



Ref. :-

Date :-

**Terms of Reference (TOR) for the Engagement of a Recruitment Support Agency to support BISCOMAUN in recruitment of Range Officer Cum Marketing Officer, Asst. Depot Manager, Junior Engineer(Civil), Account Assistant & Sales Man/MTS.**

**1. Objectives of the Assignment :**

The overall objectives of the assignment are to: Successfully complete recruitment of qualified candidates for the post of **Junior Engineer (Civil), Account Assistant, Sales Man -cum- MTS.**

**2. Detailed Scope of the Work, Approach & Methodology:**

**2.1 Development of an acceptable methodology of recruitment & selection** of candidates taking into consideration Government of policies on reservations, HR Manual / procedures, etc.

This will include: a) Developing different approaches and methodology of recruitment i.e., alternative processes of inviting applications, open market selection, or any other method as per norms approved by BISCOMAUN. b) Approach & methodology will be approved by the BISCOMAUN and the HR Agency will follow the prescribed norms and criteria of selection of respective positions.

**2.2 Recruitment & Selection:** This will include the following:

a) **Advertising for the positions:** The design of advertisement will be prepared by the recruitment agency and approved by MD, BISCOMAUN. In general, responsibility of notifying vacancies will be with BISCOMAUN. The advertisement will also be floated on reputed web-portal visited by job seekers in development sector.

b) **Shortlisting of candidates for the written examination:** the agency will follow a structured system of receiving application (through both electronic media and written form), scrutinising them on criteria set by BISCOMAUN, recording reasons of rejection of applications and announcing shortlist for the written test, with necessary information on website (of both the recruitment agency and BISCOMAUN). Whenever required, the necessary information about scrutiny of application will be provided to BISCOMAUN.

c) **Conduct of the examination:** the examination will be conducted by the agency with support from BISCOMAUN. The examination paper will be developed by the agency and approved by the technical specialist(s) in BISCOMAUN. Special attention will be given by the HR agency to maintain the quality of conducting test of recruitment and setting question paper for the purpose.

d) **Evaluation of the written tests and shortlisting of candidates for interview:** evaluate the written tests and on the basis of performance, prepare a shortlist of candidates for interview.

e) **Conduct of interviews:** carry out interviews by constituting a panel. BISCOMAUN will depute technical specialist(s) to the interview panel.

f) **Ranking of candidates** for selection after the interview process segregating between selection candidates and wait listed candidates for each position.

**2.3 Background check of selected candidates:** carry out background check and credential verification of the recommended and waitlist candidates before presenting the final result.

**2.4 In carrying out the above tasks special attention has to be paid to the following:**

a) The HR agency has to provide detailed work plan before the recruitment along with its methodology of recruitment, place of recruitment, tentative dates of examination, List of panel members, and submission date of result and reports. The schedule of the recruitment will be finalized by the recruitment agency in consultation with BISCOMAUN.

b) The recruitment agency will design exclusive selection tools for different set of positions . The selection strategy and tools should be designed in such a way that it could assess requisite knowledge, skills, and attitude on quality parameters for different positions.

c) The recruitment agency will pay special attention in identifying suitable individuals from Government or Banking Sector as per requirement of BISCOMAUN under the provisions of norms for selection and recruitment approved by BISCOMAUN.

d) The agency will capture all the processes of recruitment and selection in video form and submit to BISCOMAUN. All necessary documentation during the recruitment, counselling and joining process will be maintained on time with due accuracy and submitted to BISCOMAUN.

e) The agency will prepare a position / grade-wise merit list and waiting list of candidates and submit the same to BISCOMAUN.

f) Maintaining high degree of accuracy, transparency, accountability and required confidentiality in the process of completion of this assignment.

g) All the documents and selection lists will become the property of the BISCOMAUN.

