



सत्यमेव जयते

National Intelligence Grid (NATGRID)  
Ministry of Home Affairs, Govt. of India  
1<sup>st</sup> Floor, Shivaji Stadium Annexe,  
Shaheed Bhagat Singh Marg, New Delhi – 110001  
Tel # 011-23444222 / 225

**Expression of Interest (EoI)**

**for**

**Selection of HR Recruitment Agency for consultancy services required for hiring of  
Technical (Contractual) manpower in NATGRID**

**EoI No. 26011/27/2017-HR  
Date of Issue: 13<sup>th</sup> Aug, 2019**

**(NB : Kindly see all clarifications / corrigendum on website & read Bid Document carefully before submission and ensure that all documents are fully authenticated by the Authorized Signatory with his Digital Signature)**

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Letter of Invitation for Expression of interest

**National Intelligence Grid**  
1<sup>st</sup> Floor, Shivaji Stadium Annexe,  
Shaheed Bhagat Singh Marg, New Delhi – 110001

No. 26011/27/2017-HR

Dated, the 13<sup>th</sup> August, 2019

Subject: **Selection of HR Recruitment Agency for consultancy services required for hiring of Technical (Contractual) manpower in NATGRID**

Dear Sir / Madam,

National Intelligence Grid (hereinafter referred as “NATGRID”) an attached office under Ministry of Home Affairs, Government of India **for and on behalf of the President of India**, invites sealed **Expression of Interest (EOI)** from human resource recruitment agencies in India for extending consultancy services for hiring of contractual manpower for various technical roles required for development and supervision of the development of IT framework projects in NATGRID. For the aforesaid, NATGRID shall raise manpower demand(s) to the agency to be selected for executing the needed consultancy services for making human resource recruitment in a time bound and phased manner that in turn shall support NATGRID in arranging human resources suitable to meet specified requirements.

NATGRID shall have full discretion in hiring of such resources on contractual basis which shall be subject to the internal assessment of the organization. The related modalities i.e. scope of work, terms of engagement and other contractual considerations etc. shall be stipulated in the Request for Proposal (RFP) document.

The ibid Invitation for **Eoi** document containing the details of qualification criteria, submission requirement, brief objective & scope of work and method of evaluation etc. are enclosed at **Annexure- I**. The ibid **EOI** document should neither be construed as Tender / Request for Proposal nor to be used to market their Product or Services by the prospective bidders.

The Eoi Document may be downloaded at **www.eprocure.gov.in** or **www.mha.gov.in**. The interested HR Consulting Agencies having required capability, experience and resources to undertake the assignment may submit their response by means of online bids only through e-Tendering portal. For further details on e-Tendering, interested bidders may refer to Section-4 “**Special Instructions for Bidders for E-Tendering**” of the Eoi document.

The critical date-sheet is as under:

Sr. No.	Critical Dates	Date	Time
1.	<b>Publishing Date</b>	<b>13.08.2019</b>	<b>19:00 Hrs</b>
2.	<b>Document Download Start Date</b>	<b>14.08.2019</b>	<b>09:00 Hrs</b>
3.	<b>Document Download End Date</b>	<b>05.09.2019</b>	<b>14:00 Hrs</b>
4.	<b>Last date of submission of pre-bid queries</b>	<b>20.08.2019</b>	<b>11:00 Hrs</b>
5.	<b>Pre-bid meeting</b>	<b>21.08.2019</b>	<b>15:00 Hrs</b>
6.	<b>Bid Submission Start Date</b>	<b>14.08.2019</b>	<b>09:00 Hrs</b>
7.	<b>Bid Submission End Date</b>	<b>05.09.2019</b>	<b>14:00 Hrs</b>
8.	<b>Bid Opening Date</b>	<b>06.09.2019</b>	<b>15:00 Hrs</b>
9.	<b>Bid Validity</b>	<b>180 days from the date of opening of bids.</b>	

Pre-bid queries, if any, may be referred in writing to the Dy. Director (Proc.) at the above mentioned address or Telephone No.011-23444269 or at E-mail: [ddproc.nig@gov.in](mailto:ddproc.nig@gov.in). Pre-bid queries received after the above mentioned date in critical date-sheet will not be considered.

The purchaser reserves the right to call the bidders for presentation of their respective bid before the selection/evaluation committee of NATGRID during evaluation of the bids. The bidders meeting the qualification criteria shall only be short-listed against the EOI. Such short-listed bidder(s), subject to their individually signing of Non-Disclosure Agreement (NDA) shall be issued Request for Proposal (RFP) for selection of HR Recruitment Agency for

consultancy services required for hiring of Technical (Contractual) manpower in NATGRID. The requirement of security clearance of the bidder/their personnel etc. as deem necessary, shall be provided in the RFP document.

NATGRID reserves the right to cancel this request for EoI and / or invite afresh with or without amendments, without liability or any obligation for such request for EoI and without assigning any reason. Information provided at this stage is indicative and NATGRID reserves the right to amend / add further details in the EoI. This EoI is proprietary to NATGRID, and NATGRID reserves the right to recall the EoI in its entirety or in part. All responses to the EoI will become the property of NATGRID.

