

**Centre for Development Action
Deen Dayal Upadhyaya
State Institute of Rural Development,
Bakshi Ka Talab, Lucknow**

**Invitation for BID
For
Framework Agreement
For
Hiring of Human Resource (Procurement as well as
Management) Agency
(Through National Competitive Bidding)**

Bid Ref. No. : CDA-SIRD/Procurement as well as Management Agency/2015-16




**CENTER FOR DEVELOPMENT ACTION
Deen Dayal Upadhyaya State Institute of Rural Development
Bakshi Ka Talab, Lucknow - 226202.
INDIA**

Phone: +91-5212-298291,292,209

Fax : 05212-298291

Email : dg@sirdup.in


7/11/16
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Director
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Centre for Development Action
DDU, SIRD-UP, BKT, Lucknow-226202

**NATIONAL COMPETITIVE BIDDING FOR HIRING OF HR AGENCY UNDER
FRAMEWORK GUIDELINES OF WORLD BANK**


S. No.	Particulars	Date and Time
1	HR Agency BID uploading on website	07/01/2016
2	Submission of Bids	15/01/2016 before 02.00 PM
3	Opening of Technical Bids	15/01/2016 at 02.30 PM onwards
4	Information to Short listed Bidder's	16/01/2016
5	Opening of Financial Bids	18/01/2016 at 2.30 PM onwards

PLACE OF OPENING OF BIDS:

CENTER FOR DEVELOPMENT ACTION
Deen Dayal Upadhyaya State Institute of Rural Development
Bakshi Ka Talab, Lucknow - 226202.
Uttar Pradesh
INDIA

ADDRESS FOR COMMUNICATION:

Chairman/Director General
CENTER FOR DEVELOPMENT ACTION
Deen Dayal Upadhyaya Rajya Gramya Vikas Sansthan
Bakshi Ka Talab, Lucknow - 226202.
Uttar Pradesh
INDIA
Phone: +91-5212-298291,292,209
Fax : 05212-298291
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CENTER FOR DEVELOPMENT ACTION (CDA)
DDU-State Institute for Rural Development


Invitation for Bids (IFB)

Date : 07/01/2016
Country : India
Name of Project : Social Accountability Intervention
Name of Assignment : Hiring of HR (Procurement as well as Management)

1. The development objective of the **Centre for Development Action (CDA), DDUSIRD, UP** for India is to improve the efficiency, quality and accountability of health services delivery in Uttar Pradesh by strengthening the state health department's management and systems capacity. There are two components to the project.

As a key component of the World Bank's/Uttar Pradesh Health Systems Strengthening Project (UPHSSP) the social accountability component includes support for introducing and strengthening social accountability mechanisms in order to stimulate community action a) to demand better services, b) to enhance positive health behavior at individual and community level, and c) to promote social audits of service delivery and resource allocation in the health sector.

2. Centre for Development Action (CDA), DDUSIRD, UP now invites sealed bids from eligible bidders for setting-up framework agreement for carrying out the services as defined in the Activity Schedule to the form of framework agreement. Framework Agreement will be signed with the bidder meeting the evaluation and qualification specified in the bidding document and offering the lowest price. Procurement Orders will be placed to the successful bidder (who has signed the framework agreement) as and when services are required. Though it is estimated that the services will be required for 1 year period which may be further extendable based on requirement and performance, the framework agreements will impose no obligation on Centre for Development Action (CDA), DDUSIRD, UP to procure the estimated or any services from the successful bidder.
3. Bidding will be conducted through National Competitive Bidding under Framework Agreement Procedures and is open to all bidders from eligible source countries as defined in the World Bank's Guidelines: Procurement under IBRD Loans and IDA Credits [January 2011].
4. Bid document can be obtained from the office of the Chairman/Director General, Centre for Development Action (CDA), DDUSIRD, UP on any working day between 10:00 AM to 5:00 PM w.e.f. 07.01.2016 to 14.01.2016 on payment of Rs. 3000 (Rupees Three Thousand only, non-refundable) through Demand Draft from Scheduled Bank drawn in favour of "Chairman, CDA Social Accountability Intervention payable at Lucknow". OR Bid document can also be downloaded from the website www.sirdup.in .(Note: Those firms who


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had already paid their bid fee earlier for the same, need not to pay again if they are interested for Fresh Bidding).


Bid must be delivered to the address below before 2.00 PM on 15.01.2016. Late bids will be rejected. Bids will be opened in the presence of the bidders representatives who choose to attend at the address below at 2.30 PM on 15.01.2016.

