

## **Request for Proposal for Preparation of HR Policy for “CONSULTANCY DEVELOPMENT CENTRE”**

### **1. Background**

Consultancy Development Centre (CDC) is an Autonomous Institution of the Department of Scientific and Industrial Research (DSIR), Ministry of Science and Technology, Government of India set up for promotion, development and strengthening of consultancy skills and capabilities in the country including enhancement of export of consultancy services.

The Centre has presently “HR Policies and Schemes” which covers Performance Appraisal Scheme, Career Advancement Scheme and Policy for pursuing higher studies. Since the Centre’s most of the activities are research and knowledge based therefore there is a need to realign the present “HR Policies and Schemes” in line with policies being followed by good consulting firms in order to transform the Centre to a result oriented organization.

### **2. Objectives**

The main objectives of the proposed comprehensive HR Policy are :

- To attract, retain and groom exemplary talent to pursue & demonstrate outstanding results for CDC.
- To put in place the professional methods, mechanisms and models to assess the performance of the employees of the Centre and align them with policies and practices for career upgradation, incentives, allocation of work, assignment of roles and competency development.
- To embrace an evidence based work culture and transform the Centre to a result oriented organization.

### **3. Scope of work**

The scope of work will be as given below :

- i. Study the present “HR Policies and Schemes” of the Centre.
- ii. Study the best HR Practices being followed by high performing consulting firms.
- iii. Identification of the gaps in the present policies and that of high performing consulting firms.
- iv. Preparing a comprehensive HR Policy for the Centre considering the gaps, competency mapping and long term strategy of the Centre covering aspects such as recruitment, training, performance management, incentives, career upgradation exit management etc.

- v. Recommend organizational practices to enhance knowledge sharing, collaboration, team work, problem solving & partnership.
  - vi. Workshop, training & hand holding to enable change of management practices & transacting to a evidence based performance organization Culture.
4. The Selection of the Agency would be based on Technical and Commercial Evaluation. The details to be furnished by firm/ company/ agency interested in submitting bids and participating in the selection to provide HR Policy solution is prescribed in the formats enclosed as **Annex I** (for contact details), **Annex II** (for Technical bid) and **Annex III** (for Commercial bid). The payment Terms are given in **Annex IV**.
  5. You may like to consider participation in the selection process and submit your bid/ tender sending the documents for technical and commercial evaluation with details as prescribed in Annexes in two Separate Envelopes marked as technical and commercial bids **by 1700 hrs. 9<sup>th</sup> December, 2011. (No requests for extensions would be entertained).**
  6. The time frame for the completion of the assignment will be one month (4 weeks) from the date of Award of Contract.
  7. Consultancy Development Centre (CDC) reserves the right to reject any or all proposals and to accept the proposal considered most advantageous to CDC based on the Evaluation Criteria specified in the RFP.
  8. Proposals may be sent to :

**Head (Projects)**  
**Consultancy Development Centre**  
**Core IV-B, 2<sup>nd</sup> Floor**  
**India Habitat Centre, Lodi Road**  
**New Delhi – 110 003**  
**Tel-011- 24653316 (D), 24602601, 24602915, 24601533**  
**Fax: 011-24602602**  
**Email:-sklalwani@cdc.org.in**  
**Website: www.cdc.org.in**

Contact Details

<b>Name of the Firm/ Company</b>		
<b>Year of Inception</b>		
<b>Address of the Firm/ Company</b>		
<b>Contact Person (Sales/ Marketing)</b>		<b>Phone/ Fax Numbers</b>
		<b>Email</b>
<b>Technical/ Domain Expert</b>		<b>Phone/ Fax Numbers</b>
		<b>Email</b>
<b>Details of turnover for last two financial years</b>		
<b>Credentials ( Awards/ Recognition )</b>		

**Documents/ Details to be furnished for the Technical Evaluation**

(Please enclose this summary sheet to serve a checklist indicating in the column below the no of pages of the relevant Annexes)

Sl. No	Description of Documents to be submitted for Technical Evaluation	Response of the Firm/ Agency / Company to be enclosed as Annex as under	No of pages (specify the no of pages of the annexes)	Max Score for technical Evaluation
1	Firm/ Company/ Agency Experience - provides brief description of the firm/company/agency, details of specific assignments including Assignment/ job name, description of services provided, approx. value of assignment, name of client, starting and completion dates, names of associates (other than employee), if any along with documentary evidence in support of above facts.	Annex T-1		20
2	Terms of Reference - provides details of understanding of Terms of Reference, Comments and suggestions on TOR and work plan. Evidence in the form of stages/phases of transition pathways including presentations of 'as is' & 'to be' scenario.	Annex T-2		20
3	Approach & Methodology - Provide a detailed write-up on the approach to be followed along with methodology to be adopted in preparing the HR Policy including training to be provided to CDC personnel. Illustration of success stories cases/scenarios where results evoke witnessed on account of interventions made aligned with approach & methodology suggested.	Annex T-3		30
4	Details of type/ profile of manpower with their resume's, duration of their engagement, nature of their roles in the project, previous assignments they were involved in evidences of their capabilities etc.	Annex T-4		30
	<b>Total</b>			<b>100</b>

### **Information to Bidders**

- i. A minimum technical score of 80 is mandatory for qualification.
- ii. Commercial bids will be opened only for those firms/ companies obtaining the qualifying score of 80 in the Technical Evaluation
- iii. Technical bids would be evaluated and successful bidders will be intimated about Date/ Time of opening of Financial Bids.
- iv. Time frame for preparation of HR Policy not to exceed one month.
- v. For the purpose of award of contract, Technical Proposals will be given a weightage of 70% and Financial Proposals a weightage of 30%.
- vi. The Financial Evaluation will be done on the basis of combined cost (i.e. C1 + C2) given in Annexure III. Taxes and Duties if any are to be clearly indicated in the financial proposal.
- vii. The Technical and Financial proposals are to be submitted as per Annexure II and Annexure III respectively.
- viii. The Technical and Financial proposals shall be marked clearly by indicating on the envelopes.

<b>Manpower Cost C1</b>			
<b>Description of Manpower &amp; Project Role</b>	<b>Cost per man-months</b>	<b>No of man-months</b>	<b>Total Cost</b>
<b>Total Manpower Cost C1</b>			

<b>Other Costs C2</b>		
<b>Description</b>	<b>Basis/ Rationale</b>	<b>Total Cost</b>
Logistics/ Administration & other Costs		
Training Cost		
Others if any (specify)		
<b>Total Cost C2</b>		

**Aggregate Costs** C1+ C2 = \_\_\_\_\_

### **Terms of Payment**

The payment terms will be as follows:

- 20% - Within one week of signing of contract & submission of performance bank guarantee of 20% of the total cost of the project
- 10% - Upon submission of Inception Report and acceptance of the same
- 20% - Upon submission of Intermediate Report and acceptance of the same
- 30% - Upon submission of Draft Report and acceptance of the same
- 20% - Upon submission of final Report, training of CDC personnel and on completion of all deliverables