RAIPUR SMART CITY LIMITED

Head Office Building, Municipal Corporation, Near Mahila Police Station, Gandhi Chowk, Kalibadi, Raipur (C.G.) 492001
Tel No: + 91 771-2535780, 90, Fax No.: +91 771-2227395, Website:- www.smartcityraipur.org

REQUEST FOR PROPOSAL

NIT No.64 /RFP/RSCL/2017-18, Raipur Dated:16/01/2017

RSCL Request For Proposal (RFP) from qualified and experienced firms for the following work

S.No.	Name of the Work	Pre-Bid Meeting date & time	Due date and time for Submission of Proposal
1	**Empanelment of Human Resource (HR) Agencies for Recruitment of Key Managerial Posts (KMPs) and other posts of Raipur Smart City Limited**	25.01.2017 at 11.00 A.M.	14-02-2017 at 17.00 hrs

Pre-Bid meeting will be held at the office address mentioned above. The RFP documents can be downloaded from www.smartcityraipur.org Modification/Amendment/Corrigendum, if any, shall not be advertised in the newspapers but shall be published in the website only.

Managing Director
Raipur Smart City Limited

Request for Proposal

For

Empanelment of Human Resource (HR) Agencies for Recruitment of Key Managerial Posts (KMPs) and other posts of Raipur Smart City Limited

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Disclaimer

The information contained in this Request for Proposal ("RFP") document or subsequently provided to Applicant/s, whether verbally or in documentary form by or on behalf of the ''Raipur Smart City Limited' ("the Client"), is provided to Applicant(s) on the terms and conditions set out in this RFP Document and any other terms and conditions subject to which such information is provided.

This RFP Document is not an agreement and is neither an offer nor an invitation by the Client Representatives to any other party. The purpose of this RFP Document is to provide interested parties with information to assist the formulation of their Application pursuant to this RFP Document. This RFP Document includes statements, which reflect various assumptions and assessments arrived at by the Client in relation to the Project.

Such assumptions and statements, in this RFP Document do not purport to contain all the information that each Applicant may require. This RFP Document may not be appropriate for all persons, and it is not possible for the Client Representatives to consider the investment objectives, financial situation and particular needs of each party who reads or uses this RFP Document. The assumptions, assessments, information and statements contained in this RFP Document may not be accurate, adequate and complete and each Applicant should conduct its own enquiries and analyses, and should check the accuracy, reliability and completeness of the assumptions, assessments, information and statements in this RFP Document, and obtain independent advice from appropriate sources.

The Client Representatives make no representation or warranty and shall incur no liability to any person, including any Applicant or Bidder, under any law, statute, rule or regulation or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP Document or otherwise, including the accuracy, reliability or completeness of the RFP Document and any assessment, assumption or information contained therein or deemed to form part of this RFP Document or arising in any way with qualification of Applicants for participation in the Bidding Process.

The Client Representatives may in their absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP Document.

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Key Dates

Date of availability of document in website	**10/02/2017 from 17:30Hrs. (IST)**
Last Date of Submission of Tender	**14/02/2017 15:00Hrs. (IST)** through speed post/Registered post only
Place of submission of Bids	**Managing Director** **Raipur Smart City Ltd.** **Head Office Building,** **Municipal corporation,** **Near Mahila Police Station** **Gandhi Maidan,** **Kalibadi, Raipur-492001 (C.G)**

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1 Introduction

1.1 Background

1.1.1 Raipur city has been selected as smart city under the Smart Cities Mission ("Mission") launched by Government of India. As per Mission guidelines, Raipur Smart City Limited ("the Client") has been incorporated as Special Purpose Vehicle (SPV) under the Companies Act, 2013 to implement the Mission in Raipur city.

1.1.2 The Client intends to appoint Key Managerial Posts (KMPs) i.e. Company Secretary (CS) and Chief Finance Officer (CFO) and other positions of the SPV.

1.1.3 In this context, the Client intends to shortlist and empanels business entities that provide human resource services ("the Agency" or "Agencies") who will provide assistance to the Client in recruiting suitable candidates.

1.1.4 This Empanelment process is being undertaken to identify a panel of Human Resource (HR) Agencies who will be eligible for providing required manpower to the Client for recruitment of KMPs and other positions in SPV. However, it may be clarified that it is not binding on the Client and if they wish so, they can go for recruitment of KMPs and other positions at their own in a manner as desired by the Client.