5. The Project Bid (Technical and Financial both) should be submitted on 15/01/2016 on or before 2.00 pm at the CDA-SIRDUP.

Technical Bid contains 100 marks for processing. After appraisal of technical bids, only shortlisted bidders will be called for opening of Financial Bids.

6. The successful & selected Bidder shall furnish, a **Security of Rs. 30,00,000/- (Rupees Thirty Lakhs)** in the form of FDR or Bank guarantee from a scheduled nationalized bank, before award of work order.
7. For any query/information the bidders are advised to contact Project Director Dr. O. P. Pandey, Joint Director on any working days and/or on cell no. +91 8765957404.
8. **Chairman/Director General, Centre for Development (CDA-SIRDUP) reserves all the rights to reject anyone or all bids without assigning any reason thereof.**

**Chairman
CDA,DDUSIRD, UP**


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Instructions to Bidders (ITB)

A. General

- 1. Scope of Bid**
- 1.1 The Centre for Development Action (CDA) DDU, State Institute of Rural Development (the Employer) of the Government of U.P invites bids for the Services, as described in the activity schedule to the Form of Framework Agreement.
- 1.2 The successful Bidder will be expected to provide the HR services to the Employer for a period of 12 months from the date of commencement of services, further extendable on requirement and performance basis on mutual consent.
- 2. Source of Funds**
- 2.1 U.P. Health Systems Strengthening Project
- 3. Corrupt or Fraudulent Practices**
- 3.1 In case of corrupt/fraudulent/collusive/coercive/obstructive Practices Centre for Development Action (CDA-SIRDUP), all the rights to reject and take Action as per World Bank norms & Law against the Bidder.
- 4. Eligible Bidders**
- 4.1 This Invitation for Bids is open to all bidders provided; the Government-owned enterprises in the Employer's country may only participate if they are legally and financially autonomous, operate under commercial law, and are not a dependent agency of the Employer. Also the Bidders shall not be under a declaration of ineligibility for corrupt and fraudulent practices issued by the Bank.
- 5. Qualification of the Bidder**
- 5.1 To qualify for award of the Framework Agreement, bidders shall meet the following minimum qualifying criteria and provide relevant copies of the documents against each qualifying point:
- Copies of original documents defining the constitution or legal status, place of registration, and principal place of business and the written power of attorney of the signatory of the Bid to commit the Bidder;
 - Reports on the financial standing of the Bidder, such as profit and loss statements and auditor's reports for the past three years; IT returns by certified CA to be attached with the financial bid. Please attach CA certified copies of Balance Sheet, Income Statement & cash Flow Statement for last 3 years.
 - Total monetary value of Services performed for the last three years; Copy of Work Orders to be attached.
 - Experience in Services of a similar nature and size.



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- e) Information regarding any litigation, current or during the last three years, in which the Bidder is involved, the parties concerned, and disputed amount; and Disclosure about any adverse past performance instance of department/blacklisting etc. An undertaking that the bidder is competent to bid/ provide the services and there are no impediments in the form of pending government enquiries, litigation or court order including restraint order restraining it to provide the services, for which it has submitted its bid.
- f) The agency must be a Company/Society/Firm or Proprietary Firm registered with the relevant governing legal authority
- g) The agency must be registered with any government organisation i.e. Income tax department, Provident fund, Labour department and Employees state Insurance.
- h) The agency should have at-least 3 (three) years of experience in the area of Government/Private Institutions in Placement of ground level functionaries/workers/mobilizers/Field workers/ implementing personnel at village & block level.
- i) The agency must have to provide the data base of qualified professionals along with their CV.
- j) The agency must have to provide satisfactory performance certificate of assignment performed by them from the employer/department where they have performed the services duly signed by the authorized official/person.
- k) Agency will submit a notarized affidavit to certify that it has not been debarred or blacklisted by any government or private agency.

6. One Bid per Bidder

6.1 Each Bidder shall submit only one Bid. A Bidder who submits or participates in more than one Bid (other than as a subcontractor) will cause all the proposals with the Bidder's participation to be disqualified.

7. Cost of Bidding

7.1 The Bidder shall bear all costs associated with the preparation and submission of his Bid, and the Employer will in no case be responsible or liable for those costs.



