

m

**Invitation for Request for Proposal (RFP) for Human Resource Audit of  
Forest, Environment and Climate Change Department, Jharkhand**

**RFP No.-01/2019**

1. Request for proposal (RFP) in sealed envelope is invited from reputed firms/ organizations/institutions to carry out the Human Resource Audit/Study of all establishments of Jharkhand Forest Department of and above the level of Division Forest Officers with a view to make a study of the current workforce, skill requirements and predict future workforce requirement at each level and to prepare a Human Resource Management and Development Plan of Jharkhand Forest Department to meet the current and future needs of the Department consistent with policies and programs of the government.

Interested firms/organizations/institutions (Service providers) may apply with complete details in the prescribed format to the Chief Conservator of Forests, Personnel (Gazetted), Jharkhand, Ranchi, Block-B, Van Bhavan, Doranda, Ranchi-834002, Ph. 0651-2480099. Proposal must be submitted by Speed Post/ Courier in the designated office so as to reach the undersigned by 03:00 pm on 05.09.2019 RFP may also be submitted in person in the office of Chief Conservator of Forests, Personnel (Gazetted), Jharkhand, Ranchi, Block-B, Van Bhavan, Doranda, Ranchi-834002, Ph. 0651-2480099. Response to RFP received after stipulated time shall not be accepted.

Sl. No.	Critical Dates	Date	Time	Venue
1	Pre Bid Conference	07.08.2019	11:30 AM	Conference Room of Principal Chief Conservator of Forests, Jharkhand, Van Bhawan, Doranda, Ranchi- 834002.
2	Last date of Bid Submission	05.09.2019	3 P.M. On office Hour	Chief Conservator of Forests, Personnel (Gazetted), Jharkhand, Ranchi, Block-B, Van Bhavan, Doranda, Ranchi-834002, Ph. 0651-2480099
3	Bid Opening Date and Presentation	05.09.2019	3:30 P.M.	Conference Room of Principal Chief Conservator of Forests, Jharkhand, Van Bhawan, Doranda, Ranchi-834002.

Chief Conservator of Forests,  
Personnel (Gazetted),  
Jharkhand, Ranchi

## Section:2

### Objective & Scope of work of HR Audit / HR Restructuring

2

#### (i) Background

The Forest, Environment & Climate Change Department, Jharkhand is responsible for planning, promoting, coordinating, and overseeing the implementation of forestry programmes in the state. Jharkhand is having a total forest area of 23,605 sq. km. (33.37 of total geographical area). According to the Indian State of forest Report the percentage of forest area to State's Geographical area is 29.61%, while total Forest and Tree cover of Jharkhand is 32.74%. The per capita forest area is 0.079 ha.

#### (ii) Geographical Coverage

The Geographical coverage of this project is entire state of Jharkhand comprising each & every establishment of the forest department. The names of all the major establishments of the Jharkhand forest department is annexed here with as ANNEXURE - A.

#### (iii) 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 and maintain 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 centers 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 wildlife 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 plans to revitalise the Human Resources section of the department and to include establishment of the policies, systems, processes and implementation manuals so as to enable standardisation of the process so as to minimise the discretionary decision making and also ensuring proper monitoring of the systems for the benefit of the employees of Forest Department.

For this purpose, the Department wishes to carry out a HR Systems Audit and Restructuring of HR Systems of the Department.

**(iv) Scope of work**

- (a) HR Audit / As-Is study: The agency is required to study the existing HR Systems & Practices, carry out a gap analysis, suggest changes and improvements in HR systems and practices and recommend best practices in the line with government policy.
- (b) Study, review and develop Comprehensive HR Policy for the department defining the strategic rules and regulations for Human Resource Management of the department with details that include but not limited to: Authorities and Responsibilities, Powers including recruitments, delegation of authority at different levels, assigning of responsibilities, framework for recruitment, induction, transfer, promotion, rewards & recognition, disciplinary guidelines, grievance redressal policy and all the relevant policies keeping in view the existing Act, rules and regulations.
- (c) Man-power planning : Study of available manpower (officers/staff i.e. technical, non-technical, administrative, field level and workers employed on permanent or contractual basis) 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 objectives of the department can be achieved for next 10 years with a scope for mid-term review. It should also be noted that the department is poised for up gradation in the near future.
- (d) Development of Organisation Structure and Job descriptions: The consultant would be required to develop an organisation structure and define the authorities and responsibilities at each level of the organisation in consonance with the objectives of

h

the organisation including past relevant procedures, practices and precedence. The aim is to enable achievement of various objectives of the organisation with optimum resources.

The organisation structure shall include identification of the critical functions and non-critical functions, with relevant Job Responsibilities, Key Result Areas, detailed Job descriptions and related required competencies.