### **3. Reporting requirements:**

**3.1** The agency will submit an inception report both in hard and soft copy.

**3.2** Detail progress report of the written examination.

**3.3** The final list of the recommended candidates will be submitted by the agency along with waitlist candidates under each category of positions. The recruitment agency will submit the final result of recommended candidates in the prescribed set of format and along with document as mentioned below after completing recruitment.

- *Form A: Latest copy of CV in original of both recommended and waitlisted candidates (filled by candidates while participating in the selection process according to format designed by the recruitment agency)*

- *Form B: Compiled Profile of the Candidate (both recommended and waitlist) in soft and hard copy in the format designed & approved by BISCOMAUN.*

- *Form C: Credential Verification Form along with (of both recommended and waitlisted candidate) as annexure. Compiled reports of the same.*

- *Form D: Basic Information details suggested as annexure.*

**3.4** The result must be submitted after verification of reference of both selected and waitlisted candidates.

**3.5** The final report of recruitment would include the following documents:

- *Soft copies in CDs and hard copies of original scanned data (marks & profile of candidates)*

- *The soft CDs & hard copies of data exported in excel sheet,*

- *The list of shortlisted candidates (merit list)*
- *The reservation roster/vacancy wise recommendation list*
- *The clear statement/cut off of logic for selection/recommendation*
- *The profile of the recommended and wait listed candidates*
- *The verification report of credentials certificate of candidates*

**3.6** *Whenever required, the recruitment agency will share all information sought by BISCOMAUN related to recruitment conducted as per ToR and the agreement. Therefore, the agency will keep all recruitment records with it.*

**3.7** *The agency would have to maintain high degree of accuracy, transparency, accountability and required confidentiality in the process of completion of this assignment and would be required to provide compliance of the queries related with recruitment.*

**4. Time Period of the Assignment:**

**4.1** This assignment would be for a period of 6 months, effective from its inception date which may further be extended for next one year subject to the client requirement and satisfactory performance of the agency. Any change in the period of assignment will only be made after mutual review by both the parties.

**4.2** The entire assignment is expected to be completed by the time line given in Key Task output and time frame table given below. However, residual vacancy of any level may be filled up by the recruitment agency immediately in the next three months. The extension or any change in the period of assignment will only be made after mutual review by both the parties.

- 5. 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 Recruitment Consulting Agency/Firm for supporting in whole Recruitment & Selection drive for upcoming vacancies in BISCOMAUN**”. The main envelope shall be addressed to:

**The Managing Director,  
Bihar State Co-Operative Marketing Union Ltd(BISCOMAUN),  
1<sup>st</sup> Floor,BISCOMAUN Bhawan,West Gandhi Maidan,Patna-800001.**

All pages in the bids must be serially numbered. Sealed bids may be submitted on or before the mentioned time & date. Bid has to be deposited in person. 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.

**5.1 “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) Account Payee Demand Draft or Banker's Cheque of Rs. 1,000/- (One Thousand only) as Tender Fee in favour of BISCOMAUN, Patna payable at Patna.

(f) Any other relevant document.

## **5.2 Qualifications of the HR Agency and Key staff Requirement**

*(a) The agency would provide a list of Core Team with qualified key professionals having adequate number of human resource with relevant experience for this assignment. The core team of key professionals must include a Team Leader, a Co Team Leader, three Expert members having qualifications with relevant experience as stated below:*

• **Team Leader:** *The Team leader should have a minimum of 10 years experience in planning, designing strategy & framework along with developing, directing and managing similar assignment with a Post Graduate Degree in HR Management or equivalent.*

• **Co- Team Leader:** *The Co-Team leader should have a minimum of 8 years experience in coordinating, execution and managing similar assignment with a Post Graduate Degree in Management.*

• **Expert Team Member-1:** *The expert team member should have a minimum of 7 years of experience in recruitment and selection methodology with a post graduate in Psychology / Management.*

• **Expert Team Member-2:** *The expert team member should have a minimum of 5 years of experience in the field operations in Govt/semi. Govt/MNC/Autonomous with a CA / M. Com degree with experience in Tally and / or other IT based accounting systems.*