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B. Bidding Documents

- 8. Content of Bidding Documents**
- 8.1 The set of bidding documents comprises the Instructions to Bidders, Bidding Forms, Form of framework agreement and the Form of Purchaser Order.
- 8.2 The Bidder is expected to examine all instructions, forms, terms, and other requirements in the bidding documents. Failure to furnish all information required by the bidding documents or to submit a bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in the rejection of its bid. One original and one copy of bid are to be submitted.
- 9. Amendment of Bidding Documents**
- 9.1 Before the deadline for submission of bids, the Employer may modify the bidding documents by issuing addenda.
- 9.2 Any addendum thus issued shall be part of the bidding documents and shall be communicated in writing (by fax, mail or by post) to all purchasers of the bidding documents. Prospective bidders shall acknowledge receipt of each addendum to the Employer.
- 9.3 To give prospective bidders reasonable time in which to take an addendum into account in preparing their bids, the Employer shall extend, as necessary, the deadline for submission of bids.

C. Preparation of Bids

- 10. Language of Bid**
- 10.1 The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Employer shall be written in English.
- 11. Documents Comprising the Bid**
- 11.1 The Bid submitted by the Bidder shall comprise the following:
- (a) Financial Bid
 - (b) Technical Bid with supporting Documents;
- 12. Bid Prices**
- 12.1 The Framework Agreement shall be for the Services described in Activity Schedule of the Framework Agreement.
- 12.2 The Bidder shall fill in rates for all Services described in the in Bid Form.
- 12.3 All duties, taxes, and other levies payable by the Service Provider under the Framework Agreement, or for any other cause, prior to the deadline for submission of bids,


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shall be included in the total Bid price submitted by the Bidder.

13. Bid Security 13.1 **Only successful and selected Bidder shall furnish a Bid Security amount of Rs. 30, 00,000 (Rupees Thirty Lakhs only) in the form of FDR or Bank guarantee from a scheduled nationalized bank.** The bid security amount should be in favor of Chairman, Centre for Development Action (CDA-SIRDUP), payable at Lucknow.

14. Format and Signing of Bid 14.1 The Bidder shall prepare one original of the documents mentioned in Instructions to Bidders, bound with the volume containing the Form of Bid, and clearly marked "ORIGINAL." In addition, the Bidder shall submit one copy of the Bid and clearly marked as "COPY." In the event of discrepancy between them, the original shall prevail.

14.2 The original and all copies of the Bid shall be typed or written in indelible ink and shall be signed by a person or persons duly authorized to sign on behalf of the Bidder.

D. Submission of Bids


15. Sealing and Marking of Bids 15.1 Technical Bid will be kept in one envelop and Financial Bid will be kept in other envelop. Both envelop will be sealed and kept in third envelop and sealed. In all three envelops, on the top name of Bid (Technical/ Financial) and in the center Address (To, *The Chairman*, CENTER FOR DEVELOPMENT ACTION, (CDA-DDUSIRDUP), *Bakshi Ka Talab, Indaurabag, Lucknow - 226202*) will be written.

15.2 The envelopes shall indicate the name and address of the Bidder to enable the Bid to be returned unopened in case it is received late.

16. Deadline for Submission of Bids 16.1 Bids shall be delivered to the Employer at the address specified above no later than 15.01.2016 before 2:00 PM.

16.2 The Employer may extend the deadline for submission of bids by issuing an amendment.

17. Late Bids 17.1 Any Bid received after the deadline will be returned unopened to the Bidder.



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E. Bid Opening and Evaluation

- 18. Bid Opening**
- 18.1 The bid will be open in the presence of the bidders' representatives who choose to attend on 15.01.2016 at 2.30 pm onwards at Centre for Development Action (CDA-SIRDUP), Bakshi Ka Talab, Indaurabag, Lucknow - 226202
- 18.2 Envelopes marked "WITHDRAWAL" shall be opened and read out first. Bids for which an acceptable notice of withdrawal has been submitted pursuant.
- 19. Process to Be Confidential**
- 19.1 Information relating to the examination, clarification, evaluation, and comparison of bids and recommendations for the award of a framework agreement shall not be disclosed to bidders or any other persons not officially concerned with such process until it is awarded to the successful Bidder is notified. Any effort by a Bidder to influence processing of bids or award decisions may result in the rejection of his Bid.