**Encl:           Annexure- I and enclosures as referred therein.**

Yours faithfully,

Dy. Director (Proc.)  
For and on behalf of the President of India

## 1. INTRODUCTION

### 1.1 Background

National Intelligence Grid (NATGRID), an attached office of Ministry of Home Affairs, has been created as an IT platform to assist the intelligence and law enforcement agencies in ensuring national and internal security, with the ultimate aim to counter terror.

### 1.2 Purpose / Objective

The Expression of Interest (EOI) is invited to select a **HR Recruitment Agency** for extending consultancy services for hiring of dedicated, well qualified and experienced technical personnel as per the qualifications, job descriptions, experiences, remuneration etc. for each role. The total number of roles for which **contractual manpower required is 122** (one hundred twenty two only) which would be filled in phased manner as per the requirement of the project. NATGRID may also increase or decrease the number of roles depending on requirement. Request for Proposal (RFP) will be issued to the short listed bidders only after signing of Non-Disclosure Agreement (NDA).

## 2. Broad Scope of Work

2.1 The scope of work is to recruit contractual employees (122 positions) for different roles in a phased manner depending upon requirement through a transparent process through the HR recruitment agency to be selected. The place of posting of the selected candidates will be New Delhi and/or Bengaluru and as per the requirement of the Project.

2.2 The HR recruitment agency will carry out recruitment of manpower from the open market and provide a panel of qualified candidates who are meeting the eligibility criteria and required experience prescribed for the different roles in a time bound manner by adopting a transparent process of selection. The details of various contractual roles along with their remunerations, job purposes, required qualifications and experiences will be provided in the Request for Proposal (RFP) document.

2.3 The HR Recruitment Agency will issue advertisements on behalf of NATGRID, carry out head hunting, shortlist applications received, forward the shortlisted candidates details to NATGRID for interview purposes, assist the selection committee of NATGRID for interview and preparation of panel of fit candidates, carry out background verification, provide replacement from the panel as and when needed, initiate fresh recruitment action on exhaustion of panel etc. in a time bound manner. Further details will be provided in the Request for Proposal (RFP) document.

2.4 After conclusion of contract with the HR Recruitment Agency, NATGRID shall raise manpower demand(s) to the agency for executing the needed consultancy services for making human resource recruitment in a time bound and phased manner that in turn shall support NATGRID in arranging/proposing human resources suitable to meet specified requirements.

2.5 The Agency should also be in a position to provide additional manpower required if any, at a later stage, subject to extension of the project, on the same terms & conditions.

2.6 The period of engagement of the HR Recruitment Agency would be initially for three years, but may be extended for a further period of two years or any further period as may be mutually agreed upon. Further details will be given to the shortlisted bidders during the RFP stage.

### 3. General Instructions to Bidders

#### 3.1 EOI Document

Interested bidders may download the bid document from [www.eprocure.gov.in](http://www.eprocure.gov.in) or [www.mha.gov.in](http://www.mha.gov.in). No physical copy of the Eoi document would be made available.

#### 3.2 Bid Preparation Costs & related issues

3.2.1 The bidder is responsible for all costs incurred in connection with the participation in this process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/presentations, and preparation of Eoi response along with providing any additional information required by NATGRID to facilitate the evaluation process.

3.2.2 NATGRID will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

3.2.3 This Eoi does not commit NATGRID to award a contract or to engage in negotiations. Further, no reimbursable cost may be incurred in anticipation of award or for preparing this bid.

3.2.4 All materials submitted by the bidder will become the property of NATGRID and may be returned completely at sole discretion of NATGRID.

#### 3.3 Pre-Bid Meeting

3.3.1 NATGRID shall hold a pre-bid meeting with the prospective bidders as per date & time indicated in critical date-sheet in the Letter of Invitation at the following location:

National Intelligence Grid (NATGRID)  
Ministry of Home Affairs, Govt. of India  
1st Floor, Shivaji Stadium Annexe, Connaught Place,  
Shaheed Bhagat Singh Marg, New Delhi – 110001

3.3.2 The Bidders will have to ensure that their queries for Pre-Bid meeting should reach the designated NATGRID's Nodal Officer on or before the date & time indicated in critical date-sheet in the Letter of Invitation at the following location:

Deputy Director (Proc.),  
National Intelligence Grid (NATGRID)  
1<sup>st</sup> floor, Shivaji Stadium Annexe,  
Shaheed Bhagat Singh Marg, Connaught Place, New Delhi – 110001  
Telephone: 011 –23444269 Email: [ddproc.nig@gov.in](mailto:ddproc.nig@gov.in)

3.3.3 All queries to be raised in the pre-bid meeting will relate to the Eoi alone and no queries related to detailed analysis of Scope of work, payment terms and mode of selection will be entertained. These issues will be amply clarified at the RFP stage.

3.3.4 Bidders are requested to share their respective questions in an XLS using following format:

Sr. No.	Clause No.	Sub-Clause No.	Clause content	Clarification Sought

### **3.4 Responses to Pre-Bid Queries and Issue of Corrigendum**

3.4.1 The Nodal Officer notified by NATGRID will endeavor to provide timely response to all queries. However, NATGRID makes no representation or warranty as to the completeness or accuracy of any response made in good faith.

3.4.2 At any time prior to the last date for receipt of bids, NATGRID may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the EoI Document by a corrigendum.

