare Officer is not satisfied with the performance of the deployed personnel or because of indiscipline, may ask the HR service provider in writing, providing the reasons thereof, to withdraw the personnel and provide a replacement.

Section 3- ELIGIBILITY/ QUALIFYING CRITERIA FOR THE HR RECRUITMENT AGENCY

Following are the essential qualifying criteria for the HR Service Provider to technically qualify for the assignment:

- 1 The Bidder shall be incorporated or registered as a Partnership Firms, Private Limited Company, Public Limited Company, or Society/trust since last 5 years. The Incorporation/ Registration certificate should be furnished as documentary proof.
- 2 The bidder should have been a HR Service Provider for at least 3 years. A list of client being served or served in by the bidder must be provided with the Technical Bid in the prescribed format along with documentary proof.
- 3 The bidder should have valid registration under Service Tax Rules, Income Tax, EPFO, ESI Corporation and under Labour Act. The copies of Service Tax Registration Certificate, Permanente Account Number (PAN), Labour registration certificate, EPF registration certificate and ESI registration certificate should be furnished as documentary proof.

