

**Bihar Rural Development Society (BRDS)
Rural Development Department (RDD)
Government of Bihar (GoB)
Old Secretariat, Patna – 800015**

**Tender Notification for Invitation to Human Resource
Agencies for Supply of Quality Manpower on
Rate Contract Basis for SECC, CPSMS & Other
Programmes**

BRDS, RDD has requirements for quality manpower (professionals & support staff) to work on its various developmental programmes. BRDS intends to hire HR Agency/ Agencies for supplying the manpower as per requirements on rate contract basis for implementation of its various ongoing programmes like SECC-2011 (Socio-Economic & Caste Census), CPSMS implementation (Central Plan Scheme Monitoring System) and BRDS Contractual Staff on outsourcing model. Supplied Manpower must be willing to work in State Headquarters at Patna, the District & Block Headquarters and rural interiors of Bihar, as per requirement.

Interested agencies may download the detailed tender from <http://rdd.bih.nic.in/>, seek clarifications, if any, by writing to us at: rlrsec-bih@nic.in by **12th March, 2012** and submit their bids complete in all respect by 3.00 p.m on **20th March, 2012** at the address mentioned in the tender notice.

Sd/-
President BRDS,
RDD, Patna

BIHAR RURAL DEVELOPMENT SOCIETY (BRDS)
Rural Development Department (RDD)
Government of Bihar, Patna

Dated: 27th February, 2012

Tender Notice

Subject: Notice Inviting Tender for Hiring of Human Resource (HR) Agency/ Agencies for supply of quality manpower on a rate contract basis as per the requirement of Bihar Rural Development Society

1. Bihar Rural Development Society (BRDS) constituted under the aegis of Department of Rural Development, Government of Bihar urgently requires to hire HR Agency/Agencies operating in HR Business (Screening/ Recruitment/ Staffing/ Testing/ Assessment/ Certification/ Training/ Payrolling) for supplying quality manpower requirements on rate contract fee basis for its ongoing programmes like SECC-2011 (Socio-Economic & Caste Census), CPSMS (Central Plan Scheme Monitoring System) in the State and also as BRDS Contractual Staff on outsourcing model to be positioned at State Headquarter at Patna, and other District and Block Headquarters throughout the State of Bihar. The rules and regulations of the BRDS would be applicable to the deployed staff.
2. Sealed tenders are invited by Bihar Rural Development Society from reputed, experienced and financially sound HR Agencies for providing services of professional and support staff in BRDS for a period specified in Section-E of the tender from the date of contract coming in effect.
3. The tender comprise of the following broad sections:
Section – I: Instructions to the Bidders
Annexure -1 & 2: Formats of Technical Bid
Annexure -3: Format for Financial Bid
Annexure -4: Terms of Reference
Annexure – 5: Position wise Job Description
4. Interested HR Agencies can download detailed tender document from the department's website. using the link <http://rdd.bih.nic.in/>. The downloaded tender documents need to be completed in all respect and submitted along with DD of Rs. 1000/- as tender fee, & Rs. 1,00,000/- as EMD in favour of Bihar Rural Development Society, Patna, payable at Patna. EMD is refundable to non-successful bidders and would be exchanged as Performance Bank Guarantee of equal amount in case of the successful bidder.

5. Important Dates in Tendering Process

- Last date for receipt of bid queries:
12 noon on 12th March 2012
 - Closing date & time for receipt of tender:
3 pm on 20th March 2012
 - Tender Opening date & time:
4 pm on 20th March 2012
6. Preferred bidder/s would be selected based on “Least Cost Selection” method. BRDS would look forward to receive most competitive and reasonable bids against this tender notice. BRDS may select one or more most competitive bids for the assignment.

Sd/-
President BRDS, Patna

**BIHAR RURAL DEVELOPMENT SOCIETY
RURAL DEVELOPMENT DEPARTMENT**

SECTION – I: INSTRUCTION TO THE BIDDERS

A. GENERAL INSTRUCTIONS:

- 1 Bihar Rural Development Society (BRDS) invites sealed tenders from well established and reputed Human Resource (HR) Agencies¹ for supplying quality manpower based on requirement given in **Section-E**. The number shall vary depending upon the actual requirement of the Society from time to time. The period of contract for HR Agency/Agencies would be as specified in **Section-E** of this tender from the date of contract coming into effect.

Tender Reference	BRDS/ HRA/ SECC/ 0212
Tender Date	27 th Feb, 2012
Last Date & time of receiving bid queries	12 noon of 12 th March, 2012
Closing date & time	3 pm on 20 th March, 2012
Opening date & time	4 pm on 20 th March, 2012

- 2 Pre-declared Consortium or Joint Venture is allowed for applying for this tender, provided the turnover eligibility criteria must be solely met by the Master Service Provider (MSP)². The applicant agency should preferably have a local operational office in Patna.
- 3 The applicant HR Agency/ Agencies are required to enclose the following documents (duly attested by Gazetted Officers of the Central/ State Government/ Authorized representative of the company) along with the Technical Bid, failing which their bids shall be summarily rejected.
- Mutual Non Disclosure agreement on Rs 100 Non Judicial Stamp Paper(NJSP) signed by all the partnering organizations
 - Memorandum of understanding on Rs 100 NJSP signed by all the partnering organizations
 - Registration certificates of all the partnering organizations
 - Registration certificate under "THE CONTRACT LABOUR (REGULATION AND ABOLITION) ACT, 1970" of MSP.
 - Copies of the Income Tax Clearance Certificates of all the partnering organizations
 - Copies of EPF and ESI Registration Certificates all the partnering organizations
 - Copies of Service Tax Registration Certificates of all the partnering organizations
 - Copies of PAN/ TAN Cards of the all the partnering organizations
 - Copy of the Annual Report (Balance Sheet and Profit & Loss Account) for the last three years of MSP
- 4 Technical Bid & Financial Bid must be separately sealed in two separate envelopes super scribed as "**Technical Bid**" and "**Financial Bid**". Soft copies of the Technical Bid & Financial Bid shall be provided in an editable format in CDs placed in the respective envelopes. Both the bids must be sealed in one main (large) envelope super scribed as "**Bid for Selection of HR Agencies for Supply of Quality Manpower on Rate Contract Basis for SECC & CPSMS**". The main envelope shall be addressed to:

**CEO cum MGNREGS Commissioner,
Bihar Rural Development Society,
Rural Development Department
Government of Bihar, Old Secretariat,
Patna - 800015**

¹ Agencies having experience in Human Resource and related business like Screening/ Recruitment/ Staffing/ Testing/ Assessment/ Certification/Training/ Payrolling is eligible to bid for this tender.

² Master Service Provider (MSP) is the lead agency in case of consortium.

All pages in the bids must be serially numbered. Sealed bids may be submitted on or before the mentioned time & date. It can be either hand delivered or sent by post/ courier.

Timely submission of bids is the responsibility of the bidders. Late bids or Open bids shall not be entertained in any circumstances. No excuses, such as delay in issue of Pass, Traffic jam etc. shall be entertained.