3.4.3 The Corrigendum (if any) & clarifications to the queries from all bidders will be posted at [www.eprocure.gov.in](http://www.eprocure.gov.in) and [www.mha.gov.in](http://www.mha.gov.in).

3.4.4 Any such corrigendum and clarification shall be deemed to be incorporated into this EoI.

3.4.5 In order to afford prospective Bidders reasonable time to take the corrigendum into account in preparing their bids, NATGRID may, at its discretion, extend the last date for the receipt of Bids.

### **3.5 Right to Terminate the Process**

3.5.1 NATGRID reserves the right to terminate the EoI process at any time without assigning any reason whatsoever. NATGRID makes no commitment, express or implied that this process will result in any form of business transaction with anyone.

3.5.2 This EoI does not constitute an offer by NATGRID. The bidder's participation in this process may result in NATGRID short listing the bidder to submit a complete technical and financial response at a later date by way of issuing RFP.

### **3.6 Submission of Responses**

3.6.1 The bids shall be submitted online using single envelope methodology. The envelope shall contain documents of bidders satisfying the pre-qualification condition requirements.

3.6.1.1 Bids shall consist of supporting proofs and documents as defined in the pre-qualification Section of the document i.e Section-6 A and Qualification criteria Section of the document i.e Section-6 B.

3.6.1.2 Bidder shall submit all the required documents as mentioned in the Annexure-I. It should be ensured that various formats mentioned in this EoI should be adhered to and no changes in the format should be done.

3.6.2 The Bid & supporting documents should be page numbered, must contain the list of contents with page numbers and shall be initialled by the Authorized Representative of the bidder.

3.6.3 EoI document submitted by the bidder should be concise and contain only relevant information as required under this EoI.

3.6.4 Bids must be submitted online by the bidder not later than the specified date and time mentioned in the invitation for EoI or any amendment(s) thereof.

3.6.5 **Late Bids:** No bids shall be accepted online by the portal after the specified deadline for submission of bids prescribed by NATGRID.

3.6.6 Bidders are advised to study all instructions, forms, terms, requirements and other information in the EoI document carefully. Submission of the bid shall be deemed to have been done after careful study and examination of the EoI document with full understanding of its implications.

3.6.7 The response to this EoI should be full and complete in all respects. Failure to furnish all information required by the EoI document or submission of a proposal not substantially responsive to the EoI documents in every respect will be at the Bidder's risk and may result in rejection of its Bid at the sole discretion of NATGRID.

### 3.7 Instructions to Bidders for e-Tendering

3.7.1 E-Tendering is a new methodology for conducting public procurement in a transparent and secured manner. Suppliers/Vendors will be biggest beneficiaries of this new system of procurement. For conducting electronic tendering, NATGRID has decided to use the portal (<http://www.eprocure.gov.in>) through Central Public Procurement Portal, Government of India. Benefits to Suppliers are outlined in the home page of the portal.

### 3.8 Broad Outline of activities from prospective Bidders for e-Tendering

- 3.8.1 Procure a Digital Signing Certificate (DSC)
- 3.8.2 Register on Central Public Procurement Portal (CPPP)
- 3.8.3 Create Users and assign roles on CPPP
- 3.8.4 View EoI notice on CPPP
- 3.8.5 Download Official Copy of the EoI Document from CPPP
- 3.8.6 Bid Submission on CPPP

3.8.6.1 Please take care to scan documents so that total size of the documents to be uploaded, remains minimum. If required, documents may be scanned at lower resolutions say at 150dpi. However it shall be sole responsibility of bidder that the uploaded documents remain legible.

3.8.6.2 Utmost care may be taken to name the files/documents to be uploaded on CPPP. There should be no special character or space in the name of the file. Only underscores are allowed.

3.8.6.3 It is advised that all documents to be submitted are kept scanned or converted to PDF format in a separate folder on your computer before starting online submission.

3.8.7 Digital Certificates – For integrity of data and its authenticity/non-repudiation of electronic records, and be compliant with Information Technology (IT) Act 2000, it is necessary for each user to have a Digital Certificate also referred to as Digital Signature Certificate (DSC), of Class 2 or above, issued by a Certifying Authority (CA) licensed by Controller of Certifying Authorities (CCA) [refer <http://www.cca.gov.in>]

3.8.8 Registration – To use the Central Public Procurement Portal (<https://www.eprocure.gov.in>) vendors would need to first register on this portal. The vendor should visit the home-page of the portal ([www.eprocure.gov.in](http://www.eprocure.gov.in)) and go to the e-procure link and then select Bidders Manual Kit.

**Note:** Please contact NIC helpdesk (as given below), to get your registration accepted/activated.

<b>NIC Helpdesk</b>	
<b>Telephone Number (Toll Free)</b>	18002337315
<b>Email Id</b>	<a href="mailto:cppp-nic@nic.in">cppp-nic@nic.in</a> , Please mark CC to <a href="mailto:support-nic@ncode.in">support-nic@ncode.in</a>

### 3.9 Deadline for Online Submission of Bid

3.9.1 Date & Time for online submission of bid are as per critical date-sheet given in the 'Letter of Invitation for Expression of Interest' or any amendment thereof.

