



INDIAN INSTITUTE OF FOREST

MANAGEMENT, BHOPAL

NOTICE INVITING EXPRESSION OF INTEREST FOR

HR PLANNING

(No.IIFM/P/09/16)

Indian Institute of Forest Management (IIFM), Bhopal, an Autonomous Institute of the Ministry of Environment & Forests, Govt. of India, invites “**Expression of Interest (EOI)**” from reputed and competent Experts/Agencies having 8-10 years of experience in the field of Human Resource Planning, preferably in GOI undertakings/Autonomous Organizations for carrying out detailed studies of the existing manpower and prepare service Bye-laws/Recruitment Rules in lines with GOI Rules and Regulations. The detailed information is available at our website www.iifm.ac.in/tenders. Interested experts/agencies may submit their EOI in three envelop system (Technical Bid, Financial Bid and EMD) to the Director, IIFM latest by 3 PM on 15th September, 2009.

Chief

Administrative Officer

INDIAN INSTITUTE OF FOREST MANAGEMENT, BHOPAL

NOTICE INVITING EXPRESSION OF INTEREST FOR HR PLANNING

The Indian Institute of Forest Management (IIFM), an Autonomous Institution under the Ministry of Environment and Forests, Govt. of India, invites “**Expression of Interest (EOI)**” from reputed and competent Experts/Agencies having 8-10 years of experience in the field of Human Resource Planning, preferably in GOI undertakings / Autonomous Organizations for carrying out detailed study of the existing manpower and prepare service byelaws / recruitment rules in lines with the GOI Rules and Regulations.

- The experts/agencies should have wide experience/exposure in the field of Human Resource Planning, its Management and Legal aspects and also of GOI rules and guidelines. Experts/Agencies having in house strong multi-skilled resource base, will be given preference.
- The expert/agency should have demonstrated capabilities for designing Operational, HRD plans for reputed organizations.

2. The detailed EOI document indicating the scope of work, qualifying requirements, bidding forms, data sheets and procedure for submission of proposal for EOI is enclosed herewith. The detailed information is available at our website www.iifm.ac.in/tenders. Interested parties are required to send their **EOI** in three envelope system (Technical Bid, Financial Bid and EMD) enclosing the proof of their experience and previously accomplished assignments alongwith an EMD of Rs.10,000/- in favour of Director, IIFM, Bhopal, to the Director, IIFM, P B No.357, Nehru Nagar, Bhopal 462 003(MP) **latest by 3 PM on 15th September, 2009**. The Director, IIFM reserves the right to accept or reject any or all EOI without assigning any reasons, thereof or to negotiate with any or all experts/agencies.

OBJECTIVE & SCOPE OF WORK

Objective of the assignment

“IIFM Service Bye-laws & Recruitment Rules for Administrative Officials”

I. Scope of work

The expert/agency would be required to carry out the activities indicated below: -

- (i) To study the existing staff strength, applicable administrative rules, vis-à-vis the existing Recruitment Rules(RR) of IIFM, its anomalies or shortcomings taking in to consideration, the broad guidelines/recommendations of VIth Central Pay Commission as accepted by the Government of India, and to propose a modified RR, which is free from anomalies, ensure equal and uniform career opportunities to maximum employees/positions.
- (ii) The proposal should contain proper monitoring, evaluation and rewarding system in order to inculcate motivated, committed competitive working environment within the Institute.
- (iii) The proposal must be commensurate with the aims, objectives and activities of the Institute as envisaged in the Perspective Plan 2006-16 and must reflect the future manpower requirement.
- (iv) The proposal should take into account the latest HR trends/tools for motivation for improved organizational environment and in tune with the emerging IT and e-governance applications in official working environment.
- (v) The proposal should be transparent to encourage fairer working environment, healthy competition and result oriented career opportunities and suggested measures should be able to remove all anomalies in the existing RRs.
- (vi) The framing of recruitment rules should be based on the existing HR Plan/Rules prevalent in IIFM and in similar academic Institutions having GOI pay scales for non-academic categories of employees.
- (vii) The approved Expert/Agency will be required to make three stage presentations during the course of preparation of draft manpower plan / report.

Stage - I : After feedback form the existing staff, study of existing Recruitment Rules and proposed an HR module for consideration for the propose of H R plan.

