

EXPERESSION OF Interest (EOI)
For
Human Resource Audit
Of
The Deptt. Of Forest, Environment & Climate Change, Govt. of
Jharkhand

**Principal Chief Conservator of Forests,
Human Resource Development,
Govt. of Jharkhand,
Van Bhawan, Doranda,
Ranchi-834002**

2018

OBJECTIVES & SCOPE OF WORK

1. Background

The Forest, environment & climate change department, Jharkhand is responsible for planning, promoting, coordinating, and overseeing the implementation of environmental and forestry programmes in the state. Jharkhand is having a total forest area of 23,605 sq. km. (3.37 % of total geographical area). According to the Indian State of Forest Report the percentage of forest area to country's Geographical area is 29.61%. While total Forest and Tree cover of Jharkhand is 32.74%. The per capita Forest area is .079 ha.

2. Project Area

The Project Area covers the entire state of Jharkhand comprising each & every establishment of the forest department. The name of all the major establishments of the Jharkhand forest department is annexed here with as ANNEXURE – A.

3. The main objectives of Jharkhand Forest Department;

- Protection, conservation, extension and scientific management of 23,605 sq. km of forest lands of the state to meet the various tangible and intangible/ direct and indirect needs of the present as well as future generations from the forest.
- To meet the livelihood needs of rural population in general and forest dependent communities in particular.
- To reduce pressure on forest through appropriate interventions by way of alternative sources of livelihood.
- To achieve the goal of 33% of State's geographical area under the forest cover.
- To carry out afforestation in non-forest lands to increase the tree cover outside the forest area.
- To sustainably conserve and manage biodiversity-rich ecosystem through in-situ and ex-situ conservation such as National parks, Sanctuaries, Biological Parks, Breeding centres and Zoos.
- To generate public awareness about importance of forests.
- To impart knowledge and skill to forest personnel to develop competence for managing the forest and wild life resources of the state on a sustainable basis so that the ultimate target of prevention of Climate Change and maintaining a vibrant ecosystem, is achieved.

To achieve the above objectives the Jharkhand Forest Department, it needs planning of the existing manpower and assessing the future requirements for all categories of officers/staffs for next ten years.

4. EOI Processing Fees

A non-refundable processing fee for Rs. 5,000/- (Five Thousand Rupees only) in the form of a Demand draft or a Pay Order of any Nationalised /Scheduled Banks of in India drawn in favour of Additional Principal Chief Conservator of Forests, HRD, Payable at Ranchi has to be submitted along with the EOI response. Bids received without or with inadequate EOI processing fees shall be liable to get rejected.

5. Overall Goals and Operational Objectives for HR audit;

A. To conduct Audit and Assessment of the Human Resource;

Study plan of the existing manpower and activities/work and to project year wise future manpower requirement for all categories of staff for the next ten years in Administrative offices, Field offices, Technical & Non-technical employees along with workers of both on permanent role or on contract basis stationed throughout the State. While assessing the future requirement of manpower, it should be taken into consideration that the department is poised for upgradation in the near future. The auditors would be required to prepare a detailed job description for each position to serve as an organizational aid for identifying and delegating responsibilities, coordinating and dividing responsibilities of work and prevention of duplication of efforts.

B. To study the activities/work which may be outsourced and to make recommendations in this regard. Identify key attributes and skills required for each & every level. These attributes shall be elaborated in such a manner that occupant of the post is aware of his responsibilities and targets to achieve each year and his superior also becomes aware of the expected and attained outcomes of his subordinates in a time bound manner.

The auditors will prepare a system which will provide for a systematic & periodic review of individual performance & identify development opportunities.

- To assess the current capabilities and competencies of staffs.
- To establish future talent and skills (human capital) need based.
- To establish gaps in “people performance” across various functions & to create a permanent method of assessing the ultimate achievement including regular feedback from people residing inside the forest areas.

6. Scope of the Audit Services

The Audit Firm, (since project is being implemented in the State) is expected to provide the Jharkhand Forest Department with comprehensive HR Audit Report on the audit done by the auditors for each and every forest establishment of the state and the Department with workable solutions so that by following it, the Jharkhand Forest Department achieves its objective.