- 5 **“Technical Bid”** should contain the following :
 - (a) Cover letter (format provided in Annexure-1) duly signed.
 - (b) The Performa (Annexure-2) for Technical Bid duly filled in.
 - (c) Technical Bid Document having Approach & Methodology.
 - (d) The Agency's profile including details and supporting documents relating to their previous experience of supplying manpower to Government Ministries/ Departments etc.
 - (e) Acceptance of Terms and Conditions mentioned in Annexure-4.
 - (f) Account Payee Demand Draft or Banker's Cheque of Rs. 1,000/- (One thousand only) as Tender Fee and Rs. 1,00,000/- as EMD in favour of Bihar Rural Development Society, Patna payable at Patna. EMD shall be refundable to non-successful bidders and would be exchanged in form of Performance Bank Guarantee of equal amount in case of the successful bidder.
 - (g) Any other relevant document.
- 6 **“Financial Bid”** should contain only rates which are to be quoted per professional/ support staff basis as per Performa at Annexure-3. Financial bids of only those companies which would score above **60%** in the Technical Evaluation would be opened and considered for financial evaluation. Rates in the financial bid must be written in legible handwriting or preferably typed. Bids not fulfilling the requirement shall be rejected.
- 7 All entries in the tender form should be legibly handwritten/ typed. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the Financial Bid form. In such cases, the tender shall be summarily rejected. However, the cutting, if any, in the Technical Bid Application must be initialed by the Officer/Company Professional authorized to sign the tender bids.
- 8 Validity of bids shall be for a period of minimum 90 days from the date of consideration of the bids. Bids having the validity of less than 90 days would be considered non-responsive and declared invalid.
- 9 Bid must be submitted on firm's letter head duly signed and stamped indicating the list of documents being submitted by the Agency for check at the time of opening the tenders.
- 10 In case the HR bids deviates from BRDS requirements and terms & conditions in any manner, these deviations must be clearly spelt out in the covering letter, failing which the BRDS requirements and terms & conditions will be binding on the HR Agency.
- 11 At the first stage, only the technical bids will be opened by the Tender Evaluation Committee in the office of CEO, BRDS in the presence of the participating bidders who chose to participate. Only duly authorized representative of each bidder would be allowed to participate in the opening of the tender. In the second stage the financial bid will be opened on a pre-decided date as will be informed to the agencies selected after technical evaluation of the agencies.
- 12 The HR Agency shall provide the required quality manpower within a specified period as given in table below from the date of placement of the order by BRDS/ RDD.

Sr. No.	No. of Personnel to be Deployed	Response Time
1	Less than 100 personnel	Within 10 days from the date of issue of Letter of Intent (LoI)
2	Deployment of 100-1000 personnel	Within 20 days from date of issue of LoI
3	Deployment of more than 1000 personnel	Within 30 days from date of issue of LoI

- 13 The responsibility of pre-selection of the referred candidate and dispatch of relevant CVs shall lie with HR Agency. **Final selection of the candidates will be done on the basis of skill test and interview that may be conducted by the BRDS. The finally selected candidates (except Steno/Typist, Office Assistant and Drivers) shall report to BRDS with their own respective laptops, datacard and mobile phones or those provided by the HR agency. No incumbent shall be allowed to report for duty without Laptop, Data Card and Mobile phone.**

The HR Agency should have adequate experience of providing quality manpower to various Government Departments, Public Sector Undertakings, Government Autonomous organizations and Large Private Sector Enterprise.³

- 14 The bidder shall indemnify BRDS against all claims arising as a result of any dispute between the HR Agency and the manpower so deployed in BRDS.

B. PRE QUALIFICATION CRITERIA

- 15 Following criteria shall be applied for eligibility of HR Agency

(a) Average Annual Turnover of the Agency in last 3 financial years (i.e. 2008-09, 2009-10, and 2010-11) of the bidding HR agency shall not be less than **INR 20 Crores** from the human resource and related business (Screening/ Recruitment/ Staffing/ Testing/ Assessment/ Certification/ Training/ Payrolling). The applicant agency shall submit copies of audited financial statements as credentials.

(b) Shall have minimum of **3 years** of past experience in human resource and related business catering to State/ Central Government organizations/ PSUs or Government Autonomous Organizations, or large private sector enterprises. The applicant agency shall submit copies of Certificate of Incorporation, the relevant work orders/ Client Satisfaction Certificate as credentials. (BRDS/ RDD may seek client feedback on services provided by HR Agency).

(c) Shall have engaged in human resource and related business in minimum **3** State/ Central Government organizations/ PSUs or Government Autonomous Organizations/ large private sector enterprise.

(d) Shall have supplied at least **100 personnel** in State/ Central Government organizations/ PSUs or Government Autonomous Organizations/ large private sector enterprise. Enclose copy of the Workorder/ Contract etc.

C. TECHNICAL EVALUATION

Technical evaluation would be undertaken as follows:

- 1 Average Annual Turnover of the Agency (MSP) for the last 3 financial years (i.e. 2008-09, 2009-10, and 2010-11) – **Maximum Score – 20**
 - (a) More than 100 Crores - 20
 - (b) INR 50-100 Crores -15
 - (c) INR 20-50 Crores – 10
- 2 Past experience in number of years of catering to HR and related business to State/ Central Government Organizations/ PSUs or Government Autonomous Organizations/ Large Private Sector Enterprise. **Maximum Score – 20**
 - (a) More than 10 Years - 20
 - (b) INR 6-10 Years-15
 - (c) INR 3-6 Years –10
- 3 HR and related services to number of State/ Central Government Organizations/ PSUs or Government Autonomous Organizations/ Private Sector Enterprise. **Maximum Score – 15**
 - (a) More than 5 Government Organization / Private Sector Enterprise - 15

³ Large Private Sector Enterprise is defined as any Non-Governmental private entity having annual turnover of more than INR 100 Cr.

- (b) 4-5 Government Organization/ Private Sector Enterprise - 10
(c) 3-4 Government Organizations/ Private Sector Enterprise – 5
- 4 Supplying more than 100 personnel to State/ Central Government Organizations/ PSUs or Government Autonomous Organizations/ Private Sector Enterprise. **Maximum Score – 15**
(a) Supplied more than 1000 personnel in Government Organizations/ Private Sector Enterprise - 15
(b) Supplied 200 to 1000 personnel in Government Organizations/ Private Sector Enterprise -10
(c) Supplied 100 to 200 personnel in Government Organizations/ Private Sector Enterprise - 5
- 5 Approach & Methodology (A&M) for Selection & Supply of Candidates. The A&M must detail out how the HR Agencies core management staff would provide back-up support to the deployed personnel in smooth running of day to day business. It should also specify the methods that it will adopt in Screening/ Recruitment/ Staffing/ Testing/ Assessment/ Certification/ Training/ Payrolling. HR agencies will be required to make Technical Presentation on Approach & Methodology. **Maximum Score – 20**
- 6 Pan India Presence and Experience of Working in Bihar. **Maximum Score – 10**
(a) Pan India Presence (Having more than one functional office in India outside Bihar) and Experience of Working in Bihar - 10
(b) Either of the mentioned criteria - 05

D. FINANCIAL EVALUATION

Financial bids of only those bidders who would score **above 60% in technical evaluation** would be opened and considered for financial evaluation. The BRDS would prepare a shortlist of bidders who would quote the lowest rate contract overall, in reverse order and may award the contract to one or more bidders, in that order.

E. MANPOWER REQUIREMENT

Table – 1: Position-wise Requirement (as on 27th Feb, 2012)

Position No.	Designation	Indicative No. of Positions	Expected Duration (in months)
S-1	Manager – SECC	9	4 (Initially)
S-2	Assistant Manager - SECC	9	4 (Initially)
S-3	Assistant - Computer Operations	4	4 (Initially)
S-4	Steno/ Typist	1	4 (Initially)
B-1	Assistant - Accounts	2	12
B-2	Assistant - Procurement	1	12
B-3	Assistant - Admin	2	12
B-4	Assistant – M&E	2	12
B-5	Qualified Chartered Accountants	4	12
B-6	Inter - Chartered Accountant	8	12
B-7	Junior Accountant	2	12
B-8	Professional Grade – I (PG Managerial Position)	1	12
B-9	Executive Grade – II (Graduate Executive Position)	1	12
B-10	Office Assistant (Peon)	2	12
B-11	Driver	2	12
	TOTAL	50	

Detailed job descriptions for each of the above mentioned positions have been provided in Annxure -5.

