

NATIONAL HEALTH SYSTEMS RESOURCE CENTRE (NHSRC)
Technical Support Institution to the National Health Mission (NHM), MoHFW, Govt. of India
NIHFW Campus, Baba Gangnath Marg
Munirka, New Delhi-110067

File No.: NHSRC/21-22/HRH/43-Pt II

Date: 27 July 2022

EXPRESSION OF INTEREST FROM HR RECRUITMENT AGENCIES FOR EMPANELMENT AS AGENCIES FOR SELECTING PERSONNEL FOR NATIONAL AND STATE / U.T. /DISTRICT HEALTH MISSIONS/ NHSRC

PART-I: GENERAL TERMS

The National Health Systems Resource Centre (NHSRC) on behalf of the National Health Mission (NHM), Ministry of Health & Family Welfare (MoHFW), Government of India invites 'Letters for Expression of Interest' from qualified and experienced HR Recruitment Agencies who wish to be empanelled to provide "Assistance to National and State & UT/District Health Missions/ NHSRC for selection of contractual personnel under the National Health Mission (NHM)". **"HR Recruitment Agencies" shall mean only "Registered Organizations/ Firms and Companies"**.

HR recruitment shall mean HR recruitment Agency or Agencies, as may be the context.

The objective of this call for Expression of Interest is to empanel competent HR Recruitment Agencies, which the National, State/Union Territory/District Health Missions/NHSRC could engage. The list of empanelled HR Recruitment Agencies will be communicated to the States and Union Territories. Depending on their recruitment needs, the States/ Union Territories/District/NHSRC will request these empanelled agencies for financial bids, as and when required.

Detailed eligibility & other criteria are listed in the EOI document available at NHSRC website www.nhsrcindia.org and NHM website www.nhm.gov.in. The agencies fulfilling the requisite criteria are required to submit their EOI as per the timelines detailed in the table below. This EOI does not constitute an offer and is issued with no guarantee for any definite volume of work or any particular service at any time or throughout the period of empanelment. NHSRC/MoHFW reserves the right to modify, expand, restrict, scrap, refloat or cancel the EOI at any stage without assigning any reasons. Responses received after the stipulated time period or not in accordance with the specified format will not be considered.

Interested agencies fulfilling the eligibility criteria may download EOI complete document and forms from website www.nhsrcindia.org or www.nhm.gov.in.

1.	Beginning of EOI document download/Sale date/time	27 July 2022, 1100 Hrs
2.	Pre evaluation meeting date/time	08 August 2022, 1500 Hrs
3.	Last date and time for receipt of bids	16 August 2022, 1400 Hrs
4.	Date and time for opening of Prequalification-cum-technical bid	17 August 2022, 1500 Hrs
5.	Service to be provided	Selection of HR under National / State / UT Health Missions / NHSRC
6.	Period / Extension of empanelment	Two years from the date of empanelment with an option of extension for a maximum of two years at a time, subject to provision of satisfactory services and at the sole discretion of NHSRC/MoHFW.
7.	Validity of EOI offers	180 days from date of opening of technical bid.
8.	Bid Security (EMD)	As per the recent directives of the Government, there will be no Earnest Money Deposit (EMD) required for this EOI

Principal Administrative Officer
National Health Systems Resource Centre, New Delhi

PART-II: BACKGROUND

1. OBJECTIVE

The overall objective of empanelment is to facilitate and speed up the recruitment of the right kind of skilled and motivated Human Resource in the States/UTs/Districts/NHSRC/MoHFW in a transparent and unbiased manner so as to strengthen the public health systems.

2. SERVICES TO BE PROVIDED

Health care service provision includes the critical component of competent and dedicated health Human Resources, for which an appropriate/stringent selection process needs to be followed. For this, assistance of professional agencies would help streamlining the process and achieving transparency and objectivity. Selection process involves activities starting from Preparation for Vacancy Advertisement, Creation and Maintenance of Computerized Database of applications received, Screening of applications and Shortlisting them as per Terms Of Reference (TOR) / Pre-set Criteria and District/State/GoI Reservation Policy, Issuing Call Letters for Written Test or / and Online Computer Test (as applicable) and Interview, Pre-Examination arrangements, Venue finalization, Setting up of Question Papers, Conduct Written Test (Online/Offline), Skill Assessment, Group Discussion & Interview, Evaluation of Answer Sheets, Preparation and submission of final results, preservation of records. and development of Vacancy Management System. The written test (Online/Offline), skill assessment, group discussion & interview may be conducted at multiple places, if required.

Personnel to be recruited under NHM can be at National/NHSRC, State, District, Block and Facility level broadly encompassing the following categories:

- a) Clinical Care Providers: Specialists, Medical Doctors, Staff Nurse, Dentists, ANMs, MPW (M) etc.
- b) Support Staff (Technical): Lab Technicians, Pharmacists, OT Assistants, Radiographers, Counselors and any other similar positions.
- c) Program Management Staff under different health programs: Program Managers, Finance Managers, Accounts Manager, HR Manager, Program Consultants, Data Analysts, Administrative Staff and any other similar positions.
- d) Any other positions identified by Districts/States/UTs Mission/NHSRC.