3.9.2 No bids shall be accepted online by the portal after the specified deadline for submission of bids prescribed by NATGRID.



### 3.10 Date of Opening of Bids

3.10.1 Bids will be opened online as per critical date-sheet given in the 'Letter of Invitation for Expression of Interest' or any amendment thereof.

### 3.11 Place of Opening of Bid

NATGRID has adopted e-tendering process which offers a unique facility for 'Public Online Tender Opening Event'. NATGRID's Bid opening committee as well as authorized representatives of bidders can attend the Public Online Tender Opening Event from the comforts of their office.

### 3.12 Evaluation Process

3.12.1 NATGRID will constitute a Bid Evaluation Committee to evaluate the Bid responses of the bidders.

3.12.2 The Bid Evaluation Committee constituted by NATGRID shall evaluate the responses to the EOI based on supporting documents & documentary evidences against respective qualification criteria. Inability to submit requisite supporting documents, may lead to rejection of the Bid. Each of the responses shall be evaluated to validate compliance of the bidders according to the Forms and the supporting documents specified in this document.

3.12.3 The Bid Evaluation Committee may seek clarification in writing from the bidders through NATGRID to evaluate suitability of the bidder for the assignment.

3.12.4 The decision of NATGRID in the evaluation of responses to the Expression of Interest shall be final. No correspondence will be entertained outside the evaluation process of the Committee.

3.12.5 NATGRID reserves the right to reject any or all bids.

3.12.6 Request for Proposal (RFP) will be issued to the short listed bidders on the basis of aforesaid evaluation of responses given to the EOI **subject to signing of Non-Disclosure Agreement (NDA)** with the individual bidders. The purpose of the aforesaid RFP shall be to conclude contract with the selected human resource recruitment agency (details to be indicated in RFP document) initially for a period of three years ( but may be extended for a further period of two years or any further period as may be mutually agreed upon) which shall be carryout hiring work against the manpower demand(s) raised by NATGRID time to time during the currency of the contract for which payment shall be made as per manpower hiring rates agreed between the agency and NATGRID.

### 3.13 Conflict of Interest

3.13.1 The prospective bidder participating against the EOI shall not receive any payment in connection with the assignment except as provided in the contract. The selected agency and its affiliates shall not engage in activities that conflict with the interest of the NATGRID under the contract. It should be the requirement of the contract that the selected agency should provide professional, objective and impartial advice and at all times hold the NATGRID interest paramount, without any consideration for future work, and that in providing advice they avoid conflict with other assignments and their own interests. The selected agency shall not be hired for any assignment that would be in conflict with their prior or current obligations to other clients, or that may place them in a position of being unable to carry out the assignment in the best interest of the NATGRID. Without limitation on the generality of the foregoing, selected agency shall not be hired, under the circumstances set forth below:

- (i) A firm that has been engaged by NATGRID to provide goods, works or non-consulting services for a project, or any affiliate that directly or indirectly controls, is controlled by, or is under common control with that firm, shall be disqualified from providing manpower hiring services resulting from or directly related to those goods, works or non-consulting services. Conversely, a firm hired to provide consulting services for the preparation or implementation of a project or any affiliate that directly or indirectly controls, is controlled by or is under common control with that firm, shall be disqualified from subsequently providing goods, works, or services (other than consulting services covered by these guidelines) resulting from or directly related to the consulting services for such preparation or implementation. Neither selected agency (including their personnel and sub-consultants), nor any affiliate that directly or indirectly controls, is controlled by, or is under common control with that firm, shall be hired for any assignment that, by its nature, may be in conflict with another assignment of the selected

agency.

- (ii) Any manpower hiring agency (including their personnel and sub-consultants) that have a close business or family relationship with such member(s) of the Ministry or Department's staff or with the staff of NATGRID, who are directly or indirectly involved in any part of ; (i) the preparation of the TOR of the contract, (ii) the selection process for such contract, or (iii) supervision of such contract; may not be awarded a contract unless it is established to the complete satisfaction of the employing authority, for the reason to be recorded in writing, that such relationship would not affect the aspects of fairness and transparency in the selection process and monitoring of selected agency's work.

### **3.14 Fraud and Corrupt Practices**

3.14.1 The bidders and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the bidding process. Notwithstanding anything to the contrary, contained herein, NATGRID may reject a bid without being liable in any manner whatsoever to the bidder if it determines that the bidder has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in the bidding process for the NATGRID Project, as the case may be.

- a. "corrupt practice" means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of any person connected with the bidding process (for avoidance of doubt, offering of employment to, or employing, or engaging in any manner whatsoever, directly or indirectly, any official of NATGRID who is or has been associated in any manner, directly or indirectly, with the bidding process or this EOI or has dealt with matters concerning the NATGRID Project or arising therefrom, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of NATGRID, shall be deemed to constitute influencing the actions of a person connected with the bidding process); or (ii) engaging in any manner whatsoever, whether during the bidding process or after the issuance of this EOI, any person in respect of any matter relating to the NATGRID Project or this EOI, who at any time has been or is a financial or technical adviser of NATGRID in relation to any matter concerning the NATGRID Project;
- b. "Fraudulent practice" means a misrepresentation or omission of facts or suppression of facts or disclosure of incomplete facts, in order to influence the bidding process;
- c. "Coercive practice" means impairing or harming or threatening to impair or harm, directly or indirectly, any person or property to influence any person's participation or action in the bidding process;
- d. "undesirable practice" means (i) establishing contact with any person connected with or employed or engaged by NATGRID with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the bidding process; or (ii) having a conflict of interest; and
- e. "Restrictive practice" means forming a cartel or arriving at any understanding or arrangement among bidders with the objective of restricting or manipulating a full and fair competition in the bidding process.