1.2 Terms of Reference

1.2.1 The HR agency's services ("the Services") are to recommend dedicated, well-qualified and experienced personnel as per the qualifications, job profile and experiences described against each position for SPV. The agency should adopt a transparent and competitive and gender sensitive process. This should also be clearly noted that these posts are contract posts with consolidated pay package with no other benefits and are not permanent in nature. The Empanelled HR Agencies will perform following tasks:

I. Develop framework, principles and job descriptions for selection of KMPs or any other post in consultation with the Client.
II. Prepare a step by step process for selection of candidates.
III. Develop process for recruitment, methodology of selection and work plan in consultation with the Client.
IV. Advertise the call for application by providing wide publicity through media and also direct and indirect contacts through professional network with professionals so as to get maximum possible response from competent candidates. It may require publishing job advertisements in national and local newspapers, magazines and leading online job portals as per the requirements assessed by the Agency.
V. Screen the applications received to filter the best candidates for that post by following approved methodology.

VI. Undertake all necessary due diligence regarding the educational and technical/experience claims of the candidates.

VII. Prepare a schedule of the recruitment and get it finalized in consultation with the Client.

VIII. Provide pool of 5 to 7 shortlisted candidates against each post within the time frame as mentioned by the Agency. The panel should be accompanied by summary details indicating strengths and weaknesses of shortlisted candidates who will be interviewed by the Client.

IX. Manage all communication with candidates.

X. Prepare list of interview questions for each post.

IX. Provide a list of all the candidates who had applied for that post along with their evaluation and sorting documents.

The indicative positions and eligibility criteria of the proposed designations of candidates are given below:

S.No.	Designation	Qualification	Total Minimum Experience	Relevant Minimum Experience
1	COO	B. E./B. Tech. with MBA or M. E./M. Tech /MBA /PGDBM	12 year experience	7 years of experience as Program/ project Manager
2	Solution Architect	B. E./B. Tech. (IT/CS/E&T) or M. E./M. Tech	9 Years	4 year of Experience as Solution Architect
3	General Manager (GM) LAW Legal Advisor.	LLB or LLM	12 year experience	5 years in handling legal matters in a corporate / PSU. Experience in contract review and validation
4	Urban knowledge center Expert	Reputed firm	10 Years	5 year of Experience as Knowledge Management Expert/ Knowledge Centre in Innovative technology work.
5	Deputy Manager GIS	Master in remote sensing GIS, Masters in Geography	8 Year experience	5 years of experience as GIS work expert
6	Procurement Specialist	BE/B.Tech(CS/IT/ET&T) or M.Tech or LLB or LLM	Atleast 8 yrs of experience in case of bachelor's degree & 7 yrs experience in case of master's degree.	5 years of experience as Procurement Expert in PSU or corporate work

S.No.	Designation	Qualification	Total Minimum Experience	Relevant Minimum Experience
7	General Manager cum company secretary	Company Secretary, as prescribed u/companies (appt & qualification of Sec) Rules, 1988	12 years	Min 8 year experience Company Secretary experience in PSU/corporate sector
8	DGM accounts	CA / MBA with Finance specialization	10 year experience in corporate finance/accounts with sound knowledge of company act.	Min 5 year experience Company Secretary experience in PSU/corporate sector.
9	Sr Manager (HR)	MBA(HR)	10 years	7yrs of relevant experience in HR management in IT industry
10	General Manager communication	PG + Graduate in Journalism/Mass Communication	12 year experience.	Min 8 year Experience in relevant field. such as corporate sector/PSU
11	Executive Assistance to CEO	MBA	3 years	min 2 year Experience in relevant field. such as corporate sector/PSU

The above list is indicative and the Client may add or delete the proposed candidate and their rebased on its requirements.

1.2.2 **Payment Terms :** The HR Agency will be paid one time success fee equivalent to 1 (one) month's CTC of selected candidate by the Client as follows:

a) 50% of one-time successful fee on joining of candidate.
b) Remaining 50% after one month of completion of joining & filling of all KMP's as mentioned in the table above.

1.2.3 Service tax will be paid extra and will be reimbursed by the Client after submission of proof of payments.

1.3 Availability of RFP Document

1.3.1 The document can be downloaded from the following Official Website of the Client: www.raipursmartcity.org

1.4 Validity of Applications

1.4.1 The Application shall be valid for a period of not less than 120 (one hundred and twenty) days from the Application Due Date hereinafter called "Application Validity Period".