3. SCOPE OF WORK FOR HR SELECTION

The deliverables include

- 3.1. Draft and finalize an attractive short advertisement in English and Local Language of the concerned State / UT/ District for selection in consultation with them to be published by National /State / UT / District Health Missions or NHSRC, as the case may be. Also facilitate in sharing an expanded version of the advertisement on job searching site / social media/Website of NHM & HR Agency/ Internal circulation with member of HR agency Applicant Database / various concerned educational Institutions etc. for the broader dissemination of advertisement
- 3.2. Develop Application Form and other templates online (especially for the large vacancy)/offline (if vacancy is very less in number)
- 3.3. Collect the applications of all the candidates through internet (online) or any other mode depending on the number of post and expected number of applicant), as may be required by National / State / UT/District Health Missions or NHSRC, as the case may be.
- 3.4. Scrutinize the applications and create computerized database of all the information mentioned in application forms of the candidates and attached documents.
- 3.5. Screening and scrutiny of applications will be done through the automated process with the help of IT to minimized the human interference and should strictly follow the selection criteria or norms/Terms of Reference (TOR), etc. mentioned as per the advertisement. Preparing list of candidates who would be called for written test/Skill or competency based Assessment/Other Tests/interview, walk-in interviews, along with Documentation of the reason/cut-off for each round in consultation with the National/State/UT/District Health Mission/NHSRC.
- 3.6. Issue call letters to the candidates to appear for Written Test (offline or online)/ Skill Assessment / Online or offline Computer Test/ Group Discussion (as applicable) and interview, through online E-amit Card/speed post/registered post/SMS/ telephone/ e-mail as may be required by National or State/ UT Health/District Missions/NHSRC, as the case may be.
- 3.7. Venue for conducting Written Test (online i.e. Computer based written test or offline), Skill Test/ Online or Offline Computer Test, Interview and Group Discussion in consultation with concerned State/UT/District Health Mission.

- 3.8. Areas of assessment (strictly based on TORs of advertised posts) to be covered in objective type bilingual question papers will be decided in consultation with National/State/UT/District Health Missions or NHSRC, as the case may be. Finalization of question papers, confidentiality, custody and dispatch of the question papers, OMR answer sheets & other related arrangements for smooth conduct of written test (offline or online)/ skill Test/online or offline Computer Test (as applicable) will be the responsibility of the Recruitment Agency.
- 3.9. All necessary arrangements for conducting competency/skills test are to be made in consultation with the National/State/UT/District Health Mission/ NHSRC (as applicable). The Agency will liaise with relevant officials to facilitate the process, as per requirement.
- 3.10. Attendance, Registration Process, Videography or Photography of the entire written/skill test/online /offline computer test, Group Discussion etc. and Documents verification of candidates.
- 3.11. Evaluation of Answer sheet by OMR as far as possible to ensure transparency or manually & preparation of state/GoI reservation category wise merit lists, as the case may be, in the required formats, maintaining sanctity and confidentiality of the entire process.
- 3.12. Preparation of Scoring Sheets and organizing Interviews under the guidance of National/State/UT/District Health Mission/NHSRC.
- 3.13. Preparation of Final Results based on criteria as may be required by National/State/UT/District Health Missions or NHSRC, as the case may be, including, inter-alia, reservation, preference of posting opted by candidate as per the advertisement norm, as the case may be.
- 3.14. Preservation of all the applications, with testimonials, videography or photography and other documents, received during the selection process, upto three months after completion of the selection process. Confidentiality of the documents should be maintained. These documents will be submitted to National/State/UT/District Health Missions or NHSRC, as the case may be, as and when required by them or at the end of three months after completion of selection process.
- 3.15. Facilitate in adopting innovative strategies/approaches or strengthening existing strategy of the concerned Mission in conducting recruitment of positions having large vacancies e.g. Specialist /Medical Doctor-MBBS or any other positions.
- 3.16. Establish online monitoring system for the real time monitoring of the vacancy status and various steps of recruitment process. Create a dashboard to monitor such aspects (especially for the large number of vacancies).
- 3.17. Facilitate in developing various Standard Operating Protocol for conducting recruitment and establish a robust system to support the State/UT/District
- 3.18. Any other activity connected with the specific selection assignment.

All the deliverables mentioned in Section 3 have to be carried out in consultation with National/State/UT/District Health Mission/NHSRC, as the case may be. The Recruitment Agency would at all times conduct the activities with transparency and objectivity.

PART-III: BIDDING TERMS AND PRE-QUALIFICATION CRITERIA

4. SELECTION OF SUCCESSFUL BIDDERS FOR EMPANELMENT (HR Recruitment Agency) The successful bidders would be empanelled based on their technical scores.

5. GENERAL INSTRUCTIONS

- 5.1. Interested agencies can send their duly completed EOI on or before 16 August 2022, 1400 Hrs. at the following address in person or by registered/speed post or courier to:

**The Principal Administrative Officer
National Health Systems Resource Centre
NIHFW Campus, Baba Gang Nath Marg
Munirka, New Delhi - 110067**

- 5.2. The EOI should be submitted strictly as per prescribed format along with documents in support of information submitted therein by the responding HR Recruitment Agency. EOI received after the stipulated time period or not in accordance with the specified format will be summarily rejected as non-responsive. Delivery of the responses along with documents against the EOI at the above address will be the sole responsibility of the responding Agency.

