

Foundation for Innovative New Diagnostics
(FIND, India)

Open Tender Enquiry

Proposal document

For

**Human Resources Agency for hiring manpower,
payroll, and reimbursement for travel and
communication**

Proposal Ref. No: FIND/Recruitment Agency/77/2022

Foundation for Innovative New Diagnostics, India

Flat No.- 06, 08 -14, 09th Floor, Vijaya Building,
17 – Barakhamba Road,
New Delhi – 110001, INDIA

IMPORTANT DATES & TIME

Issuance Date	20 January 2022
Last Date and Time for receipt of the request for clarifications/ queries	25 January 2022, 15:00 Hrs. E-mail ID: procurement.in@finddx.org
Pre-Proposal meeting, Date, Time	27 January 2022, 15:00 Hrs.,
Clarification on queries/ amendment, Date, Time	28 January 2022, 15:00 Hrs.
Last Date, Time, and Place for receipt of Bids	10 February 2022 at 15:00 Hrs. E-mail ID: procurement.in@finddx.org
Date, Time, for the opening of Technical bids	10 February 2022 at 16:00 Hrs. E-mail ID: procurement.in@finddx.org
Pre-Proposal meeting,	<p>Pre-Bid Meeting shall be scheduled: Yes, the name of contact person, venue, time, and date for the pre-bid meeting is specified as under: Name of contact person: Mr. Vikas Rattan Administrative Assistant FIND India e-mail: Procurement.in@finddx.org</p> <p>Online platform for conducting Pre-Bid Meeting: Zoom Interested bidders can participate in the pre-bid meeting on the 27th of January 2022 at 15:00 hrs IST and can join using the below-mentioned link: -</p> <p>Join Zoom Meeting</p> <p>Time: Jan 27, 2022 03:00 PM India</p> <p>Join Zoom Meeting https://us02web.zoom.us/j/86903561234?pwd=ZVpCMTRXb1o2YjV0WHJVVUUK5ZlQzZz09</p> <p>Meeting ID: 869 0356 1234 Passcode: K8xFZa</p>

**REQUEST FOR PROPOSALS FOR EMPANELMENT OF HUMAN RESOURCES AGENCY FOR
HIRING MANPOWER, PAYROLL, AND REIMBURSEMENT FOR TRAVEL AND
COMMUNICATION**

About The FIND:

FIND, the global alliance for diagnostics seeks to ensure equitable access to reliable diagnosis around the world. We connect countries and communities, funders, decision-makers, healthcare providers, and developers to spur diagnostic innovation and make testing an integral part of sustainable, resilient health systems. We are working to save 1 million lives through accessible, quality diagnosis, and save US\$1 billion in healthcare costs to patients and health systems. We are co-convenor of the Access to COVID-19 Tools (ACT) Accelerator diagnostics pillar and a World Health Organization Collaborating Centre for Laboratory Strengthening and Diagnostic Technology Evaluation

FIND India, with its office in New Delhi, is an independent non-profit organization created under Section 8 of the Indian Companies Act, 2013. The organization is dedicated to activities focused on introducing and expanding quality assured, rapid, accurate, and accessible diagnostic solutions for several infectious and non-communicable diseases. FIND India has undertaken several projects focused on TB, viral hepatitis C, COVID-19, and Antimicrobial Resistance (AMR). For more information, please visit <https://www.finddx.org/india/>

1. PURPOSE OF THE RFP

FIND India, hereby invites proposals from eligible and qualified agencies for recruitment, payroll, and reimbursement for travel and communication. Agency can quote for any number of Schedule in the following Schedule.

1. Recruitment -Senior Level Position
2. Recruitment -Middle Level Position
3. Recruitment - Junior Level of Positions
4. Payroll and reimbursement for travel and communication.

More details on the services are provided in the **SECTION A Terms of Reference** in this RFP document.

2. GENERAL TERMS & CONDITIONS

For a Recruitment agency (Schedule 1-3)

1. While finalizing job notification, the selected Recruitment Agency may take inputs as required from FIND India but limit the involvement of FIND India officials except during final selection.
2. The selected Recruitment Agency may seek applications location-wise for initiating the recruitment process in a phased manner.
3. The selected Recruitment Agency will publish notifications, receive applications, screen the same, telecall the applicants and shortlist as per guidelines provided by FIND India and prepare a list of short-listed candidates. The agency will share a final selection list wherein the representative of the Recruitment Agency shall also participate and co-ordinate with prior arrangements.