7. HR Audit includes:

Study of available manpower of each establishment located throughout state, restructuring of the existing manpower outlining individual functions & responsibilities and to project year wise manpower requirement for the future so that our objectives which is mentioned in Para -3 can be achieved within next 10 years with a scope for mid-term review.

8. General qualifications:

- The service provider should have specialization and experience of minimum 3 years in the area of Recruitment, Human Resource management and related services, preferably in the development sector.
- A team of highly qualified, service oriented, competent and experienced HR consultants, possessing minimum 3-5 years of experience in this area with excellent English writing skills with Legal Registration.
- The Service provider must be legally registered in India as per the Law of the Land.
- Joint ventures in the field may also apply but in that case, one of the partners, who shall be hundred percent responsible for the work, must be legally registered in India.

9. Vendor Type & General Qualification:

Company Profile, which should not exceed five (5) pages, including: printed brochures and product catalogues relevant to the services; ownership (sole proprietorship, partnership, or corporation); list of names(s) (if any) and address(s) of branch office(s) worldwide and in the region; company structure and number of personnel employed.

10. Legal Registration:

- Certificate of Registration of the company or organization as per the law of the Land.

11. Relevant Experience:

A. Major Clients: To be provided in the prescribed table showing minimum three experience ongoing or completed contracts for the same or services of similar magnitude executed in the last 36 months. For each contract, provide details of: client name, contract dates, contract values, contract focal point name and email, work location.

[Note: Forest, environment and climate change department, Jharkhand reserves the right to conduct reference checks with one or more of the listed clients of the Vendor]

B. Letter or statement of Satisfactory Performance from at least Top two clients in terms of Contract Value during the past 3 years.

12. Financial soundness:

A. Audited financial statements for the last three years.

This EOI does not entail any commitment on the part of Forest, environment and climate change department, Jharkhand, either financial or otherwise. Forest, environment and climate change department, Jharkhand reserves the right to accept or reject any or all EOI without incurring any obligation to inform the affected applicant/s of the grounds. The Service Provider will be selected according to the procedures set forth in the Forest, environment and climate change department, Jharkhand.

13. Responsibility of Jharkhand Forest Department:

- ❖ Providing Office-wise details of present manpower
- ❖ Providing details of duties and responsibilities of the present establishment.
- ❖ Providing details of perspective planning of the Forest Department for the next 10 years.
- ❖ Provision work place at the level of district headquarters of local auditors.

14. Responsibility of the Audit Firm:

- ❖ Simultaneous audit of every establishment located through out the state.
- ❖ Placement of Auditors at local level for each location at least each district headquarter,
- ❖ Since the number of establishments involved is quite large, the Audit Firm shall depute trained experienced Auditors.

15. Duration of the Project:

The total period of the Project will be of five months which may be extended for one more month. Extension shall be purely the prerogative of the Department.

16. Deliverables:

The Audit Firm will provide comprehensive Audit Report on the audit done by the auditors of the entire establishment.

17. Venue & Deadline for submission of proposal

Proposal, in its complete form in all respects as specified in the EOI, must be submitted to at the address of the Officer inviting the EOI. In exceptional circumstances and at its discretion, the issuing authority may extend the deadline for submission of proposals by issuing an amendment to be made available on the given website, in which case, all rights and obligations of Deptt. Of Forests Environment & Climate Change and the bidders previously subject to the original deadline will thereafter be subject to the deadline as extended.

18. INSTRUCTIONS TO CONSULTANTS:

The Expression of Interest is to be submitted in the manner prescribed below:- All informations as detailed below is to be submitted in two hard copies in separately sealed envelopes and one soft copy in CD:-

- a) Applicant's Expression of Interest as per Format-1.
- b) Organizational Contact Details as per Format-2.
- c) Experience of the organization as per Format-3.
- d) List of three (03) experts/ consultants on payroll as per Format-4.
- e) Financial strength of the company as per Format-5.
- f) Additional information as per Format-6. g)

Declaration as per Format-7.

h) Power of Attorney in favour of Authorized Signatory with long and short signatures of Authorized person.

i) Consultancy organization must have its office in Delhi or in any State Capital.