6. SUBMISSION OF EOI

- 6.1. The EOI duly signed by the authorized person in **blue/black ink** on every page including annexures/ appendices shall be submitted in a sealed envelope clearly marked: "Empanelment of HR Recruitment Agencies for NHM". All the relevant documents shall be enclosed with the Technical EOI.

- 6.2. A duly authorized representative of the HR Recruitment Agency should sign the EOI. It shall be certified that the person signing the EOI is empowered to do so on behalf of the Agency. A copy of the Memorandum and Articles of Association of the Agency shall be attached to the EOI.
- 6.3. The Expression of Interest should be submitted with two printed copies of the entire EOI, one marked 'ORIGINAL' and the second one as 'DUPLICATE'.
- 6.4. The Agency shall fill in the EOI neatly and accurately. Any corrections or overwriting would render the EOI invalid.
- 6.5. Conditional offers/ offers that are not in conformity to the prescribed document will be summarily rejected as non-responsive.

7. PRE-QUALIFICATION MEETING

A Pre-Qualification meeting will be held on 08 August 2022, 1500 Hrs at NHSRC to discuss the EOI and clarify doubts (if any) to potential agencies. Based on discussions held during the pre- Qualification meeting, amendments/clarifications (if any) in the EOI Document will be uploaded on the NHSRC website www.nhsrcindia.org. Bidders are requested to visit our website on regular basis for updates in this regard.

8. E.O.I. EVALUATION

- 8.1. The EOIs will be opened on 17 August 2022, 1500 Hrs at the address given above and the HR Recruitment Agencies are at liberty to be present personally or through their authorized representative (1 representative per bidder) at the time of opening of the EOIs. In case it is declared a holiday, the EOI will be opened at the same time on the next working day.
- 8.2. The Evaluation Committee appointed by MoHFW shall evaluate the EOIs as per criteria of the EOI document. NHSRC on behalf of NHM, MoHFW will empanel the Technically Qualified HR Recruitment Agencies whose bid has been determined to be substantially responsive to the EOI document. For HR agencies that meet the technical criteria for empanelment, MOHFW/NHSRC shall be at liberty to visit and inspect the premises of HR recruitment agency with adequate notice given to Chief Executive of HR agency prior to / after empanelment.
- 8.3. The technically qualified agencies will be empanelled for a period of Two Years. The Empanelment may be extended for further period of Two Years at a time, subject to provision of satisfactory services and at the sole discretion of NHSRC/MoHFW.

9. EMPANELMENT PROCESS

- 9.1. The HR Recruitment Agency will be empanelled, by conveying acceptance of their EOI by NHSRC through registered / speed post / courier. The names of agency will be uploaded on MoHFW and NHSRC website.
- 9.2. All the terms and conditions as stated in the EOI documents and Appendices would constitute the terms of agreement between HR agency on one part and NHSRC on the other part.
- 9.3. The list of Empanelled HR Recruitment Agencies will be communicated to the States and Union Territories. Depending on their recruitment needs, the States/Union Territories/District NHSRC will request these empanelled agencies for financial bids, as and when required.
- 9.4. Final selection of agencies and awarding contracts for their recruitment/HR selection needs will be decided by Health Missions of respective States/Union Territories/District or NHSRC, as the case may be.

10. TECHNICAL CRITERIA FOR RECRUITMENT AGENCIES

- 10.1. The HR Recruitment Agency (Registered firm or incorporated under the Companies Act), with the business, inter-alia of providing HR selection services is eligible to participate in the empanelment. The certificate of incorporation is to be submitted along with the response.
- 10.2. The Agency should have a minimum of 3 (Three) years of experience of successfully conducting recruitment (both offline and online) and placement of similar professionals as mentioned in paragraph 1 of this document (attach supportive documents), including selection activities for Government sector/ PSUs, during last five years. The work order and post- completion certificate will suffice as supportive documents.
- 10.3. The agency should have conducted at least 3 (Three) recruitment projects in last five years for PSUs/Govt./multilateral agency/ UN agency, out of which 1 (one) must be for PSUs/Govt. sector - (attach supportive documents). The total number of applications processed should have been – 500 or more per recruitment projects and at least 1000 applications processed for at least one recruitment project in last five years, out of which 1 (one) must be for PSUs/Govt. sector. (Attach supportive documents containing number of positions advertised/applications processed/

professional successfully recruited). The work order and post- completion certificate will suffice as supportive documents. If the agency cannot provide this, NHSRC will rely on self-declaration. NHSRC reserves the right to validate such self-declaration and reject the EoI of the agency, if found untrue/ not valid.

