



# राज्य स्वास्थ्य समिति, बिहार

An ISO 9001:2008 Certified Agency



## NOTICE INVITING

### EXPRESSION OF INTEREST

FOR

### HIRING OF HUMAN RESOURCE AGENCY FOR RECRUITMENT OF VARIOUS POSTS UNDER STATE HEALTH SOCIETY, BIHAR

Expression of Interest (EOI) is invited from reputed human resource agencies for hiring of candidates for various posts under State Health Society, Bihar. The broad details of requirement, terms & conditions may be downloaded from website (<http://www.statehealthsocietybihar.org/>). A pre-bid meeting is scheduled at 03:00 P.M. on 05/09/2014 in the Conference Hall of State Health Society, Bihar, Pariwar Kalyan Bhawan, Sheikhpura, Patna-800014. Based upon the pre-bid meeting discussion, terms and conditions can be modified. Competent interested agencies are requested to submit the details to the undersigned on or before 3.00 P.M. on 15/09/2014 by post/courier/by hand only to The Executive Director, State Health Society, Bihar (SHSB), Parivar Kalyan Bhawan, Sheikhpura, Patna- 800014, Bihar. All the applications received by due date will be opened at 04:00 P.M. on same day i.e. 15/09/2014 in front of bidders or their representatives.

For any further clarifications, please contact Mr. Pramod Kumar Ram, Senior Deputy Collector cum HR In-charge on mobile no: 9473197729 during official working hours only.

**(Note:- The "Expression of Interest" advertised in different newspapers by P.R. No.- 5061 (14-15) on 22-08-2014 is hereby cancelled due to unavoidable reasons.)**

(Anand Kishor)  
Executive Director,  
State Health Society, Bihar

**EXPRESSION OF INTEREST**  
**FOR**  
**SELECTION OF HUMAN RESOURCE AGENCY FOR RECRUITMENT OF VARIOUS POSTS**  
**UNDER STATE HEALTH SOCIETY, BIHAR**

**Contents**

1. BACKGROUND .....	3
2. SCOPE OF WORK.....	4
3. SPECIAL TERMS AND CONDITIONS .....	5
4. ELIGIBILITY CRITERIA.....	5
5. EVALUATION PROCESS.....	6
6. SUBMISSION REQUIREMENTS .....	6
7. DEADLINE FOR SUBMISSION OF EOI.....	7
ANNEXURE - I .....	8
ANNEXURE - II .....	9
ANNEXURE - III .....	10
ANNEXURE - IV .....	11
ANNEXURE - V .....	12
ANNEXURE - VI .....	12

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**UNDER STATE HEALTH SOCIETY, BIHAR**

**1. BACKGROUND**

The State Health Society, Bihar (SHSB) has been established to guide its functionaries towards receiving, managing (including disbursement to implementing agencies) and account for the funds received from the Ministry of Health & Family Welfare, Government of India.

SHS Bihar, strengthen the technical / management capacity of the Directorate of Medical & Health Services Patna by various means including through recruitment of individual / institutional experts from the open market and mobilize financial / non-financial resources for complementing/ supplementing the NHM activities in the State.

For proper implementation of NHM program State Health Society has to appoint huge number of personnel at state level consisting of technical (medical), technical (non-medical) and managerial posts.

Accordingly, the society wishes to select a reputed recruitment agency to manage the recruitment process for the various posts under the State Health Society, Bihar.

**Current system:** Under the current system of recruitment, HR cell receives requests from the concerned cell for recruitment of personnel against vacant/sanctioned positions. Accordingly Terms of Reference (ToR) is prepared detailing the job description, roles and responsibility, eligibility criteria for the position is prepared. With the approval of the Executive Director, the position gets advertized in the newspaper and posted at the website of State Health Society with detailed information. Based on the receipt of online application, a database of all applicants is prepared and accordingly short listing is done considering the eligibility criteria. Shortlisted candidates are informed through e-mail/speed post regarding the date of interview. A panel of members constituted by the State Health Society interviews the candidates and selects the most suitable candidate.

## 2. SCOPE OF WORK

The agency selected for the assignment would be required to establish a dedicated office in State Health Society, Bihar building in Patna to undertake the following tasks under the supervision of office of Executive Director (SHSB):