F. Award of Framework Agreement

- 20. Award Criteria**
- 20.1 Centre for Development Action will award the Framework Agreement to the Bidder whose Bid has been determined to be substantially responsive to the bidding documents and based on the technical marks obtained and Financially feasible to the employer.
- 21. Employer's Right to Accept any Bid and to Reject any or all Bids**
- 21.1 **Chairman/Director General, Centre for Development (CDA-DDUSIRD),UP reserves all the rights to reject anyone or all bids without assigning any reason thereof.**
- 22. Performance Security**
- 22.1 Before award of work order only successful selected bidder shall furnish performance security Rs. 30 lakhs (Rupees Thirty lakhs only) in the form of Bank Guarantee or FDR (in the form provided in bidding document) or Demand Draft from a Scheduled Commercial Bank in favour of Chairman, Centre for Development Action (CDA), State Institute of Rural Development and it should be valid till 12 months from the date of signing of contract. In case the contract is renewed then fresh/renewal of the Bank Guarantee or FDR is required for a period of next one year. **(Refer point 13 - Bid Security)**
- 23.1 The **Centre for Development (CDA-DDUSIRDUP)** will issue Purchase Orders to the successful bidder (who has signed the framework agreement and submitted the performance security) as and when the services are required.


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Centre for Development Action
DDU, SIRD-UP, B...

**24. Dispute
Resolution**

24.1 If any conflict arises regarding assigned works, time line, payment, etc. will be resolved through mutual discussion between authorized representatives of both parties. The Chairman/ Director General of first party ("CDA-SIRDUP") will be the full and final authority to resolve the conflict.


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Financial Bid

(Financial Proposal should be provided on the Letter Head in the specified format in a separate envelope)

To:
Chairman,
Centre for Development Action (CDA)
DDU, State Institute of Rural Development
Indurabagh, Bakshi Ka Talab,
Lucknow - 226202.
INDIA

Having examined the bidding documents including addenda No, we offer our services in accordance with the conditions of Framework Agreement and for the following rates:

Types and Description of Manpower	Total Indicative Requirement (in Numbers)	Service/ Administrative Charges in % (12 Months)	Statutory taxes, if applicable in % (12 Months)
	A	B	C
Gram Panchayat Coordinators.	300 approx.		

1. The bid will be evaluated on the basis of total service charges quoted in the above price schedule for Fixed Honorarium based manpower procurement as well as HR management.
2. The above manpower requirements are indicative and only for evaluation Purpose. (i.e. The Honorarium of per GPC is Rs.5,500/- per month along with contingency of Rs. 300/- per month and local conveyance & communication cost of Rs. 1500/- per month). Therefore Total Amount will be **Rs. 7,300/-** per Month per GPC .
3. After Selection and Award of work order, a Bid **Security of Rs. 30,00,000/- (Rupees Thirty Lakhs)** in the form of FDR or Bank guarantee from a scheduled nationalized bank will be submitted.
4. The Payment will be made through RTGS directly to the HR Agency bank account by Centre for Development Action (CDA-DDUSIRD) after submitting Bank statement of Disbursement of Honorarium to GPC in their Bank Account.
5. This Bid and your written acceptance of it shall constitute a binding Framework agreement between us. We understand that you are not bound to accept the

lowest or any Bid you receive. We also understand that the framework agreement will impose no obligation on you to hire the estimated or any services from the successful bidder.

6. We hereby confirm that this Bid complies with the Bid validity required by the bidding documents.
7. We undertake that, in competing for (and, if the award is made to us, in executing) the above Framework Agreement, we will strictly observe the laws against fraud and corruption in force in India & World Bank

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.

Name and address of agent


(if none, state "none")

Authorized Signature: _____

Name and Title of Signatory: _____

Name of Bidder: _____

Address: _____


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Technical Bid Assessment Criteria (Total 100 Marks)

S. No	Name of Documents	Marks Allotted	Enclosures/ Remarks
1	Copies of original documents defining the constitution or legal status, place of registration, and principal place of business and the written power of attorney of the signatory of the Bid to commit the Bidder; As per Annexure I	5	
2	Reports on the financial standing of the Bidder, such as profit and loss statements and auditor's reports for the past three years; IT returns by certified CA to be attached with the financial bid. Please attach CA certified copies of Balance Sheet, Income Statement & cash Flow Statement for last 3 years. As per Annexure II	5	
3	Total monetary value of Services performed for the last three years; Copy of Work Orders to be attached. As per Annexure III	10	
4	Experience in Services of a similar nature and size. As per Annexure III	10	
5	The agency should have minimum annual turnover of rupees Three crores in any of the last three financial years As per Annexure II	5	
6	Information regarding any litigation, current or during the last three years, in which the Bidder is involved, the parties concerned, and disputed amount; and Disclosure about any adverse past performance instance of department/blacklisting etc. An undertaking that the bidder is competent to bid/ provide the services and there are no impediments in the form of pending government enquiries, litigation or court order including restraint order restraining it to provide the services, for which it has submitted its bid. As per Annexure IV	5	
7	The agency must be registered with any government organisation i.e. Income tax department, Provident fund, Labour department and Employees state Insurance. (attach the details)	5	

