

## **WOMEN DEVELOPMENT CORPORATION, BIHAR**

(Dept. of Social Welfare, Govt. of Bihar)  
2<sup>nd</sup> Floor Indira Bhavan, R C Singh Path, Bailey Road  
Patna 800 001, Ph # 0612- 2547843  
[www.wdcbihar.org.in](http://www.wdcbihar.org.in)

### **Invitation for Submission of Proposal**

Women Development Corporation, Bihar under the aegis of Department of Social Welfare, Govt. of Bihar is the nodal agency for implementation of women centric schemes of the department.

WDC intends to hire the service of a Human Resource Agency for recruitment of manpower against vacancies. The expected number of recruitment will be approx. **25** personnel (may increase / decrease) for various Programmes and Projects being implemented by the Corporation. The positions for which manpower is to be recruited includes senior State level Managers, Mid level Managers & District level Managers. The tentative details are as follows, state reservation policy will apply in the recruitment process.

1. Project Director – 1
2. State Programme Manager – 4
3. Programme Manager – 1
4. District Project Manager - 19

The Pre-bid qualification criteria are as follows (proof to be submitted for all) :

1. The firm shall be registered under any act of the land.
2. GST registration.
3. PAN and latest IT return
4. Annual average turnover for the last 3 completed financial years shall be Rs.50 lks.
5. Minimum 5 years of experience in recruitment and placement services. The Agency should submit satisfactory performance report/letter for the last 5 years from their client in PSUs/ Govt. Sector.
6. The firm shall not have been blacklisted by any Govt. / Public Sector agency.

Interested agencies fulfilling the eligibility criteria may submit the Technical & Financial proposal. The technical qualifications are as follows:

1. The Agency should have a minimum of 5 years of experience of successfully conducting recruitment and placement of professionals (attach supportive documents), including Recruitment / Selection activities for Government sector/ PSUs, during last five years.
2. The Agency should have conducted at least 3 (Three) recruitment projects -in last five years for PSUs/Govt. agency, - (attach supportive documents). The total number of applications processed should have been - 200 or more per recruitment projects. (Attach supportive documents containing number of positions advertised/applications processed/ professional successfully recruited).
3. The Agency should have at least 3 Recruitment Process Experts on their

permanent rolls (The profile of the Recruitment Experts should be enclosed) and a pool of empanelled specialist, on their panel, which should have accepted to be on the panel of the agency. Copy of their acceptance should be submitted along with the proposal. At least 5 of the empanelled specialists should have been involved at least once in designing and conducting recruitment in last five years.

## **SCOPE OF WORK FOR RECRUITMENT**

The deliverables include

1. Draft and finalize the recruitment advertisement to be published by WDC.
2. Develop Application Form and other templates.
3. Collect the applications of all the candidates through postal mail and internet (online) as the case may be.
4. Scrutinize the applications and create computerized database of all the information mentioned in application forms of the candidates and attached documents.
5. Screening & scrutiny of applications, strictly as per advertised recruitment criteria or norms / Terms of Reference (TOR), etc. Preparing list of candidates who would be called for written test /Skill Assessment/ Other Tests/interview in consultation with WDC.
6. Issue call letters to the candidates to appear for Written Test / Skill Assessment/ Group Discussion (as applicable) and interview, through speed post/registered post/SMS/ telephone / e-mail as may be required.
7. Venue finalization and logistics arrangement for Written Test / Skill Assessment/ Group Discussion (as applicable) and interview.
8. Areas of assessment (based on TORs of advertised posts) to be covered in objective type bilingual question papers will be decided in consultation with WDC. Finalization of question papers, confidentiality, custody and dispatch of the question papers, OMR answer sheets & other related arrangements for smooth conduct of written test will be the responsibility of the Recruitment Agency.
9. Attendance, Registration Process and Documents verification of candidates.
10. Evaluation of Answer sheet & preparation of category wise merit lists in the required formats, maintaining sanctity and confidentiality of the entire process.
11. Preparation of Scoring Sheets and organizing Interviews under the guidance of WDC.
12. Preparation of Final Results based on criteria as may be required by WDC including addressing reservation of posts.
13. Reference check of selected candidates has to be carried out and credential verification need to be done before presenting the final result.
14. Preservation of all the applications, with testimonials & other documents, received during the recruitment process for three years. Confidentiality of the documents to be maintained. These documents will be submitted to WDC, as and when required.

15. Any other activity connected with the specific recruitment assignment.

**All the deliverables mentioned above have to be carried out in consultation with WDC.** The Agency would at all times conduct the activities with transparency and integrity. Integrity would include maintaining integrity in all the processes before, during and after the assignment. It would not indulge in any practice which is against the interests of WDC and obligations to the candidates.

### **SELECTION OF SUCCESSFUL BIDDER (HR Recruitment Agency)**

First of all the Pre qualification criteria will be evaluated. The technical proposal of the agencies/firms fulfilling the pre qualification criteria will be taken up thereafter. The scoring of the technical proposal will be done as per the criteria laid down in **Annexure I.**

The financial bids of only those proposals will be opened which score a minimum of **70 marks** in technical evaluation.

