

**Tender Document**

Invited For

**Engagement of Human Resource Consulting Agency**

In

**BUREAU OF PHARMA PUBLIC SECTOR UNDERTAKINGS OF  
INDIA (BPPI)**

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## 1. SCHEDULE OF BIDDING PROCESS

S. No.	Milestone	Envisaged Schedule	
		Date	Time
1.	Tender Document made available to the Bidders	28.10.2016	11:00 AM
2.	Last date of submitting of Tender Documents	12.11.2016	10:00 AM
3.	Opening of Technical Bid	12.11.2016	11:00 AM
4.	Financial Bid – Technically qualified bidder shall be intimated the date and time of opening of Financial Bid.		

## 2. INTRODUCTION

Bureau of Pharma Public Sector Undertakings of India (BPPI), under the administrative control of the Department of Pharmaceuticals, Ministry of Chemicals and Fertilizers, Government of India is the Implementing Agency of Pradhan Mantri Jan Aushadhi Yojana (PMJAY).

BPPI was established in December, 2008 under the Department of Pharmaceuticals, Government of India. The Bureau has been registered as an independent society under the Societies Registration Act, 1860 as a separate independent legal entity in April, 2010. BPPI follows the provisions of GFR, 2005 as amended from time to time, the CVC guidelines, and instructions from the Department of Pharmaceuticals.

## 3. SCOPE OF WORK

BPPI is desirous for a Human Resource Consulting Agency to drive a yearlong HR Project for improving overall Organizational Efficiency.

The scope of work under HR Project shall encompass Diagnose, Develop and Handhold following HR Initiatives by the consulting agency and they shall be:

3.1 Design and conduct employee perception survey on key drivers to understand current organization culture and its impact. Provide report depicting areas of concerns with recommendations to bridge the gap.

3.2 Review, redesign and implement structured:

3.2.1 HR Strategies.

- 3.2.2 HR Policies and Procedures with Employee Handbook.
- 3.2.3 Job Descriptions.
- 3.2.4 Performance Management System (PMS).
- 3.2.5 Compensation Structure based on Best Practices Survey Report.

#### 4. ELIGIBILITY CRITERIA OF CONSULTANT

Bids are invited from reputed consultancy firms fulfilling below mentioned eligibility criteria and having relevant experience in works as specified in the “Scope of Work”.

Sr. No.	Eligibility Criteria for Organization	Documentary Evidence to be Attached
1.	Organizations/Companies should be registered with the competent authority not later than 31 <sup>st</sup> March 2012	Self-attested copy of Registration Certificate
2.	The Organization should have the Balance Sheet for at least last 3 financial years 2013-14, 2014-15 and 2015-2016 audited by practicing Chartered Accountant	Copy of self-attested Audited Balance Sheet for each F.Y. mentioned
3.	The Organization should have recorded an Annual turnover of minimum Rs. 1,00,00,000 /- (Rupees One Crore Only) for last 3 financial years 2013-14, 2014-15 and 2015-2016	Copy of self-attested Audited Balance Sheet for each F.Y. mentioned
4.	The Organization should have at least 5 full time consultants/ experts on their role working on various HR / OD / L&D / Assessment Project (freelance consultants deputed on projects shall not be considered) as on 31 <sup>st</sup> March 2016.	Copy of appointment letters
5.	The proposed consultants should be professionally qualified and should have minimum 5 years of working experience in senior position	Self-attested declaration by bidder
6.	The Organization should have undertaken at least 3 HR related projects (other than recruitment) for client's group company with overall billing of 50 Lakhs each in last 5 years as on 31 <sup>st</sup> July 2016	Copy of Work Orders
7.	The Organization should have undertaken at least 10 long term OD / L&D / Assessment projects (minimum 6 months duration) in last 5 years as on 31 <sup>st</sup> July 2016	Copy of Work Orders

**Note:**

- I. Interested Bidders not qualifying in above mentioned selection criteria will not be processed further.
- II. BPPI is free to reject any offer without assigning any reason.

## **5. PREPARATION AND SUBMISSION OF BID**

The submission of Bids by Bidders in response to the Tender Document would require being in two (2) separate sealed covers as indicated below:

Cover I – Technical Bid

Cover II – Financial Bid

The documents accompanying the Bid submission shall include:

**Cover I: Technical Bid**

- I. Covering Letter including Expression of Interest.
- II. Documentary Evidence under Eligibility Criteria.
- III. Proposed approach and methodology for Scope of Work.
- IV. Detailed profile of proposed project team including team leader

**Cover II: Financial Bid**

- I. The Financial Bid including lodging/ boarding and travel expenses.

