**MINUTES OF PRE-BID MEEING HELD AT NHSRC ON 12-AUG-14 AT 1500 HRS**

**Tender Reference:** File No.: 05/33/08-NRHM/Vol-3, Dated: 6th August 2014

***“CALL FOR TENDER FROM EXPERIENCED HUMAN RESOURCE (HR) AGENCIES FOR RECRUITMENT SERVICES”***

**List of Attendees:**

Representatives from the agencies;

1. Hero Mind Mine Institute Ltd.
2. M/s. ABC Assessment Services Pvt. Ltd
3. People Strong HR Services Ltd.
4. Randstad India Ltd
5. SPC Management Services Pvt. Ltd.
6. Sahni Management Services.

Representatives from NHSRC;

1. Dr. Dilip Singh Mairembam – Advisor- HRH
2. Mr. Vinit Goklani – Human Resource Manager
3. Mr. Gambhir Jain – Accounts Officer
4. Mr. Sanjoy Sengupta – DGM (DAP / HR) HOD, NHM,UP

**The following points were raised by the Agencies and the decisions arrived at NHSRC office is as under;**

1. **Location for Written Tests:**
* Venue for all written test and interviews will be provided by NHM, UP. The Cost of Venue (Infrastructure, Invigilator and other Operating Cost) shall be borne initially by the HR Agency, which will be reimbursed subsequently by NHSRC. Adequate manpower to be provided by the HR Agency to conduct the Written Test.
* The written test will be conducted by the Agency for all the positions of Accounts, MIS Technical Consultant, Technical Consultant under Maternal Health Cell and positions under DPMU. Computer test will be conducted for Computer Operator position, as mentioned in the Tender document. The written tests / interviews are likely to be conducted on Saturdays and Sundays. The HR Agency is required to ensure the availability of their manpower on Saturdays and Sundays.
1. **Composition of Interview Panel:**
* It was informed to all agencies that approximately 3 or more different interview panels will conduct the interviews and each interview panel shall comprise of minimum 3 members.
* The members of HR Agency will not be on any interview panel but will be managing the entire recruitment process as mentioned in the tender document.
1. **Question Papers for written test:**
* All questions shall be of objective type with multiple answers choice and bilingual (English & Hindi).
* Written test for Accounts shall have questions related to Accounts only.
* HR Agency to use OMR sheets for DPMU written test and for other written tests, if required.
1. **Shortlisting of Applications/ Resumes:**
* The shortlisting of applications/ resumes is to be done as per the Terms of Reference (ToR) and as per the reservations policy of the State.
1. **Receipt of Applications:**
* It will be the responsibility of the HR Agency to collect the applications from the Post Office, making the computerised database and preserving the envelopes received.
1. **Travelling Allowance (TA) to Candidates:**
* No Travelling Allowance (TA) shall be provided to candidates appearing for Written Test or Interview.
1. **Tender Fee:**
* The interested HR Agencies applying for the Tender shall have to pay a Fee of Rs. 500/- to NHSRC through Demand Draft drawn on Nationalised Commercial bank, in favor of “National Health Systems Resource Centre” and payable at “New Delhi”, as mentioned in the Tender document.
1. **Reimbursement to HR Agency:**
* The HR Agency will get reimbursed as per the schedule mentioned in the Annexure XI of Tender document.
1. **Recruitment Advertisement and ToR release:**
* The advertisement for all posts will be published by NHSRC in the newspapers.
1. **Local office of HR Agency in Lucknow:**
* It was informed to the Agencies that during the time of recruitment, the Agency needs to set up an office in Lucknow for administrative purposes.
1. **Communication to the shortlisted candidates:**
* The HR Agency shall be responsible to send call letters minimum 14 days in advance to the short listed candidates. The call letters will be sent through speed post/registered post and e-mail. The Agency is also required to inform candidates via SMS and call each candidate. The arrangement for mobile connection will be done by the HR Agency.
1. **Amendments made in the Tender Document**:

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| **Clause/ Para/ Annexure** | **Existing** | **Read as** |
| **Annexure II (Tentative Schedule of Activities / Time Frame), Point No. 8. (Submission of Interview Results)** | Completion Date: 10-Nov-15 | Completion Date: 25-Nov-14 |