The bidders are expected to examine all instructions, forms, terms and other details in the EOI document carefully. Failure to furnish complete information as mentioned in the EOI document or submission of a proposal not substantially responsive to the EOI documents in every respect will be at the Bidder's risk and may result in rejection of the proposal.

19. Pre-Qualification Criteria:

Following will be the minimum qualification criteria. Each eligible consultant should possess all the following qualification criteria. Responses not meeting the minimum pre-qualification criteria will be rejected and will not be evaluated.

S. No.	Pre-Qualification Criteria	Supporting Compliance document
1.	The applicant shall be a firm/ company/ partnership/ proprietorship firm registered under the Indian Companies Act, 1956/ the partnership Act, 1932 and who have their registered offices in India and must have an office in National Capital Region of Delhi or in any State capital of India.	Copy of Certificate of incorporation and Partnership Deed, if any
2	The firm should be in the business of providing similar consultancy services for at least 03 years as on 31.03.2017.	Certificate by Company Secretary of the Bidder's organization
3	The Bidder has to be profitable and should not have incurred loss in any of the last 3 consecutive Financial Years (FY 2014-15, 2015-16 & 2016-17)	Format-5 to be certified & validated by Chartered Accountant (CA) of the bidder's organization
4	The Bidder should have an annual turnover of Rupees 100.00 Lakhs in each of the last 3 consecutive Financial Years (FY 2014-15, 2015-16 & 2016-17) from only consultancy Services rendered in India	CA certified document with name of CA registration number, signature and stamp

5	The Bidder shall have experience of providing: (i). Three similar completed consultancy services to Central Govt./State Govt./PSUs/ Govt. bodies in India of similar magnitude costing not less than Rs. 25 Lakhs each or (ii). Two similar completed services costing not less than Rs.50 Lakhs each or (iii). One similar completed services costing not less than Rs. 100.00 Lakhs	Copy of Work Order / Contract
6	6. The consultancy firm should have at least 03 full time consultants on its pay rolls	Certificate by Statutory Auditor or Company Secretary of the Bidder's organization
7	The firm should not be blacklisted by any Central Govt. / State Govt. / PSU/Govt. Bodies	Certificate signed by the Authorized signatory
8	PAN No. / Service Tax Registration Certificate/ GST No.	Copy of Certificate to be enclosed.
9	Preference will be given to agency/organization having prior experience in Review/Appraisal of Centrally Sponsored Scheme for any Central / State Govt. / Govt. Autonomous Bodies.	
10	The Bidder must have an office in India.	Details of Head Office and branch offices in State/UTs other than the Head office if any, may be submitted.

20. Evaluation Criteria and Method of Evaluation:

- Screening of EOIs shall be carried out as per eligibility conditions mentioned in this document and based on verification of testimonials submitted.
- EOI will be evaluated for short listing inter alia based on their past experience of handling similar type and magnitude of project, strength of their man power, financial strength of firm and presentation / proposal to the selection committee whose decision will be final.
- Agencies who qualify as per the eligibility conditions will be provided a brief about the Forest Department's organization present strength of employees at each level and about the general present Schemes of the Department. The agencies may be required to make a presentation, if required, to a selection committee show-casing their proposals.

- d. Short listed agencies will be issued Bid Documents and asked to submit their price proposal in a sealed envelope.

21. Response:

Bidders must ensure that their Bid response is submitted as per the formats attached with this document. Special comments on the objectives and scope of the service projected in the enquiry may also be submitted along with the offer.

22. Superscription on the envelope.

Application in sealed cover super scribed, as "EOI for Engagement of HR Auditor in Forest Department, Jharkhand

23. Conflict of Interest:

Where there is any indication that a conflict of interest exists or may arise, it shall be the responsibility of the Bidder to inform detailing the conflict in writing as an attachment to this Bid which shall be duly signed.

Dept. of Forests Environment & Climate Change will be the final arbiter in cases of potential conflicts of interest. Failure to notify any potential conflict of interest will invalidate any verbal or written agreement.