The bidders are required to carefully note the notes accompanying each of the formats and provide necessary documentary proofs mentioned therein.

## **6. SEALING AND MARKING**

**6.1. Cover – I : Technical Proposal**

The information to be submitted by the Bidders in the Technical Bid (Cover-I) is described in formats prescribed under Forms 1 to 4 of this Tender Document.

The Bidder shall place one (1) original (marked as original) + one (1) copy of the Technical Bid in a sealed envelope, which shall be inscribed as under:

**COVER-I - TECHNICAL BID**  
**BID FOR: "HR PROJECT FOR BUREAU OF PHARMA PUBLIC SECTOR UNDERTAKINGS OF INDIA (BPPI)"**

**SUBMITTED BY \_\_\_\_\_**  
**(Name of the Bidder with Full Postal Address)**

6.2. Cover – II : Financial Bid

The Bidder shall place the 2 Demand Drafts, one towards Bid Processing Fee of Rs. 1,000/- and second towards Earnest Money Deposit (EMD) of Rs. 1,00,000/- hereunder, which shall be inscribed as under:

**COVER-II - FINANCIAL BID**  
**BID FOR: "HR PROJECT FOR BUREAU OF PHARMA PUBLIC SECTOR UNDERTAKINGS OF INDIA (BPPI)"**

6.3. Submission of the Bid

The two covers of the Bid organized as above, shall be placed in a sealed outer envelope with the following inscription:

**BID FOR: "HR PROJECT FOR BUREAU OF PHARMA PUBLIC SECTOR UNDERTAKINGS OF INDIA (BPPI)"**

The cover should be addressed to:

To,

The CEO

Bureau of Pharma Public Sector Undertakings of India (BPPI)

IDPL Corporate office complex

Old Delhi Gurgaon Road,

Gurgaon, Haryana - 122 016

Phone – 0124-455-6752

Email ID – directorfinance.bppi@gmail.com

Website – janaushadhi.gov.in

## **7. OPENING AND EVALUATION OF BID**

After opening the Bid envelope (on specified date & time mentioned in Schedule of Bidding Process), the bid will be considered rejected in case of non-fulfillment of Bid Processing Fee and EMD condition. After completion of evaluation process, the Contracting Authority shall notify those consulting firms, whose bid does not meet the criteria specified in the eligibility criteria, indicating that their EMD will be returned after completion of the selection process.

The received bids shall be evaluated by the committee on following basis:

7.1 The weights given to the Technical and Financial Bids are:

7.1.1 Technical Bid = 70%

7.1.2 Financial Bid = 30%

7.2 Criteria and point system (100 points) for the evaluation of Full Technical Bids are:

7.2.1 Specific experience of the Bidder relevant to the assignment: [10]

7.2.2 Adequacy of the proposed methodology and work plan: [10]

7.2.3 Proposed team qualifications, certification and competence for assignment: [10]

7.2.4 Supporting evidences documents as desired for the tender [10]

7.2.5 Quality of interaction & presentation by proposed team leader [60]

7.3 The committee shall open Financial Bid after evaluation of Technical Bid, only for the technically top-ranked Bidders. All other Financial Bids are returned unopened after the Contract negotiations are successfully concluded and the Contract is signed.

## **8. AWARD OF PROJECT**

The committee will select the Bidder that submitted the highest-ranked Technical Bid and the lowest-ranked Financial Bid, and invite such Bidder to negotiate the Contract.

The negotiations will be held with the Bidder's representative(s) who must have written power of attorney to negotiate and sign a Contract on behalf of the Bidder. The negotiations include discussions of the Terms of Reference (TORs), the proposed methodology, the GIL's inputs, the special conditions of the Contract including payment terms, and finalizing the "Description of Services" part of the Contract. These discussions shall not substantially alter the original scope of services under the TOR or the terms of the contract, lest the quality of the final product, its price, or the relevance of the initial evaluation be affected.

BPPI shall prepare minutes of negotiations that are signed by the BPPI and the Bidder's authorized representative.

If the negotiations fail, the BPPI shall inform the Bidder and terminate the negotiations informing the Bidder of the reasons for doing so. After informing about the termination, the BPPI will invite the next-ranked Bidder to negotiate the Contract.

BPPI reserves the right to accept or cancel the Bid without giving any reason.