- 10.4. The Agency should have at least 3 (Three) Recruitment Process Experts (with at least 3-5 years of relevant experience – engaged on agency’s payroll and have worked for similar assignments undertaken in last three years) on their permanent rolls (The profile of the Recruitment Experts should be enclosed) and a pool of empanelled specialists (whose services had been hired for recruitment at least once in similar nature of projects in last five years), on their panel, who should have accepted to be on the panel of the agency. Copy of their acceptance should be submitted along with the EOI. At least 3 of the empanelled specialists should have been involved at least once in designing and conducting recruitment in last five years. Self-declaration by the agency that they are on the rolls, have worked on the assignments and copy of their acceptance would suffice as supportive documents.
- 10.5. The agency must meet the minimum benchmark for each sub criteria as specified in **Annexure-VII** in order to qualify for empanelment and submit Annexure-VII-A i.e. summary on technical evaluation criteria (if not submitted will disqualify for technical evaluation).
- 10.6. The Agency should not have been debarred or blacklisted by any Govt. sector/ PSUs/ bilateral and multilateral or UN agency, for handling recruitment process ever in the past. A certificate to this effect is to be submitted by the Agency duly signed by the Authorized person.
- 10.7. The HR Recruitment Agency should have a minimum turnover of Rs. 50 (Fifty) Lacs in three out of last five financial years. Audited financial statement for last three years should be submitted along with the technical EOI. In case segment wise result is not mentioned in the audited financial statement, a certificate to this effect may be enclosed from Company’s Chartered Accountant.
- 10.8. The Agency should have PAN, Goods and Service Tax registration (GST) and registration under applicable laws and should submit copies of the same. Consortium bidding to fulfil the eligibility criteria of this EOI shall not be allowed at any stage.
- 10.9. The Agency should submit satisfactory performance report/letter from their client in PSUs/ Govt. Sector as per the format enclosed at **(Annexure: II)**. The work order and post- completion certificate, certificate from statutory auditor, continuous services for more than a year and repeat engagements by the same client etc. will suffice.

11. VOLUME OF WORK

The objective of this EOI is solely to empanel competent HR Recruitment Agenc(ies). NHSRC/MoHFW does not; therefore, guarantee any definite volume of work or any particular service at any time or throughout the period of empanelment. It will be at the sole discretion of National and State & UT/District Health Missions/ NHSRC to engage the agency for HR selection, as and when required.

12. INDEMNITY

The HR Recruitment Agency shall keep indemnified and hold harmless, MoHFW, NHSRC, State/UT/District Health Missions and their Officials from and against all and any claims, demands, losses, damages, penalties, expenses and proceedings connected with the implementation of this empanelment or arising from any breach or non-compliance whatsoever by the HR Recruitment Agency or any of the persons deployed by it pursuant hereto of or in relation to any such matter as aforesaid or otherwise arising from any act or omission on their part, whether wilful or not, and whether within or without the premises.

13. EARNEST MONEY DEPOSIT

As per the recent directives of the Government, there will be no Earnest Money Deposit (EMD) required for this EoI, but signed **Bid Security Declaration** Form (as per **Annexure VI**) must be submitted along with all required document.

14. OTHER TERMS AND CONDITIONS

- 14.1. Rights to the content of the EOI – For all the EOIs received before the last date and time of EOI submission, the EOIs and accompanying documentations of the Pre-qualification EOI will become the property of the NHSRC and will not be returned after opening of the pre-qualification EOIs. NHSRC has right to use or disclose any or all of the information contained in the EOI and can do so without any compensation to the responding Agency.
- 14.2. Acknowledgement of understanding of terms – By submitting an EOI, each bidder shall be deemed to acknowledge that it has carefully read and understood all sections of this EOI documents,

including all forms, schedules and annexures hereto, and has fully informed itself of all existing conditions and limitations.

- 14.3. Any changes in the terms of the document can only be made in writing and by mutual agreement. This Empanelment, its meaning and interpretation, and the relation between the Parties shall be governed by the laws of India for the time being in force.
- 14.4. Any notice, request, or consent made pursuant to this Empanelment shall be in writing and shall be deemed to have been made when delivered in person or sent by registered/speed post/courier to an authorized representative of the Party.
- 14.5. The Services shall be performed at such locations as specified by National/State/UT/District Health Missions or NHSRC, as the case may be, from time to time.
- 14.6. Any action required or permitted to be taken, and any document required or permitted to be executed, under this empanelment by NHSRC/MoHFW or the HR Recruitment Agency, may be taken or executed by the officials authorized in this regard.

15. COMMENCEMENT, COMPLETION, MODIFICATION, AND DE-EMPANELMENT

- 15.1. This empanelment shall come into effect from the date of issuance of letter of empanelment by NHSRC on behalf of NHM, MoHFW.
 - 15.1.1.1. **Provision of Services:** The empanelled Agency will provide HR selection services to National, State, UT Health Missions and NHSRC, as the case may be, as per terms and conditions of the contract to be entered between the agency and the National/State/UT/District Health Missions or NHSRC, as the case may be.
 - 15.1.1.2. **Expiration of Empanelment:** Unless terminated earlier, this period of empanelment shall expire at the end of such time period after the effective date as specified in the letter of acceptance. In case the recruitment process is not completed within the contract period, the contract may be extended by the parties, based on mutual consent, at the same rates.
 - 15.1.1.3. **Sub-contracting:** The HR Recruitment Agency shall not sublet, transfer or assign the empanelment or any part thereof to any other party. In the event of the HR Recruitment Agency contravening this condition, NHSRC shall be entitled to terminate the empanelment forthwith. The State/UT/District Health Missions or NHSRC, as the case may be, will cancel the contract and get the work (assigned to such agency, if any) done through other party at the risk & cost of the HR Recruitment Agency. Contravention of this condition entitled the NHSRC to de-empanel the agency. NHSRC/ MoHFW may also reserve the right to take punitive actions, as appropriate.