A detailed job description for each position shall serve as an organizational aid for identifying the works that can be fulfilled using outside support and also shall define delegating responsibilities, coordinating and dividing responsibilities of work and prevention of duplication of efforts.

- (e) Outsourcing: Study the activities/work which may be outsourced or contracted for a fixed term at lower level and make recommendations duly identifying 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 be achieved each year and his superior also becomes aware of the expected and attained outcomes of his subordinates in a time bound manner.
- (f) To define required competency matrix for various positions in the department to enable the department identify competency gaps. Help department strategize for competency enhancement of existing personnel.
- (g) To establish gaps in "people performance" across various functions and technology interventions & to create method of assessing the ultimate achievement including regular feedback from people residing inside and the fringe areas of forest.

(OR)

Performance management system: Study the existing performance management system and suggest interventions for establishment of the methods for systematic and periodic review of the employees for assessing the ultimate achievement including regular feedback from people residing inside and the fringe areas of forest. The system shall include identification of the development opportunities of the employees

- (h) Identify the processes that can be automated

- A
- (i) HR Manuals: Development of HR process manuals or Standard Operating Procedures, to enable proper implementation of the policies and systems to enable achievement of objective of the Department.

**(v) Key Deliverables**

The consultancy firm is expected to provide the Jharkhand Forest Department with comprehensive report on the work done by them 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 objectives. Report submitted by consultant should include the following:

- Report of the as-is study of existing HR System, gaps identified / HR Audit Report and recommendations thereof
- A comprehensive HR Policy for the department based on the gaps identified in the areas that include but not limited to: recruitment, induction, transfer, performance management, promotion, training, delegation of authorities, rewards & recognition and grievance redressal policies and recommendations to address them
- Suggested Organisation Structure, Critical & Non-Critical activities thereof, related Job Descriptions, Key Result Areas and Competencies required for the positions
- Current organization overview covering the workforce spread in both permanent and contractual workforce at the various forest establishment of the state
- Future workforce requirement in the next 10 years within Administrative offices, Field offices, Technical & Non-technical employees along with workers of both on permanent role or on contract basis stationed throughout the State outlining individual functions & responsibilities
- Recommendation on jobs that can be outsourced
- Suggestions on scope for automation
- Suggestions on rewards & recognition mechanism
- HR Manual / Standard Operating Procedures to actualise the policies framed.

### Section:3

#### General Instructions to service providers and data sheet.

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

#### 3.2. Eligibility 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. The bidder should submit the offer in 3 separate envelope. All the three above envelopes of eligibility criteria, technical bid and financial bid should be enclosed in a bigger envelope and super subscribed as RFP for HR Audit as mention in section 4 para (5)

SI. No.	Eligibility Criteria	Supporting Compliance document
1.	The applicant shall be a firm/ company/ partnership/ proprietorship firm/ institution registered under the Indian Companies Act, 1956/ the partnership Act, 1932 and should 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 or Partnership Deed, if any
2	The firm/institution should have IT return of the last 3 consecutive Financial Years (FY 2015-16, 2016-17 & 2017-18)	Copy of IT return for last three Financial years (2015-16, 2016-17 & 2017-18 which should be duly certified by CA.
3	Earnest Money Deposit	Bank draft of Rs. 50000/- (Fifty thousand only) of any Nationalized/ Scheduled Banks of India.
4	PAN	Attested copy of PAN
5	GSTIN, TAN	Attested copy of GSTIN, TAN
6	Power of attorney/letter of authorisation from the firm in favour of the person signing the bid on behalf of the service provider	
7	RFP Acceptance Letter – Declaration that the bidder has accepted all the conditions stipulated under the RFP including the contract document.	


Am

8	Copy of contract/completion certificate of the assignments duly signed and stamped, which are proposed to justify the eligibility of the service provider	Format-3
9	Undertaking in the official letterhead duly signed by the authorised representative for not having been blacklisted by any Central/State Government/Any autonomous bodies/International and National Organisation in last five years as format-8.	
10	The firm/institution should have an annual turnover of Rupees 100.00 Lakhs in each of the last 3 consecutive Financial Years (FY 2015-16, 2016-17 & 2017-18) from only consultancy Services rendered in India.	CA certified document with name of CA registration number, signature and stamp as per format-5.
11	The firm/institution shall have the similar kind of work experience in last five years (2014-15 to 2018-19) and cumulative study of 5 crore during the last five years.	Copy of Work Order / Contract with completion report
12	The consultancy firm/institution should have at least three employee who has Post Graduate qualification in Human Resources Management on its pay rolls for minimum one year.	The document as per Format-4 to be submitted separately for eligibility criteria envelope.

**Note :- Along with above documents the information in the format no.-1, 2, 4, 7, 8 should be enclosed in the envelope of eligibility criteria. Additional information may also be furnished in the Format no. 6.**

3. (3) The RFP is to be submitted in the manner prescribed below:- All information as detailed below is to be submitted in the hard copies.