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8	The agency must have to provide the data base of qualified professionals along with their CV.	5	
9	The agency must have to provide satisfactory performance certificate of assignment performed by them from the employer/department where they have performed the services duly signed by the authorized official/person during last three years.	5	
10	Agency will submit a notarized Affidavit to certify that it has not been debarred or blacklisted by any government or private agency.	5	
11	Honorarium based Manpower (GPC) selection and placement procedure.(Describe)	5	
12	Time required for manpower supply (Describe in weeks)	5	
13	Retrenchment/replacement of manpower (Describe in Days)	5	
14	Monitoring and checking strategy of manpower supplied (Describe)	5	
15	Assurance plan for the equipment (tablets/phablets) provided by CDA-SIRD other then Bid Security. (Describe)	10	
16	Any other suggestion (Non Budgeted Innovative activity for Project)	10	

Name and address of agent

(if none, state "none")



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 Centre for Development Action
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Authorized Signature: _____

Name and Title of Signatory: _____

Name of Bidder: _____

Address: _____

Annexure -I

Name of the HR Agency	
Address of the HR Agency	
Type of the Organisation	Company /Partnership/LLC.
Place of Registration	
Registration No.	




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Annexure -II

Turnover of the HR Agency (Attach Audited Balance Sheets / Certification from a Chartered Accountant)	(in Lakhs)		
	2012-13	2013-14	2014-15

Annual turnover Against single order (Not less than Three crores)	2012-13
	2013-14
	2014-15


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Annexure III

	Years	Name of the Organisation	Manpower supplied	
			Nature of Job	No
Total Number of Clients dealt with pertaining to Supply of Manpower	2012-13			
	2013-14			
	2014-15			


For and on behalf of :

(Signature)

Name _____

Designation _____

Seal _____


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Annexure -IV Undertaking

Date:
Place:

To,

The Chairman,
Centre of Development Action (CDA)
DDU State Institute of Rural Development
Indurabagh, Bakshi Ka Talab,
Sitapur Road, Lucknow-226202

Sub: Undertaking that the Organization is not blacklisted by any Government Authority or Public Sector Undertaking

Respected Sir,

We, _____ (name of the HR Agency) herewith confirm that we were not Blacklisted or barred from participating in any of the tenders by any of the Central or State Government Authorities or by any Public Sector Undertaking (PSU).

At any point of time during the period of contract, if it is found that we are blacklisted or barred from participating in any of the tenders by Government authority or Public Sector Undertaking (PSU), we shall be liable for legal action against us by CDA-SIRDUP and also the contract stands cancelled and any amounts payable by CDA-SIRDUP to us shall also stand cancelled.

Thanking you,


Yours Truly,

(Signature)

Name _____

Designation _____

Seal _____


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Terms of Reference

For

Hiring of H R Agency/Firm/Institute (for Placement and Management)

CENTER FOR DEVELOPMENT ACTION

DEEN DAYAL UPADHAYAY STATE INSTITUTE OF RURAL DEVELOPMENT,

GOVT. OF UP, BAKSHI KA TALAB, INDAURABAG,

LUCKNOW- 226202

1. Background

The Government of Uttar Pradesh Health System Strengthening Project (UPHSSP) has agreed for implementing Social Accountability Intervention Project through Centre for Development Action, (CDA), SIRDUP. The UPHSSP/WB has agreed to fund the Project over a period of 16 months.

The development objective of the **Centre for Development Action, (CDA), SIRD-UP** for India is to improve the efficiency, quality and accountability of health services delivery in Uttar Pradesh by strengthening the state health department's management and systems capacity. There are two components to the project.

As a key component of the World Bank's/Uttar Pradesh Health Systems Strengthening Project (UPHSSP) the social accountability component includes support for introducing and strengthening social accountability mechanisms in order to stimulate community action a) to demand better services, b) to enhance positive health behavior at individual and community level, and c) to promote social audits of service delivery and resource allocation in the health sector.

2. Objective


The objective of the assignment is to hire an Agency for placement as well as management of 300 Gram Panchayat Coordinator for 3000 Gram Panchayat of 51 identified blocks in 12 districts for a period of 12 months.