## **4. Special Instructions to Bidders:**

### **4.1 Eol Submission Formats**

4.1.1 The entire Eol proposal shall be strictly as per the format specified in this Invitation for Expression of Interest and any deviation may result in the rejection of the Eol proposal. The scanned copies of documents in pdf version only need to be uploaded on the CPP portal.

4.1.2 The scanned copies of documents in pdf version of the following details along with supporting documents need to be uploaded on CPP portal:

- i) **Form-1: Bid Submission Letter**
- ii) **Form-2: Financial Strength Information**
- iii) **Form-3: Details of business and works during the last three years**
- iv) **Form-4: Declaration regarding no Blacklisting**

**v) Form-5: Declaration regarding manpower recruited by the bidder**

The prospective bidders should ensure to attach the required documents along with the respective forms as specified. The bidders are requested to submit a properly numbered and indexed bid.

**5. Validity of Bids**

5.1 The validity of the bids shall be minimum 180 days from the date of opening of bids which may be extended further if required by NATGRID.

**6. Evaluation/Short Listing Criteria**

6.1 The bidders fulfilling all the mandatory requirements in each criteria/sub-criteria as specified under the Pre-Qualification Criteria (PQC) at Clause 6.1(A) shall be considered for evaluation as per the qualification criteria stipulated at Clause 6.1.(B) for shortlisting by NATGRID:

**(A) Pre-Qualification Criteria (PQC):**

The bidder shall be mandatorily required to meet each of the **Pre-qualification Criteria (PQC)** as stipulated at **Appendix-A** and furnish the requisite supporting documents in his response to EOI.

**(B) Qualification Criteria for bids meeting the PQC as per Clause 6.1 (A) above:**

The bids meeting the mandatory requirements as per Clause 6.1(A) and found otherwise complete as per invitation for EOI shall be ranked on the basis of their score as per the criteria **stipulated at Appendix-B**. The bids with score of 50 or more will be considered for shortlisting against this EOI. Subject to above condition, the bids shall be ranked on the basis of the score (in the descending order of bid wise scores). Up to Eight (8) bids (subject to availability of acceptable bids) securing the high scores shall be short-listed. In case of two or more bids with same score, preference (in the following order for deciding ranking) shall be given to bid with:

- i) Higher average annual sales turnover for three financial years (i.e. 2015-16, 2016-17 & 2017-18) for HR services rendered in India.
- ii) Higher Net profit figure (average) for three financial years (i.e. 2015-16, 2016-17 & 2017-18)

6.2 The shortlisted bidders shall be required to sign the Non-Disclosure Agreement (NDA) before proceeding to further stage of selection process viz. issuance of request for proposal document (RFP) for conclusion of contract for consultancy services required for hiring of contractual manpower required for various technical roles in NATGRID.

6.3 Any attempt by a Bidder to influence the bid evaluation process may result in the rejection of its Bid. If any information provided by the prospective bidders by way of self-certification or otherwise is found to be false, the prospective bidders would be disqualified at any stage.

6.4 A bidder shall submit only one proposal individually. Joint Venture (JV) entity is not eligible to participate against ibid EOI invitation. Accordingly the bidder's eligibility as per qualification criteria shall be evaluated taking into account the past orders executed by the bidder in their individual capacity only.

**Enclosures: Forms as mentioned at Clause 4.1.2 and Clause 6.1(A) and 6.1(B) above**

Deputy Director (Proc.)  
National Intelligence Grid (NATGRID)  
For & on behalf of NATGRID

**Appendix-A**

**[as referred at Clause 6.1 (A) of Annexure-I of the Invitation for Expression of Interest (EOI) No. 26011/27/2017-  
HR dated 13.08.2019]**