4. After the final interview, the Recruitment Agency will finalize the panel of candidates in the order of merit and as directed by FIND India officials, undertake reference checking of candidates selected for appointment.
5. The agency should not disclose any of FIND India confidentiality information to anyone outside and use such information only in connection with the service provided by FIND India.

For Payroll and expense management agency

1. Payroll and expense management Agency will issue formal contracts / appointment letters to all staff cleared by FIND India for an appointment.
2. The selected Procurement Agency will be responsible for payroll management, Attendance & leave management, Performance Management, and reporting as per the agreed schedule and accounting of funds released for disbursement. Expense management.
3. Applicable Tax etc. as applicable shall be deducted from their fee and deposited with the statutory authorities.
4. Subject to the Arbitration Agreement contained herein, any dispute between the parties arising out of this agreement shall be subject to the jurisdiction of the Court at Delhi only.
5. The agency should not disclose any of FIND India confidentiality information to anyone outside and use such information only in connection with the service provided by FIND India.

The agency which is opting for only recruitment services can quote exclusively for Recruitment level-wise e.g., if any agency specifically wants to work for Sr management can quote for same. Any agency can quote either all or any number of schedules out of four mentioned on pages no. 6, 7.

3. ELIGIBILITY CRITERIA

On successful completion of eligibility criteria, the service provider will be considered for technical and financial evaluation. A list of documents mentioned will be considered for the assessment of eligibility criteria for all four schedules.

S.no	Eligibility Criteria: - It is proposed to consider agencies that are registered entities in India and have proven relevant experience in projects of similar nature.
1.	Agency should have a registration certificate or GST registration and a valid PAN/VAT number.
2.	Minimum 3 years experience in recruitment schedules, payroll, travels, and communication reimbursement management as applicable

3.	<p>Financial capacity –</p> <p>a) If the agency submits bids for all schedules – The average annual turnover in the last 2 years should not be less than 10 lakhs. (Submit CA certified balance sheet and ITR for two years 2019-2020, 2021 – 2021)</p> <p>b) If the agency submits bids for any less number of schedules – Average turnover will not be applicable, but the agency will have to share the last 2 years' turnover along with a certified ITR or Balance sheet.</p>
----	---

Note – Agencies will have to submit documents in reference to the above eligibility criteria so kindly refer to section b, checklist for required documents.

4. PROPOSAL SUBMISSION & INVITATION:

Bidders need to submit their bids electronically to Procurement.in@finddx.org as mentioned below and as specified in the BDS.

Two bid systems - The bidder shall submit their bids mentioning the Bid Reference No.- FIND India/ Recruitment Agency/77/2022, via e-mail following the two-bid system comprising of: -

- I. **Technical bid Schedule Wise** (*in a PDF non-editable format*) consisting of all technical details along with commercial terms and conditions; and
- II. **Financial bid Schedule Wise** (*in a PDF non-editable format and password protected*) indicating price for quoted schedule

IMP NOTE: -

- The Technical Proposal and Financial Proposal should be submitted as two separate non-editable PDF attachments via e-mail to Procurement.in@finddx.org. Both the above separate files should clearly mention the schedule and name of the file as Technical Bid or Financial Bid along with the name of the bidder. **Please note that the Financial Proposals should be password protected.**
- After the technical evaluation of bids and at the second stage, the financial bids of only technically acceptable offers will be opened after intimating them the date and time of opening the financial bid for further evaluation and ranking before awarding the contract.
- The Password needs to be disclosed / confirmed by a bidder at the time of bid opening for the Financial Bid Opening. In case any bidder is unable to confirm their password during the financial bid opening session, their bid will be treated as non-responsive
- Due to technical reasons, bids upto 50 MB can be received at the above-mentioned e-mail ID. In case, the bid size is more than 50 MB, bidders are requested to send their bids in parts, clearly indicating the total no. of mails/attachments sent by the bidder.

