

Reference No. QCI/0721/051

**Request for Proposal for
Onboarding of Human Resources Recruitment
Agency**



Quality Council of India (QCI),
Institution of Engineers Building,
2nd Floor, 2, Bahadur Shah Zafar Marg,
New Delhi-110002

Tender Notice

1. Quality Council of India invites proposals for “Onboarding of Human Resources Recruitment Agency”
2. The content of this RFP enlists the requirements of the Quality Council of India. It includes the Bidding Terms which details out all that may be needed by the potential bidders to understand the financial terms and bidding process and explain the contractual terms that the Quality Council of India wish to specify at this stage.
3. The Technical and Financial Proposals may be submitted at the following address on or before August 05, 2021 by 12 Noon via post to:

Deputy Director (Accounts & Administration), Quality Council of India (QCI)
Indian Council for Child Welfare, 2nd Floor, 4, Pandit Deen Dayal Upadhyaya Marg, Mata
Sundari Railway Colony, Mandi House, New Delhi, India-110002

Tender Summary

S. No.	Particulars	Details
1	Project Scope	Onboarding of Human Resources Recruitment Agency
2	Contract Period	1 (One) Year
3	Payment	Payment Schedule: 1. 50% of the payment shall be released after on-boarding of the resource 2. 50% of the payment shall be released after completion of the guarantee period. Payments shall be made within 30 days of receipt of the invoices
4	Earnest Money Deposit	N/A
5	Tender Advertisement Date	July 29, 2021
6	Last Date of Submission of Bid	August 05, 2021, 12 Noon
7	Presentation Round	To be notified via e-mail (if required)

1. Introduction: Quality Council of India (QCI)

The Quality Council of India (QCI) is a pioneering experiment of the Government of India in setting up organizations in partnership with the Indian industry. The mandate of QCI is to lead nationwide quality movement in India by involving all stakeholders for emphasis on adherence to quality standards in all spheres of activities primarily for promoting and protecting interests of the nation and its citizens. To achieve this, QCI is playing a pivotal role in propagating, adoption and adherence to quality standards in all important spheres of activities including education, healthcare, environment protection, governance, social sectors, infrastructure sector and such other areas of organized activities that have significant bearing in improving the quality of life and well-being of the citizens of India.

2. Scope of Work and Eligibility:

- 2.1.** The HR Service Provider will be responsible for recruitment, timely placement and management of the deployed human resources as per the criteria/ terms detailed in this document. Details of the number of personnel to be deployed, the desired qualification, experience and remuneration rate for each position will be shared by QCI SPOC with the shortlisted service provider. The scope of work for the HR Service Provider shall be Recruitment & deployment of human resources for various as per the requirements laid down by the QCI-HR team.

The detailed terms of reference for the HR Service Provider can be broadly categorized into following two parts:

Part A – Recruitment & Deployment

- Finalize the selection process and short-listing criteria in consultation with the QCI SPOC
- Screen and shortlist applications and issue of letters for written test/interview as per the agreed selection process.
- Finalize list of candidates with approval of QCI SPOC. The list of waitlisted candidates shall also be maintained by the HR Service Provider.
- Ensure checking of the veracity and authenticity of information furnished by the selected candidates. The HR Service Provider should also ensure that the candidates identified should not have any police record/criminal record against them.

Part B – Human Resources Management

- Provide replacement of personnel in case of vacancies arising during the course of the agreement, from the waitlisted candidates.

*Firms with experience of working in development sector shall be preferred.

2.2. Pre- Qualification Criteria:

S. No	Basic Requirements	Specific Requirements	Documents Required
a.	Turnover	Average Annual Turnover of the applicant during the last Three financial years, i.e. FY 2017-18, FY 2018-19, 2019-20 (as per the last published audited balance sheets), should be more than Rs. 25 (Twenty-five) Lacs	Audited Financial Statements or CA Certificate certifying the turnover with CA's Registration Number/ Seal
b.	Technical Capability & Experience	Firms must have earlier provided HR services to atleast 5 (five) Govt. organisations / Private organizations/ Development Sector Organisations. A list of clients being served or served in by the applicant must be provided with the Technical Proposal	Copy of Work order / Work Completion Certificates from the client
c.	Tax Registration	The company shall hold valid GST and PAN certifications.	Copies of relevant certificates of registration
d.	Blacklisting	The applicant shall not have been blacklisted by any central or state government agency, PSU etc	Undertaking in this regard to be submitted.

3. General Terms and Conditions:

3.1. Guarantee Period

The Guarantee period shall be the time after the on-boarding of the professional, this period shall be valid till 90 days. If the selected professional terminates the engagement during the Guarantee Period for any reason (other than redundancy/retrenchment, or any reason attributable to the professional's death), the service provider shall find a suitable replacement to replace the professional for the same position, without any related Fees being accrued.