**(b) Head office/Regional Office/Brach Office of concern agency shall be situated in Patna, Bihar.**

**(c) The Firm/Agency shall have an experience of at least three recruitment process works in State Govt./ Central Government Organizations/ PSUs or Government Autonomous Organizations in last three(3) years in Bihar & Jharkhand .**

**d) Agency shall Conducting/supporting the whole Recruitment & Selection drive for more than 50 personnel to State/ Central Government Organizations/ PSUs or Government Autonomous Organizations in Bihar & Jharkhand in last three(3) years .**

## **6. Services and facilities to be provided by the Client:**

**6.1** BISCOMAUN will provide all the guidelines, provisions, norms related to conducting recruitments viz. numbers of vacancies, qualification and experience for each position, guidelines of Govt. reservation roster and other necessary information required for completion of this assignment.

**6.2** The MD, BISCOMAUN will nominate its representative in any of the selection process.

**6.3** BISCOMAUN will provide, where appropriate, administrative support to the agency, especially in the conduct of the examination.

**6.4** Head – HR will be the Nodal Person for this assignment from BISCOMAUN.

**7 . Review and Monitoring of the Assignment** A review will be conducted formally by both BISCOMAUN and the recruitment agency after conducting each round of recruitment. MD BISCOMAUN will form a review committee at BISCOMAUN level to monitor and review the progress of the assignment.

Further information can be obtained at the address below during office hours 1000 to 1700 hours.

Expressions of interest must be delivered in a written form to the address below through registered post/speed post/ courier/ by hand by **28<sup>th</sup> of March, 2017 till 1700 hrs.**

**Administrative Officer,  
HR & Admin Department,  
6<sup>th</sup> Floor,BISCOMAUN Tower,  
West Of Gandhi Maidan,Patna-1.  
E-mail Id : [biscomaunhr@gmail.com](mailto:biscomaunhr@gmail.com)  
Mob. No- 8877600749**

Sd/-  
Managing Director  
(BISCOMAUN)

#### **ANNEXURE - 1**

##### **Form Tech – I: Format for Technical Bid**

To,  
MD, BISCOMAUN,  
Patna ,Bihar.

Sub: **Bid for Selection of Recruitment Consulting Agency/Firm for supporting in whole Recruitment & Selection drive for upcoming vacancies in BISCOMAUN”.**

Having examined the tender document, we, M/s \_\_\_\_\_, offer to be selected as preferred bidder with BISCOMAUN, 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:

## ANNEXURE - 2

### Form Tech – II: Format for Technical Bid

#### A. Documents and Information (copies to be enclosed) to be submitted by the Agency , Checklists

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Sr No	Particulars	Numbers/details/Remarks/Pag e Number
1	Agency profile	
	Detailed Office Address with official Mobile No & E-mail Id	
	Name and address of the CEO/ Director/Owner of the Agency with Tel./ Mobile No:	
2	Tender Fee Rs 1000.00 Details of Tender Fee	
	i. Amount	
	ii. Draft No.	
	iii. Date	
	iv. Issuing Bank	
3	Registration certificates of all the partnering organizations	
4	Income Tax audit report.	
5	Copies of Service Tax Registration Certificates of all the partnering organizations	
6	Copies of PAN/ TAN Cards of the all the partnering organizations	
7	Copy of the Annual Report (Balance Sheet and Profit & Loss Account) for the last two years of MSP	
8	Experience Certificates/Previous Work Order	

9	Cover letter duly signed annex A	
10	The Performa of technical bid duly filled in	
11	Details of approach and methodology	
12	Please provide at least 2 contacts in different Government Departments/Other Semi-Govt/Autonomous/Co-operative Organizations. These contacts could be used for taking up the Agencies Client Feedback	
13	Any other documents (additional rows may be added)	

Sd/-  
Managing Director  
(BISCOMAUN)