

National Handicapped Finance and Development Corporation
(Dept of Empowerment of PwDs, Ministry of Social Justice and Empowerment)
PHD House, 3rd Floor, 4/2 Siri Institutional Area, August Kranti Marg, New Delhi
Tel : 011-45803730, 45088636

NHF/2/Consultant Empanelment/2015

Date : 07.08.2015

TENDER NOTICE

Sub : *Tender/EOI for empanelment of a firm/agency/consultant by NHFDC for its Categorisation as Mini Ratna Category-II/Schedule B Company, Manpower Planning and Corporate Social responsibility related jobs.*

Sealed tenders/Expression of Interest (EOI) are invited from eligible, experienced and interested firms/consultants for providing aforesaid services to NHFDC. The bidder/interested firms/agencies/consultants should have experience as mentioned in the terms and conditions enclosed.

2. The sealed tenders with separate Technical and Financial bids filled in the specified proforma shall be kept in another sealed envelop. The envelops containing Technical and Financial bid and also the main envelop in which Technical and Financial bids are kept must be superscribed "Tender for Empanelment as consultant for Categorisation as Mini Ratna Category-II/Schedule B Company, Manpower Planning & CSR Related Jobs".

3. The envelop containing Technical and Financial bid shall be submitted in the Office of NHFDC at PHD House, 3rd Floor, 4/2, Siri Institutional Area, August Kranti Marg, New Delhi during office working hours upto 1400 Hrs on **30.10.2015**

The Detail of Terms & Conditions and Scope of Work is given below:-

Categorization- Mini Ratna Category- II and Schedule B

Terms of Reference

- Primary Scope of the project is to consult and provide expertise to National Handicapped Finance and Development Corporation (NHFDC) for its successful categorization as a Miniratna Category-II enterprise and Schedule B Company.
- All activities, including preparation of detailed, self-contained and comprehensive proposal containing all requisite parameters with full justification, for Miniratna – II Categorization and Schedule change followed by presentation to Administrative Ministry, DPE as & when required.
- Any other related work.

Eligibility Norms

- Should have proven and demonstrable experience, expertise and resources in carrying out projects similar in nature.
- The organization should have been in existence for atleast 3 financial years
- The organization should have completed at least one project similar in nature for any CPSE in the past 3 financial years either for schedule change or for Mini Ratna Status.
- No consortium or joint venture of any kind is allowed.
- Organization should have strong technical and management resources.

- Should have a minimum turnover of INR 50 Lakh in the last two financial years (2013-15) Audited Balance Sheet/Income Statement for the last two financial years should be submitted along with RFP.
- The organization should have been associated with at least 20 CPSEs or government institutions.
- The organization should not have been blacklisted by any PSU or Govt. Body.
- The organization should have office in Delhi/NCR.

Selection Procedure

- The agency shall be selected through competitive selection process. The bidding shall be carried out in two stages, technical bid & financial bid.
- The technical qualification of the bidding organization would be decided by the internal evaluation committee as formed by NHFDC
- Financial bids of only those agencies/firms shall be opened which qualify the Technical bids.

Technical Process

- The technical process would consist of a presentation made to the committee as formed by NHFDC, if needed.
- The presentation would comprise of the following topics;
 - About the firm
 - Nature of assignments of the firm
 - Experience of the firm with assignments similar in nature with the project in discussion
 - A copy of presentation should be enclosed with the Technical Bid.

The selection of the bidding party in the technical process would be at the sole discretion of the internal evaluation committee of NHFDC.

Documents required

Eligible agency willing to render service will submit proposal with all the supporting documents for Technical evaluation, as mentioned in the eligibility criteria.

The interested agency/firm shall submit the Technical & Financial Bid separately in two sealed envelopes clearly mentioning (i) Technical or Financial Bid (ii) Name of the Firm (iii) Purpose/Subject

General terms and conditions of the work

The selected Agency will sign a Service Agreement with the Office of NHFDC within 07 days of issuance of the work order, for rendering services. Office of NHFDC reserves the right to reject any proposal without assigning any reason.

The payment schedule for the project would be as follows:

S. No	Milestone	Payment (% of contract value)
1	Signing of the Service Agreement	10 %
2	Approval of the proposal from the administrative ministry	30%
3	On NHFDC being granted the Miniratna- II status	60%

In the event of premature termination of the Agreement prior to the completion of the project, the Bidder shall not be eligible to receive any further communication or payment from the date of termination and liable to refund the payments received from NHFDC.

All disputes or differences, whatsoever, arising between the parties out of or relating to the construction, meaning and operation or effect of this contract or the breach thereof, shall be settled by arbitration in accordance with the rules of arbitration of Indian Council of Arbitration and the award made in pursuance thereof shall be final and binding. The Chairman-cum-Managing Director shall be competent Arbitration Officer for the purpose of this contract.

Manpower Planning

Terms of Reference

- The primary scope of the project is to study, analyse the current manpower of National Handicapped Finance & Development Corporation (NHFDC).
- The scope of the project includes, but not limited to, analysis of the current manpower, future projections, post creation, suggesting modification in existing Related-HR policies, creating new Related-HR policies, preparation of proposals, presentations, etc to be submitted to the administrative ministry of NHFDC, training, implementing the recommended changes, etc.
- The consultant organisation will forecast the additional/future requirement of manpower and preparation of proposal with full justification for submission to NHFDC. This will include requirement of specialised manpower and prescribing the Eligibility Criteria for different level of posts.
- The consultant organization will be involved in every step of the process right from data collection from NHFDC to the presentation of the proposal in the ministry.
- The consultant organization will be responsible for the successful implementation of all the changes that will be mentioned in the report submitted by NHFDC and subsequently approved by the Administrative Ministry.
- The consultant organization shall also include the provision for post creation in NHFDC, for which the presentations and the justification to be presented in the ministry would be prepared by them.