<b>Sr. No.</b>	<b>Pre-qualification Criteria</b>	<b>Supporting Compliance Document</b>
1.	The bidder shall be a Firm / Company / Partnership / Proprietorship Firm registered under the Indian Companies Act, 1956 / the Partnership Act, 1932 and who have their registered Office in India.	Self-attested copy of Certificate of incorporation, Article of Association / Partnership Deed/GST enrollment certificate (in case Proprietorship firm)
2.	The Bidder has to be profitable and should not have incurred loss in any of the 03 consecutive Financial Years 2015-16,2016-17 & 2017-18.	Certificate from the Statutory Auditor or Company Secretary stating profit amount in INR along with balance sheets. <b>(Form-2)</b>
3.	The Bidder should have an annual sales turnover of <b>Rs. 50 crores</b> in each of the three consecutive Financial Years 2015-16,2016-17 & 2017-18 for HR services rendered in India	Certificate from the Statutory Auditor or Company Secretary stating annual sales turnover amount in INR along with balance sheets/turnover details as published in public domain/ from GSTN portal. <b>(Form 2)</b>
4.	The bidder should be in the business of providing consultancy services ( <b>HR Recruitment services for recruitment of manpower including manpower for Information Technology roles</b> ) for at least 03 years.	Certificate from the client along with copy of purchase order(s) or Company Secretary ( <b>Form-3</b> )
5.	<p>The Bidder shall have experience of successfully completing the following assignments of HR Recruitments services carried out in Central Govt./State Govt./PSUs/Govt. bodies/Private Sector companies in India in the 03 Financial Years 2015-16,2016-17 &amp; 2017-18:</p> <p>Orders with cumulative value** greater than or equal to Rs. 2.50 Crore (subject to condition that among these orders, at least one order shall be of &gt;= Rs. 1.00 Crore)</p> <p>**Please note that in case of any order placed during 2015-16,2016-17 &amp; 2017-18 which is not completed on the date of bid opening, the part executed &amp; billed amount shall be considered for calculation of cumulative value of orders</p>	Certificate from the Company Secretary or Copy of purchase order along with certificate from the client ( <b>Form 3</b> )
6.	The Bidder should not be blacklisted by Central / State Government / PSU / Autonomous Body/ Institution under Government.	Certificate by authorized signatory. ( <b>Form 4</b> )
7.	The bidder has successfully recruited for their clients manpower (at least 150 personnel during three years prior to bid opening) for Information Technology roles in the domains of software solution development, implementation, maintenance & testing, data center operations etc. excluding support roles such as of data entry operator/ technical or non technical help desk support etc.	Certificate from the client or Company Secretary ( <b>Form-5</b> )

Deputy Director (Proc.)  
National Intelligence Grid (NATGRID)  
For & on behalf of NATGRID

**Appendix-B**

**[as referred at Clause 6.1 (B) of Annexure-I of the Invitation for Expression of Interest (EOI) No. No. 26011/27/2017-HR/ dated -08-2019]**

S. No	Criteria	Scores to be awarded											
		Maximum Scores	Criteria for awarding score										
1.	Past experience of the Bidder (Number of years) for providing consultancy services <b>(HR Recruitment services for recruitment of manpower including manpower for Information Technology roles)</b>	<b>20</b>	Above 20 years : <b>20</b> Above 15 years but less than 20 years: <b>16</b> Above 10 years but less than 15 years: <b>14</b> Above 5 years but less than 10 years : <b>12</b> Above 3 years but less than 5 years : <b>10</b>										
2.	Successful assignments of HR Recruitment services carried out in Central Govt/State Govt./PSUs/Govt. bodies /Private Sector companies in India in previous three financial years (2015-16, 2016-17, 2017-18)	<b>40</b>	<table border="1"> <tr> <td>For orders with cumulative value greater than or equal to Rs. 10.00 Crore (subject to condition that among these orders, at least one order shall be of &gt;= Rs. 1.00 Crore)</td> <td align="center"><b>40</b></td> </tr> <tr> <td>For orders with cumulative value greater than or equal to Rs. 8.00 Crore, but less than Rs. 10.00 Crore (subject to condition that among these orders, at least one order shall be of &gt;= Rs. 1.00 Crore)</td> <td align="center"><b>35</b></td> </tr> <tr> <td>For orders with cumulative value greater than or equal to Rs. 6.00 Crore, but less than Rs. 8.00 Crore (subject to condition that among these orders, at least one order shall be of &gt;= Rs. 1.00 Crore)</td> <td align="center"><b>30</b></td> </tr> <tr> <td>For orders with cumulative value greater than or equal to Rs. 4.00 Crore, but less than Rs. 6.00 Crore (subject to condition that among these orders, at least one order shall be of &gt;= Rs. 1.00 Crore)</td> <td align="center"><b>25</b></td> </tr> <tr> <td>For orders with cumulative value greater than or equal to Rs. 2.50 Crore, but less than Rs. 4.00 Crore (subject to condition that among these orders, at least one order shall be of &gt;= Rs. 1.00 Crore)</td> <td align="center"><b>20</b></td> </tr> </table>	For orders with cumulative value greater than or equal to Rs. 10.00 Crore (subject to condition that among these orders, at least one order shall be of >= Rs. 1.00 Crore)	<b>40</b>	For orders with cumulative value greater than or equal to Rs. 8.00 Crore, but less than Rs. 10.00 Crore (subject to condition that among these orders, at least one order shall be of >= Rs. 1.00 Crore)	<b>35</b>	For orders with cumulative value greater than or equal to Rs. 6.00 Crore, but less than Rs. 8.00 Crore (subject to condition that among these orders, at least one order shall be of >= Rs. 1.00 Crore)	<b>30</b>	For orders with cumulative value greater than or equal to Rs. 4.00 Crore, but less than Rs. 6.00 Crore (subject to condition that among these orders, at least one order shall be of >= Rs. 1.00 Crore)	<b>25</b>	For orders with cumulative value greater than or equal to Rs. 2.50 Crore, but less than Rs. 4.00 Crore (subject to condition that among these orders, at least one order shall be of >= Rs. 1.00 Crore)	<b>20</b>
For orders with cumulative value greater than or equal to Rs. 10.00 Crore (subject to condition that among these orders, at least one order shall be of >= Rs. 1.00 Crore)	<b>40</b>												
For orders with cumulative value greater than or equal to Rs. 8.00 Crore, but less than Rs. 10.00 Crore (subject to condition that among these orders, at least one order shall be of >= Rs. 1.00 Crore)	<b>35</b>												
For orders with cumulative value greater than or equal to Rs. 6.00 Crore, but less than Rs. 8.00 Crore (subject to condition that among these orders, at least one order shall be of >= Rs. 1.00 Crore)	<b>30</b>												
For orders with cumulative value greater than or equal to Rs. 4.00 Crore, but less than Rs. 6.00 Crore (subject to condition that among these orders, at least one order shall be of >= Rs. 1.00 Crore)	<b>25</b>												
For orders with cumulative value greater than or equal to Rs. 2.50 Crore, but less than Rs. 4.00 Crore (subject to condition that among these orders, at least one order shall be of >= Rs. 1.00 Crore)	<b>20</b>												
3.	Average annual sales turnover for previous three financial years (2015-16, 2016-17, 2017-18) for HR services rendered in India	<b>25</b>	Above Rs. 300 crores : <b>25</b> Above Rs. 200 crores but less than Rs. 300 crores : <b>20</b> Above Rs. 100 crores but less than Rs. 200 crores : <b>15</b> Above Rs. 50 crores but less than Rs. 100 crores : <b>12</b>										
4.	Net average profit figure for previous three financial years (2015-16, 2016-17, 2017-18)	<b>15</b>	Above Rs. 50 crores : <b>15</b> Above Rs. 25 crores but less than Rs. 50 crores : <b>12</b> Above Rs. 10 crores but less than Rs. 25 crores : <b>10</b> Less than Rs. 10 crores : <b>8</b>										
	<b>Total</b>	<b>100</b>											