1. Define the detailed job descriptions, qualifications and eligibility criteria for various posts.
2. Design the format for online submission of application linked to SHSB website.
3. Design advertisement(s) for recruitment in newspapers (costs to be borne by SHSB), internet (viz.devnetjobsindia.org, etc.) and other sources.
4. Process hard /soft copies of applications received at SHSB office.
5. Respond to relevant queries from applicants over phone / email before closing date.
6. The Agency will be expected to provide a report to SHSB outlining each candidate's 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.
7. Establish system for creating database of applications and sharing the profile of shortlisted candidates with the SHSB.
8. Help in conducting written test and interview under the guidance of SHSB official.
9. Organize reference check (from past employers and / or persons who may be in position to provide a feedback on the shortlisted candidate) in selected cases as per decision of SHSB.
10. Prepare call letter for short listed candidates, to be issued by SHSB and dispatch of hard copies of call letter. Help in sending emails to such candidates.
11. Prepare interview schedule and the list of members of selection board for various posts in consultation with SHSB office and issue letter / emails of invitation to members of the selection panel.
12. Prepare the dossiers of the selected candidates in a format that may be prescribed by the SHSB office.
13. Handover the dossiers of selected candidates to the authorized person in the SHSB office
14. Maintain a panel of waitlisted candidates for at least 12 months or for a period decided by SHSB after the recruitment process is completed and provide, on demand, the dossiers of waitlisted candidates for such posts SHSB may request during this period.
15. Designing appointment letters in consultation with SHSB and helping SHSB in issuing appointment letter to finally selected candidate.

16. Any other criteria or terms of reference or finer details regarding the work executed can be finalized and decided at the time of signing the contract.

### **3. SPECIAL TERMS AND CONDITIONS**

1. **Space:** The agency will be provided space in the SHSB office free of cost.
2. **Timeline:** The recruitment process has to be completed within the timeline fixed by SHSB.
3. **Discretion power:** The SHSB has the sole rights and authority to take decisions on recruitments. The SHSB reserves the right to utilize the services of the selected agency. The agency will be required to work under the supervision of designated SHSB official.
4. **Secrecy and confidentiality:** The agency is bound to maintain the secrecy and confidentiality of all recruitment related information and data.
5. **Transparency:** The agency is required to maintain transparency during the entire recruitment process.
6. **Ownership of data:** The entire recruitment related data will have the ownership of SHSB and cannot be shared with any other whether in hard copy or soft copy. One copy of all raw data/ primary data generated or collected will be under the custody of SHSB to maintain transparency. Data cannot be moved out of the SHSB office.
7. **Software/ forms:** The software/ forms created for online submission of application is to be developed by the selected agency. The agency will have to provide source code to the SHSB.

### **4. ELIGIBILITY CRITERIA**

The interested agency should meet the following 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 projects with PSU/ Govt. organization/Private sector.
2. The average annual turnover of the agency shall not be less than INR 50 lakhs (fifty lakhs) per annum for the last three years.
3. The agency should provide documentary proof and a certificate of satisfactory services duly issued by the concerned institutions /organizations.
4. The agency should not have been blacklisted or debarred by any Government organization/PSU etc. The agency should submit an affidavit to this effect.

## 5. EVALUATION PROCESS

1. After opening of offer, on the scheduled date, time and venue, the committee shall examine the contents of the EOI along with all prescribed mandatory documents.
2. The committee shall also analyze that there is no collusive or fraudulent practice involved in the entire process amongst all the EOI received.
3. Any EOI during the evaluation process do not meet the EOI conditions laid down in the EOI document will be declared as not acceptable and such EOI shall not be considered for further evaluation.

The interested agency should submit all relevant details as per **Annexure** mentioned under key submissions. The bid should reflect the work experience and financial strength of the interested agency.

**Those qualifying at EOI stage will be issued Request for Proposal (RFP) against which the firm will have to submit technical bid and financial bid.**

## 6. SUBMISSION REQUIREMENTS

Interested Agencies wishing to undertake the above task on behalf of State Health Society, Bihar, may submit their application in a sealed envelope marked **“EOI for Hiring Human Resource Agency for State Health Society, Bihar”**.

Agency is required to clearly indicate the relevant page number against each of the submission requirements mentioned below in your cover letter/application accompanying the EOI.

The offer should be complete in all aspects as mentioned below. The offer shall be prepared in Duplicate. The Original Copy should be marked Original and the duplicate copy shall be marked Copy on the envelope. Offer must be submitted along with following documents.

1. EOI Form as per **ANNEXURE- I**.
2. Details of the bidder in the format given in **ANNEXURE - II**.
3. The instruments such as power of attorney as per **ANNEXURE – III** authorizing an officer of the tenderer and nominating a responsible person of the tenderer to transact the business with the Authority.
4. Affidavit on non-judicial stamp paper of Rs.100/- regarding the firm has not been found guilty of malpractice, misconduct, or blacklisted/debarred either by Public Health

Department, Govt. of Bihar or by other State Government/ Central Government's organizations in the past three years as per **ANNEXURE – IV**.

5. Work Experience information as per **ANNEXURE - V**.
6. Financial Information as per **ANNEXURE - VI**.
7. Brief Explanation of concept and proposed components considered for the proposed work to be attached at **ANNEXURE – VII**.
8. A non-refundable fee of INR 1,000/- in the form of bank draft on a scheduled bank in favour of State Health Society, Bihar payable at Patna.

**7. DEADLINE FOR SUBMISSION OF EOI**

For Submission of EOI tenderer must submit the complete sealed EOI on or before 3:00 PM by 15/09/2014 by post/ courier/ by hand at the below mentioned address.

