

**Government of Bihar
Department of Health
State Health Society, Bihar
Parivar Kalyan Bhawan, Sheikhpura, Patna-800014**

EXPRESSION OF INTEREST

State Health Society invites Expression of Interest from appropriately experienced HR Agency for providing support in recruitment of staff for State Health Society, Bihar and District Health Societies

The State Health Society, Bihar wishes to avail the services of a reputed Human Resource Recruitment Agency to recruit key professional staff on contract basis.

SCOPE OF WORK FOR THE HR RECRUITMENT AGENCY

Tasks to be handled: The search and selection process would primarily involve three main phases:

- Phase – I : Understanding the position requirements**
Phase – II : Research and Potential Candidate Identification & Evaluation
Phase – III : Referencing, Interviews, Offer, Closure and Back-up Candidates List

ELIGIBILITY CRITERIA

1. The Human Resource Recruitment agency should have minimum 3 years of experience in the field of such work and also have completed at least three project of similar nature.
2. The aggregate annual turnover of the agency shall not be less than Rs.50 lacs per annum for the last three years.
3. The agency should have adequate infrastructure to carry out the assignment.
4. The agency will be required to have/establish an office in Patna (within a mutually agreed upon time frame on selection)

EXPRESSION OF INTEREST DOCUMENTS SHOULD COVER THE FOLLOWING:

1. Detailed profile of the agency/consultant with details of ongoing and completed projects of similar nature with cost, contact details of the client supported by proper evidence, type of firm, organization structure & available resources-manpower (technical & supportive staffs).
2. Financial statement for the last three year (Audited balance sheet/profit and loss account) with Service Tax No. and PAN No.
3. Brief on the conceptual understanding of the project and implementation methodology.

For detailed information please visit our website: www.statehealthsocietybihar.org

Interested agencies/consultants may submit their expression of interest documents in a sealed envelope as per details given below along with a D/D for Rs. 1000 (Rs. One Thousand) payable in favor of Executive Director, State Health Society, Bihar on the above lines within 20 days from the date of advertisement in newspapers addressed to: **Executive Director, State Health Society, Bihar, Parivar Kalyan Bhawan, Sheikhpura, Patna-800014.**

For further information please contact: on **0612- 2292059 / 2285674** during office hours 10.00am to 5.00pm, Monday to Friday.

**Sanjay Kumar, (I.A.S)
Executive Director
State Health Society, Bihar**

Government of Bihar

Department of Health

State Health Society, Bihar

Parivar Kalyan Bhawan, Sheikhpura, Patna-800014

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INTRODUCTION

The State Health Society, Bihar wishes to avail the services of a reputed Human Resource Recruitment Agency to recruit key professional staff on contract basis.

SCOPE OF WORK FOR THE HR RECRUITMENT AGENCY

Tasks to be handled: The search and selection process would primarily involve three main phases:

Phase – I: Understanding the position requirements

The agency would need to comprehensively understand the State Health Society Bihar's (SHSB) expectations in terms of the relevant professional experience of the applicants as well as the personal characteristics of the applicants and the compensation package that the client is willing to offer against each position. It is critical that the agency fully understands the Job Descriptions of the various positions and maps the same with the expected professional and personal profiles of the candidates who would apply for the said positions. Before beginning the actual selection process, the agency would need to sign off the job descriptions and corresponding profile expectations of the candidates with the SHSB. At this stage, the agency would be encouraged to raise queries and clarify any doubts insofar as to equip themselves with the right responses to queries received by applicants and ensure that high caliber candidates are attracted for the said positions.

Phase – II: Research and Potential Candidate Identification & Evaluation

The second phase of this search will involve an extensive research effort to identify qualified candidates through different sources.

1. It needs to issue advertisement(s) for recruitment in newspapers, internet (viz. devnetjobs.org, SHSB website, etc.) and other sources on the basis of the above. During this phase, the search firm would also need to explore its own databases of appropriately qualified and experienced candidates, target candidates employed in similar organizations in other states, consult relevant sector experts and make preliminary contact with potential candidates.
2. Process applications on the basis of objectively verifiable criteria
3. Based on the interactions with potential candidates a detailed evaluation of the candidate against the position requirements should be conducted and finally a shortlist of candidates should be provided to the client. Along with the shortlist of candidates, the search firm would also need to share a detailed report (with relevant annexure) outlining each candidates' professional and personal profile vis-à-vis the requirements of the particular position, their assessment of the candidate's appropriateness to the position and any other issues that may be relevant vis-à-vis the potential appointment of the candidate for a particular position to the client in order for the latter to make an informed decision regarding recruitment.

Phase – III: Referencing, Interviews, Offer, Closure and Back-up Candidates List

Every candidate in the shortlist of candidates provided by the executive search agency will be interviewed by a panel comprising officials from the SHSB, any expert or experts nominated by the SHSB for this process as well as a senior official from the executive search agency. Before the interviews, the Human Resource Recruitment agency would need to do a thorough reference check of all the candidates provided in the shortlist and only include those who have been given a positive reference by their referees / past employers.