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Deputy Director (Proc.)  
National Intelligence Grid (NATGRID)  
For & on behalf of NATGRID

**Bid Submission Letter**  
(Signed copy on company letterhead)

[Date]

To

Dy. Director (Proc.),  
National Intelligence Grid (NATGRID)  
1<sup>st</sup> floor, Shivaji Stadium Annexe,  
Shaheed Bhagat Singh Marg,  
New Delhi - 110001

Dear Sir,

**Ref: Response to EoI No. \_\_\_\_\_ dated \_\_\_\_\_ for Selection of HR Recruitment Agency for consultancy services required for hiring of Technical (Contractual) manpower in NATGRID**

Having examined the above referred EoI, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide the consultancy services required for hiring of contractual manpower for various technical roles in NATGRID required for development and supervision of the development of IT framework projects, for which the aforesaid organization intends to select HR recruitment agency. We agree to abide by this response for a period of 180 days from the last date for submission of bid response.

The following persons will be the authorized representative of our company/organisation for all future correspondence between the National Intelligence Grid and our organisation till the completion of the procurement process.

<b>Correspondence Details</b>	<b>Primary Contact</b>	<b>Secondary Contact</b>
<b>Name:</b>		
<b>Title:</b>		
<b>Company Name:</b>		
<b>Address:</b>		
<b>Phone:</b>		
<b>Mobile:</b>		
<b>Fax:</b>		
<b>E-mail:</b>		

We fully understand that in the event of any change in our contact details, it is our responsibility to inform the NATGRID about the new details. We fully understand that the NATGRID shall not be responsible for non-receipt or non-delivery of any communication and/or any missing communication from the NATGRID to us in the event of reasonable prior notice of any change in the authorized person(s) of the company is not provided to the NATGRID.

We confirm that the information contained in this response or any part thereof, including its exhibits, and other documents and instruments delivered or to be delivered to the NATGRID is true, accurate, verifiable and complete. This response includes all information necessary to ensure that the statements therein do not in whole or in part mislead the department in its short-listing process.

We fully understand and agree to comply that on verification, if any of the information provided here is found to be misleading during the short listing process, we are liable to be dismissed from the selection process or termination of the contract during the project, if selected to do so.

We agree for unconditional acceptance of all the terms and conditions as stipulated in the EOI document.

We agree that you are not bound to accept any response you may receive. We also agree that you reserve the right in absolute sense to reject all or any of the products/ services specified in the EOI response.

If our company/corporation/firm/organisation is shortlisted at the EOI stage, we commit to submit a techno-commercial proposal in response to the RFP for Selection of HR Recruitment Agency for consultancy services required for hiring of Technical (Contractual) manpower in NATGRID.

It is hereby confirmed that I/We are entitled to act on behalf of our company/ corporation/ firm/ organisation and empowered to sign this document as well as such other documents, which may be required in this connection.

**Dated this      Day of <Month>      <Year>**

**(Signature of Authorized Signatory)**

**Name:**

**Designation:**

**Duly authorized to sign the EOI Response for and on behalf of:**

**(Name and Address of Bidder)**

**Seal/Stamp of bidder**



**Financial Strength Information (as per Audited Balance Sheets)**

	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>
Annual Sales Turnover (in Crores) for HR services rendered in India			
Net profit (in Crores)			
Other Relevant Information			

The copies of respective balance sheets / turnover details as published in public domain or from GSTN portal are enclosed.