These bids sent through e-mail in parts from one bidder should be from the same e-mail ID.

A) Application Guidelines:

The application should cover at least the following topics:

1. Covering letter with reference to all enclosure/attachments
2. Details as per technical evaluation criteria
3. Financial documents specified in the financial requirements section c.

B) RFP Includes the following sections

- Section A - Terms of Reference and Annexure 1
- Section B - Technical Proposal and checklist of documents
- Section C - Financial Proposal & Summary of Cost

5. EVALUATION CRITERIA:

A) Technical Evaluation for Recruitment Senior Level of Positions

Sr. No.	Evaluation Criteria
TECHNICAL – with reference to Scope of Work	
1	<p>Relevant experience Recruitment Senior Level of Positions Handled</p> <ul style="list-style-type: none"> • 5 years' experience • Example of hired positions • References of organization
2	<p>Details as per the scope of work & current methodology Understanding of Scope of work for recruitment of senior level position. a). The current methodology and online tools used for senior level Recruitment, Selection & Reference Check</p>
3	<p>Resources & Team Structure: - Profiles of focal point for this assignment, Qualification, expertise, and experience of the designated person in rendering services as per TOR.</p>

B) Technical Evaluation for Recruitment Middle Level of Positions

Sr. No.	Evaluation Criteria
TECHNICAL – with reference to Scope of Work	
1	<p>Relevant experience Recruitment Middle Level of Positions Handled</p> <ul style="list-style-type: none"> • 3 years' experience • Example of hired positions • References of organization
2	<p>Details as per the scope of work & current methodology Understanding of Scope of work for recruitment of middle level position.</p> <p>a). The current methodology and online tools used for middle level Recruitment, Selection & Reference Check</p>
3	<p>Resources & Team Structure: - Profiles of focal point for this assignment, Qualification, expertise, and experience of the designated person in rendering services as per TOR.</p>

C) Technical Evaluation for Recruitment Junior Level of Positions

Sr. No.	Evaluation Criteria
TECHNICAL – with reference to Scope of Work	
1	<p>Relevant experience Recruitment Junior Level of Positions Handled</p> <ul style="list-style-type: none"> • 3 years' experience • Example of hired positions • References of organization
2	<p>Details as per the scope of work & current methodology Understanding of Scope of work for recruitment of middle level position.</p> <p>The current methodology and online tools used for middle level Recruitment, Selection & Reference Check</p>
3	<p>Resources & Team Structure: - Profiles of focal point for this assignment, Qualification, expertise, and experience of the designated person in rendering services as per TOR.</p>

D) Technical Evaluation for Payroll and reimbursement for travel and communication

Sr. No.	Evaluation Criteria
TECHNICAL – with reference to Scope of Work	
1	<p>Relevant experience Payroll and Compliance: (through software system) and reimbursement (Travel and communication)</p> <ul style="list-style-type: none"> • 3 years' experience • Example of handling payroll and reimbursement i.e., presentation
2	<p>Details as per the scope of work & current methodology Understanding of Scope of work</p> <p>a). Extensive Payroll and Compliance through a software system</p> <p>b). Travels and Communication reimbursement</p>
3	<p>Resources & Team Structure: - Profiles of focal point for this assignment, Qualification, expertise, and experience of the designated person in rendering services as per TOR.</p>

NOTE- Related documents should be submitted which corresponds to the above evaluation criteria along with other additional important documents. Kindly refer Section B checklist of documents

7. EVALUATION METHOD: -

- a) The purchaser / procurement committee appointed by FIND India shall review and evaluate the Technical Proposals schedule-wise based on their responsiveness to the Scope of Work to the RFP applying the evaluation criteria.
- b) The Financial Proposal evaluation shall be carried out in reference to **Section C**, financial bids of technically qualified agencies will be opened, and the contract awarded to the lowest bidder, after negotiations, if necessary. **Moreover, the purchaser/committee shall have the right to choose/empanel more than one agency for each schedule by negotiating with L2 and L3 bidder for the same cost as quoted by the L1 bidder.**

NOTE: FIND India reserves the right to reject applications that do not meet eligibility or application submission requirements (as detailed above) without further notice to the applicant. Issuance of this RFP does not constitute an award commitment or a guarantee of business on the part of FIND India nor does it commit FIND India to pay for the costs

incurred in the submission of the application. Further, FIND India reserves the right to reject any or all applications received.