- (a) Applicant's response to Request for Proposal 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 with degree in Human Resource Management on payroll as per Format-4.
- (e) List of consultants with prior experience with Forest department/ handled project in Department of Forest as per Format-4.
- (f) Financial strength of the company as per Format-5.

- 
- (g) Additional information as per Format-6. g)
  - (h) Declaration as per Format-7.
  - (i) Declaration for not blacklisting the company/firm as per format-8.
  - (i) Power of Attorney in favour of Authorized Signatory with long and short signatures of Authorized person.
  - (j) Consultancy organization must have its office in Delhi or in any State Capital.
- The service provider should have specialization and experience of minimum 5 years in the area of Recruitment, Human Resource management and related services, preferably in the development sector.
  - The service provider should deploy 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
  - 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.
  - 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.
  - Certificate of Registration of the company or organization as per the law of the Land.
  - Relevant Experience: To be provided in the prescribed table showing detail of experience ongoing or completed contracts for the same or services of similar magnitude executed in the last 60 months. For each contract, provide details of: department name, contract dates, contract values, contract focal point name and email, work location.
4. Conflict of Interest
- 4.1 The Service Provider is required to provide professional, objective, and impartial advice, at all times holding the Department's interest's paramount, strictly avoiding conflicts with other assignments or its own corporate interests and acting without any consideration for future work.
- 4.2 The Service Provider has an obligation to disclose to the Department any situation of actual or potential conflict that impacts its capacity to serve the best interest of its Department. Failure to disclose such situations may lead to the disqualification of the Service Provider or the termination of its Contract and/or sanctions by the Department.



## **A. Preparation of Proposal**

5. General Considerations 5.1 In preparing the Proposal, the Service Provider is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.
6. Cost of Preparation of Proposal 6.1 The Service Provider shall bear all costs associated with the preparation and submission of its Proposal, and the Department shall not be responsible or liable for those costs, regardless of the conduct or outcome of the selection process. The Department is not bound to accept any proposal and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Service Provider.
7. Language 7.1 The Proposal, as well as all correspondence and documents relating to the Proposal exchanged between the Service Provider and the Department, shall be in English
8. Only One Proposal 8.1 The Service Provider shall submit only one Proposal. If a Service Provider submits or participates in more than one proposal, all such proposals shall be disqualified and rejected. This does not, however, preclude the Service Provider staff from participating as Key Experts and Non-Key Experts in more than one Proposal when circumstances justify
9. Proposal Validity 9.1 The period of the validity of the proposal will be in accordance to clause 6 of the Datasheet
10. Amendment of RFP 10.1. At any time before the proposal submission deadline, the Department may amend the RFP by issuing an amendment in writing or by standard electronic means.
- 10.2. If the amendment is substantial, the Department may extend the proposal submission deadline to give the Service Provider reasonable time to take an amendment into account in their Proposals
- 10.3 The Service Provider may submit a modified Proposal or a modification to any part of it at any time prior to the proposal submission deadline. No modifications to the Technical or Financial Proposal shall be accepted after the deadline.

- Am
11. (a) Eligibility criteria proposal. This proposal should have all the information as mentioned in para 3.2 and Format No. 1, 2, 4, 6, 7, 8.
- (b) Technical Proposal Format and Content 11.1 The Technical Proposal shall not include any financial information. A Technical Proposal containing material financial information shall be declared non-responsive.
12. Financial Proposal 12.1 The Financial Proposal shall be prepared using the Standard Forms provided in the RFP.
- Taxes 12.2 The Service Provider will be responsible for meeting all tax liabilities arising out of the Contract unless stated otherwise.

### **B. Submission, Opening and Evaluation**

13. Submission, Sealing, and Marking of Proposals 13.1 The Service Provider shall submit a signed and complete Proposal comprising the documents and forms as specified in the RFP. The submission can be done by registered post/speed post/courier service or by hand.
- 13.2 An authorized representative of the Service Provider shall sign the original submission letters in the required format for both the Technical Proposal and, the Financial Proposals and shall put initials on all pages of both proposals.
- 13.3 Any modifications, revisions, interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the Proposal.
- 13.4 The signed Proposal shall be marked "ORIGINAL", and its copies marked "COPY" as appropriate. All copies shall be made from the signed original. If there are discrepancies between the original and the copies, the original shall prevail.
- 13.5 The original and all the copy of the Technical Proposal shall be placed inside a sealed envelope clearly marked "TECHNICAL PROPOSAL", "[Name of the Assignment] ", reference number, name and address of the Service Provider.
- 13.6 Similarly, the original Financial Proposal shall be placed inside of a sealed envelope clearly marked "FINANCIAL PROPOSAL" followed by the name of the assignment, reference number, name and address of the Service Provider.
- 13.7 The sealed envelopes containing the Technical and Financial Proposals shall be placed into one outer envelope and sealed. This outer envelope shall bear the submission address, RFP reference number, the name of the assignment, Service Provider's name and the address.