\*It is confirmed that I am/we are the statutory auditors / Company Secretary of M/s \_\_\_\_\_

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**< Statutory Auditor/ Company Secretary's Name with seal >**

**<Signature of Statutory Auditor/ Company Secretary>**

**Name:**

**Date & Place:**

Note: The above certificate should be from the statutory auditor or Company Secretary of the bidder organization.

\* Strike out whichever is not applicable

**Details of business and works during the last three years**

1. The bidder is in the business of providing consultancy services (**HR Recruitment services for recruitment of manpower including manpower for Information Technology roles**) for the last three years.
2. The bidder must have successfully completed HR Recruitment services (**for recruitment of manpower including manpower for Information Technology roles**) carried out in Central Govt./State Govt./PSUs/Govt. bodies /Private Sector companies in India in the - three financial years (i.e.2015-16, 2016-17, 2017-18) and the cumulative value of such orders(\*) is (subject to condition that among these orders, at least one order shall be of >= Rs. 1.00 Crore) greater than or equal to Rs. 2.50 Crore :
3. The cumulative value of orders(\*) in the three financial years (i.e. 2015-2016,2016-17, 2017-18) as mentioned at Para 2, falls under the following range (Bidder is to select the appropriate value "Yes"/"No" for individual options given below):

Cumulative Order value(*)	Bidder's to indicate "Yes" / No"
Greater than or equal to Rs. 2.50 Crore, but less than Rs. 4.00 Crore	Yes/No
Greater than or equal to Rs. 4.00 Crore, but less than Rs. 6.00 Crore	Yes/No
Greater than or equal to Rs. 6.00 Crore ,but less than Rs. 8.00 Crore	Yes/No
Greater than or equal to Rs. 8.00 Crore, but less than Rs. 10.00 Crore	Yes/No
Greater than or equal to Rs.10.00 Crore	Yes/No

(\*) The order details are to be provided in following format:

S. No.	Name and address of the organization (Central Govt./State Govt./PSUs/ Govt. bodies/ Private Companies) in India where HR services were provided ( <i>To be provided if not covered under NDA</i> )	Date of the contract	Value of Contract (Rs.)	Please indicate the part executed & billed amount against the order only if same has not completed by the bid opening date (in Rs.) else indicate "Completed"
		(dd/mm/yyyy)		
			1	

**Note:** If any information provided by the bidder by way of self-certification or otherwise is found to be false, the bidder would be disqualified at any stage.

<<Bidder's Name with seal>>  
 Name: <<Insert Name of Contact>>  
 Title: <<Insert Title of Contact>>  
 Signature: <<Insert Signature>>

<<Company Secretary's Name with seal>>  
 Name: <<Insert Name of Contact>>  
 Title: <<Insert Title of Contact>>  
 Signature: <<Insert Signature>>

**Declaration regarding no Blacklisting**

**(To be given on Company Letter head)**

In response to the to EoI No. \_\_\_\_\_ dated \_\_\_\_\_ for **Selection of HR Recruitment Agency for consultancy services required for hiring of Technical (Contractual) manpower in NATGRID** I/We hereby declare that presently our Company/ Firm \_\_\_\_\_ is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any Central/State Government/ PSU/Autonomous Body/Institution under Government.

I/We further declare that presently our Company/ firm \_\_\_\_\_ is not blacklisted and not declared ineligible for reasons of corrupt & fraudulent practices by any Central/State Government/ PSU/Autonomous Body/Institution under Government on the date of Bid Submission.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, our Bid to the extent accepted (if any) may be cancelled.

Authorised signatory's Name with seal]

<Applicant's Name with seal>

Name: <<Insert Name of Contact>>

Title: <<Insert Title of Contact>>

Signature: <<Insert Signature>>

**Declaration regarding Manpower recruited by the bidder**  
**(To be given on Company Letter head)**

In response to the to EoI No. \_\_\_\_\_ dated \_\_\_\_\_ for Selection of HR Recruitment Agency for consultancy services required for hiring of Technical (Contractual) manpower in NATGRID I/We hereby declare that our Company/ Firm \_\_\_\_\_

(i) **Has** successfully recruited for their clients manpower (at least 150 personnel during three years prior to bid opening) for Information Technology roles in the domains of software solution development, implementation, maintenance & testing, data center operations excluding support roles such as of data entry operator/ technical or non technical help desk support etc. The details of such recruitments have been furnished under a tabular statement as per the following format along with the bid:

S. No.	Details of past recruitment done by the bidder for Information technology roles			
	Designation of Information Technology role	Number of personnel recruited for the role	Month/Year when recruitment was carried out by bidder	Name of Client* (*if NDA signed with client, please mention "NDA")

OR

(ii) **Has not** successfully recruited for their clients manpower (at least 150 personnel during three years prior to bid opening) for Information Technology roles in the domains of software solution development, implementation, maintenance & testing, data center operations excluding support roles such as of data entry operator/ technical or non technical help desk support etc.

*(bidder to strike out option (i) or (ii) as applicable)*

Authorised signatory's Name with seal]  
 <Applicant's Name with seal>  
 Name: <<Insert Name of Contact>>  
 Title: <<Insert Title of Contact>>  
 Signature: <<Insert Signature>>