Stage - II : Preparation of draft proposal as per the selected HR module at **stage I** with a detailed report of the existing Recruitment Rules, proposed Recruitment Rules with advantages envisaged with each position / identified group of employees along with the procedure from monitoring, evaluation and rewarding.

Stage - III: Final report including the suggested and finalized modification in preparation of Final HR Plan / Report including suggested modification at **stage I & II**, above.

- (vii) Suggest appropriate organizational structure including the reporting system. The design of organizational structure should be framed based on the best suitable practices as applicable in Government Undertakings / Autonomous Organizations.
- (viii) Framing of Rules, Regulations and preparation of Manual of procedures for day-to-day functioning / activities of the Institute, keeping in mind the IT enabled processes and modern Office environment.
- (ix) Develop a system aiming at institutional excellence, Service delivery standards and Mission statement with regard to effective manpower utilization / development.
- (x) Develop a Strategic Action Plan for achievement of objectives of IIFM through motivation of its employees.
- (xi) Draw an HRD action plan for implementation by the authority indicating structure, position description of responsibilities, competency criteria (Job Details and Job Description) and pay scales/ compensation position wise skill requirements, responsibilities output and overall accountability.
- (xii) Identification of projected staff requirement as per the need based on Perspective Plan of IIFM 2006-2016. Suggest procedure for meeting the occasional and additional man power requirement with clear terms and conditions for contractual employment / vacancies.
- (xiii) Suggest mechanism for pooling, manpower, facilities and resources under various related activities and redeployment plan, if need be.
- (xiv) The proposed Rules and Regulations in the HR Plan / Byelaws should be in consonance with GOI guidelines and keeping in view the best practices followed in other reputed government bodies / organizations. Devising suitable mechanism for interface with existing employees for feed back during drafting of Rules and Regulations along with ensuring inclusion of considered opinion, while drafting Rules and Regulations.

- (xv) Suggesting mechanism / procedure for delegation of authority appropriately at different level / positions as envisaged in HR Plan.

II Implementation Plan :

The details, as mentioned in scope of work, are indicative only. Any other item/matter not specifically indicated above, may be specified by Rules and Regulations or in respect of which a provision is to be made by Rules and Regulations, shall be deemed to have been incorporated with in the scope of the assigned study. The scope of work includes collection of all preparatory documents required for initiating preparation of the Rules. Omission of specific reference to any of the activities in the scope of work shall not relieve the expert/agency of its responsibility to provide a consultancy service, as **complete package**, for structuring and operationalising the Plan.

III Schedule for completion of the assignment

The assignment is required to be completed within two months from the date of award of work. Selected Expert/Agency is expected to prepare a plan with clear strategy/procedure for structuring and operationalization of RR, in consideration with long term perspective (30-40 years) , well beyond the Perspective Plan (2006-2016) period to ensure maintain continuity and consistency in H R Plan implementation in IIFM.

IV Deliverables

The consulting expert/agency is required to prepare and deliver the H R Plan document as per the scope of work and should clearly state the assumptions made indicating the sources of data. Progress report of work as per aforesaid stages followed with presentation (mentioned above) be made during the preparation of Byelaws / Recruitment Rules. Detailed final Plan for the complete assignment should be finalized in consultation with designated authority / officials of IIFM by 7th week from the date of award of work. Final report will be submitted at the end of 2 months period as mentioned above.

INSTRUCTIONS

1. Terms of Reference

The broad Terms of Reference for the consultancy are enumerated in **Annexure I**.

2. Applicant Status

The expert/agency may be a single entity or a multiple entity/consortium coming together to set up such projects. Consortium, as a whole, must have extensive experience in preparing Service Bye-laws / Recruitment Rules. The Principal consultant should qualify the following eligibility criteria.

- The expert/agency should have extensive experience/exposure in the field of Human Resource Planning, Management & related Legal aspects, Capable of framing operational & service rules, guidelines and procedures as per the Govt. of India rules. Strong multi-skilled resource base with the expert/agency will be advantageous.
- The expert/agency should have demonstrated capabilities for designing Operational HR Plan for different organizations.

3. Authorized Signatory (Consultants)

The 'Consultants' mentioned in the EOI document shall mean the one who has signed the EOI document forms. The consultant should be the duly Authorised Representative, for which a certificate of authority will be submitted. All certificates and documents (including any clarifications sought and any subsequent correspondence) received hereby, shall, as far as possible, be furnished and signed by the Authorised Representative.