A

13.8 If the envelopes and packages with the Proposal are not sealed and marked as required, the Department will assume no responsibility for the misplacement, loss, or premature opening of the Proposal.

13.9 The Proposal must be sent to the address indicated in the Data Sheet and received by the Department no later than the deadline indicated in the Data Sheet, or any extension to this deadline. Any Proposal or its modification received by the Department after the deadline shall be declared late and rejected.

14. Confidentiality    14.1. From the time the Proposals are opened to the time the Contract is awarded, the Service Provider should not contact the Department on any matter related to its Technical and/or Financial Proposal. Information relating to the evaluation of Proposals and award recommendations shall not be disclosed to the Service Provider who submitted the Proposals or to any other party not officially concerned with the process, until the award of Contract.

14.2. Any attempt by the Service Provider or anyone on behalf of the Service Provider to influence improperly the Department in the evaluation of the Proposals or award of Contract may result in the rejection of its Proposal.

14.3. Notwithstanding the above provisions, from the time of the Proposals" opening to the time of award of Contract, if a Service Provider wishes to contact the Department on any matter related to the selection process, it should do so only in writing.

15. Opening of Technical Proposals    15.1. The Department's evaluation committee shall conduct the opening of the Technical Proposals in the presence of the Service Providers authorized representatives who choose to attend (in person). The envelopes with the Financial Proposal shall remain sealed and shall be securely stored with a department's office.

16. Evaluation of Technical Proposals    16.1. The Department's evaluation committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and the RFP, applying the evaluation criteria, sub-criteria, and point system specified in the RFP. Each responsive Proposal will be given a technical score. A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP or if it fails to achieve the minimum technical score indicated in the RFP.

- An
17. Opening of Financial Proposals (for QCBS methods)
- 17.1. The Department shall intimate the date, time and location for the opening of the Financial Proposals.
- 17.2. The Financial Proposals shall be opened by the Department's evaluation committee in the presence of the representatives of those Service Provider's whose proposals have passed the minimum technical score. The Service Provider attendance at the opening of the Financial Proposals is optional and is at the Service Provider's choice. These Financial Proposals shall be then opened, and the total prices read aloud and recorded.
18. Correction of Errors
- 18.1. Activities and items described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, and no corrections are made to the Financial Proposal
19. Quality- and Cost-Based Selection (QCBS)
- 19.1. In the case of QCBS, the total score is calculated by weighting the technical and financial scores and adding them as per the formula and instructions in the RFP. The Service Provider achieving the highest combined technical and financial score will be selected for award of contract.

## Section:-4

### Datasheet

A. General	
1	Project Completion Period– 6 months
2	Financial Proposal to be submitted together with Technical Proposal: Yes
3	<p>A pre-bid will be held: Yes</p> <p>Date of pre-bid meeting 07.08.2019</p> <p>Time: 11:30 A.M.</p> <p>Venue: Conference Hall of PCCF (HoFF), Van Bhawan, Doranda, Ranchi-834002, Jharkhand</p>
B. Preparation of Proposal	
4	<p>This RFP has been issued in the English language. The RFP can be downloaded from the website: <a href="http://www.forest.jharkhand.gov.in">www.forest.jharkhand.gov.in</a>. Forest Department also reserves the right to modify/relax any part of the RFP/bid prior to the submission date and time. Any such changes will be published on the website as corrigendum and the participant bidders are supposed to take the corrigendum also into account prior to bid submission.</p> <p>Proposals shall be submitted in English language and all correspondence exchange in regard to the proposal/contract shall be in English language.</p>
5	<p>The proposal shall comprise of the following:</p> <p><b>1<sup>st</sup> inner envelope of eligibility criteria as mentioned in para 3.2</b></p> <p><b>2<sup>nd</sup> inner envelope of Technical Proposal for short-listing of Bidders as mentioned in para 12</b></p> <p><b>AND</b></p>