F. PLACE OF DUTY, WORKING HOURS AND PUNCTUALITY

- 16 The personnel's so deployed shall have to report for duty at any designated place in the State. The place may be changed and intimated from time to time as per the requirement.
- 17 The normal working hours of the personnel deployed shall be from 09.30 A.M. to 06.00 P.M. with a lunch break from 1.00 PM to 1.30 PM on all working days. (Overtime would not be admissible in any case) Notwithstanding this, BRDS will have discretion to change the normal working hours of some or all of the personnel deployed under intimation to the HR Agency.
- 18 The manpower so deployed shall have to adhere to the punctuality strictly. Late arrivals, early departures and short leaves shall not be permitted.
- 19 As per the BRDS Executive Committee Meeting dated 23 March, 2011, all personnel deployed in BRDS would be entitled for 12 days of casual leave and 24 days of earned leave per annum. HR Agency would have to make provision of alternate personnel as for any deployed personnel going on pre-informed/ uninformed leave for more than 5 days in a row. Personnel deployed for a shorter time will be given corresponding leave, however no earned leave will accrue to the deployed person before 6 months from date of reporting for duty or end of contract period.
- 20 Duration of the deployment may be mutually extendable and would be communicated in writing by BRDS to the hired agency.
- 21 If need arises, the personnel shall have to sit late or come early or attend the office even on Saturday/Sunday/Gazetted Holiday (as per work requirements). BRDS will not entertain any requests for payment of additional overtime to staff. However, it is expected that HR Agency may consider this factor while quoting the position-wise rate contract.
- 22 BRDS may come up with more requirements of manpower in terms of quantity of deployed personnel and other skills sets as per the requirements. The agency is expected to deploy these newer manpower requirements against mapping them on the pre-tendered positions.

G. SECURITY CONSIDERATIONS

- 23 It is expected that HR Agency would supply honest and good character Professionals/ Support staff. The agency is expected to make adequate enquiry about the character and antecedents of the personnel's whom they are recommending.
- 24 Any liability or circumstances created by the deployed staff resulting in financial and material losses to the Society, shall be recovered from the HR Agency.
- 25 HR Agency is also expected not to recommend any professional/ support staff having any Police records/ criminal cases against them.

H. PAYMENT TERMS

- 26 The payment shall be made on conclusion of the calendar month every month on the basis of no. of working days for which duty has been performed by each personnel. HR Agency would be expected to raise the invoice/ wage bill for the deployed personnel to BRDS every month by 30th of each calendar month.
- 27 Payment of Salary by HR Agency to Deployed Staff: The HR Agency shall ensure that the salary to the persons so employed is made by the 7th day of the succeeding month. The payment shall be made through multi city cheques/ RTGS/ online transfer in the personal account of the candidates.
- 28 Detailed modalities would be worked out to ensure smooth flow of funds to HR Agency. In the first year of operation the Agency is expected to work on "Pay & Collect" Model but subsequently based on agency's performance "Collect and Pay" Model would be initiated

and implemented.

- 29 No other charges or reimbursements like Telephone, transport, data card reimbursement or any other consumables will be paid extra.
- 30 Income Tax: The income Tax/ TDS and other statutory deductions, as applicable will be deducted from the payments made to the HR agency. Tax deduction certificate will be issued to the HR Agency by BRDS.
- 31 HR Agency will have to submit compliance report on submission of EPF, ESI, Income Tax etc. for the deployed personnel's every financial quarter to BRDS/ RDD.

I. PENALTY CLAUSE

- 32 In emergent cases such as the personnel deployed falls sick or is not able to attend the office for the reason beyond his control continuously for more than 7 days, the HR Agency shall deploy a suitable substitute. If the Agency fails to deploy the substitute, without prejudice to any other right or remedy available under the law to BRDS, on account of such breach, pro-rata recovery along with penalty equal to @ 2 % of the monthly charges per day will be recovered from the monthly bill of the HR Agency.

J. PERIOD OF CONTRACT

- 33 The period of contract with the HR agency/agencies will be initially for a period as given in Schedule-F extendable at the discretion of the BRDS, depending upon the requirements as well as the performance of the manpower supplied by the HR Agency.
- 34 BRDS will not be bound to accept the lowest tender and reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.
- 35 In case of BRDS/ RDD requirement of less than 100 personnel at a given point in time or at time of interview and skill test the HR Agency must send CVs of candidates three times of the requirements (3x1) within 7 days of such requisition by BRDS For the BRDS requirement of more than 100 personnel one relevant CV for each vacant position would be admissible.

K. TERMINATION OF CONTRACT

- 36 In case of any material violation of any of the terms & conditions mentioned in **Annexure-4** by the HR Agency, BRDS reserves its right to unilaterally terminate the contract giving one months notice in writing.

Form Tech – I: Format for Technical Bid

To

CEO, BRDS
Patna

Sub: Bid for Selection of HR Agencies for Supply of Quality Manpower on Rate Contract Basis

Having examined the tender document, we, M/s _____, offer to be selected as preferred bidder with BRDS/RDD, in full conformity with the said tender document. We have read the provisions of tender document and confirm that these are acceptable to us. We further declare that additional conditions, variations, deviations, if any, found in our bid shall not be given effect to.

We also certify that we have not been blacklisted by any Central Govt./State Govt./PSU in India.

We agree to abide by the terms and conditions of this Bid, consisting of this letter, the Technical and Financial Proposal, the duly notarized written power of attorney, and all attachments, for a period of 90 days from the date fixed for submission of Bids as stipulated in the tender document and modifications resulting from contract negotiations, and it shall remain binding upon us and may be accepted by you at any time before the expiration of that period. Until the formal final Contract is prepared and executed between us, this Bid, together with your written acceptance of the Bid and your notification of award, shall constitute a binding contract between us.

We hereby declare that all the information and statements made in this bid are true and accept that any misinterpretation contained in it may lead to our disqualification. Until the formal final Contract is prepared and executed between us, this Bid, together with your written acceptance of the Bid and your notification of award, shall constitute a binding contract between us.

We understand you are not bound to accept any bid you receive.

Dated this [date / month / year]

Authorized Signatory (in full and initials):

Name and title of signatory:

Duly authorized to sign this Bid for and on behalf of [Name of Respondent]

Name of Agency:

Address:

Form Tech – II: Format for Technical Bid

Sr. No.	Particulars	To be filled by the Agency
1	Name of the Agency with date of Establishment	
2	Details of Tender Fee (i) Amount (ii) Draft No. (iii) Date (iv) Issuing Bank	
3	Details of EMD (i) Amount (ii) Draft No. (iii) Date (iv) Issuing Bank	
4	Detailed office address of the Agency with Office Telephone Number, Fax Number Mobile Number, e-mail id and the name of the contact person	
5	Name and address of the CEO/ Director/Owner of the Agency with Tel./ Mobile No:	
6	Whether registered with all concerned Government authorities (Labour License No. /EPF/ESI/Registration Number under the Shops & Estt. Act etc.)	
7	Length of similar experience in the field with documentary evidence.	
8	Experience in dealing with Government Departments/ Clients (here, indicate the names of the Departments, Name of the Official in Contact, her/ his mobile/ landline (Attach copies of contracts/orders sought by the agency) (Please provide at least 2 contacts in different Government Departments. These contacts could be used for taking up the Agencies Client Feedback)	
9	Whether a copy of the terms and conditions (Annexure-4) duly signed, in token of acceptance of the same is attached?	
10	Whether Agency Profile is attached?	
11	List of other clients (may attach separate sheet)	
12	PAN/TAN/Service Tax Registration No. (copies to be enclosed) Proof of financial status of the agency in form of balance sheet for the last three FYs.	
13	Turnover Details (in INR Cr) of the MSP: 2008-09 = 2009-10 = 2010-11 =	
14	Whether details of the workforce with infrastructure facilities enclosed ?	

Sr. No.	Particulars	To be filled by the Agency
15	Details of the contract with any two Govt./Public sector organization etc. with contact person's name & telephone /cell no. etc.	

Note: It is mandatory to attach the attested copy of required certificates/proof with above information.