24. Definition of Conflict of Interest:

A Conflict of Interest is where a person who is involved in the procurement has or may be perceived to have a personal interest in ensuring that a particular Bidder is successful. Actual and potential conflicts of interest must be declared by a person involved in a Bid process.

25. Condition under which EOI is issued:

The EOI is not an offer and is issued with no commitment. Deptt. of Forests, Environment & Climate Change reserves the right to withdraw EOI and or change any part thereof at any stage. The Department further reserves the right to disqualify any bidder, should it be so necessary at any stage.

26. Last date of submission of EOI:

The last date of submission of EOI is :- 14.09.2018

Bid Opening Date & Time is :- 18.09.2018 at 11:00 AM

FORMATS FOR SUBMISSION:

FORMAT – 1
APPLICANT'S EXPRESSION OF INTEREST

To,

The P.C.C.F.,
Human Resource Development,
Jharkhand, Van Bhawan,
Doranda, Ranchi

**Sub: Submission of Expression of Interest to undertake HR Audit of the
Dept. of Forests, Environment & Climate Change, Govt. of
Jharkhand.**

Sir,

In response to the Invitation for Expressions of Interest (EOI) published on xx.xx.xxxx for the above purpose, we would like to express interest to carry out the above proposed task. As instructed, we attach 2 sets of the following documents in separately sealed envelopes and one soft copy:

- a. Organizational Details (Format-2)
- b. Experience in related fields (Format-3)
- c. List of experts / consultants on payroll at least 3 (Format-4)
- d. Financial strength of the organization (Format-5)
- e. Additional information (Format-6)
- f. Declaration (Format-7)

Sincerely Yours,

Signature of the applicant

[Full name of applicant] Stamp.....

Date: Encl.: As above.

Note: This is to be furnished on the letter head of the organization.

FORMAT – 2

S. No.	Organizational Contact Details
1	Name of Organization
2	Main areas of business
3	Type of Organization Firm/ Company/ partnership firm registered under the Indian Companies Act, 1956/ the partnership Act, 1932
4	Whether the firm has been blacklisted by any Central Govt. / State Govt./PSU/ Govt. Bodies / Autonomous? If yes, details thereof.
5	Address of registered office with telephone no. & fax
6	Address of offices in i) ii) All other State/UT's
7	Contact Person with telephone no. & e-mail ID

Enclose :

1. Copy of Certificate of Incorporation
2. Copy of Article of Association in respect of 3 above.
3. Undertaking in respect of 4 above.

Signature of the applicant

Full name of the applicant

Stamp & Date

FORMAT – 3

Experience in Related Fields					
Overview of the past experience of the Organization in all aspects related to Brand Building					
S. No.	Items	Number of Assignments during last 3 years	Order Value of each assignment in Lakhs of Rs. (Enclose copy of each order)	Mention the name of Client/Organization (Enclosed completion certificates)	
1	Experience of assignments of similar nature and magnitude				
1.1	Experience in carrying out similar assignments in Government organizations				
1.2	Experience in carrying out Similar assignments in Public sector.				
	Decision of Evaluating Committee in ascertaining “similar nature” and “similar assignment” and/ or magnitude will be final.				
	Signature of the applicant Full name of applicant Stamp & Date				

FORMAT – 4

List of experts/consultants on payroll (at least 3)

S. No	Name	Designation	Qualification	Relevant Experience
1				
2				
3				
4				
5				
6				

Signature of the applicant
Full name of applicant
Stamp & Date

FORMAT – 5

Financial Strength of the Organization					
S. No	Financial Year	Whether profitable Yes/No	Annual net profit (in Lakh Rs.)	Overall annual turnover (in Lakh Rs.)	Annual turnover from Consultancy services rendered only in India (in Lakh Rs.)
1	2014-15				
2	2015-16				
3	2016-17				

Note: Please enclose Chartered Accountant's certificate in support of your claim.

Signature of the applicant

Full name of applicant

Stamp & Date

FORMAT – 6

Additional Information

1. List all enclosures related to the previous sections.

S.NO	Description	No. of pages

2. Additional information if any to support the Firm's credibility (Not more than 2 pages).

Signature of the applicant

Full name of applicant

Stamp & Date

FORMAT -7

Declaration

I/We hereby confirm that we are interested in competing for the HR Auditing Services to Deptt. of Forests Environment & Climate Change, Govt. of Jharkhand and undertake the related tasks.