8. Period of Performance of Contract

Based on the evaluation, the selected agency/agencies will be empanelled for a period of **one year**. However, the same would be reviewed and renewed by the committee at FIND India after completion of each year.

In case of any changes made during the assignment, these changes will be made with mutual agreement specifying the deviations and justifications.

9. TERMS AND CONDITIONS

9.1. The Submission of Proposal

- a) Proposals as submitted by the agencies within specified timelines will be reviewed by a committee represented by the staff of FIND India and shortlisted agencies will be invited for further discussions and negotiations.
- b) Proposal validity period will be for 90 days from the date of submission of the proposal.
- c) The agreement will be for an initial period of one year with the possibility of extension for an additional period of another one year subject to satisfactory performance of the service provider. The service provider shall be subject to performance evaluation at the end of each year. The extension will be made without any change in the rate agreed during the signing of the initial agreement.

9.2 Negotiations

- a) During negotiations the agency must be prepared to furnish the detailed cost break-up and other clarifications to the financial proposal submitted by it, as may be required to adjudge the reasonableness of the price proposed. If the negotiations with this agency are successful, the award will be made to it.
- b) Both technical and financial proposals will be valid for 90 days from the date of submission of the proposal
- c) Please note that the cost of preparing a proposal and of negotiating a contract, including visits to FIND India's office, if any, is not reimbursable as a direct cost of the assignment.
- d) Please note that the fee which you receive from the contract will be subject to normal taxation liability in India.

10. DEFAULT AND TERMINATION

This agreement may be terminated, in whole or in part, by either Party at any point of time upon **(60 days)** prior written notice of termination to the other party.

Upon termination and settlement of payment of work performed before the date of termination, each party shall be fully and forever released and discharged from any legal and all obligations, covenants, or liabilities of whatsoever kind or nature in law or equity or otherwise arising out of or in any connection with the agreement by and between the agency and FIND India.

10.1 Suspension or Termination without Default of the Agency

FIND India may, at its sole discretion, suspend or terminate this Contract at any time by so notifying the Agency and giving the reason(s) for such suspension or termination.

Where this Contract has been suspended or terminated the agency shall:

- (a) take such steps as are necessary to terminate the provision of the Services, (including suspending or terminating any Sub-Contracts) in a cost-effective, timely, and orderly manner; and
- (b) provide to FIND India, not more than 30 days after FIND India notifies the agency of the suspension or termination of this Contract an account in writing, stating:
 - (i) any costs, if any, due before the date of suspension or termination.
 - (ii) any costs to be expended after the date of suspension or termination which the agency necessarily incurred in the proper performance of this Contract and which it cannot reasonably be expected to avoid or recover.
 - (iii) subject to the approval of invoice, FIND India shall pay such amount to the agency within 30 days after receipt from the agency of an Invoice in respect of the amount due.

10.2 Suspension or Termination with Default of the Agency

FIND India may notify the agency of the suspension or termination of this Contract where the Services or any part of them are not provided to the satisfaction of FIND India, giving the reasons for such dissatisfaction and, in the case of suspension, the action required by the agency to remedy that dissatisfaction and the time within which it must be completed. Where this Contract is suspended and the Agency subsequently fails to remedy the dissatisfaction, FIND India may terminate this Contract forthwith.

FIND India may, without prejudice to its other rights, including but not limited to the right to claim for costs and losses incurred, terminate this Contract forthwith where:

- (a) the agency or any member of the agency's personnel, either directly or through their agents, breaches any of their obligations under this Contract; or
- (b) the agency or a partnership and at any time:
 - i. becomes bankrupt; or
 - ii. is the subject of a receiving order or administration order; or
 - iii. makes any composition or arrangement with or for the benefit of the agency's creditors; or
 - iv. makes any conveyance or assignment for the benefit of the agency's creditors; or
- (d) the agency is a company and:
 - i. an order is made, or a resolution is passed for the winding up of the agency; or
 - ii. a receiver or administrator is appointed in respect of the whole or any part of the undertaking of the agency; or
- (e) the Agency is a partnership or a company and there is a Change in Control. "Change in Control" means that the person(s) (including corporate bodies) directly or indirectly in Control of the Agency at the time this Contract is entered into ceasing to be in Control. "Control" means the power of a person to secure that the affairs of the Agency are conducted in accordance with the wishes of that person.