Signature of Authorized Officer of the Agency
Full Name
Seal

Date:
Place:

Form Fin – I: Format of Financial Bid
(To be taken on Agency's Letterhead)

Position No.	Designation	Indicative no. of positions	Expected Duration (in Months)	Man-month Rate (in INR Figures)	Service Tax @ (10.3%) (in INR Figures)	Man-month Rate inclusive of Service Tax (in INR Figures)	Total Per Month/ Position
(a)	(b)	(c)	(d)	(e)	(f)	(g = e+f)	(h = c x d x f)
S-1-a	Manager – SECC (from Non Premier Institute)	9	4				
S-1-b	Manager – SECC (from Premier Institute)#	1	4				
S-2-a	Assistant Manager – SECC (from Non Premier Institute)	9	4				
S-2-b	Assistant Manager – SECC (from Premier Institute)#	1	4				
S-3	Assistant - Computer Operations	4	4				
S-4	Steno/ Typist	1	4				
B-1	Assistant - Accounts	2	12				
B-2	Assistant - Procurement	1	12				
B-3	Assistant - Admin	2	12				
B-4	Assistant – M&E	2	12				
B-5	Qualified Chartered Accountant	4	12				
B-6	Inter - Chartered Accountant	8	12				
B-7	Junior Accountant	2	12				
B-8-a	Professional Grade – I (PG Managerial Position) (from Non Premier Institute)	1	12				
B-8-b	Professional Grade – I (PG Managerial Position) (from Premier Institute)#	1	12				

Position No.	Designation	Indicative no. of positions	Expected Duration (in Months)	Man-month Rate (in INR Figures)	Service Tax @ (10.3%) (in INR Figures)	Man-month Rate inclusive of Service Tax (in INR Figures)	Total Per Month/ Position
(c)	(d)	(c)	(d)	(e)	(f)	(g = e+f)	(h = c x d x f)
B-10	Office Assistant (Peon)	2	12				
B-11	Driver	2	12				
-	GRAND TOTAL (In INR Figures)						

Note: # List of Institutes considered as Premier (Source: Jeevika):

- (1) Indian Institute of Management – Ahmedabad
- (2) Indian Institute of Management - Bangalore
- (3) Indian Institute of Management – Kolkata,
- (4) Indian Institute of Management – Lucknow
- (5) Indian Institute of Management –Kozhikode
- (6) Indian Institute of Management – Indore
- (7) Reputed Universities of UK & US
- (8) Institute of Rural Management, Anand (IRMA)
- (9) Indian Institute of Forest Management, Bhopal (IIFM)
- (10) IIT - Kanpur
- (11) IIT – Bombay
- (12) IIT - Kharagpur
- (13) IIT – Delhi
- (14) IIT – Chennai
- (15) Xavier Labour Research Institute, (XLRI), Jamshedpur
- (16) Delhi School of Economics, University of Delhi (DSE)
- (17) Faculty of Management Studies (FMS) , University of Delhi, Delhi
- (18) Management Development Institute (MDI, Gurgaon)
- (19) S. P. Jain Institute of Management Studies, Mumbai (SPJIMR)
- (20) Xavier Institute of Management, Bhubaneswar (XIM B)
- (21) Chandragupt Institute of Management, Patna (CIMP)
- (22) Tata Institute of Social Service, Mumbai (TISS)
- (23) National Institute of Agricultural Extension Management, Hyderabad (MANAGE)
- (24) School of Rural Management, KIIT University, Bhubaneswar (KSRM)
- (25) Xavier Institute of Social Service, Ranchi, (XISS)
- (26) Indian Institute of Rural Management, Jaipur (IIRM)

HR Agency's rate contract per personnel per month should be inclusive of all Statutory Liability, Taxes, Levies, Cess etc. in force at the time of entering into the contract.

Grand Total Amount (in INR Words): _____

Signature of Authorized Officer of the Agency
Full Name
Seal

Date:
Place:

BIHAR RURAL DEVELOPMENT SOCIETY**Terms of Reference****1. Introduction**

Bihar Rural Development Society (BRDS) formulated under the aegis of Department of Rural Development, Government of Bihar urgently require hiring HR Agency/s for supplying manpower requirements on rate contract basis for its various ongoing developmental programmes like SECC-2011 (Socio-Economic & Caste Census), CPSMS implementation in the State and also as BRDS Contractual Staff on outsourcing model to be positioned at Patna, District and Block Headquarters in Bihar.

2. Scope of Work

BRDS proposed the hired HR Agency's to undertake the following activities. The key areas of scope included:

- (1) Setting up of a Local Office in Patna
- (2) Recruitment Functions
- (3) Training Functions
- (4) Other Functions

The same has been elaborated as follows:

(1) Setting up of a Local Liaisoning Office in Patna

The selected HR Agency is expected to have at least a local office in Patna to liaise on day to day basis with BRDS/ RDD, however this is not a mandatory requirement. As the manpower requirement may be consistent in the Department for its various ongoing programmes, HR Agency may appoint a full time liaison officer to facilitate the manpower as per the requirement raised from time to time.

(2) Recruitment Functions

- (a) The selected HR Agency would have to undertake its own manpower quality testing through pre-proven methods like written tests, Group Discussions, Interviews etc. as per the requirements of the respective positions.
- (b) The HR Agency is expected to co-ordinate and work in tandem with BRDS/ RDD hired Computer Based Testing Agency (in case the agency is on board of BRDS/ RDD) and share the final assessment results with BRDS/ RDD as & when it comes on board.
- (c) The HR Agency would be required to undertake character check/ police verification/ verification by the Gazetted Officer of the referred candidates using appropriate methods.
- (d) The HR Agency would forward at least 3 qualified CVs for each of the vacant position request raised by BRDS/ RDD, in case the requirement is less than 100 personnel's. BRDS/ RDD decision would be final in terms of deployment of resources.

- (e) BRDS/ RDD may take interview of the shortlisted candidates before their final deployment.
- (f) HR Agency/ BRDS/ RDD would endeavor to place the candidate in their native districts as much as possible.
- (g) For personnel deployed more than 3 months, HR Agency may propose to keep provision of a probation period of 3 months and is expected to undertake a confirmation test and performance appraisal. The outcome of the same could be shared with BRDS/ RDD and upon their approved the deployed personnel's may be confirmed.

(3) Training Functions

HR Agency would have to ensure proper technical training of at least 2 weeks before deputing them on the job post confirmation from BRDS/ RDD. Technical Training would be designed along with the respective BRDS/ RDD officials. HR Agency will have to ensure availability of centralized classroom, ensure adequate computers relevant software's like latest version of Tally, Microsoft Office - Word, Excel, Power Point, Projects; Typing Testing Software like Gabe's Typometer etc.

(5) Other Functions

(a) Agreement to Service Levels:

HR Agency shall have to comply with the following indicative service levels. The same may be expanded during signing of the contract.

Sr. No.	Service	Expected Service Levels	Penalty Level in case of Default
1*	Replacement of Personnel at the request of BRDS/ RDD.	Within 2 Weeks of Written Intimation from BRDS/ RDD	0.5% of the monthly payment due in succeeding month
2*	Replacement of Personnel initiated by HR Agency	Within 2 Weeks of Written Intimation received by BRDS/ RDD	0.5% of the monthly payment due in succeeding month
3*	Maximum No. of Replacements initiated by the HR Agency in a Quarter	Should not be more than 5% of the total resource supplied	0.5% of the monthly payment due in succeeding month

Note: * Replacement penalties would not applicable if the deployed resource is replaced under exceptional circumstances including death, prolonged illness and on leaving the company.

- (b) **Performance Review of the Deployed Personnel's:** HR Agency is expected to detail out their Performance Review Process in proposed "Approach & Methodology" at the end of 3rd month (post probation period) and on completion of one year by the deployed staff (applicable for only deployed staff requirement of more than 6 months). Copy of the performance evaluation shall be shared with BRDS/ RDD. It is

expected the cost of performance review would be built in quoted Rate Contract by the respective agencies.