3.2. Location

The selected resources shall be engaged with Quality Council of India, New Delhi.

3.3. Amendments

At any time prior to the last date for receipt of proposal, QCI may for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the RFP document by an amendment. In order to provide bidder(s) a reasonable time in which to take the amendment into account in preparing their proposals, QCI may at its discretion extend the last date for the receipt of proposals and/or make other changes in the requirements set out in the RFP. The same shall be informed to the bidders through the issue of a corrigendum.

3.4. Maintenance of Confidentiality

The service provider must not divulge any confidential information and assure that reasonable steps are taken to provide for the safe custody of any and confidential

information in its possession and to prevent unauthorized access thereto or use thereof. The service provider must not, without the prior written consent of QCI, disclose any confidential information of QCI or any government department or relating to any ministry or any other party. In giving written consent to the disclosure of confidential information, QCI may impose such conditions as it thinks fit, and the service provider must comply with these conditions. Confidentiality clause shall survive the termination of contract or contract expiry period.

The selected service provider will be required to sign a mutually agreed Non-Disclosure Agreement (NDA) with QCI.

3.5. Contract

The contract period will be of 1 (one) year from the date of award of work.

3.6. Termination of Contract

3.6.1. Termination for Default

QCI reserves the right to terminate / short close the contract, without prejudice to any other remedy for breach of contract, by giving one month notice if the service provider fails to perform any obligation(s) under the contract and if service provider, does not cure his failure within a period of 30 days (or such longer period as QCI may authorize in writing) after receipt of the default notice from QCI.

3.6.2. Termination for Insolvency

QCI may at any time terminate the contract by giving written notice without compensation to the service provider, if the service provider becomes bankrupt or otherwise insolvent, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to QCI.

3.6.3. Termination for Convenience

QCI may by written notice sent to service provider, terminate the contract, in whole or part, at any time for its convenience. However, the payment shall be released to the extent to which performance of work executed as determined by service provider till the date upon which such termination becomes effective.

The performance of the selected service provider may be reviewed as per the terms and conditions of the contract on quarterly basis.

3.7. Subcontracting

There must be no further subcontracting without prior written consent of QCI.

3.8. Force Majeure

Neither party shall be held responsible for non-fulfilment of their respective obligations due to the exigency of one or more of the force majeure events such as but not limited to Acts of God, war, flood, earthquakes, strike, lockouts, epidemics, riots, civil commotion etc., provided on the occurrence and cessation of any such events. The affected party thereby shall give a notice in writing to the other party within one week of such occurrence or

cessation. If the force majeure conditions continue beyond six months the parties shall then mutually decide about the future course of action.

3.9. Presentation

As a part of evaluation of proposals submitted by the applicants, QCI may seek further information or a presentation from the organisations for evaluation purposes. QCI may call for such information/ presentation at a short notice.

3.10. Payment Schedule:

- a. 50% of the payment shall be released after on-boarding of the resource.
- b. 50% of the payment shall be released after completion of the guarantee period.

Payment shall be made within 30 days of receipt of the invoices and necessary supporting documents for processing the bills.

3.11. Disclaimer:

- a. The QCI shall not be responsible for any late receipt of applications for any reasons whatsoever. The applications received late will not be considered.
- b. The QCI reserves the right
 - i. To reject any/all applications without assigning any reasons thereof.
 - ii. To relax or waive any of the conditions stipulated in this document as deemed necessary in the best interest of the QCI without assigning any reasons thereof.
 - iii. To include any other item in the Scope of work at any time after consultation with applicants or otherwise
 - iv. To adopt method deemed fit to evaluate the proposals

4. Submission of Proposals

The intending bidders are expected to prepare proposals covering the following aspects:

4.1. Technical Proposal:

- a. A copy of Registration Certificate/License for the registration of the firm.
- b. All the supporting documents mentioned in the pre-qualification criteria
- c. Any other details that the service provider may like to provide.

4.2. Financial Proposal:

Annual Renumeration Slabs	Proposed Fees* (exclusive of taxes) (% of Annual CTC)
Upto 24 Lakhs CTC	
24-48 Lakhs CTC	
Above 48 Lakhs CTC	

**the fees will remain valid till the validity of the contract.*

4.3. Submission Details:

Interested parties may send the technical and financial proposal in two separately sealed envelopes inside a larger sealed envelope super-scribing “Onboarding of Human Resources Recruitment Agency” to Deputy Director (Accounts and Administration), Quality Council of India, Indian Council for Child Welfare, 2nd Floor, 4, Pandit Deen Dayal Upadhyaya Marg, Mata Sundari Railway Colony, Mandi House, New Delhi, India-110002 latest by 12 Noon, August 05, 2021.

For any queries, you may please contact the below:

Procurement Cell, QCI

Email id: procurement@qcin.org