All the information provided herewith is genuine and accurate. For any false declaration I/We hereby under take to bear sole responsibility and shall face any Administrative/ Financial & Legal actions or all actions.

Authorized Person's Signature.

Name and Designation:

Date of Signature:

Note: The declaration is to be furnished on the letter head of the organization.

Qualification criteria for short-listing of “Bidders” on the basis of EOI

S. No.	Parameters	Weightage
1	Past Experience in carrying out studies in related sectors in Govt. or PSUs.	30
2	Past Experience of studies of similar nature and magnitude.	15
3	Experience of Key Personnel	15
4	Qualifications	10
5	Financial Strength of the Consultant	10
6	Turnover figure for Last Three Years	10
7	Net Profit Figure for Last three years	10
Total		100

TENTATIVE LIST OF THE ESTABLISHMENTS/OFFICES

- 1.o/o PCCF & HOFF, JHARKHAND,RANCHI
- 2.o/o PCCF-CUM-ED,WASTELAND DEVELOPMENT
BOARD, JHARKHAND, RANCHI
- 3.o/o PCCF WL AND CHIEF WILDLIFE WARDEN, JHARKHAND, RANCHI
- 4.o/o APCCF AND DIRECTOR, EXTENSION FORESTRY, HAJARIBAGH
- 5.o/o APCCF AND DIRECTOR, EXTENSION FORESTRY, DUMKA
- 6.o/o APCCF AND DIRECTOR, EXTENSION FORESTRY, RANCHI
- 7.o/o APCCF, DEVELOPMENT, JHARKHAND, RANCHI
- 8.o/o APCCF, FDA, JHARKHAND, RANCHI
- 9.o/o APCCF, CAMPA, RANCHI
- 10.o/o PCCF, HUMAN RESOURCE DEVELOPMENT, JHARKHAND, RANCHI
- 11.o/o APCCF, VIGILENCE ,JHARKHAND ,RANCHI
- 12.o/o APCCF, RESEARCH & TRAINING, JHARKHAND, RANCHI
- 13.o/o RCCF, RANCHI
- 14.o/o RCCF, HAJARIBAGH
15. o/o RCCF, MEDININAGAR
16. o/o RCCF, DUMKA
- 17, o/o RCCF, BOKARO
- 18, o/o RCCF, JAMSHEDPUR
- 19, o/o CCF, WILD LIFE, RANCHI
- 20, o/o CCF-CUM-CHIEF COORDINATOR, WFP, JHARKHAND, RANCHI
- 21, o/o CCF, PERSONNEL (GAZETTED), JHARKHAND, RANCHI
- 22, o/o CCF, PERSONNEL (NON-GAZETTED), JHARKHAND, RANCHI
23. o/o CCF, WORLD BANK, JHARKHAND, RANCHI
24. o/o CCF, TRAINING, JHARKHAND, RANCHI
25. o/o CF, TERRITORIAL CIRCLE, RANCHI
26. o/o CF, TERRITORIAL CIRCLE, GUMLA
27. o/o CF, TERRITORIAL CIRCLE, MEDININAGAR
28. o/o CF, TERRITORIAL CIRCLE, GARHWA
29. o/o CF, TERRITORIAL CIRCLE, DUMKA
30. o/o CF, TERRITORIAL CIRCLE, DEOGHAR
31. o/o CF, TERRITORIAL CIRCLE, CHAIBASA
32. o/o CF, TERRITORIAL CIRCLE, JAMSHEDPUR