3. General Terms & Conditions

1. All the recommended candidates shall have good working knowledge of English and Hindi both in oral and written communication.
2. All the recommended candidates (professional staff) shall have hands on experience on Computer/ Laptop & Internet.
3. All the recommended candidates shall be willing to travel across the State of Bihar at short notice.
4. All the recommended candidates shall be willing to stay and work in rural areas of Bihar as per the requirement.
5. It shall be the responsibility of the deployed manpower and the HR Agency to see that all the designated manpower performs the tasks allotted to them by BRDS/RDD effectively, efficiently and speedily.
6. The responsibility of statutory / compulsory deductions like EPF/Income Tax and other statutory dues etc. from the manpower deployed will be of the hired Agency. No extra payment shall be made by the BRDS in this regard. HR Agency will have to submit compliance report to this effect every financial quarter to BRDS/ RDD.
7. No extra payments towards Telephone charges, Data Card usage, transport etc., will be made by BRDS.
8. The Agency shall submit the stamped wage bills/ invoice (in triplicate) to the BRDS monthly basis as stated in Payment Terms after completion of the calendar months for payment. In normal circumstances the payment shall be made within 60 days from the date of submission of the bills.
9. The liability of service tax or any other tax or Levies will be borne by the Agency.
10. The copies of appointment letter issued to the personnel deployed in the BRDS shall be provided to the BRDS by the HR agency.
11. The Agency shall ensure that the manpower engaged by them is pre-verified for character and antecedents before deploying them for duty in the BRDS Office.
12. The Agency will provide to the BRDS, a list of all personnel so deployed with permanent and present address along with their photographs. The character verification of the personnel through local police/ Gazetted Officer should be furnished at the time of deployment.
13. The HR agency will provide all selected candidates for deployment with laminated Identity Cards with their Names, Designations, Place of Deputation, Residential addresses with signatures of a person duly authorized by the HR agency. (Laminated Identity cards could be issued to staff deployed more than 6 months, others may be given an A4 size paper identification card with the photograph) The candidates shall have to carry the card with them at all times.
14. The BRDS shall have the right to terminate the contract at any stage without assigning any reason whatsoever, by giving one months notice of termination. In case of any dispute, the decision of the Competent Authority of the BRDS will be final and binding.
15. **Nationality:** All the proposed candidates must be Citizens of India. The HR Agency/ BRDS/ RDD would endeavour to place the candidates in their own respective native districts/ block.

16. **Age Limit:** For all the positions mentioned in the Tender document age limit would be between 18-40 Years as on 1 March, 2012. Maximum age limit is relaxable for SC/ST candidates upto 5 years, EBC and BC candidates upto 2 years, for women upto 3 years; and for candidates who are already presently working/ or have worked in State Government undertakings such as Boards and Corporation and wishes to work with BRDS/ RDD through HR Agency, age limit could be relaxed upto 5 Years and for SC/ ST upto 10 Years.
17. **Medical Fitness:** All the deployed candidates must be in good mental and physical health required for efficient discharge of her/his duties. Parameters for medical fitness would be based upon BPSC guidelines. Candidates deployed under disabled quota, must be free from those physical defects which are likely to interfere with the efficient discharge of her/ his official duties.
18. **Statutory Obligations:** The Agency is required to obtain and deposit a valid license from the competent licensing authority under the provisions of Contract Labour (Regulation and Abolition) Act, 1970 and Contract Labour (Regulation and Abolition) Central Rules, 1971 within 15 days of the date of the award of the contract. If the Agency is refused a license for any reason whatsoever or fails to obtain the license within the stipulated period of 30 days, the contract may be terminated and the BRDS shall be at liberty to recover losses, if any, from the Agency. In such a scenario BRDS may call next qualified bidder for signing of contract.
19. **Reservation:** Reservation Policy of Government of Bihar would be applicable in case of all requisitions present and future, as per the model reservation roster of Government of Bihar.
20. The Agency shall be responsible for all acts of commission and omission on the part of the manpower engaged for the purpose. The BRDS shall not be responsible in any manner, whatsoever, in matters of injury/death/health etc. of the Agency's employees performing duties under the contract.
21. The Agency will be responsible for any damages done to the property of the BRDS by the personnel so employed, and shall reimburse/replace or rectify any damage done.
22. The Agency shall be obliged and solely responsible to comply with all statutory requirements in respect of the manpower engaged by him and the BRDS shall not be a party to any dispute arising out of such deployment by the Agency. The Agency shall arrange such facilities like EPF and ESI as provided for in the Contract Labour (Regulation and Abolition) Act, 1970 for the welfare and health of the workers deployed with the BRDS.
23. It shall be responsibility of the Agency to issue the employment card to the worker as per the prescribed format and maintain the muster roll, the wage register and other registers as provided in the Contract Labour (Regulations & Abolition) Act.
24. The BRDS has right to the demand for change/replace the personnel at any point of time.
25. BRDS/ RDD would ensure provision of the seating and working space for the deployed staff in Patna HQ, District or Block Headquarters as the case may be.
26. The Agency will supply a panel of suitable candidates (Minimum 3 for each position) to enable a proper choice to be made and depending on the qualifications/credential/experience. The selection would be made by the Competent Authority in BRDS.
27. The Agency shall replace immediately any of its personnel, if they are unacceptable to the BRDS because of security risk, incompetence, conflict of interest and breach of

- confidentiality or frequent absence from duty/misconduct on the part of manpower supplied by the agency upon receiving written notice from BRDS.
28. The BRDS shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the personnel of the Agency.
 29. The Agency personnel working in BRDS should be polite, cordial, positive and efficient, while handling the assigned work and their actions shall promote good will and enhance the image of the BRDS. The Agency shall be responsible for any act of indiscipline on the part of personnel's deployed by them.
 30. The Agency personnel shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangements, and administrative/organizational matters as all are of confidential/secret nature.
 31. The Agency personnel shall not claim any benefit/compensation/absorption/regularization of service with BRDS under the provision of Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970 etc. Undertaking from the Personnel to this effect will be required to be submitted by the Agency to this office.
 32. Any dispute regarding working hours and regarding compensation to be paid to the workers deployed will be the responsibility of the Agency and no representation will be entertained on this issue by the BRDS .
 33. The Agency shall ensure deployment of suitable professional/ support staff with proper background after investigation by the local police/ Gazetted Officer, collecting proofs of identity like driving license, bank account details, previous work experience, proof of residence and recent photograph and withdraw such employees who are found unsuitable by BRDS/ RDD for any reason, immediately on receipt of such a request.
 34. The character and antecedents of each personnel of the Agency will be verified before their deployment and a certification to this effect submitted to the BRDS.
 35. The Agency shall ensure proper conduct of his personnel in office premises, and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering around during working hours.
 36. The Agency shall engage the necessary personnel as required by the BRDS from time to time. The said personnel engaged by the Agency shall be either the employee or on contract of the Agency and it shall be the duty of the Agency to pay their salary every month by 7th day of the succeeding month. There is no Master & Servant relationship between the employees of the service provider and the purchaser.
 37. The transportation, food, medical and other statutory requirement in respect of each personnel of the Agency at the initial place of posting would be the responsibility of the Agency and that the BRDS will not entertain any claim in this regard. However, in some exceptional cases BRDS may take a decision to admit outstation TA/ DA as per BRDS constitutional guidelines.
 38. The personnel may be called on Saturday, Sunday and other Gazetted Holidays, if required. BRDS would not entertain any TA/ DA on account of the same.
 39. The Agency shall provide a substitute well in advance if there is any probability of the personnel leaving the job due to his/her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the Agency.

40. Payment to the Agency would be strictly on certification by the Officer with whom the personnel is attached that his services were satisfactory and attendance as per the bill preferred by the Agency.
41. The Agency shall be easily available at all times and message sent by e-mail/fax/letter from BRDS to the Agency shall be acknowledged immediately on receipt on the same day.
42. The period of contract will be for a minimum period of **one year** (extendable on mutual terms) from the date of signing the Agreement.
43. Any dispute arising out of the contract will be settled within the jurisdiction of Courts at Patna.
44. The decision of the CEO BRDS in any matter relating to this contract shall be final.
45. The Agency shall not assign, transfer, pledge or subcontract the performance of services without prior written consent of this office.
46. The Agency shall be under obligation to discharge all the liabilities envisaged herein either in express terms or by necessary implication from the terms and conditions and from the instructions to the bidders.