15.1.2. De-empanelment

- 15.1.2.1. **By NHSRC:**NHSRC on behalf of NHM, MoHFW may de-empanel, by not less than Seven (7) days written notice of termination to the HR Recruitment Agency, to be given after the occurrence of any of the events specified below in clauses (15.1.2.1.1) through (15.1.2.1.6):
 - 15.1.2.1.1. If the HR Recruitment Agency commits breach of empanelment or do not remedy/rectify a failure in the performance of their obligations under the Empanelment.
 - 15.1.2.1.2. If the HR Recruitment Agency become insolvent or bankrupt;
 - 15.1.2.1.3. If the HR Recruitment Agency is unable to perform a material portion of the Services for a period of not less than Seven (7) days; or (The clause would be applicable if the inability to perform is due to reasons that are in the domain of the agency. Administrative delay on part of the State or any unforeseen circumstances like the pandemic are not counted as reasons on which agency has control. However, it is expected that the agency will make adequate arrangements together with the State to overcome the challenges and complete the recruitment).
 - 15.1.2.1.4. If NHSRC/MoHFW, in its sole discretion, decides to decommission the panel in entirety or any agency at any stage.
 - 15.1.2.1.5. In the event of a report of unsatisfactory service from the Government/Health Mission of State/UT/District or NHSRC, after taking into consideration any other fact as may be relevant, on a case-to-case basis.
 - 15.1.2.1.6. In the event of violation of any of the terms & conditions of empanelment by the agency.
 - 15.1.2.1.7. In all such cases of de-empanelment, vide para 15.1.2.1 blacklisting of HR Recruitment Agency will be for a period of 3 years, except vide clause no. 15.1.2.1.4.
- 15.1.2.2. **By HR Recruitment Agency:** The HR Recruitment Agency may terminate the empanelment, by not less than Thirty (30) days' written notice to NHSRC, provided no HR selection process is in progress/pending with Government/Health Mission of any State/UT/District or NHSRC.

16. OBLIGATIONS OF THE HR RECRUITMENT AGENCY

- 16.1. The HR Recruitment Agency shall perform the services, as agreed to between the agency and the Government/Health Mission of State/UT/District or NHSRC and carry out their obligations with all honesty, due diligence, efficiency, and economy in accordance with generally accepted professional techniques and practices, and shall observe sound management practices, and employ appropriate technology and fair methods. The HR Recruitment Agency shall always act, in respect of any matter relating to this Empanelment or to the Services, as faithful advisers to National/ State & UT/District Health Missions and NHSRC, and shall at all times support and safeguard National/State & UT/District Health Missions and NHSRC's legitimate interests in any dealings with the third parties.
- 16.2. Except the amount paid by National/State/UT/District Health Mission/NHSRC for the HR selection related work under the contract awarded, the HR Recruitment Agency shall not accept, for their own benefit, any trade commission, discount, or similar payment or any other benefits in connection with activities of HR selection under the Empanelment, and the HR Recruitment Agency shall use their best efforts to ensure that their personnel or agents too shall not receive any such payment/benefit.
- 16.3. Neither the HR Recruitment Agency nor their Personnel shall engage, either directly or indirectly, in any such activities which conflicts with their role under the assignment.
- 16.4. The HR Recruitment Agency will notify the National/State/UT/District Health Mission/NHSRC forthwith if any relative of the any key managerial personnel of the company or any Recruitment Process Specialist or any member of the Panel of Advisors is recommended for selection. For this purpose, the definition of key managerial personnel in Companies Act 2013 will apply.
- 16.5. **Confidentiality and Non-disclosure Agreement:** The HR Recruitment Agency shall not, without prior written approval of NHSRC/MoHFW, at any time divulge or disclose to any agency/person or use for any purpose unconnected with the implementation of the assignment, any information concerning the assignment, the services, Proprietary Material except to their respective officers, directors, employers, agents, representatives and professional advisors on a need to know basis or as may be required by any law, rule, regulation or any judicial process.
This Clause shall not apply to information:
 - 16.5.1. Already in the public domain, otherwise than by breach of this Agreement.
 - 16.5.2. Already in the possession of the receiving Party before it was received from the other Party in connection with this EOI and which was not obtained under any obligation of confidentiality; or
 - 16.5.3. Obtained from a third Person who is free to divulge the same and which was not obtained under any obligation of confidentiality
- 16.6. Production of document/information to statutory bodies can only be undertaken as required by law.
- 16.7. Documents submitted by the HR Recruitment Agency along with EoI to be the Property of NHSRC on behalf of NHM, MoHFW. All plans, charts, specifications, designs, videos, photographs, reports, and other documents and softcopies submitted by the HR Recruitment Agency shall become and remain the property of National / State / UT/District Health Missions or NHSRC, as the case may be. The HR Recruitment Agency may retain a copy of such documents, for future use.
- 16.8. **Removal and/or Substitution of Personnel:** HR Recruitment Agency should ensure the conduct of its personnel such that it did not affect the reputation and credibility of process. In any such case, NHSRC/MoHFW/States reserve the right to de-empanel and blacklist the HR Recruitment Agency, as appropriate.
- 16.9. The empanelled HR agency would submit a report to NHSRC twice in a year i.e. half yearly basis on (1) States/UTs/Districts who contacted or asked for bid, (2) about the recruitment undertaken and (3) turned down.