3. Rationale

CDA-SIRDUP has a mandate of fulfilling the HR gaps of Gram Panchayat Coordinator at Gram Panchyat level in identified 51 blocks in 12 districts. For the purpose it is proposed to engagement and management Agency (hereinafter called "Agency") to place as well as manage Gram Panchyat Coordinators for 12 months on Honorarium basis to meet with the requirements of such resource in implementing the Social Accountability Intervention Project.

4. Scope of the assignment

The Agency will be responsible for strategic placement as well as management of Gram Panchayat Coordinator at various levels on Honorarium basis to meet with the requirements of such resource in project areas.



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- The agency should adopt a transparent, competitive and gender sensitive process. This should also be clearly noted that these posts are contract posts with consolidated pay package with no other benefits and are not permanent in nature.
- The agency will ensure selection of best suitable candidate for the required position, who should be meeting all the specification as provided by the CDA-SIRDUP.
- The manpower deployed by the agency will be dedicated full time for this service and shall be retained with that exclusive requirement. To ensure quality, the agency shall develop and follow an exclusive HR policy in consultation with CDA-SIRDUP, describing standards and guidelines for managing the manpower deployed for the purpose. The selected agency will provide services through deployment of suitable manpower, having results orientation, potential to lead a thematic unit and ability to extend quality support to states. The manpower deployed should be in accordance with the service requirements of CDA-SIRDUP and to be assured of quality of service, the deployment of manpower would be with the concurrence GoUP/Directorate CDA-SIRDUP.
- The composition of manpower to be deployed by the agency will be based on the services assigned to them.
- The activities that agency will be performing during the contract period would be mostly related to placement and management of Honorarium manpower for filling-up vacancy (as per instructions given by CDA-SIRDUP /Department), undertaking HR related trainings/capacity building if required. The scope is quite broad which include preparation of action plan, HRM (Human Resource Management) policy development which will list out placement, retention, termination, appraisal, promotion, transfer etc. policy.
- The Agency will provide the Tablets to all 300 Gram Panchayat Coordinators (GPCs) which will be provided by CDA-SIRDUP and will ensure maintains of the same as per norms agreed between supplier and CDA-SIRDUP. The agency will ensure that all the 300 Tablets given to GPCs will be return to CDA-SIRDUP upon completion the task. Incase GPCs leaves the job agency will ensure the recovery of tablets from individual.

5. Key Tasks and Responsibilities

Preparation of Annual Work Plan:

- The contract for hired agency will be for 12 months, further extendable on requirement and performance basis
- The hired agency will develop an three month work plan for upto the contract period and submit to the Chairman, CDA-SIRDUP for approval
- The three month work plan will be developed by the agency in consultation With CDA-SIRDUP.
- The three month work plan will clearly list out the activities, outputs, delivery timeline and cost


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- The indicative activities may include - Preparation of Placement as well as management plan (retention, termination, appraisal, promotion, transfer process etc.)

Preparation of HR Policy:

- The manpower deployed by the agency will be dedicated full time for the service and shall be retained with that exclusive requirement;
- To ensure quality, the agency shall develop and follow an exclusive HR policy, describing standards and guidelines for managing the manpower deployed for the purpose;

The policy will broadly provide guidance on the Sourcing and placement process, contracting, performance appraisal system, Incentives (both monetary and non-monetary), attendance and leave, contract termination, special provisions for women and physically challenged and other key elements of the policy as per the statutory requirements.

Fee and other allowances payable to contracted man power


- The Honorarium and other allowances to be paid by the agency to contracted manpower will be as per the approved rates of the MoU signed between UPHSSP and CDA-SIRDUP.
- Final rates for manpower will however be approved by CDA-SIRDUP and other stakeholders as appropriate.

Placement and management of Gram Panchayat Coordinator :

- The agency will conduct the sourcing and placement process as per necessary guidelines and Govt. norms/rules and regulations, which could include head hunting, open advertisement processes, transparent selection procedure (written test, group discussion, and interview) and ensure that the best quality manpower is recruited at each levels of the State, CDA-SIRDUP will approve the hiring process for the purpose;
- The issuance of contract, all liabilities and legal issues related to contracting and hiring shall be the responsibility of the agency with statutory obligations.
- The contracted manpower for the purpose will be on rolls of the agency.

Provide Back Office Support for contracted manpower management

The agency will be responsible for providing all back office support related to Honorarium based manpower placement and management which would specifically include Honorarium manpower record management, individual staff contract preparation, signing and filing, leave records management of individual staff, training records of individual staff and any other tasks as may be discussed and agreed as part of the annual work plan. The agency should have to set up its local office in Lucknow, Uttar Pradesh with manpower.