Signature of Authorized Officer of the Agency
Full Name
Seal

Date:
Place:

Position wise Job Description

Position No.	S-1 (Category – Professional)	
Designation	Manager – SECC	
Education	MBA/ PGDM (Post Graduate Diploma in Management) or equivalent in any discipline/ Masters in Anthropology/ Sociology/ Statistics/ Economics/ Commerce/ Geography from a recognized institute with minimum of 55% aggregate marks. <i>(Copy of relevant certificates to be enclosed)</i>	
Desired Experience	Shall have minimum of 2 years of professional experience in design & management of large scale surveys, co-ordination, data management and operating MIS. <i>(List of relevant surveys involved In and roles performed in them to be enclosed)</i>	
Skill Sets	Requirement	Means of Verification
	(1) Shall have knowledge of survey design, sampling design, MIS building, research and analysis, ability to design processes, extracting data and verifying the same through various direct and indirect methods.	Computer Based Test & Interview
	(2) Shall have exposure to IT systems, data formats (audio, video and text) uploading/ downloading and data management.	Computer Based Test
	(3) Co-ordination abilities	Case Study –Testing for Prioritization
	(4) Supervisory Techniques and Hands on Experience of effective people management.	Interview
	(5) Multi-tasking	Practical Tests
	(6) Emotional Maturity	Interview
	(7) Planning, Directing and Management of Primary Surveys	Previous Experience in Interview
	(8) Knowledge of Policies, Procedures and Regulations of Surveys conducted by Government Agencies	Interview
	(9) Knowledge of Mathematical Tables, Sampling Framework Design	Computer Based Test & Interview
	(10) Excellent working knowledge of Microsoft Excel (Generating pivot tables etc.)	Computer Based Test

Indicative Responsibilities	<p>(1) Shall be responsible for planning & directing the survey team & assisting the reporting officer of RDD/ BRDS in day to day management & co-ordination of Socio Economic and Caste Census.</p> <p>(2) Shall be responsible for establishing project management systems, ability to manage outsourced contracts, monitoring the tasks undertaken by survey team in terms of accuracy, target achievement and timeliness.</p> <p>(3) Preparation of Fortnightly MIS Reports and Submission to the Reporting Officer</p> <p>(4) Undertake field visits, verify facts on ground as per requirements and provide reports to the Reporting Officer.</p>
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Position No.	S-2 (Category – Professional)	
Designation	Assistant Manager – SECC	
Education	Graduate in any discipline (preferably in Economics/ Mathematics/ Statistics/ Anthropology/ Commerce Geography from a recognized institute with minimum of 55% aggregate marks. <i>(Copy of Relevant Certificates to be enclosed)</i>	
Desired Experience	Shall have minimum of 1 year of professional experience as a team member management/ conducting of primary surveys, MIS maintenance and data tabulation, compilation and analysis. <i>(List of relevant surveys involved in and roles performed in them to be enclosed)</i>	
Skill Sets	Requirement	Means of Verification
	(1) Shall have knowledge of Data tabulation, processing, compilation, analysis, MIS maintenance, and Reporting.	Computer Based Test and Interview
	(2) Exposure to IT systems, data formats (audio, video and text) uploading/ downloading and data management.	Computer Based Test
	(3) Hands on Experience of working/ management on primary surveys on ground.	Interview
	(4) Understanding of Procedures and Regulations of Conducting Surveys by Government Agencies	Interview
	(5) Hands on experience of working on Microsoft Excel	Computer Based Test
	(6) Drafting Skills – Should be able to draft notes/ letters	Computer Based Test
Indicative Responsibilities	<p>(1) Shall be operating as per the directions of Manager SECC & assist In-charge Officer of RDD/ BRDS in day to day management & co-ordination of Socio Economic and Caste Census.</p> <p>(2) Shall assist Manager – SECC on monitoring and management of data</p>	

	<p>obtained from the field on day to day basis in terms of accuracy, target achievement and timeliness.</p> <p>(3) Assist in preparation of Fortnightly MIS Reports, power point presentations and Submission to the Manager SECC & In-Charge Officer</p> <p>(4) Shall ensure submission of weekly reports on dashboard data like -</p> <ul style="list-style-type: none"> - EBs Targeted - Enumerators - EBs Completed - Enumerators - EBs Targeted - Supervisors - EBs Completed - Supervisors - Data Sanitation Target - Data Sanitation Completed etc.
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Position No.	S-3 (Category – Professional)	
Designation	Assistant - Computer Operations	
Education	Graduate in any discipline having at least one year of Diploma/ Degree in Computer related discipline (B.Sc. – Computer Science/ BCA/DCA) from a recognized institute with minimum of 55% aggregate marks.	
	<i>(Copy of Relevant Certificates to be enclosed)</i>	
Desired Experience	Shall have minimum of 1 year of experience in data entry/ secretarial – EDP works in Governmental and Non-Governmental Assignments.	
	<i>(Relevant Experience Certificate to be enclosed)</i>	
Skill Sets	Requirement	Means of Verification
	(1) Shall be conversant and hands on experience of working on Electronic Data Processing.	Computer Based Test & Interview
	(2) Shall have English typing speed of 30 words per minute and Hindi typing speed of 25 words per minute	Computer Based Test <i>(Typing test conducted on software's like Gabe's. Typing speed will be worked out as no. of correctly typed words minus no. of incorrect words divided by total time taken.)</i>
	(3) Drafting Skills – Should be able to draft notes/ letters	Computer Based Test
	(4) Exposure to IT systems, networking solutions, basic IT troubleshooting, undertaking print outs, data management on computer – files and folders, understanding of various data formats.	Computer Based Test
Indicative Responsibilities	<p>(1) Shall undertake typing/ data entry/ data processing works efficiently and error free as per the directions of reporting officers.</p> <p>(2) Manage and maintain files, MIS in an organized and searchable order.</p> <p>(3) Undertake self error rectification through various direct and indirect methods in the database generated.</p> <p>(4) Draft Letters/ Notes as per the requirements and directions of reporting officers.</p>	

Position No.	S-4 (Category – Support Staff)	
Designation	Steno/ Typist	
Education	Graduate in any discipline having at least one year of Diploma/ Degree in Computer related discipline (B.Sc. – Computer Science/ BCA/ DCA) from a recognized institute with minimum of 55% aggregate marks. <i>(Copy of Relevant Certificates to be enclosed)</i>	
Desired Experience	Shall have minimum of 1 year of experience in data entry/ secretarial – EDP works in Governmental and Non-Governmental Assignments. <i>(Relevant Experience Certificate to be enclosed)</i>	
Skill Sets	Requirement	Means of Verification
	(1) Shall be conversant and hands on experience of working on Electronic Data Processing.	Computer Based Test & Interview
	(2) Shall have English typing speed of 30 words per minute and Hindi typing speed of 25 words per minute	Computer Based Test <i>(Typing test conducted on software's like Gabe's. Typing speed will be worked out as no. of correctly typed words minus no. of incorrect words divided by total time taken.)</i>
	(3) Drafting Skills – Should be able to draft notes/ letters	Computer Based Test
	(4) Shall have hands on experience of Shorthand having minimum speed of 70 words per minute	Shorthand Test
Indicative Responsibilities	(1) Shall undertake typing/ data entry/ data processing/ shorthand works efficiently and error free as per the directions of reporting officers. (2) Manage and maintain files, MIS in an organized and searchable order. (3) Undertake self error rectification through various direct and indirect methods in the database generated. (4) Draft Letters/ Notes as per the requirements and directions of reporting officers.	

Position No.	B-1 (Category – Professional)	
Designation	Assistant – Accounts	
Education	Post Graduate Degree of PG Diploma in Finance/ Accounts/ IT related field (MCA/ M.Tech/ M.Sc. - Computer Science) from a recognized institute with minimum of 55% aggregate marks. <i>(Copy of Relevant Certificates to be enclosed)</i>	
Desired Experience	Shall have minimum of 2 years of professional experience in building MIS & management of accounts preferably with Government organizations. <i>(Relevant Experience Certificate to be enclosed)</i>	