The Executive Director

State Health Society, Bihar (SHSB)

Parivar Kalyan Bhawan, Sheikhpura, Patna-800014, Bihar

Offers not submitted within time will not be accepted under any circumstance. The decision of the State Health Society Bihar shall be final, and no enquiries, or application for review, shall be entertained. The State Health Society Bihar reserves the right to modify the terms & conditions partially or wholly or cancel the EOI without assigning any reason.

For any further clarifications, please contact Mr. Pramod Kumar Ram, Senior Deputy Collector cum HR In-charge on mobile no: 9473197729 during official working hours only.

(Anand Kishor)  
Executive Director,  
State Health Society, Bihar

**ANNEXURE - I**  
**EOI Form Affidavit**  
**(on stamp paper of min. INR 100 value)**

To  
The Executive Director  
Bihar Health Society  
Patna  
Bihar

Dear Sir

1) Having examined the EOI document for “**EOI FOR HIRING HUMAN RESOURCE AGENCY FOR STATE HEALTH SOCIETY, BIHAR**”, the receipt of which is hereby acknowledged, we, the undersigned, offer to provide our services under the above-named Contract in full conformity with the said EOI document.

2) The information, documents, data of financial status and credibility, details of operational experience etc. furnished along with the EOI are true and authentic to the best of my knowledge and belief. I, am well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my EOI at any stage besides liabilities towards prosecution under appropriate law.

3) I have appraised myself fully about the job to be done during the period of agreement and also acknowledge to bear consequences of non-performance or deficiencies in the services on my part.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

In the capacity of

Duly authorized to sign this bid for and on behalf of \_\_\_\_\_

**Signature & stamp of tenderer**

**Note:**

- **This form must be signed & stamped in original to be submitted to this office along with Fee in the form of DD.**



## ANNEXURE - II

### DETAILS OF THE BIDDER

NAME OF THE BIDDER:

1	Name Of Bidder	
2	Name Of Owner / Directors	
3	Full Particulars Of Office	
	A) Address	
	B) Contact Telephone Nos.	
	C) Fax No.	
	D) E-Mail	
4	Registration Details:	
	(A) PAN	
	(B) Service Tax Registration No.	
	C) ESI	
5	Details Of Non Refundable fee	
	A) Amount (INR.)	
	B) D.D. / P.O. No. and date	
	C) Drawn On Bank	
6	Name Telephone and Mobile No. of the dealing representative:	
7	Any other information.	

Signature of authorized signatory

Name:

Place:

**ANNEXURE - III**

**Power of Attorney**

**Format for Power of Attorney for Signing of Application**

*(On a Stamp Paper of relevant value)*

**Power of Attorney**

Know all men by these presents, We M/s .....  
(name and address of the registered office) do hereby constitute, appoint and authorize Mr / Ms..... (name and residential address and PAN), duly approved by the Board of Directors in their meeting held on (Copy of board resolution enclosed), who is presently employed with us and holding the position of ..... as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our bid for **“EOI for Hiring Human Resource Agency for State Health Society, Bihar”** including signing and submission of all documents and providing information / responses to the State Health Society, Bihar, representing us in all matters before State Health Society, Bihar in all matters in connection with our bid for the said Project. We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

Dated this the ..... day of 2014

For \_\_\_\_\_

(Name, Designation and Address)

Accepted \_\_\_\_\_

(Signature)

(Name, Title and Address of the Attorney)

Date : \_\_\_\_\_

**ANNEXURE - IV**  
**Format for Affidavit**

**Format for Affidavit certifying that Entity/Promoter(s) / Director(s)/Members of Entity are not Blacklisted (On a Stamp Paper of relevant value)**

**Affidavit**

I, M/s..... (Sole Applicant / Lead Member / Member/Affiliate), (the names and addresses of the registered office) hereby certify and confirm that we or any of our promoter(s) /director(s) are not barred by State Health Society, Bihar/ or any other entity of GoB or blacklisted by any OTHER state government or central government / department / organization in India from participating in Project/s, individually as on the \_\_\_\_\_(Date of Signing of Application).

We further confirm that we are aware that, our Application for the captioned Project would be liable for rejection in case any material misrepresentation is made or discovered at any stage of the Bidding Process or thereafter during the agreement period and the amounts paid till date shall stand forfeited without further intimation.

Dated this ..... Day of ....., 2014.

Name of the Applicant

Signature of the Authorized Person

Name of the Authorized Person

**ANNEXURE - V**  
**Information on prior experience**

Sl . N o.	Name of the project and location	Contracting Organization	Month & Year of commencement of project	Duration of project	Number of recruitment done	Manpower deployed for the project	Value of Project	Documentary Proof Submitted (Yes/No)

**ANNEXURE - VI**  
**Financial Information of the bidder**

Years	Annual Turnover (in INR Lakhs)	Profit Before Tax (in INR Lakhs)	Net Worth (in INR Lakhs)
FY 2013-14 (if available)			
FY 2012-13			
FY 2011-12			
FY 2010-11			