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Roles & Responsibilities of CDA SIRD & Agency as per Responsibility Matrix.

6. Deliverables

S. No	Deliverables	Timelines
1.	Initiation Report	7 days from date the signing of contract
2.	Three month work plan	2 week from the date of signing of contract
3.	Placement and deployment of Honorarium based manpower	Within month from the date of receipt of demand from CDA-SIRDUP / Department
4.	Quarterly Report (including Placement, performance report of deployed manpower (should be duly verified by the in-charge) progress till date etc.)	after each quarter from the date of the signing of the contract
5.	Six monthly Report (should contain all points of quarterly report) and it should brief about challenges and solutions	After completion of each one from the date of signing of contract

In case the project is extended for another years or increase the district, blocks after the completion of first year (if extended) deliverable from point no. 2 to 5 will be same and be submitted on same frequency as mentioned above

7. Honorarium based Manpower Requirements

As per requirement of Social Accountability Intervention Project 300 Gram Panchayat Coordinators will be posted in 51 blocks of 12 districts, each GPCs will work in approximately 10-15 Gram Panchayats, which will be addressed by the CDA-SIRDUP through placement as well as management agency in phased manner which could be as following:

Placement as well as Management Agency Gram Panchayat Coordinator - 300	Year (Feb 2016- Jan 2017)
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8. Terms & Conditions for Hiring of HR Agency

- The agency chosen will be for a period of 12 months, further extendable on placement and performance basis with mutual consent.
- The agency should have pool of social workers; the list for the same should be provided to CDA-SIRDUP while contracting process.
- Agency should provide the Honorarium based manpower on board within 15 Days from the date of receipt of demand from CDA-SIRDUP/Department.
- The agency expected that the agency would response any exigencies for human resource needs
- The modalities of placement by the agency shall be as per approved guidelines/ Govt. norms, rules and regulations
- Authority to accept or reject any name in the panel of Honorarium based

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manpower across different cadres prepared by the agency shall vest with the Chairman CDA-SIRDUP. Further, in the event of a rejection, the agency shall provide a substitute within the stipulated timeframe as mutually agreed upon by the agency and CDA-SIRDUP

- The final selection of the candidates shall be done by the selection committee constituted by CDA-SIRDUP for the purpose
- The agency shall manage the entire process including pre-placement testing, background investigations and necessary medical examinations for placed Honorarium based manpower. Agency will also be responsible for contracting, performance appraisal system, Incentives (both monetary and non-monetary), attendance and leave, contract termination and also to the fee payable to the hired Honorarium based manpower. The Honorarium based manpower hired will be on rolls of the agency
- The Honorarium based manpower by agency will report to the concern reporting officer (facility in-charge or as designated by the CDA-SIRDUP) where they are deployed
- The agency will be responsible for providing all back office support related to Honorarium based manpower management which would specifically include Honorarium based manpower record management, individual staff contract preparation, signing and filing, leave records management of individual staff, training records of individual staff and any other tasks as may be discussed and agreed as part of the annual work plan.
- The agency should have its local office in Lucknow, Uttar Pradesh
- The contract can be terminated by either side on giving a Notice period of 30 (thirty) days during the notice period, both parties shall carry out their work conscientiously. At the end of the Notice Period, the Agency shall hand over all relevant documents of the entire assignment to CDA-SIRDUP.
- The agency will dedicate a competent team specially for the project who will be managing the Honorarium based manpower in coordination with CDA-SIRDUP and incharge of facility where manpower is deployed.
- The agency will be Responsible for All the Hardware's provided by Centre for Development Action (CDA-DDUSIRDUP).
- The agency will be responsible for Distribution and collection of Hardware (in case GPC left the job).
- The agency will have to collect all the Hardware's from GP's provided by Centre for Development Action (CDA-DDUSIRDUP) and at the End of Project/Termination of Contract Need to submit back to Centre for Development Action (CDA-DDUSIRDUP).
- The agency should have a competent panel of experts for interview and selection purpose of Honorarium based staff.
- The contract shall be interpreted in accordance with the law applicable and in force in the territory of India.

9. Broad Terms & Conditions for Engaging the Various Cadres of Honorarium based Manpower

- 1 The Honorarium based manpower appointed by the agency shall be liable to carry out such works/duties as entrusted to them by the CDA-SIRDUP.