	<p><b>3<sup>rd</sup> inner envelope with financial proposal</b></p> <p>The financial bid should be submitted in the Format-9.</p> <p>All the three above envelopes of eligibility criteria, technical bid and financial bid should be enclosed in a bigger envelope and super subscribed as RFP for HR Audit.</p> <p><b>Completeness of bid offer</b></p> <p>The bidder is expected to examine all instructions, forms, terms &amp; conditions and specifications in the RFP document. Failure to furnish all information required in document or submission of offer not substantially responsive in every respect to the RFP document will be at the bidder's risk and may result in the rejection of bid offer. The bid offer is liable to be rejected outright without any intimation to the bidder if complete information as called in the RFP document is not given therein, or if particulars asked for the Forms/Performa in the RFP are not fully furnished.</p>
6	Proposals must remain valid for 90 calendar days after the proposal submission deadline.
7	<p>The Financial Proposal shall be stated in Indian Rupees and the prices quoted in the financial bid should be without any conditions. Price quotation accompanied by vague and conditional expressions will be treated as being at variance and shall be liable for rejection.</p> <p>Omissions, errors, misrepresentations or inadequate details in the bidder's financial proposal will be considered as valid ground for rejection of the bidder's proposal. Costs if any that are not clearly identified in the financial proposal will be borne by the bidder.</p> <p>When there is a discrepancy between amounts in figures and in words, the amount in words will govern. If a Bidder refuses to accept the correction, his Bid will be rejected.</p>
<b>C. Submission, Opening and Evaluation</b>	
8	<p><b>Earnest Money Deposit (EMD)</b> by way of Demand Draft for an amount of Rs 50000/- (Fifty thousand only) of any Nationalized/Scheduled Banks of India in favour of <b>Chief Conservator of Forests, personnel, Gazetted Jharkhand, payable at Ranchi.</b>-Bids received without or with inadequate EMD shall be liable to get rejected.</p>
9	<p>The Service Provider must submit:</p> <p>(a) Technical Proposal: The Bidder shall submit one original set of Technical Proposal (together with originals/ copies of Documents required to be submitted in</p>

	<p>pursuant to this RFP) and clearly marked "ORIGINAL". In addition, the Bidder shall submit 1 (one) copy of Technical Proposal, along with Documents, marked "Copy". In the event of any discrepancy between the original and its copies, the original shall prevail.</p> <p>(b) Financial Proposal: one (1) original</p> <p>In case the financial proposal is not submitted separately or is not properly sealed (as observed during the opening of proposal in accordance to clause 13 of the datasheet below) the proposal is liable to rejection.</p> <p><b>Note: All Documents submitted above should be duly signed and stamped.</b></p> <p>The proposal complete in all respect must reach the undersigned by Speed Post/Registered Post/Courier/By hand by the deadline in sealed envelope clearly mentioning on the top of it "Request for Proposal" for "Enhancing Climate Resilience of Forests and its Dependent Communities in Two Landscapes of Jharkhand". Electronic submission of proposal is not allowed.</p> <p>Ambiguous bids will be out rightly rejected. Bids not accompanied by desired documents, would be rejected. Undertaking of subsequent submission of any of the above document will not be entertained.</p>
10	<p><b>Proposal Submission Deadline:</b></p> <p>The Proposals must be submitted no later than: 05.09.2019</p> <p>Time: 03:00 P.M.</p> <p>Any proposal received beyond the aforesaid deadline (date and time) will be rejected.</p> <p>Date and time of opening of Technical Proposal: 05.09.2019</p> <p>Time: 03:30 P.M.</p>
11	<p><b>The Proposal submission address is:</b></p> <p>Chief Conservator of Forests, Personnel (Gazetted), Jharkhand, Ranchi, Block-B, Van Bhawan, Doranda</p>

## 12. The technical criteria for short-listing of “Bidders” on the basis of RFP

Sl. No.	Parameters	(Marks)	Break-up of score
1	<p>Past experience of studies of similar nature and magnitude preferably in Govt. sector.</p> <p>(The necessary document to substantiate the claim should be as per Format No.-3.)</p>	30	<p>The firm/bidder having experience of providing similar audit a cumulative total of Rs. 1 Crore during last five years (2014-15 to 2018-19) will get zero marks and the bidder having the experience of highest amount during the same period will get 20 marks. The firms having the total expense between 1 crore to highest amount will get the marks on proportionate basis.</p> <p>Similarly ten marks will be allocated for the work carried out in the Government Sector/PSU and Govt. supported institutions. The bidder which has got the zero HR audit for the Govt. supported institutions will get zero marks and institutions which provide the highest an HR audit for Govt./ Govt. institution will be entitled for full 10 marks and the bidder who are having the experience between zero and highest number will be entitled to get the proportionate marks.</p>
2	<p>Total Turnover of the Firm /Institution for the past three years</p> <p>(The document as per Format No.-5. should be enclosed.)</p>	20	<p><b>Turn over range      Marks</b></p> <p>Rs. 01- 05 Crore      ----- 05</p> <p>      05-10 Crore      ----- 10</p> <p>      10 Crore &amp; above----- 15</p>
3	<p>Qualification and competence of the key staff of firm/ institution/ organization</p> <p>(i) Educational Qualification in Human Resource Management (As per the Format No.-4)</p>	15	<p>Firm/Institution/Organization having the professional degree in HR Management.</p> <p>The Bidder/firm having the 03 HR executive will get zero marks and the bidder having the highest number of executive will get 15 marks. The firms having the no of executive in between will get the marks on proportional basis.</p>
4	<p>Presentation by the team leader</p> <p>i. Understanding relevance.</p> <p>ii. HR Audit in Forest Department.</p> <p>iii. Methodology</p>	<p>05</p> <p>05</p> <p>10</p> <p>05</p>	



	iv. Work Plan/Milestone of HR Audit v. Deliverables and future planning for the Department.	10	
--	--	----	--