The financial bids are to be submitted in the format **Annexure II.**

### **SUBMISSION OF PROPOSAL**

The proposal shall be duly signed by the authorized person in ink on every page including annexures/ appendices and shall be submitted in a sealed envelope clearly marked: "Selection of HR Recruitment Agencies for WDC". This envelop shall contain 2 separate sealed envelops as follows: (i) All the relevant documents, including the pre qualification testimonials and the EMD amount of Rs.20,000/- in form of Demand Draft favouring Managing Director, Women Development Corporation shall be enclosed with the Technical Proposal in the first envelop. (ii) Financial Proposal shall be sealed in the 2<sup>nd</sup> envelop.

### **OTHER TERMS AND CONDITIONS**

1. Rights to the content of the Bid – For all the bids received before the last date and time of submission, the proposals and accompanying documentations of the bid will become the property of WDC and will not be returned after opening of the bids, except the EMD.
2. Acknowledgement of understanding of terms – By submitting the bid, each applicant shall be deemed to acknowledge that it has carefully read and understood all sections of this document, including annexures hereto, and has fully informed itself of all existing conditions and limitations.
3. The bids may be submitted by hand/post upto 3 PM, \_\_\_\_\_. The technical bid for pre qualification evaluation shall be opened on the same day at 4 PM. Bidders who may wish can attend the same.
4. The undersigned reserves the right to reject one or all the bids without assigning any reason for the same.

**MANAGING DIRECTOR**

## Annexure I

### TECHNICAL EVALUATION FRAMEWORK

Sl.	Evaluation Criteria	Max Score	Benchmark	Scoring on achievement/performance		
<b>1</b>	<b>Past Experience of Agency</b>	<b>60</b>				
1.1	Number of years of experience in conducting recruitments	10	Minimum 5 years	6 (For 5-8 years)	8 (for 9-12 years)	10 (for -more than 12 years)
1.2	Number of professionals successfully recruited and placed	15	Minimum 200 in last 5 year	5 (For at least 200 in last 5 years)	10 (for 200-500 in last 5 years)	15 for (more than 500 in last 5 years)
1.3	Experience of working with government and public sector agencies	15	Experience of at least 3 projects with government and public sector agencies in last 5 years	9 (three projects with government and public sector agencies)	12 (four to six projects with government and public sector)	15 (more than Six projects with government and public sector)
1.4	Past Experience of processing applications for recruitment of professionals in project/program of similar nature	20	200 applications processed per project for at least 3 recruitment projects in last five years for PSUs/Govt. agency .	10 (200 applications processed per project for at least 3 recruitment projects in last 5 years)	15 (201-500 applications processed per project for at least 3 recruitment projects in last 5 years)	20 (more than 500 applications processed per project for at least 3 recruitment projects in last 5 years)
<b>2</b>	<b>Experience of Key professional</b>	<b>30</b>				
2.1	The Team Leader of the Agency with relevant experience	15	Relevant qualification (Master's degree or higher)	7.5 (Master's degree or higher)	-	-
			For relevant experience (HR policy, planning and leading HR projects with national and international engagement) – max6	Relevant experience minimum 10 years – 2.5	Relevant experience 11 to 15 years - 5	Relevant experience more than 15 years - 7.5

Sl.	Evaluation Criteria	Max Score	Benchmark	Scoring on achievement/performance		
2.2	Recruitment Experts (3no) with at least 3-5 years of relevant experience – engaged on agency's payroll and have worked for similar assignments undertaken in last three years	15	Relevant qualification (at least 3 experts with relevant qualification-master or higher)	3 experts with relevant qualification - 4	4 experts with relevant qualification - 6	5 or more experts with relevant qualification - 8
			For cumulative experience (HR recruitment in relevant project, leading HR projects and engagement in HR policy framing)	Cumulative experience minimum 5 years - 5	Cumulative experience 6-10 years - 6	Cumulative experience of more than 10 years - 7
<b>3</b>	<b>Financial strength of the Agency</b>	<b>10</b>				
	Turn over figure of last three financial years	<b>10</b>	Minimum Rs. 50 lakhs in each of last three financial years from HR related services	Average of Rs. 50-75 lakh (with minimum 50 lakh annual) of last three financial years from HR related services - 6	Average of Rs. 76-100 lakh (with minimum 50 lakh annual) of last three financial years from HR related services - 8	Average of Rs. 101 lakh and above (with minimum 50 lakh annual) of last three financial years from HR related services - 10

**Financial Bid Format**

Sl No.	Activity	Unit Rate per post selected candidate (in Rs.)	GST (in %)	Total (in Rs.)
	HR Service as per Bid guideline			

Total Unit Rate including taxes in words \_\_\_\_\_

**Authorized Signature with seal**