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These contracted manpower –

- Shall be engaged on Honorarium basis and GoUP/CDA-SIRDUP/UPHSSP/World Bank will not be responsible to absorb or retain any of Honorarium based manpower by the agency.
- Honorarium based manpower will be on the payroll of the agency.
- Honorarium based manpower will have to work in the designated locations (rural/urban areas) in the State of Uttar Pradesh as defined by the CDA-SIRDUP/GoUP;
- Honorarium based manpower shall assume all responsibilities of the position which they have been assigned;
- Honorarium based manpower shall offer their services for such outreach campus/services organized by the concerned health facilities;
- The hired Honorarium based manpower will be governed by HR policy which shall be developed by the agency in consultation with CDA-SIRDUP.

10. Fee Payable for the Assignment

The fee payable for the assignment will be expressed in lump sum percentage of placement as well as management fee based on the quantity of Placement to be handled by the agency in per month/person basis upto the contract period.

11. Reporting

For all purposes the Agency will be reporting to the Chairman, CDA-SIRDUP or his or her nominee. The Agency will be required to submit all reports mentioned in deliverables on given timeline.

12. Monitoring & Evaluation


The performance of the agency will be assessed on the basis of agreed deliverables. The agency will prepare quarterly progress report and share it with CDA-SIRDUP. A joint review mechanism will be put in place and represented by core members of Directorate/ CDA-SIRDUP/PA and the agency.

In case, CDA-SIRDUP has any objections related to assignment deliverables, it will inform the agency in writing.

The agency will comply with the recommendation made by CDA-SIRDUP and accordingly complete the assignment at no additional cost.


13. Duration of the assignment

The agency chosen will be for a period of 12 months, further extendable on requirement and performance basis with mutual consent.


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14. Proposed Structure (GPC)

Name of the Position	Number	Job Description	Educational Qualification	Experience
Gram Panchayat Coordinitor	300	<p>The GPC will support VHSNC members in carrying out the following tasks prior to and during community scorecard meetings: Inquire if VHSNC members conducted the meeting in an appropriate venue/time.</p> <ol style="list-style-type: none"> 1. Responsible of 10 GPs for project activities 2. collection of Gram Panchyat level baseline data 3. Identification of VNHSC members 4. Activation & Facilitation and provide support in activation of VHSNC 5. Monitoring & Supportive supervision of VHSNC meeting & VHND session 6. Close coordination with AAA and VHSNC members 7. Support & Facilitation in awareness campaigns, health camps, Jan Samad, Protshan camp and similar activities 8. Support & Supervision in community score card mapping 9. Close coordination with DSC, DC & State PMU Team 10. Timely submission of electronic reports as well as manual report 11. Dissemination of IEC materials, identification of venue/place for citizen charter. 12. Documentation of case studies. 13. Any assignment given in Project by Seniors/Project Director 	Minimum qualification Intermediate in any discipline	<p>Essential:</p> <ul style="list-style-type: none"> • Minimum 1 year of experience in conducting village level community meeting. • Should have a two wheeler and should be able to drive it with a valid driving license. • Candidate must be Android Phone Savvy. <p>Preferencial :</p> <ul style="list-style-type: none"> • Having working experience in WB/ UN projects. • Working experience in Health & PRI Sector. • Trained Bharat Nirman Volunteers. • Trained Social Auditors.


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Responsibility Matrix:

S. No.	CDA-SIRDUP	UPHSSP	H R Agency	Activity
1.	✓			Hiring of the agency
2.		✓		Technical assistance in hiring of HR agency
3.	✓			Signing of contract
4.	✓	✓	✓	Preparation of Work/placement Plan in consultation of CDA-SIRDUP
5.	✓	✓		Sharing the final list of requirements of Honorarium based manpower to be hired by Human Resource Agency
6.	✓	✓		Providing credentials for the position required to H R Agency.
7.			✓	Preparation of HR policy
8.			✓	Advertisement / short listing due diligence inclusive telephonic screening of the CV's
9.			✓	Sending shortlisted candidates CV's, with cover letter detailing about required experience against job description
10.			✓	Finalizing all essential documentation for hiring of Honorarium based Manpower
11.	✓			Final selection of the candidate
12.			✓	Issuance of the contract to candidate as per approved guidelines by CDA SIRD
13.	✓		✓	Deployment of contracted manpower
14.			✓	Management of the Honorarium based manpower for the purpose
15.			✓	Preparation of placement plan
16.			✓	Quarterly Reports covering all details about deployed manpower, & other related as demanded by CDA SIRD
17.			✓	Providing all report as mentioned in Deliverables
18.	✓			Providing of Tablets
19.			✓	Responsibility of Tablets
20.	✓	✓		Software/ Hardware support


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