Skill Sets	Requirement	Means of Verification
	(1) Shall be conversant with latest version of Tally & Excel	Computer Based Test & Interview
	(2) Shall have knowledge of Accounting Policies and Standardized Processes, Government Programmes prevalent in the country.	Interview
	(3) Good Communication & Co-ordination skills	Interview
	(4) Ability to work in large teams	Interview
	(5) Knowledge of Mathematical Tables and Maintenance and Management of customized MIS Reports	Computer Based Test & Interview
Indicative Responsibilities	<p>(1) Manage and maintain RDD/ BRDS Programme based digital books of accounts on day-to-day basis as per the directions of Reporting officers.</p> <p>(2) Learn CPSMS Software module and impart hands on training to DRDA/ RDD officials periodically.</p> <p>(3) Generate and present periodic MIS Reports as per the requirements and submission to the Reporting Officer.</p> <p>(4) Co-ordinate and liaise with the respective banks/ post offices and verify the BRDS/ DRDAs books of accounts on periodic basis.</p> <p>(5) Liaise with respective banks/ post offices for operational support and troubleshooting on smooth functioning of CPSMS.</p> <p>(6) Regularly monitor and manage e-payments made through CPSMS.</p> <p>(7) Manage and maintain files, MIS in an organized and searchable order.</p> <p>(8) Undertake field visits as per the requirement, verify facts on ground through various direct and indirect means as per requirements and provide reports to the Reporting Officer.</p>	

Position No.	B-2 (Category – Professional)	
Designation	Assistant – Procurement	
Education	Post Graduate Degree of PG Diploma in Finance/ Accounts/ IT related field (MCA/ M.Tech/ M.Sc. - Computer Science)/ Procurement or Logistics from a recognized institute with minimum of 55% aggregate marks. <i>(Copy of Relevant Certificates to be enclosed)</i>	
Desired Experience	Shall have minimum of 2 years of professional experience in building MIS, management of accounts, procurement management – goods and services, contract management preferably with Government organizations. <i>(Relevant Experience Certificate to be enclosed)</i>	
Skill Sets	Requirement	Means of Verification
	(1) Shall be conversant with MS Office specially latest version of Tally, Excel and Projects	Computer Based Test & Interview
	(2) Shall have knowledge of Procurement Policies &	Interview

	Guidelines, Bihar Financial Rules – 2005, Accounting Policies, Standardized Processes, Procurement Guidelines of donor agencies like World Bank and Government Programmes in rural development prevalent in the country.	
	(3) Good Communication & Co-ordination skills	Interview
	(4) Ability to work in large teams	Interview
	(5) Knowledge of Mathematical Tables and Maintenance and Management of customized MIS Reports	Computer Based Test & Interview
Indicative Responsibilities	<p>(1) Assist senior reporting officers of RDD/ BRDS in departmental procurement of goods and services.</p> <p>(2) Assist in preparation and implementation of procurement plans.</p> <p>(3) Assist in contract management of RDD/ BRDS.</p> <p>(4) Generate and present periodic MIS Reports as per the requirements and submission to the Reporting Officer.</p> <p>(5) Manage and maintain files, various MIS in an organized and searchable order.</p> <p>(6) Undertake field visits as per the requirement, verify facts on ground through various direct and indirect means as per requirements and provide reports to the Reporting Officer.</p>	

Position No.	B-3 (Category – Professional)	
Designation	Assistant – Admin	
Education	Post Graduate Degree of PG Diploma in Finance/ Accounts/ IT related field (MCA/ M.Tech/ M.Sc. - Computer Science) from a recognized institute with minimum of 55% aggregate marks. <i>(Copy of Relevant Certificates to be enclosed)</i>	
Desired Experience	Shall have minimum of 2 years of professional experience in handling or assisting in general administration preferably with Government organizations. <i>(Relevant Experience Certificate to be enclosed)</i>	
Skill Sets	Requirement	Means of Verification
	(1) Shall be conversant with MS Office	Computer Based Test & Interview
	(2) Shall have knowledge of General Administration processes in Government, Accounting policies, Standardized Processes, Government Programmes in rural development department prevalent in the country.	Interview

	(3) Good Communication & Co-ordination skills	Interview
	(4) Ability to work in large teams	Interview
	(5) Knowledge of Mathematical Tables and Maintenance and Management of customized MIS Reports	Computer Based Test & Interview
Indicative Responsibilities	<p>(1) Assist senior reporting officers of RDD/ BRDS in running day-to-day general administration.</p> <p>(2) Assist in preparation and implementation of monitoring plans for departmental run programmes.</p> <p>(3) Assist in management and maintenance of manual filing systems to ensure smooth functioning of RDD/ BRDS.</p> <p>(4) Learn IWDMS (Integrated Workflow Database Management System) being run in RDD/ BRDS and assist in smooth transfer of the manual filing to IWDMS.</p> <p>(5) Generate and present periodic MIS Reports as per the requirements and submission to the Reporting Officer.</p> <p>(6) Manage and maintain files, various MIS in an organized and searchable order.</p> <p>(7) Undertake field visits as per the requirement, verify facts on ground through various direct and indirect means as per requirements and provide reports to the Reporting Officer.</p>	

Position No.	B-4 (Category – Professional)	
Designation	Assistant – Monitoring & Evaluation	
Education	<p>Post Graduate Degree of PG Diploma in Finance/ Accounts/ IT related field (MCA/ M.Tech/ M.Sc. - Computer Science)/ Economics/ Geography/ Sociology from a recognized institute with minimum of 55% aggregate marks.</p> <p><i>(Copy of Relevant Certificates to be enclosed)</i></p>	
Experience	<p>Shall have minimum of 2 years of professional experience in Programme Monitoring & Evaluation, developing MIS formats, capturing quantitative and qualitative data, building MIS and reporting.</p> <p><i>(Relevant Experience Certificate to be enclosed)</i></p>	
Skill Sets	Requirement	Means of Verification
	(1) Shall have exposure to M&E Tools and Techniques	Interview
	(2) Shall be conversant with MS Office	Computer Based Test & Interview
	(2) Shall have knowledge of Designing Questionnaire Formats, Sampling framework, Designing surveys, Data gathering compilation and Government programmes in rural sector.	Interview
	(3) Good Communication & Co-	Interview

	ordination skills	
	(4) Ability to work in large teams	Interview
	(5) Knowledge of Mathematical Tables and generation of customized MIS Reports	Computer Based Test & Interview
Indicative Responsibilities	<p>(1) Assist in preparation of various programme based monitoring formats, circulate and train concerned officials.</p> <p>(2) Assist in co-ordinate for MIS, compile, generate and present periodic MIS Reports as per the requirements.</p> <p>(3) Assist in co-ordination with various PO's, Mukhiya's, PRS, Other field level staff etc. for compilation of qualitative and quantitative data for RDD/ BRDS Newsletter.</p> <p>(4) Assist in preparation of techno-financial MIS report as per prescribed format for final submission to donor agency/ Government – WB, Gol etc.</p> <p>(5) Undertake field visits as per the requirement, verify facts on ground through various direct and indirect means as per requirements and provide reports to the Reporting Officer.</p>	

Position No.	B-5 (Category – Professional)	
Designation	Qualified Chartered Accountant	
Education	Qualified Chartered Accountant <i>(Copy of Relevant Certificates to be Enclosed)</i>	
Desired Experience	Shall have minimum of 3 years of professional experience. <i>(Relevant Experience Certificate)</i>	
Skill Sets	Requirement	Means of Verification
	(1) Shall have understanding of fiscal, budgeting & accounting policies, prevalent practices, and standardized processes in accounting domain within country, GAAP (Generally Accepted Accounting Principles), IFRS (International Financial Reporting Standards)	Interview
	(2) Shall have hands on experience on Tally 7.2 or above version & Excel.	Computer Based Test & Interview
	(3) Must be self starter who can work under minimal supervision	Interview
	(4) Long Working Hours	Interview & past experience
	(5) Excellent Communication & Co-ordination skills	Interview
	(6) Ability to lead large teams and train them .	Interview & past experience.
	(7) Knowledge of Mathematical Tables and designing MIS Report formats	Computer Based Test & Interview