10.3 Where this Contract is terminated in accordance with this Clause, the Agency shall without prejudice to FIND India other remedies, take any steps necessary to terminate the provision of the Services in a timely and orderly manner but shall not be entitled to any further payment in relation to this Contract.

10.4 Where this Contract is terminated, the Agency shall pay to FIND India within 10 days of notification such amount as FIND India shall have determined as the amount of any loss to FIND India resulting from such termination together with the amount or value of any gift, consideration or commission concerned.

10.5 In the event any Party hereunder shall breach any of the terms and conditions contained in this agreement to be kept, observed, or performed by it, then the other party may terminate this agreement, at their option and without prejudice to any of its other legal or equitable rights, by giving the party who committed the breach (3) three days' notice in writing, specifying the breach.

10.6 In the event any party shall become insolvent or suspend its operations or shall file a voluntary petition or answer admitting to the jurisdiction of a court as to the material allegations of insolvency or shall make an assignment for the benefit of the creditors, then the other party may thereafter immediately terminate this agreement by giving written notice of termination to such party or its receiver.

10.7 Upon termination of this agreement, FIND India shall cease to have any obligation to make any payment to the agency in respect of the costs incurred by the agency

after the date of termination, and. If applicable, the amount of any excess cost paid to the service provider shall be recognized as being a debt to FIND India.

10.8 If the service provider fails to meet FIND India's performance requirements detailed above, it will receive in the first instance a warning to improve their performance. Continued failure (maximum up to 3 instances) to meet performance requirements may result in termination of the agreement.

11. CONFIDENTIALITY

Where the Services to be performed under the Agreement involve access by the Service Provider to confidential, classified, or protected documents of FIND India, the Consultant/Service Provider shall comply with all applicable data security procedures of FIND India.

12. LEGALITY

In the event of disputes, Indian laws shall apply.

Section A

TERMS OF REFERENCE

Part I

Objective and Scope of Work

Background:

The purpose/Intent of Request for Proposal (RFP) is to hire a Human Resources Agencies for hiring manpower different level (senior, meddle, and Junior management), payroll, and reimbursement for travel and communication in India.

Overall objective:

FIND, the global alliance for diagnostics seeks to ensure equitable access to reliable diagnosis around the world. We connect countries and communities, funders, decision-makers, healthcare providers, and developers to spur diagnostic innovation and make testing an integral part of sustainable, resilient health systems. We are working to save 1 million lives through accessible, quality diagnosis, and save US\$1 billion in healthcare costs to patients and health systems. We are co-convenor of the Access to COVID-19 Tools (ACT) Accelerator diagnostics pillar and a World Health Organization Collaborating Centre for Laboratory Strengthening and Diagnostic Technology Evaluation

FIND India, with its office in New Delhi, is an independent non-profit organization created under Section 8 of the Indian Companies Act, 2013. The organization is dedicated to activities focused on introducing and expanding quality assured, rapid, accurate, and accessible diagnostic solutions for several infectious and non-communicable diseases. FIND India has undertaken several projects focused on TB, viral hepatitis C, COVID-19, and Antimicrobial Resistance (AMR). For more information, please visit <https://www.finddx.org/india/>

Scope of work

We are expecting new projects and to assign recruitment and payment management including travel expenses, therefore, we are planning to empanel external agencies to support us in the recruitments or payroll and expenses or both.

1. The Scope of Work:

We may require agency support in recruitment OR recruitment and payroll & expenses management for the 1. Senior management, 2. Middle management and 3. Junior management. Therefore, these requirements are divided into four schedules.

1. Recruitment -Senior Level Position
2. Recruitment -Middle Level Position
3. Recruitment - Junior Level of Positions
4. Payroll and reimbursements for travels and communication

Please refer to Annex 1 for detailed requirements.