### 13. Evaluation Process:

**Quality and Cost Based Selection (QCBS)** method will be followed during the overall selection process. Based on the evaluation of technical proposal, the technically qualified bidders shall be ranked highest to lowest Technical Score (**ST**) in accordance to the marks obtained during the technical evaluation stage. There shall be **80%** weightage to technical score and **20%** weightage to financial score.

The individual bidder's financial score (**SF**) will be evaluated as per the formula given below:

**SF** = [**Fmin** / **Fb**] \* 100 (rounded off to 2 decimal places) where,

**SF** = Normalized financial score of the bidder under consideration

**Fmin** = Minimum financial quote among the technically qualified bidders

**Fb** = Financial quote of the bidder under consideration

**Combined Score (S)** = **ST** \* 0.8 + **SF** \* 0.2

Where **ST** = Technical score secured by the bidder. Where **SF** = Financial score secured by the bidder

The bidder securing the highest evaluated **Combined Score (S)** will be awarded the contract observing due procedure. For the purpose of evaluation, the total evaluated cost shall be inclusive of all taxes and duties for which the Department will make payment to the consultant including overhead expenses, such as travel, accommodation, logistics, training/ workshop, preparation of reports/ formats, printing and other secretarial expenses etc.

## **Section:5**

### **Award of Contract/ Payment Schedule and General Conditions**

#### **1. Award of the Contract:**

- (i) The contract will be awarded to the successful bidder for implementation. The award of the contract will be done to the highest scorer of the evaluation done as mentioned above. The successful bidder has to sign a contract for implementation of the project and has to complete within five months from the date of issue of the order. In case of successful bidder being a joint venture, the first party shall be held responsible for all obligations.

#### **(ii) Responsibility of Jharkhand Forest Department:**

- ❖ Providing Office-wise details of present manpower along with existing documents related to HR policies, strategy documents, access to HR systems etc.
- ❖ 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 of work place at the level of district headquarters for local assessors.
- ❖ Support in setting up meeting with relevant stakeholders

#### **(iii) Responsibility of the Audit Firm:**

- ❖ Simultaneous Audit of every establishment located throughout the state.
- ❖ Coverage of all Forest offices mentioned in Annexure
- ❖ Since the number of establishments involved is quite large, the Audit Firm shall depute trained experienced Auditors.
- ❖ Presentation of findings and recommendation to HOFF and other relevant stakeholder before submission of final report
- ❖ On time submission of reports and findings

#### **(iv) Deliverables:**

The Audit Firm/Institutions will provide comprehensive Audit Report on the Audit done by the Assessors of the entire establishment.

## **2. Payment Schedule:**

Payments terms and conditions:-

There will be Sub stages of the payment given below:-

- (i) 20% Payment will be made on the submission of Preliminary report and sign-off from the department
- (ii) 40% Payment will be made on the Submission of Interim report and sign-off from the department
- (iii) 40% payment on the submission of final report and sign-off from the department

## **3. Superscription on the envelope.**

Application in sealed cover super scribed, as “RFP for HR AUDIT” in Forest Department, Jharkhand.

## **4. 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.

Department 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.

## **5. 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.

## **6. Condition under which RFP is issued:**

The RFP is not an offer and is issued with no commitment. Department of Forests, Environment & Climate Change reserves the right to withdraw RFP 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.

The department implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against the department.

The authority reserves right to reject any/all proposal without assigning any reason thereof.

## FORMATS FOR SUBMISSION:

### FORMAT – 1

#### APPLICANT'S INTEREST TO PARTICIPATE IN RFP

To,

Deputy Conservator of Forests,  
Planning, Tribal Area  
Block-C, Van Bhavan, Doranda,  
Ranchi-834002

**Sub: Submission of Expression of Interest to undertake HR Diagnostic, Workforce Planning & HR process improvement of the Deptt. of Forests, Environment & Climate Change, Govt. of Jharkhand.**

Sir,

In response to the Invitation for submission of Request for Proposal(RFP) 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 Authorized Representative

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

Date: Encl.: As above.

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

## FORMAT – 2

Sl. 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 .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.

Sincerely Yours,

Signature of the Authorized Representative

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

Date: Encl.: As above.