Indicative Responsibilities	<ol style="list-style-type: none"> (1) Plan and design accounting processes for RDD/ BRDS (2) Scale up and ensure smooth implementation of CPSMS (3) Internal Audit (4) Designing and Managing RDD/BRDS books of accounts, direct team to prepare balance sheets. (5) To undertake role of taxation advisor and forensic accounting. (6) Liaison with CPSMS stakeholders – CPSMS (Gol), banking partner/ post offices and DRDA officials etc. for handholding, operational support and troubleshooting. (7) Imparting appropriate hands on training on CPSMS and support to State/District/Block level officials. (8) Monitoring the E-Payment processes and co-ordinating with the implementing districts for troubleshooting. (9) Extracting various customized MIS reports from CPSMS and submission to RDD/ BRDS/ Gol/ donor agency. (10) Undertake field visits as per the requirement, verify facts on ground through various direct and indirect means as per requirements and provide reports to concerned officials.
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Position No.	B-6 (Category – Professional)	
Designation	Inter - Chartered Accountant	
Education	CA - Inter <i>(Copy of Relevant Certificates to be enclosed)</i>	
Desired Experience	Shall have minimum of 1 years of experience in relevant domain. <i>(Relevant Experience Certificate to be enclosed)</i>	
Skill Sets	Requirement	Means of Verification
	(1) Shall have understanding of accounting policies, prevalent practices, and standardized processes in accounting domain within country, GAAP (Generally Accepted Accounting Principles).	Interview
	(2) Shall have hands on experience on Tally 7.2 or equivalent software & Excel.	Computer Based Test & Interview
	(3) Long Working Hours	Interview & past experience
	(5) Excellent Communication & Co-ordination skills	Interview
	(6) Ability to impart training.	Interview & past experience.
	(7) Knowledge of Mathematical Tables and designing MIS Report formats	Computer Based Test & Interview
Indicative Responsibilities	<ol style="list-style-type: none"> (1) Handle day to day functions like payroll processing, banking, maintaining books of accounts, ledgers, profit & loss account, balance sheet (2) Preparing MIS reports. (3) Undertake internal audit (4) Preparation of audit plan in co-ordination with external auditors (5) Shall be responsible for receivables and payables function 	

	<p>(6) Manage cash flows through regular monitoring and planning</p> <p>(7) Support controlling functions in monthly, quarterly, half yearly and year closing activities.</p> <p>(8) Support Qualified CA in performing his duties diligently.</p> <p>(9) Liaison with CPSMS stakeholders – CPSMS (GoI), banking partner/ post offices and DRDA officials etc. for handholding, operational support and troubleshooting.</p> <p>(10) Assist in imparting appropriate hands on training on CPSMS and support to State/District/Block level officials.</p> <p>(11) Assist in extracting various customized MIS reports from CPSMS and submission to RDD/ BRDS/ GoI/ donor agency.</p> <p>(12) Undertake field visits as per the requirement, and assist in verifying facts on ground through various direct and indirect means as per requirements and provide reports to concerned officials.</p>
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Position No.	B-7 (Category – Professional)	
Designation	Junior Accountant	
Education	B.Com from a recognized institute with minimum of 55% aggregate marks. <i>(Copy of Relevant Certificates to be enclosed)</i>	
Desired Experience	Shall have minimum of 1 years of past experience in financial reporting/ ledger operations. <i>(Relevant Experience Certificate to be enclosed)</i>	
Skill Sets	Requirement	Means of Verification
	(1) Shall have understanding of accounting procedures.	Interview
	(2) Shall have exposure to Tally 7.2 or equivalent software & Excel.	Computer Based Test & Interview
	(3) Ability to work in team	Interview
	(4) Long Working Hours	Interview & past experience
	(5) Knowledge of Accounting and Arithmetic.	Computer Based Test & Interview
Indicative Responsibilities	<p>(1) Provide support to RDD/BRDS with specific responsibility for processing, recording, updating and reconciling.</p> <p>(2) Assist in daily operations, payroll processing, and preparation of monthly accounts, assist in account payments, receivables and preparation of monthly profit and loss statements, and maintain balance sheets.</p> <p>(3) Support Qualified CA in performing his duties diligently.</p> <p>(4) Reconciliation of balance sheet accounts, petty cash payments, and payroll related payables etc.</p> <p>(5) Respond to enquiries from a wide variety of sources eg. BRDS/ RDD Staff district officials, vendors, auditors etc.</p> <p>(6) Assist in preparation of MIS reports.</p> <p>(7) Manage cash flows through regular monitoring.</p> <p>(8) Support controlling functions in monthly, quarterly, half yearly and year closing activities.</p> <p>(9) Undertake field visits as per the requirement.</p>	

Position No.	B-8 (Category – Professional)	
Designation	Professional Grade – I (PG Managerial Position)	
Education	Masters in any discipline from a recognized institute with minimum of 55% aggregate marks. <i>(Copy of Relevant Certificates to be enclosed)</i>	
Desired Experience	Shall be computer literate and have exposure to internet <i>(Relevant Experience Certificate to be enclosed)</i>	
Skill Sets	Requirement	Means of Verification
	(1) Shall be computer literate – MS Office and Internet	Computer Based Test & Interview
	(2) Programme Management	Interview
	(3) Ability to lead/ work in team	Interview
	(4) Long Working Hours	Interview & past experience
	(5) Multi-Tasking	Practical Test
	(6) Knowledge of Rural Development sector	Interview
Indicative Responsibilities	<ul style="list-style-type: none"> (1) Programme management (2) Programme monitoring and reporting (3) Perform managerial responsibilities as per the requirement. 	

Position No.	B-9 (Category – Professional)	
Designation	Executive Grade – II (Graduate Executive Position)	
Education	Graduate in any discipline from a recognized institute with minimum of 55% aggregate marks. <i>(Copy of Relevant Certificates to be enclosed)</i>	
Desired Experience	Shall be computer literate and have exposure to internet <i>(Relevant Experience Certificate to be enclosed)</i>	
Skill Sets	Requirement	Means of Verification
	(1) Shall be computer literate – MS Office and Internet	Computer Based Test & Interview
	(2) Programme Implementation	Computer Based Test & Interview
	(3) Ability to work in large teams	Interview
	(4) Long Working Hours	Interview & past experience
	(5) Multi-Tasking	Practical Test
	(6) Knowledge of Rural Development sector	Interview
Indicative Responsibilities	<ul style="list-style-type: none"> (1) Programme implementation and assistance in programme management (2) Assist in programme monitoring and reporting (3) Undertake programme implementation responsibilities as per the requirement. 	

Position No.	B-10 (Category – Support Staff)	
Designation	Office Assistant (Peons)	
Education	Intermediate (12 th Standard) Pass <i>(Copy of Relevant Certificates to be Enclosed)</i>	
Desired Experience	Nil, however experienced candidates in similar Government or Private sector would be preferred.	
Skill Sets	Requirement	Means of Verification
	(1) Shall have knowledge of various government and private organizations and their primary functions	Interview
	(2) Shall have knowledge of MS Office & internet	Computer Based Test & Interview
	(3) Cheerful Presence, Positive Attitude, Late Working Hours	Interview
	(4) Ability of comprehend and follow directions.	Interview
	(5) Preferably should know driving 2/ 4 wheeler motorized vehicle.	Field test
	(6) Should be able to read, write and type in Hindi and English	Computer Based Test & Interview
Indicative Responsibilities	(1) Assist in Office works like filing, file management, storage and retrieval, printing, photocopy, binding etc. (2) Undertake day to day working business with other Government Departments, Banks, Post Office, Private institutions etc. (3) Arrange and serve tea/ snacks as per the directions.	

Position No.	B-11 (Category – Support Staff)	
Designation	Driver – BRDS	
Education	Intermediate (12 th Standard) Pass <i>(Copy of Relevant Certificates to be enclosed)</i>	
Desired Experience	Shall have atleast 5 years of driving LMV experience. <i>(Relevant Experience Certificate to be enclosed)</i>	
Skill Sets	Requirement	Means of Verification
	(1) Shall have valid Driving LMV Commercial License.	Copy of the License
	(2) Shall have local knowledge of locations and directions in Bihar	Interview
	(3) Cheerful Presence, Positive Attitude, Late Working Hours	Interview
	(4) Ability of comprehend and follow directions.	Interview
	(5) Driving under tough rural conditions and rugged terrain.	Field Test
Indicative	(1) Serve as driver for OSDs or any other officer deputed by RDD/ BRDS.	

Responsibilities	<p>(2) Undertake regular maintenance of vehicles in co-operation with the reporting officer at RDD/ BRDS.</p> <p>(3) Undertake day to day working business with other Government Departments, Banks, Post Office, Private institutions etc. as per requirement.</p>
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