17. OBLIGATIONS OF THE NATIONAL/ STATE / UT /District HEALTH MISSIONS AND NHSRC

- 17.1. MoHFW or National/State/ UT/District Health Mission or NHSRC, as the case may be, shall provide the HR Recruitment Agency such reasonable cooperation as may be required in order to carry out the assignment.

18. PAYMENTS TO THE HR RECRUITMENT AGENCY

- 18.1. The HR Recruitment Agency will be paid at the rates and in accordance with the terms & conditions as agreed to between the agency and the Government/Health Mission of the respective State/UT/District or NHSRC, as the case may be.

19. CORRUPT OR FRAUDULENT PRACTICES

- 19.1. NHSRC and MoHFW expect the highest standard of transparency, integrity and ethics from the agencies under this EoI. It would not indulge in any practice such as etc. which is against the interests of the MoHFW or National/State/UT/District Health Mission or NHSRC.
- 19.2. It is further provided that NHSRC will reject the EOI, blacklist the HR Recruitment Agency for a period of 3 years if it is found that the HR Recruitment Agency has engaged in any untoward practice(s) which compromises the interests of the MoHFW or National/State/UT/District Health Mission or NHSRC or/and is against the laws of the land or/and corrupt, fraudulent, collusive and coercive.
- 19.3. Till the period of empanelment, HR Recruitment Agency will submit the financial documents/audited statements duly signed by Chartered Accountant. MOHFW/NHSRC reserves the right to call for the documents from the HR Recruitment Agency for quality check at any point in time.

20. SCOPE OF SERVICE

In performing the terms & conditions under the empanelment, the HR Recruitment Agency shall at all times act as an Independent HR Recruitment Agency. The empanelment does not in any way create a relationship of principal and agent between NHSRC and the HR Recruitment Agency. The HR Recruitment Agency shall not act or attempt or represent itself as an agent of NHSRC/MoHFW/State & UT/District Health Governments/Missions. The employees of the HR Recruitment Agency shall never, under any circumstances whatsoever, be entitled to claim to be the employees of the NHSRC/MoHFW/State/UT/ District Health Mission.

21. ARBITRATION

All disputes, if any, arising during the empanelment process shall be resolved by arbitration. The arbitration shall be conducted in English language and the venue of arbitration shall be in New Delhi. The sole arbitrator will be appointed by Executive Director NHSRC, whose decision in this regard will be final & binding.

22. JURISDICTION

The parties hereby irrevocably consent to the sole jurisdiction of the Courts of Delhi only, in connection with any actions or proceedings arising out of or in relation to this EOI.

**FORMAT FOR SUBMITTING TECHNICAL EOI BY HR RECRUITMENT AGENCIES
(To be submitted on Agency's letterhead under signature of the authorized person)**

To,

**Principal Administrative Officer
National Health Systems Resource Centre (NHSRC)
NIHFW Campus, Baba Gangnath Marg,
Munirka, New Delhi - 110067**

Dear Sir,

I/We, _____, hereby submit that the information submitted are correct to the best of my/our knowledge & belief. My/Our Agency has not been debarred by any Govt. sector /PSUs/ multilateral agency/ UN agency for handling HR selection process in last 5 years. In case of any information/documents found to be false, fake or incorrect, MoHFW/ State & UT /District Health Missions and NHSRC is free to take action against my/our Agency as deemed fit by them.

I/we hereby declare that during the currency of the empanelment of my agency, I/we will not engage in any activity that may conflict with the terms and conditions of the current EOI.

(Signature of Authorized person with seal)

Date:

Place

Note: A signed copy of the EOI documents as acceptance of all terms and conditions of the EOI is to be enclosed along with technical EOI.

Attached herewith:

1. Agency Details
 - a) Executive Summary of the Agency
 - b) Name of the Recruitment Agency, Address with telephone and Fax no.
 - c) Profile of the CEO of the Agency
 - d) Details of registration/ incorporation under Companies Act (Attach Memorandum & Article of Association, Certificate of Incorporation)
 - e) Organization structure with location details in India and human resource details.
 - f) Annual turnover of last three financial year (audited financial statement of last 3 years to be enclosed)
 - g) PAN No. (attach documentary evidence)(Self-attestation with stamp will be suffice)
 - h) GST No. (attach documentary evidence) (Self-attestation with stamp will be suffice)
 - i) Nos. of Recruitment Experts on the permanent roll and panel of the Agency (Enclose profile of at least 3 Recruitment Experts)
 - j) Number of specialist -- who have been empanelled by the HR agency in last 5 years (enclose profile of at least 5 such specialist and their willingness to be on the panel)
2. Details of recruitment/selection services provided in PSUs/Govt. sector / bilateral and multilateral UN agency during last five years (Attach supportive documents-number of positions advertised/applications processed/ professional successfully recruited and placed)
3. Satisfactory performance reports from clients from Govt. sector/ PSUs/ bilateral and multilateral UN agency on letterhead (**Annexure: II**)
4. Representative Authorization Letter (Attach documents) (**Annexure: III**)
5. Self declaration (**Annexure: IV**)
6. Acceptance of terms & Conditions mentioned in the EOI (**Annexure: V**)
7. Bid Security Declaration (**Annexure: VI**)

Certificate of Satisfactory Services

To Whomsoever It May Concern

This is to certify that (Name of the agency) has conducted HR selection assignment for (type/level of positions) , (Numbers of applications processed / positions recruited) dated(dd/mm/yy) which included (Advertisement/short-listing/evaluation/result-declaration/any other services).....