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

## FORMAT – 3

<b>Experience in Related Fields</b>					
<b>Overview of the past experience of the Organization in all aspects related to Brand Building</b>					
S. No.	Items	Number of Assignments during last 5 years	Order Value of each assignment in Lakhs of Rs. (Enclose copy of each order)	Mention the name of Department/Organization (Enclosed completion certificates)	
<b>1</b>	Experience of assignments of similar nature and magnitude				
<b>1.1</b>	Experience in carrying out similar assignments in Government organizations				
<b>1.2</b>	Experience in carrying out Similar assignments in Public sector.				
<p>Decision of Evaluating Committee in ascertaining “similar nature” and “similar assignment” and/ or magnitude will be final. In support of each claim the bidder should submit the copy of the order and the copy of satisfactory completion of the project or the proof of the receipt of full &amp; final payment.</p> <p style="text-align: right; margin-right: 100px;">Sincerely Yours,</p> <p style="text-align: right; margin-right: 100px;">Signature of the Authorized Representative</p> <p>[Full name of applicant] Stamp.....</p> <p style="margin-left: 100px;">Date: Encl.: As above.</p> <p style="text-align: center; margin-top: 10px;">Note: This is to be furnished on the letter head of the organization.</p>					

## FORMAT – 4

<b>List of HR experts/consultants on payroll ( at least 3 )</b>				
S. No	Name	Designation	Qualification	Relevant Experience
1				
2				
3				
4				
5				
6				

Note :- In support of the above claim the applicant should submit the copy of Form-16. Issue by them to their employees for financial year, 2018-19 and the copies of their Educational Qualification.

Sincerely Yours,  
Signature of the Authorized Representative

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

Date: Encl.: As above.

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

A

## FORMAT – 5

<b>Financial Strength of the Organization</b>					
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.)
<b>1</b>	2015-16				
<b>2</b>	2016-17				
<b>3</b>	2017-18				
Please also enclosed the attached copy of IT Return of last 03 years (i.e.2015-16, 2016-17 & 2017-18)					

Sincerely Yours,  
Signature of the Authorized Representative

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

Date: Encl.: As above.

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

### **CERTIFICATE OF THE CA**

This is to certify the above information is true & correct as per the records made available to me.

Signature of CA



## 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).

Sincerely Yours,  
Signature of the Authorized Representative

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

Date: Encl.: As above.

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

## FORMAT -7

### Declaration

I/We hereby confirm that we are interested in competing for the HR Diagnostic, Workforce Planning & HR Process Improvement 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 Representative Signature.

Name and Designation:

Date of Signature:

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

As

## FORMAT -8

### **Declaration for Non-Blacklisting of the company/firm/Institution**

I/We hereby confirm/ declare that my/ our firm/ company/ firm/ Institution is/are Not-Blacklisted by Central Government/ State Government/ PSU/ Government Institutions etc.

The information provided herewith is genuine and accurate.

Authorized Representative Signature.

Name and Designation:

Date of Signature:

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

A

**FORMAT-9**  
**FINANCIAL BIDS**

<b>Item of work</b>	<b>Financial Bid in Rs.</b> <b>Inclusive of all admissible taxes including (GST) if any.</b>
To carry out the HR Audit Report for all establishment of Jharkhand Forest Department of and above the level of the Divisional forest officers	

Place :-

Date :-


Sincerely Yours,

Signature of the Authorized Representative

Note :- The Financial proposal shall take into account all expenses and tax liabilities. For the avoidance of doubt. It is clarified that all taxes shall be deemed to be included in the GST costs shown under different items of the Financial Proposal. Further, all payments shall be subjected to deduction of taxes at source as per Applicable Laws. (iii) Costs (including break down of costs) shall be expressed in INR.

**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, HAZARIBAGH
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 CCF, RESEARCH, JHARKHAND, RANCHI
  26. o/o CF, TERRITORIAL CIRCLE, RANCHI
  27. o/o CF, TERRITORIAL CIRCLE, GUMLA
  28. o/o CF, TERRITORIAL CIRCLE, MEDININAGAR
  29. o/o CF, TERRITORIAL CIRCLE, GARHWA
  30. o/o CF, TERRITORIAL CIRCLE, DUMKA
  31. o/o CF, TERRITORIAL CIRCLE, DEOGHAR
  32. o/o CF, TERRITORIAL CIRCLE, CHAIBASA
  33. o/o CF, TERRITORIAL CIRCLE, JAMSHEDPUR
  34. o/o CF, TERRITORIAL CIRCLE, CHATRA
  35. o/o CF, TERRITORIAL CIRCLE, HAZARIBAGH
  36. o/o CF, TERRITORIAL CIRCLE, BOKARO
  37. o/o CF, TERRITORIAL CIRCLE, GIRIDIH
  38. o/o CF, PLANNING CIRCLE, RANCHI
  39. o/o CF, WORKING PLAN CIRCLE, RANCHI
  40. o/o CF, WORKING PLAN CIRCLE, DEOGHAR
  41. o/o CF, WORKING PLAN CIRCLE, HAJARIBAGH
  42. o/o CF, WORKING PLAN CIRCLE, JAMSHEDPUR
  43. o/o CF, WORKING PLAN CIRCLE, MEDININAGAR
  44. o/o CF, AFFORESTATION, RESEARCH AND EVALUATION, RANCHI
  45. o/o CF, SOCIAL FORESTRY AND EVALUATION, RANCHI
  46. o/o CF, WORLD BANK, RANCHI- 2 POST
  47. o/o CF, STATE SILVICULTURIST, RANCHI
  48. o/o DCF, FIELD DIRECTOR ELEPHANT PROJECT, JAMSHEDPUR
  49. o/o DCF, PLANNING TRIBAL AREA, RANCHI
  50. o/o DCF, PLANNING NON TRIBAL AREA, RANCHI