4. EMD & Submission of Bids

4.1 The applicant should submit their EOI along with a Demand Draft of **Rs. 10,000/- (Rupees ten thousand only)** in favour of **"Director IIFM, Bhopal"** in three envelop system. The bids shall be submitted in two sealed envelopes and the EMD should be in third envelop. The envelopes may be superscribed as **"Expression of Interest to prepare Byelaws and Recruitment Rules - Technical Bid"** and **"Expression of Interest to prepare Byelaws and Recruitment Rules - Financial Bid"** respectively. The Technical Bid shall contain all relevant papers/details. The financial bid should be inclusive of all expenses, excluding taxes and should clearly state the amount and taxes, etc.

5. Documents to accompany EOI

5.1 The applications shall be complete with the following documents:

- Expression of Interest proforma in Form -I.
- Particulars of Applicant in Form - II
- Details of similar projects accomplished by the Expert/Agency in Form - III
- Details of Methodology and Work Plan proposed by the applicant/Agency in Form-IV
- Details of Team composition for this assignment alongwith educational qualification, experience etc. of key resource persons, in Form V.
- Last 3 year's balance sheet/ Audited Statements of Accounts.
- Copy of Certificate of Registration of Agency and PAN Card.
- Other information if any

5.2 The applicant, in addition to furnishing complete information in the Forms appended with the documents, shall furnish a detailed document on proposed approach, methodology & work plan for rendering the services asked for. The work plan shall include full justification for procedures to be adopted. A time schedule for carrying out the each component of the assignment is also to be indicated.

5.3 Every sheet and all forms complete in all respects shall be signed by the person/ persons duly authorized to sign on behalf of the applicants with affixing the applicant's rubber stamp. The Power (s) of Attorney supporting/authorizing the signatory shall be enclosed with the EOI offer. Any / all corrections made in the offer shall be duly authenticated by the signature of the Authorized Signatory.

6. Amendment to EOI

At any time, prior to the last date for receipt of bids, the Director, IIFM, may for any reason, whether at its own initiative or in response to a clarification requested by a prospective Consultant, modify the EOI Document by an amendment.

7. Technical Presentation

Once the bids for consultancy are evaluated, the shortlisted Experts/Agencies will be required to make a presentation about their work plan in the IIFM at a short notice.

8. Rejection of EOI

The application for Consultancy is liable to be rejected if:

- a) The application is not covered in proper sealed cover with **superscription** as indicated in para 5.
- b) The offer is not submitted in the prescribed forms and lack required details.
- c) The documents are not properly signed with official seal
- d) The offer received after the expiry of due date and time.
- e) The offer is received by telex, fax, telegram or e-mail.

- f) The EMD in the form of Demand Draft for Rs. 10,000/- in favour of the Director, IIFM, payable at Bhopal is not enclosed with the Bid.

9. Refund of EMD

The EMD of the successful bidder will be retained by the IIFM and that of others will be returned. The successful bidder is required to finalize the payment terms with the IIFM and sign an MOU for the proposed work.

10. Performance Guarantee

The successful bidder is also required to deposit performance guarantee equivalent to 10% of the bid amount which is valid for a period of 6 months on award of work. EMD already paid shall be adjusted to that extent.

11. Disclaimer

11.1 The IIFM shall not be responsible for any late receipt for any reasons, whatsoever. The offers received late will not be considered.

11.2 The Director, IIFM reserves the right

- a) To reject any / all applications without assigning any reasons thereof.
- b) To relax or waive any of the conditions stipulated in this document as deemed necessary in the best interest of the IIFM without assigning any reasons thereof.
- c) To include any other item in the Scope of work at any time after consultation in the pre-bid meeting or otherwise.

12. Disputes Jurisdiction

Disputes, if any, will be subject to Bhopal jurisdiction only.

FORM - I

EOI Letter Proforma

To

The Director
Indian Institute of Forest Management
Nehru Nagar, Bhopal 462 003

Sub: Hiring of Expert/Agency for preparing "IIFM Service Bye-laws & Recruitment Rules for Administrative Officials"

Sir,

The undersigned Consultants, having read and examined in detail all the EOI documents in respect of appointment of an agency for preparing HR Plan & Recruitment Rules to express the interest to provide the said services as specified in the scope of work.