- 33. o/o CF, TERRITORIAL CIRCLE, CHATRA
- 34. o/o CF, TERRITORIAL CIRCLE, HAZARIBAGH
- 35. o/o CF, TERRITORIAL CIRCLE, BOKARO
- 36. o/o CF, TERRITORIAL CIRCLE, GIRIDIH
- 37. o/o CF, PLANNING CIRCLE, RANCHI
- 38. o/o CF, WORKING PLAN CIRCLE, RANCHI
- 39. o/o CF, WORKING PLAN CIRCLE, DEOGHAR
- 40. o/o CF, WORKING PLAN CIRCLE, HAJARIBAGH
- 41. o/o CF, WORKING PLAN CIRCLE, JAMSHEDPUR
- 42. o/o CF, WORKING PLAN CIRCLE, MEDININAGAR
- 43. o/o CF, AFFORESTATION, RESEARCH AND EVALUATION, RANCHI
- 44. o/o CF, SOCIAL FORESTRY AND EVALUATION, RANCHI
- 45. o/o CF, WORLD BANK, RANCHI- 2 POST
- 46. o/o DFO, HAJARIBAGH EAST DIVISION, HAZARIBAGH
- 47. o/o DFO, HAJARIBAGH WEST DIVISION, HAZARIBAGH
- 48. o/o DFO, KODERMA FOREST DIVISION, KODERMA
- 49. o/o DFO, CHATRA NORTH DIVISION, CHATRA
- 50. o/o DFO, CHATRA SOUTH DIVISION, CHATRA
- 51. o/o DFO, MEDININAGAR DIVISION, MEDININAGAR
- 52. o/o DFO, GARHWA NORTH DIVISION, GARHWA
- 53. o/o DFO, GARHWA SOUTH DIVISION, GARHWA
- 54. o/o DFO, LATEHAR DIVISION, LATEHAR
- 55. o/o DFO, CORE AREA, PTR, MEDNINAGR NORTH
- 56. o/o DFO, BUFFER AREA, PTR MEDNINAGR SOUTH
- 57. o/o DFO, RANCHI DIVISION, RANCHI
- 58. o/o DFO, KHUNTI DIVISION, KHUNTI
- 59. o/o DFO, SIMDEGA DIVISION, SIMDEGA
- 60. o/o DFO, LOHARDAGA DIVISION, LOHARDAGA
- 61. o/o DFO, GUMLA DIVISION, GUMLA
- 62. o/o DFO, BOKARO DIVISION, BOKARO
- 63. o/o DFO, RAMGARH DIVISION, RAMGARH
- 64. o/o DFO, DHANBAD DIVISION, DHANBAD
- 65. o/o DFO, GIRIDIH EAST DIVISION, GIRIDIH
- 66. o/o DFO, GIRIDIH WEST DIVISION, GIRIDIH

67. o/o DFO, JAMSHEDPUR DIVISION, JAMSHEDPUR
68. o/o DFO, SARAIKELA DIVISION, SARAIKELA
69. o/o DFO, PORAHAT DIVISION
70. o/o DFO, KOLHAN DIVISION
71. o/o DFO, CHAIBASA DIVISION
72. o/o DFO, SARANDA DIVISION
73. o/o DFO, S.F. DIVISION, RANCHI
74. o/o DFO, S.F. DIVISION, SIMDEGA
75. o/o DFO, S.F. DIVISION, HAZARIBAGH
76. o/o DFO, S.F. DIVISION, KODERMA
77. o/o DFO, S.F. DIVISION, JAMSHEDPUR
78. o/o DFO, S.F. DIVISION, CHAIBASA
79. o/o DFO, S.F. DIVISION, GARHWA
79. o/o DFO, S.F. DIVISION, LATEHAR
80. o/o DFO, S.F. DIVISION, DUMKA
81. o/o DFO, S.F. DIVISION, DEOGHAR
82. o/o DFO, WFP DIVISION, DALTENGANJ
83. o/o DFO, WFP DIVISION, RANCHI
84. o/o DFO, WFP DIVISION, CHAIBASA
85. o/o DFO, WFP DIVISION, DUMKA
86. o/o DFO, STATE TRADING DIVISION, LATEHAR
87. o/o DFO, STATE TRADING DIVISION, GUMLA
88. o/o DFO, STATE TRADING DIVISION, CHAIBASA
89. o/o DFO, STATE TRADING DIVISION, SARANDA
90. o/o DFO, DEPARTMENTAL WORKING DIVISION, HAZARIBAGH.
91. o/o DFO, WORLD BANK