After the interviews and depending on the decisions reached by the interview panel, the Human Resource Recruitment agency would need to draw up employment contracts for the selected candidates and ensure that the candidates selected by the interview panel accept their offers of employment for the particular position. For any reason if a candidate is unable or unwilling to accept her / his offer of employment for a particular position, the executive search agency would need to make the same offer of employment to the candidate who was second in number and so on till a candidate accepts her / his offer of employment.

It is incumbent on the Human Resource Recruitment agency to find replacement candidates, for no additional cost, for any position where a selected candidate has joined and resigned within a period of six months. For this it needs to keep a back up list of candidates for every post for a period of six months from the date of recruitment of a candidate.

Prepare contractual agreements between State Health Society, Bihar and the selected candidates and assist in joining formalities

To facilitate the above, the agency will be required to appoint a nodal person to for day to day interaction with SHSB.

ELIGIBILITY CRITERIA

5. The Human Resource Recruitment agency should have minimum 3 years of experience in the field of such work and also have completed at least three project of similar nature.
6. The aggregate annual turnover of the agency shall not be less than Rs.50 lacs per annum for the last three years.
7. The agency should have adequate infrastructure to carry out the assignment.
8. The agency will be required to have an office in Patna.

EVALUATION PROCESS OF EoIs

- 2) Upon receipt of the expression of interest, a preliminary evaluation based on criteria mentioned above will be undertaken and eligible agencies will be shortlisted for issue of Request for Proposals (RfP)
- 3) RFP will be issued to the shortlisted agencies. The RfP will specify the criteria for evaluation of technical and financial proposals
- 4) Proposals received will be ranked on the basis of scores obtained by agencies on their technical and financial proposals.
- 5) SHSB reserves right to accept or reject any application and to annul the selection process at any time, without incurring any liability and without assigning any reason thereof.

EXPRESSION OF INTEREST DOCUMENTS SHOULD COVER THE FOLLOWING:

1. Detailed profile of the agency/consultant with details of ongoing and completed projects of similar nature with cost, contact details of the client supported by proper evidence, type of firm, organization structure & available resources-manpower (technical & supportive staffs).
2. Financial statement for the last three year (Audited balance sheet/profit and loss account) with Service Tax No. and PAN No.
3. Brief on the conceptual understanding of the project and implementation methodology.

Interested agencies/consultants may submit their expression of interest documents in a sealed envelope as per details given below along with a D/D for Rs. 1000 (Rs. One Thousand) payable in favor of Executive Director, State Health Society, Bihar on the above lines within 20 days from the date of advertisement in newspapers addressed to: **Executive Director, State Health Society, Bihar, Parivar Kalyan Bhawan, Sheikhpura, Patna-800014**

Tel: 0612 – 2292059 / 2285674

Fax: 0612 -2285674

E-mail: hr.shsbihar@sify.com

For further information please contact **on 0612- 2292059 / 2285674** during office hours 10.00am to 5.00pm, Monday to Friday.

Sanjay Kumar, (I.A.S)

Executive Director

State Health Society, Bihar

Expression of Interest Documents
(To be submitted on the letter head of Prospective Bidder)

Executive Director
State Health Society, Bihar
Pariwar Kalyan Bhawan, Seikhpura,
Patna-800014, Bihar

Sub : "Expression of Interest" for Selection of Agency for providing support in recruitment of staff for State Health Society, Bihar and District Health Society, Bihar

Ref : Advertisement dated

Dear Sir,

With reference to the above advertisement, we hereby file this "**Expression of Interest (EOI)**" to undertake the consultancy assignment. We understand that this is an initial "**Expression of Interest**" on our part and mere submission of this EOI does not entitle us to receive any documents or be invited for this project.

1. Name of the project and location:

Expression of Interest from appropriately experienced HR Agency for providing support in recruitment of staff for newly constituted corporation

2. Name and details of Applicant and its representative authorized to file this EOI :

Full name

Designation

Name of organization

Address

Mobile

Fax

E-mail

3. Legal Constitution of Applicant :

(Public Limited/Private Limited/Partnership/Proprietorship etc.)

4. Current nature of business of activities:

5. Last 3 (three) years' turnover of the Applicant :

In INR (IT return with P/C statement of last 3 (Three) financial years to be attached)

Note : Applicant has to attach documents/brochures/corporate literature in addition to Balance sheets of last three years.

6. Brief history of the operations and activities of the Applicant:

(include details of principal promoters and joint venture partners)

7. Name and details of Institution/Group to which applicant is affiliated:

(Not exceeding four lines)

8. Previous experience of similar work if any:

(Not exceeding eight lines)

10. Briefly Explain your concept and proposed components considered for the proposed work:

11. Details of D/D :

Amount :

No.

Date of Issue

Bank

I/We declare that the information stated herein above is accurate.

Signature :

Full Name :

Designation :

Organization :

Address :

Contact No.

Date :