The Client reserves the right to reject any Application, which does not meet this requirement.

1.5 Scope and Description of Empanelment Process

1.5.1 The Client proposes to adopt a single stage process to evaluate Applications received based on criteria set out in this RFP Document. Based on this evaluation undertaken, a panel of 3 (three) HR Agencies is expected to be prepared. The Client proposes to shortlist HR Agencies through this process. The Client shall shortlist the 3 (three) Applicants based on evaluation criteria as set out in Section 3 of this RFP document.

1.5.2 The purpose of empanelment is to create a pool of HR Agencies that can provide services to the Client for recruitment of suitable candidates. However, by virtue of getting shortlisted does not entitle shortlisted HR Agencies to claim their expenses incurred, if any, in the process of empanelment nor to claim for any assignment, whatsoever, it may be.

1.6 Schedule of Empanelment Process

1.6.1 The Client would endeavour to adhere to the following schedule:

S. No.	Event Description	Indicative Dates
1	Date of Publication of Document	12/01/2017
2	Purchase of Tender Start Date	13/01/2017
3	Last date of sending query	31/01/2017 upto 17:30 hrs
4	Pre – Bid Meeting Venue: as mentioned in Clause 1.7	20/01/2017 at 11:00 hrs
5	Purchase of Tender End Date	10/02/2017 upto 14:00 hrs
6	Technical Bid Submission End Date (Online)	14/02/2017 upto 17:00 hrs
7	Technical Bid Opening Date and Time	14/02/2017, 17:30 hrs

1.7 Communications

1.7.1 All communications excluding the submission of Application shall be addressed to the Official E-mail: appointment@smartcityraipur.org
Address: Head Office Building, Municipal Corporation, Near Mahila Police Station, Gandhi Maidan, Kalibadi, Raipur (C.G.) 492001

1.7.2 Application shall be submitted online only and on the Official Website of the Client www.smartcityraipur.org

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Instructions to Applicants

General

2.1 Scope of Application

2.1.1 The Client wishes to receive Applications from eligible entities for the Project in order to shortlist consultants.

2.1.2 The Applicant shall submit its Application in the form and manner specified in this RFP.

2.2 Eligible Applicants

2.2.1 The Applicant eligible for participating in the qualification process shall be Single Entity. (Consortium is not allowed)

2.2.2 For the purpose of this RFP, a Business Entity shall mean registered as legal entity under relevant act as Firm/society/Pvt. Ltd.The Applicant shall have an office in India which is

2.2.3 operational for at least last five years.

2.2.4 The Applicant should submit a Power of Attorney authorizing the signatory of the Application to commit the Applicant.

2.2.5 An Applicant which has earlier been barred by the Client or blacklisted by any state government or central government / department / agency in India/ from participating in Bidding Process shall not be eligible to submit an Application, if such bar subsists as on the Application Due Date. The Applicant shall be required to furnish an affidavit that there is no such bar imposed and existing as on the Application Due Date. In case the Applicant gets banned by the Client blacklisted by any state government or central government / department / agency during the Empanelment Period such Applicant shall cease to be Empanelled with the Client.

2.2.6 While submitting an Application, the Applicant should attach clearly marked and referenced continuation sheets in the event that the space provided in the specified forms in the Appendices is insufficient. Alternatively, Applicants may format the specified forms making due provision for incorporation of the requested information.

2.2.7 EMD: Rs. 10,000/- (Rs. Ten thousand only). Shall be paid in the form of DD drawn in favour of

Managing Director,
Raipur Smart City Ltd.
Head Office Building,
Municipal corporation,
Near Mahila Police Station
Gandhi Maidan,
Kalibadi, Raipur-492001 (C.G)

The DD shall be enclosed along with the tender document at the time of submission of bid. Bids without EMD will be rejected.

2.3 Changes in Consortium Composition

2.3.1 Not Applicable

2.4 Number of Applications

2.4.1 Each Applicant shall submit only one (1) Application for the Project. Any Applicant, who submits or participates in more than one Application for the empanelment will be disqualified.

2.5 Application Preparation Cost

2.5.1 The Applicant shall be responsible and shall bear all costs and expenses associated with the preparation of its Application and its participation in the Empanelment. It is clarified that the Client shall be not responsible or in any way liable for such costs, expenses regardless of the conduct or outcome of the Empanelment. If at all there would be any extra cost/expense, it has to be clearly mentioned in the bidding document.