- 
51. o/o DCF, TRAINING HAZARIBAGH
  52. o/o DCF, TRAINING , SCHOOL RANCHI
  53. o/o DFO, PUBLICITY & EXTENSION, RANCHI
  54. o/o DFO, HAJARIBAGH EAST DIVISION, HAZARIBAGH
  55. o/o DFO, HAJARIBAGH WEST DIVISION, HAZARIBAGH
  56. o/o DFO, KODERMA FOREST DIVISION, KODERMA
  57. o/o DFO, CHATRA NORTH DIVISION, CHATRA
  58. o/o DFO, CHATRA SOUTH DIVISION, CHATRA
  59. o/o DFO, MEDININAGAR DIVISION, MEDININAGAR
  60. o/o DFO, GARHWA NORTH DIVISION, GARHWA
  61. o/o DFO, GARHWA SOUTH DIVISION, GARHWA
  62. o/o DFO, LATEHAR DIVISION, LATEHAR
  63. o/o DFO, CORE AREA, PTR, MEDNINAGR NORTH
  64. o/o DFO, BUFFER AREA, PTR MEDNINAGR SOUTH
  65. o/o DFO, RANCHI DIVISION, RANCHI
  66. o/o DFO, KHUNTI DIVISION, KHUNTI
  67. o/o DFO, SIMDEGA DIVISION, SIMDEGA
  68. o/o DFO, LOHARDAGA DIVISION, LOHARDAGA
  69. o/o DFO, GUMLA DIVISION, GUMLA
  70. o/o DFO, BOKARO DIVISION, BOKARO
  71. o/o DFO, RAMGARH DIVISION, RAMGARH
  72. o/o DFO, DHANBAD DIVISION, DHANBAD
  73. o/o DFO, GIRIDIH EAST DIVISION, GIRIDIH
  74. o/o DFO, GIRIDIH WEST DIVISION, GIRIDIH
  75. o/o DFO, JAMSHEDPUR DIVISION, JAMSHEDPUR
  76. o/o DFO, SARAIKELA DIVISION, SARAIKELA
  77. o/o DFO, PORAHAT DIVISION

78. o/o DFO, KOLHAN DIVISION
79. o/o DFO, CHAIBASA DIVISION
80. o/o DFO, SARANDA DIVISION
81. o/o DFO, S.F. DIVISION, RANCHI
82. o/o DFO, S.F. DIVISION, SIMDEGA
83. o/o DFO, S.F. DIVISION, HAZARIBAGH
84. o/o DFO, S.F. DIVISION, KODERMA
85. o/o DFO, S.F. DIVISION, JAMSHEDPUR
86. o/o DFO, S.F. DIVISION, CHAIBASA
87. o/o DFO, S.F. DIVISION, GARHWA
88. o/o DFO, S.F. DIVISION, LATEHAR
89. o/o DFO, S.F. DIVISION, DUMKA
90. o/o DFO, S.F. DIVISION, DEOGHAR
91. o/o DFO, WFP DIVISION, DALTENGANJ
92. o/o DFO, WFP DIVISION, RANCHI
93. o/o DFO, WFP DIVISION, CHAIBASA
94. o/o DFO, WFP DIVISION, DUMKA
95. o/o DFO, STATE TRADING DIVISION, LATEHAR
96. o/o DFO, STATE TRADING DIVISION, GUMLA
97. o/o DFO, STATE TRADING DIVISION, CHAIBASA
98. o/o DFO, STATE TRADING DIVISION, SARANDA
99. o/o DFO, DEPARTMENTAL WORKING DIVISION, HAZARIBAGH.
100. o/o DFO, WORLD BANK
101. o/o DFO, WILDLIFE DIVISION, HAZARIBAGH
102. o/o DFO, PLANNING MONITORING & EVALUATION CELL, RANCHI
103. o/o DFO, (SF) PLANNING MONITORING & EVALUATION