Eligibility Norms

- Organization should have strong technical and management resources.
- Should have a minimum turnover of INR 50 Lakh in the last two financial years (2013-15) Audited Balance Sheet/Income Statement for the last two years should be submitted along with RFP.
- The organization should have been in existence for atleast 3 financial years
- No consortium or joint venture of any kind is allowed
- The organization should have at least one assignment in consulting with a value of not less than INR 15 Lakh.
- The organization should have an experience of providing consulting services to at least one (01) section 25 Public Sector company other than NHFDC.

- The organization should have been associated with at least 20 CPSEs or Government institutions
- The organization should have office in Delhi/NCR
- The organization should not have been blacklisted by any PSU or Govt Body.

Selection Procedure

- The agency shall be selected through competitive selection process. The bidding shall be carried out in two stages, technical bid & financial bid.
- The technical qualification of the bidding organization would be decided by the internal evaluation committee as formed by NHFDC
- Financial bids of only those agencies/firms shall be opened which qualify the Technical bids.

Technical Process

- The technical process would consist of a presentation made to the committee as formed by NHFDC, if needed.
- The presentation would comprise of the following topics;
 - About the firm
 - Nature of assignments of the firm
 - Experience of the firm with assignments done for other CPSEs and government bodies
 - A copy of presentation should be enclosed with the Technical Bid.

The selection of the bidding party in the technical process would be at the sole discretion of the internal evaluation committee of NHFDC.

Documents required

Eligible agency willing to render service will submit proposal with all the supporting documents for Technical evaluation, as mentioned in the eligibility criteria.

The interested agency/firm shall submit the Technical & Financial Bid separately in two sealed envelopes clearly mentioning (i) Technical or Financial Bid (ii) Name of the Firm (iii) Purpose/Subject

General terms and conditions of the work

The selected Agency will sign a Service Agreement with the Office of NHFDC within 07 days of issuance of the work order, for rendering services. Office of NHFDC reserves the right to reject any proposal without assigning any reason.

In the event of premature termination of the Agreement prior to the completion of the project, the Bidder shall not be eligible to receive any further communication or payment from the date of termination.

All disputes or differences, whatsoever, arising between the parties out of or relating to the construction, meaning and operation or effect of this contract or the breach thereof, shall be settled by arbitration in accordance with the rules of arbitration of Indian Council of Arbitration and the award made in pursuance thereof shall be final and binding. The Chairman-cum-Managing Director shall be competent Arbitration Officer for the purpose of this contract.

Corporate Social Responsibility

Terms of Reference

Eligibility Norms

- Organization should have strong technical and management resources.
- Should have a minimum turnover of INR 50 Lakh in the last two financial years (2013-15) Audited Balance Sheet/Income Statement for the last three years should be submitted along with RFP.
- The organization should have worked or are working on providing CSR consulting with atleast 2 CPSEs in at least two of the following areas:
 - Impact assessment studies on CSR
 - Beneficiary studies/Baseline Survey for CSR
 - Project Completion reports on CSR
 - Corporate films on CSR
 - CSR workshop
- The organization should have been in existence for atleast 3 financial years
- No consortium or joint venture of any kind is allowed
- The organization should have atleast 1 assignment similar in nature with a value of more than INR 15 Lakh with a CPSE OR big Corporate.
- The organization should have executed consulting Projects for CPSEs or Government institutions
- The organization should have office in Delhi/NCR
- The organization should not have been blacklisted by any PSU or Govt. Body.

Selection Procedure

- The agency shall be selected through competitive selection process. The bidding shall be carried out in two stages, technical bid & financial bid.
- The technical qualification of the bidding organization would be decided by the internal evaluation committee as formed by NHFDC.
- Financial bids of only those agencies/firms shall be opened which qualify the Technical bids.

Technical Process

- The technical process would consist of a presentation made by the committee as formed by NHFDC, if needed.
- The presentation would comprise of the following topics;
 - About the firm
 - Nature of assignments of the firm
 - Experience of the firm with assignments similar in nature with the project in discussion
 - A copy of presentation should be enclosed with the Technical Bid.

The selection of the bidding party in the technical process would be at the sole discretion of the internal evaluation committee of NHFDC.

Documents required

Eligible agency willing to render service will submit proposal with the supporting documents for Technical evaluation, as mentioned in the eligibility criteria.

The interested agency/firm shall submit the Technical & Financial Bid separately in two sealed envelopes clearly mentioning (i) Technical or Financial Bid (ii) Name of the Firm (iii) Purpose/Subject

General Terms & Conditions

The selected Agency will sign a Service Agreement with the Office of NHFDC within 15 days for rendering services. Office of NHFDC reserves the right to reject any proposal without assigning any reason.

In the event of premature termination of the Agreement prior to the completion of the project, the Bidder shall not be eligible to receive any further communication or payment from the date of termination.

All disputes or differences, whatsoever, arising between the parties out of or relating to the construction, meaning and operation or effect of this contract or the breach thereof, shall be settled by arbitration in accordance with the rules of arbitration of Indian Council of Arbitration and the award made in pursuance thereof shall be final and binding. The Chairman-cum-Managing Director shall be competent Arbitration Officer for the purpose of this contract.