2.6 Acknowledgement by the Applicant

2.6.1 It is desirable that each Applicant submits it's Application after collection of required information and analysis or any other matter considered relevant by it.

2.6.2 It would be deemed that by submitting the Application, the Applicant has:

1. Made a complete and careful examination of the RFP Document; and
2. Received all relevant information requested from the Client.

2.6.3 The Client shall not be liable for any mistake or error on the part of the Applicant in respect of the above.

2.7 Right to Accept or Reject any of the Applications

2.7.1 Notwithstanding anything contained in this RFP Document, the Client reserves the right to accept or reject any Application or to annul the Empanelment Process or reject all Applications at any time, without assigning any reasons thereof and without any liability or any obligation, of any nature whatsoever, for such rejection or annulment.

2.7.2 The Client reserves the right to reject any Application if:

a. At any time, a material misrepresentation is made or discovered; or

b. The Applicant does not respond promptly and diligently to requests for additional information or clarification required for evaluation of the Application.

2.7.3 Rejection of the Application by the Client, as aforesaid, would lead to the disqualification of the Applicant.

2.8 Amendment of RFP Document

2.8.1 At any time prior to the Application Due Date, the Client may, for any reason, whether at its own initiative or in response to clarifications requested by an Applicant, modify the RFP Document by the issuance of Addendum posted on the Official Website.

2.8.2 In order to provide the Applicants a reasonable time to examine the Addendum, or for any other reason, the Client may, at its own discretion, extend the Application Due Date.

2.9 Clarifications

2.9.1 An Applicant requiring any clarification on the RFP Document may request the Client online through mail at official email. The Applicants should send in their queries latest by the relevant date and time mentioned in Clause 1.6 'Schedule of Empanelment Process'. The responses to the relevant queries will be uploaded on the Official Website.

Preparation and Submission of Application

2.10 Language

2.10.1 The Application and all related correspondence and documents furnished by the Applicant shall be in English only.

2.11 Application Due Date

2.11.1 The Applications should be submitted on or before time and mentioned in the Schedule of Empanelment Process (refer Clause 1.6), to the address provided in Clause 1.7 in the manner and form as detailed in this RFP Document. Applications submitted by either facsimile transmission or telex shall not be accepted.

2.11.2 The Client may, in exceptional circumstances, and at its sole discretion, extend the Application Due Date by issuing an Addendum in accordance with Clause 2.8.1, uniformly for all Applicants.

2.12 Late Applications

No Application shall be accepted which is received after the Application Due Date. Any such

Application received after the Application Due Date shall be summarily rejected and returned unopened.

2.13 Modifications / Substitution / Withdrawal of Applications

No Application shall be modified, substituted, or withdrawn by the Applicant after the Application Due Date.

2.14 Evaluation of Applications

2.14.1 No Application will be opened before the Application Due Date and Time as mentioned in 1.6.1.

2.14.2 The Applications, so received, would subsequently be examined and evaluated in accordance with the criteria set out in Section 3.

2.14.3 The Client reserves the right to utilize the services of consultant/s or advisor/s, to assist in the examination, evaluation, and comparison of Applications.

2.14.5 The Client reserves the right to reject any Application, if:

a. At any time, a material misrepresentation is made or discovered; or
b. The Applicant does not respond promptly and diligently to requests for supplemental information required for the evaluation of the Application.

2.17 Confidentiality

2.17.1 Information relating to the examination, clarification, evaluation, and recommendation for the short-listed Applicants shall not be disclosed to any person not officially concerned with the Empanelment Process. The Client will treat all information submitted as part of Application in confidence and would require all those who have access to such material to treat the same in confidence. At the conclusion of the evaluation process, the Client shall publish the list of Applicants who have been empanelled.

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Empanelment and Notification

2.21 Empanelment of Consultants

2.21.1 Upon evaluation as per the evaluation criteria, the Client shall prepare a list of applicants based on their ranks & shortlist top 3 applicants for empanelment. Other Applicants may be informed that their Applications have been unsuccessful.

2.21.2 The top 03 (three) shortlisted Applicants would be duly notified that such applicants are Empanelled with the Client ("Notification of Empanelment"). In case there are equal or less than 3 applicants, client reserves the right to empanel the no of agencies for empanelment.