We can confirm that the services provided to us were satisfactory.

Official stamp
Date:

Signature of Competent Authority
Full Name:
Name of the Company:
Designation:
Contact details:
Email id:

Representative Authorization Letter

To,

**Principal Administrative Officer
National Health Systems Resource Centre (NHSRC)
NIHFW Campus, Baba Gangnath Marg,
Munirka, New Delhi - 110067**

Sir,

Ms. /Mr. _____ is hereby authorized to sign relevant documents on behalf of the Agency in dealing with invitation reference No. _____, Dt: _____. S/He is also authorized to attend meetings and submit general & commercial information as may be required by you in the course of processing above said application.

Thanking you,

Authorized Signatory

Representative Signature _____

Self Declaration

To,

**Principal Administrative Officer
National Health Systems Resource Centre (NHSRC)
NIHFW Campus, Baba Gangnath Marg,
Munirka, New Delhi - 110067**

Sir,

In response to the invitation No. _____, Dt: _____. Of Ref. Ms. /Mr. _____, as a _____, I / We hereby declare that our Agency _____ is having unblemished past record and was not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any Govt./PSU.

Signature of witness

Date:

Place:

Signature of the Bidder

Date:

Place:

Company Seal

Acceptance of terms & Conditions mentioned in the EOI

To,

**Principal Administrative Officer
National Health Systems Resource Centre (NHSRC)
NIHFW Campus, Baba Gangnath Marg,
Munirka, New Delhi - 110067**

Sir,

I have carefully gone through the Terms & Conditions contained in the EOI Document No.....
..... dated regarding preparation of panel for **National, State &
UT/District Health Missions/NHSRC for selection of contractual staff under the National Health
Mission (NHM).**

I declare that all the provisions of this EOI Document are acceptable to my Agency. I further
certify that I am an authorized signatory of my Agency, therefore, competent to make this declaration.

Signature of witness

Date:

Place:

Signature of the Bidder

Date:

Place:

Company Seal

Bid Security Declaration Form

To,

**Principal Administrative Officer
National Health Systems Resource Centre (NHSRC)
NIHFW Campus, Baba Gangnath Marg,
Munirka, New Delhi - 110067**

I. The undersigned, declare that:

I understand that, according to your conditions, bids must be supported by a Bid Security Declaration.

I accept that I may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am in a breach of any obligation under the bid conditions, because I

- a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I understand this Bid Security Declaration shall cease to be valid if I am not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my Bid.

Signature of the Bidder

Name & Address of Agency

Date of Signing

Company Seal

Annexure VII

TECHNICAL EVALUATION FRAMEWORK FOR E.O.I.

Sl.	Evaluation Criteria	Max Score	Benchmark	Scoring on Achievement/Performance		
1	Experience of Agency	60				
1.1	Number of years of experience in conducting recruitments / HR selection	10	Minimum 3 years	6 (For 3-5 years)	8 (for 6-8 years)	10 (for more than 8 years)
1.2	Number of professionals* successfully recruited and placed	15	Minimum 500 in last 5 year	9 (For at least 500 in last 5 years)	12 (for 1000 in last 5 years)	15 for (more than 1500 in last 5 years)
1.3	Regional Presence in India	10	Office in one of the metros or Large State Capitals of Delhi, Mumbai, Chennai, Kolkata, Hyderabad, Bengaluru, Jaipur, Gandhinagar/ Ahmedabad, Lucknow, Patna, Pune, Bhopal, Thiruvananthapuram, Vishakhapatnam which could be visited by a team.	7 Office in two of which could be visited by a team.	9 Office in three of which could be visited by a team.	10 Office in four of which could be visited by a team.
1.4	Past Experience of processing applications for recruitment of professionals in project / program of similar nature i.e. Health Sector/government	25	500 applications processed per project for at least 3(Three) and 1000 applications processed for at least one recruitment projects in last five years for PSUs / Govt. / bilateral and multilateral UN agency, out of which minimum 1 (one) must be for PSUs / Govt. sector.	15 (500 applications processed per project for at least 03 (Three) recruitment projects and at least 1000 applications processed for at least one recruitment project in last 5 years, out of which minimum 1 (one) must be for PSUs / Govt. sector.	20 (501-1000 applications processed per project for at least 5 (Five) recruitment projects in last 5 years out of which minimum 2 (Two) must be for PSUs / Govt. sector.	25 (more than 1000 applications processed per project for at least 8 (Eight) recruitment projects - in last 5 years, out of which minimum 4 (Four) must be for PSUs / Govt. sector.
2	Experience of Key professional	30				
2.1	The CEO of the Agency with relevant experience	8	Relevant qualification (Post Graduate Qualification or higher) – max 2	Post Graduate Qualification or higher -2		
			For relevant experience (HR policy, planning and leading HR projects with national and international engagement) – max 6	Relevant experience minimum 10 years - 2	Relevant experience 11 to 15 years - 4	More than 15 years -6
2.2	Recruitment Experts (3no) with at least 3-5 years of relevant HR qualification and experience – engaged on agency's payroll and have worked for similar assignments undertaken in last three years	12	Relevant qualification (at least 3 experts with relevant HR qualification- Post Graduate Qualification or higher)-max 8	Minimum 3 experts with relevant qualification - 4	Minimum 4 experts with relevant qualification - 6	Minimum 5 experts with relevant qualification - 8
			For cumulative experience (HR recruitment in relevant project, leading HR projects and engagement in HR policy framing)-max 4	Cumulative experience minimum 9 years - 2	Cumulative experience 12-14 years - 3	Cumulative experience of more than 15years -4