2. Correspondence details:

1	Name of the Consultancy Agency	
2	Address of the Consultant	
3	Name of the contact person to whom all references shall be made regarding this tender	
4	Designation of the person to whom all references shall be made regarding this tender	
5	Address of the person to whom all references shall be made regarding this tender	
6	Telephone (with STD code)	
7	Mobile No. of the contact person	
8	E-mail of the contact person	
9	Fax No. (with STD code)	

3. Documents forming part of EOI

We have enclosed the following:

- Expression of Interest proforma in Form -I.
- Particulars of Applicant in Form - II
- Details of similar projects accomplished by the Expert/Agency in Form - III
- Details of Methodology and Work Plan proposed by the applicant/Agency in Form-IV
- Details of Team composition for this assignment alongwith educational qualification, experience etc. of key resource persons, in Form V.
- Last 3 year's balance sheet/ Audited Statements of Accounts.
- Copy of Certificate of Registration of Agency/PAN Card
- EMD details - DD No..... Dated..... Rs.10,000/-, Name of Bank.....
- Other information if any

4. We hereby declare that our EOI is made in good faith and the information contained are true and correct to the best of our knowledge and belief.

Thanking you,

Yours faithfully

(Signature of the Consultant)

Name:

Designation:

Seal:

Date:

Place:

Witness:

Signature _____

Name _____

Address _____

Date _____

DETAILS OF EXPERT/AGENCY

1	Name of the Applicant	
2	Address of Head Office Telephone No. with STD code : Fax No. with STD code: E-mail Address :	
3	Branch Office Address (if any) Telephone No. with STD code : Fax No. with STD code: E-mail Address :	
4	Legal Status:	
5	Place & date of establishment	Place _____ Date _____
6	(a) Applying as an Individual Applicant (b) Applying as Joint Venture Applicant/Agency	Yes/No Yes/No
7	Branch of Specialization: Main line of business :	a) Since b) Since c) Since d) Since e) Since f) Since
8	Name and Address of Lead Member	
8.1	Name and Address (s) of other Constituent Member(s)	a) b) c)

9	Copy of Joint Venture Agreement attached	Yes/No
10	Total Number and Category of Permanent Employees	
10.1	Total Number of Employees	
10.2	Total number of Technical Persons	
10.3	Total number of specialists	
10.4	Total number of labourers	
10.5	Total number of other workers	

(Place and Date)
Representative)

(Name & Signature of

DETAILS OF EXPERIENCE IN THE FIELD OF HR PLANNING FOR ORGANIZATIONS/INSTITUTES

A. Projects for which the applicant has prepared HR Plans for Organization/Institutes in preceding 8-10 years.

year:

Sl. No.	Name of the Project with Project	Name & address of the client	Contract No. & Date*	Value of the Contract*	Date of Start of the work	Date of Completion of project	Whether the Project completed	Description of the Project	Any other information
1									
2									
3									
4									

B. Project under execution/in hand by the Applicant.

Sl. No.	Name of the Project with Location	Name & address of the Client	Contract No. & Date*	Date of Completion of the project	*Whether the Project is		Description of the Project	Any other information
					Under Execution	commissioned		
1								
2								
3								
4								

Date....

Place....

(Signature of Applicant)

DETAILS OF METHODOLOGY AND DETAILED WORK PLAN/TIME SCHEDULE

(Details are to be submitted in hard copy alongwith Microsoft Power Point presentation indicating details of methodology, detailed work plan/time schedule of activities)

(Place & Date)
Representative)

(Name & Signature of Authorized

DETAILS OF TEAM COMPOSITION FOR THIS ASSIGNMENT ALONGWITH EDUCATIONAL QUALIFICATION, EXPERIENCE ETC. OF KEY RESOURCE PERSONS

A. Team Composition:

B . Detailed of education qualification, experience of key resource persons

Sl. No.	Name	Date of Birth	Nationality	Profession/ Expertise	No. of years of service with the Applicant	Key Qualification ¹	Experience Record ²	Any important information

1 Under Key Qualification, outline the person’s academic qualification and other special education, training etc.

2 list all position held by the person since graduation, giving dates, name of employing organization, position held.

Date....
Place....
Applicant)

(Signature of