2.22 Validity of Empanelment

2.22.1 The Empanelment will be initially for the period of 12 (twelve) months from the date of Empanelment. The Client may renew the Empanelment for an additional duration as decided by the Client at its sole discretion. At the end of 12 months from the date of issue of Empanelment list, the Client may, at its sole discretion, consider additions/ modifications to be made to such Empanelment list.

2.23 Termination of Empanelment

2.23.1 If in the review of the Client the performance of an Applicant is not satisfactory, or if in its view the Applicant has failed to safeguard the interest of the Client, the Client may at its sole discretion, terminate the engagement of the Applicant with the Client by giving one month notice period. The Client, in doing so, shall intimate the Applicant in written termination letter. The decision of the Client in this matter shall be final and binding.

3.1 Evaluation Criteria (Financial Capacity and Technical Experience of the Applicant)

3.1.1 Past experience of at least 05 (five) years and proven track record of hiring the personnel particularly for Key Managerial posts or Senior Management positions (CxO) for at least ten entities: public sector undertakings (PSUs) or Public Limited Companies or Government Autonomous organizations or large Private companies .

3.1.2 The bidder should sign on each page of the document and enclosures of experience and other information as requested above.

3.1.3 Past Experience of working as manpower /recruitment consultant for minimum period of

5 years.

3.1.4 Must be registered legal entity under relevant act as firm/society/private Ltd. Company

3.1.5 The firms shall be invited to make a presentation on the overall approach and time commitment and shall be ranked based on the same.

Miscellaneous

a) The Empanelment Process shall be governed by, and construed in accordance with, the laws of India and the Courts at Raipur shall have exclusive jurisdiction over all disputes arising under, pursuant to and/or in connection with the Empanelment Process.

b) The Client, in its sole discretion and without incurring any obligation or liability, reserves the right, at any time, to:

   i. Suspend and/or cancel the Empanelment Process and/or amend and/or supplement the Empanelment Process or modify the dates or other terms and conditions relating thereto;

   ii. Consult with any Applicant in order to receive clarification or further information;

   iii. Retain any information and/or evidence submitted to the Client by, on behalf of and/or in relation to any Applicant; and/or

   iv. Independently verify, disqualify, reject and/or accept any and all submissions or other information and/or evidence submitted by or on behalf of any Applicant.

c) It shall be deemed that by submitting the Application, the Applicant agrees and releases the Client, its employees, agents and advisers, irrevocably, unconditionally, fully and finally from any and all liability for claims, losses, damages, costs, expenses or liabilities in any way related to or arising from the exercise of any rights and/or performance of any obligations hereunder, pursuant hereto and/or in connection herewith and waives any and all rights and/or claims it may have in this respect, whether actual or contingent, whether present or future.

d) All documents and other information supplied by the Client or submitted by an Applicant shall remain or become, as the case may be, the property of the Client.
The Client will not return any submissions made hereunder. Applicants are required to treat all such documents and information as strictly confidential.

e) The Client reserves the right to make inquiries with any of the previous clients listed by the Applicants in their previous experience record.

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Appendix 1: Format for Letter of Application

[On the Letter head of the Applicant]

Date:

To

Raipur Smart City Limited
Head Office Building, Municipal corporation,
Near Mahila Police Station, Gandhi Maidan,
Kalibadi, Raipur-492001 (C.G)

Ref: **Empanelment of Human Resource (HR) Agencies for Recruitment of Key Managerial Posts (KMPs) of Raipur Smart City Ltd.**

Dear Sir,

Being duly authorized to represent and act on behalf of .... (Hereinafter referred to as "the Applicant"), and having gone through and fully understood all of the eligibility and qualification requirements and information provided, the undersigned hereby apply for Empanelment for the captioned project.

We are enclosing our Application for Qualification in one (1) original, with the details as per the requirements of the RFP Document, for your evaluation.

We confirm that our Application is valid for a period of 120 (one hundred and twenty) days from ..... (Application Due Date)

Yours faithfully,

_____

(Signature of Authorized Signatory)
(Name, Title and Address)

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1. **Communications**

1.1. All communications including the submission of tender shall be addressed to .....
C/o Managing Director
Raipur Smart City Ltd.
State Urban Development Agency station,
Gandhi chowk,
Head Quarter, Near Mahila Police Station
Kalibadi, Raipur

1.2. Contact person for clarification:-

1.Mr. BR Agrawal
Executive Engineer
Mobile-9301953225

2.Rajesh Sharma
Executive Engineer
Mobile-9301953247