Sl.	Evaluation Criteria	Max Score	Benchmark	Scoring on Achievement/Performance		
2.3	Pool of specialists on agency's pay roll or empanelled by agency whose services had been hired for recruitment at least once in similar nature of projects in last five years, in addition to those in 2.1 and 2.2.	10	Engagement of 3 specialist at least once in designing and conducting recruitment in last five years - Max 10	Engagement of more than 3 specialist at least once in last five years - 6	Engagement of more than 4-6 specialists at least once in last five years - 8	Engagement for more than 6 specialists at least once in last five years - 10
3	Financial strength of the Agency	10				
3.1	Turn over figure of last three financial years	10	Minimum Rs. 50 (Fifty) lacs in three out of the last five financial years	Minimum Rs. 50 lacs annually in each year in three of last five financial years - 6	Average of Rs. 1.25 Crores (with minimum Rs. 75 lacs annually in each year) in three of the last five financial years -8	Average of Rs. 1.50 Crore and above (with minimum Rs. 01 Crore annually in each year) three of last five financial years - 10

N.B: The qualifying benchmarks for technical assessment are 50% in each sub criteria as mentioned in 10.5 and submission of brief concept note as mentioned in clause 14.1

*Categorization of professionals in health care (indicative, not exhaustive)

Category	Sub- Category	Types of HR	Sectors which employ
Service Delivery Professional	Medical Officers	Specialists (Anaesthetics, Obstetrics & Gynaecology, Paediatrician, Surgeon etc.), Medical Officer- MBBS, AYUSH MO, Dental Surgeons/Dentists	Public Sector, Private Sector, Private Practice, NGOs/Charitable Organizations
	Para-medics	Staff nurses, laboratory technicians, ANMs, pharmacists, OT Assistants, Ward Attendants, Radiographers, Counsellors etc.	Public Sector, Private Sector, Private Practice, NGOs/Charitable Organizations
Programme Management professional	Technical Managers - Health sector specific management staff	Technical Managers at various levels state, region, district e.g. Director Maternal Health	Government Health Departments, Development Partners, NGOs (International and National), Corporates (in CSR engaged in Health)
	Programme Managers- With experience in social sector	Programme managers at various levels state, region, district, block and facilities e.g. Program Management Staff: Program Managers, Finance Managers, Accounts Manager, HR Manager, Program Consultants, Data Analysts, Administrative Staff	Government Departments, NGOs, Corporates in CSR

Summary on Technical Evaluation Criteria

1. Experience of agency

1.1 Years of Experience in conducting recruitments / HR Selection

Date of Establishment of Agency (DD/MM/YYYY)	Supporting Documents provided	Supporting Documents placed on Page Number/s

1.2 Professionals Successfully recruited and place

Type of Professional (Service Delivery or Program Management)	Name of Posts	Number of persons recruited and placed	Year of Recruitment (MM/YYYY)	Supporting Documents provided	Supporting Documents Placed on Page Number/s

1.3 Regional Presence in India

Name of Metro / Capital City	Detail Address of the Office	Supporting Documents provided	Supporting Documents Placed on Page Number/s

1.4 Past Experiences of processing application

Name of Organization	Type of Organization (Govt./PSU/Bilateral and multilateral UN agency/ Others)	Name of Posts advertise	Number of posts advertise	Date of Post Advertisement (MM/YYYY)	Number of applications screened	Supporting Documents provided	Supporting Documents Placed on Page Number/s

2. Experience of Key Professional

2.1 CEO Details

Name of CEO	Educational Qualification	Relevant Experience in HR policy, planning and leading HR project with national and international engagement (In Years)	Supporting Documents provided	Supporting Documents Placed on Page Number/s

2.2 Recruitment Experts

Name of Recruitment Experts	Educational Qualification	Experience in HR recruitment in relevant project, leading HR projects and engagement in HR policy framing (In Years)	Supporting Documents provided	Supporting Documents Placed on Page Number/s

2.2 Pool of Specialists

Name of Specialist	Educational Qualification	Experience in HR recruitment in relevant project, leading HR projects and engagement in HR policy framing (In Years)	Supporting Documents provided	Supporting Documents Placed on Page Number/s

3. Financial Strength of the agency

Financial Year	Turn Over (Amount in Lakhs)	Supporting Documents provided	Supporting Documents placed on Page Number/s

Signature of the Bidder

Date:

Place:

Company Seal

**Note:- 1. Agency may add additional rows as per their requirements in any tables under Annexure VII-A.
2. Each page must be signed by Bidder with company seal**