A. For only a Recruitment Agency: Recruitment and Selection.

- I. Advertise positions in digital, web portals according to FIND India's requirement OR Headhunting for specific positions in line with FIND India recruitment policy
- II. Identification and shortlisting of profiles received for interviews in consultation with FIND India and interview coordination

B. For Payroll and expense management agency:

Payroll and Compliance: (through software system)

- I. Monthly payroll management
- II. Ensure all compliances and reporting's
- III. Attendance and Leave management
- IV. Annual performance evaluation

Reimbursement:

- I. Travels reimbursements as per actuals
- II. Communication bill reimbursements as per actuals

All the above two sections (A & B) will be applicable for agencies applying for providing both the services, Recruitment, and Payroll & expense.

Agency who are opting for only recruitment services can quote for exclusively for Recruitment level-wise e.g., if any agency specifically wants to work for Sr management can quote for same.

2. General terms and conditions.

For an only Recruitment agency

1. While finalizing job notification, the selected Recruitment Agency may take inputs as required from FIND India but limit the involvement of FIND India officials except during final selection.
2. The selected Recruitment Agency may seek applications location-wise for initiating the recruitment process in a phased manner.
3. The selected Recruitment Agency will publish notifications, receive applications, screen the same, telecall the applicants and shortlist as per guidelines provided by FIND India and prepare a list of short-listed candidates. The agency will share a final selection list wherein the representative of the Recruitment Agency shall also participate and co-ordinate with prior arrangements.
4. After the final interview, the Recruitment Agency will finalize the panel of

candidates in the order of merit and as directed by FIND India officials, undertake reference checking of candidates selected for appointment.

5. The agency should not disclose any of FIND India confidentiality information to anyone outside and use such information only in connection with the service provided by FIND India.

For Payroll and expense management agency

1. Recruitment Agency will issue formal contracts/ appointment letters to all staff cleared by FIND India for an appointment.
2. The selected Recruitment Agency will be responsible for payroll management, Attendance & leave management, Performance Management, and reporting as per the agreed schedule and accounting of funds released for disbursement. Expense management.
3. Applicable Tax etc. as applicable shall be deducted from their fee and deposited with the statutory authorities.
4. Subject to the Arbitration Agreement contained herein, any dispute between the parties arising out of this agreement shall be subject to the jurisdiction of the Court at Delhi only.
5. The agency should not disclose any of FIND India confidentiality information to anyone outside and use such information only in connection with the service provided by FIND India.

All the above sections will be applicable for agencies applying for providing both the services, Recruitment, Payroll, and expense. Recruitment is a mandatory service that is required to be provided if the agency only opts for Payroll and expense management services.

Important information.

- These services may be required from time to time hence we would like to get into a formal agreement for these services and we would be requiring a quote to formalize a general contract including payroll & reimbursements.
- The total estimated in one year may vary depending on the requirement of the organization from time to time and award for particular recruitment or payroll and expense management service will be at the discretion of FIND India

Annexure-1

S.no.	Position	Desired Qualification & Experience	Job Description	Base Location	Annual Gross Salary range in INR
1.	Sr Management - Deputy Director, Head of the department /program, Specialist, Project Manager/Medical Officer, etc.	-Ph. D, MBBS, Masters, Health Services Management or MBA, CA from reputed institute with minimum 7+years of work experience.	<ul style="list-style-type: none"> • Project management • Interact with industry partners as well as study sites to prepare & setup clinical trials sites. • Donor Management • Representing FIND India/Unit /Program • Budget Management • Provide leadership and Team management • Extensive Travel 	Delhi or anywhere in India	Upto 2,400,000-4,000,000
2.	Middle Management, Coordinators, Deputy Head, Deputy Officer, State Leads, etc.	PG in Science, MBBS, MBA, (Masters, Health Services Management with 5+ years of experience in Project Management	- <ul style="list-style-type: none"> • Project Coordination • Liaising with stakeholder s • Data Management • Budget management • Team management • Travel • Report etc. 	Delhi or anywhere in India	Upto 1200,000 2200,000
3.	Junior Management - Assistant, Associate etc.	(BA/B. SC/B. Com /BBA with 3+ years relevant experience	<ul style="list-style-type: none"> • Provide support to project, department and stakeholders • Travel management, data base etc. 	Delhi or anywhere in India	Upto 5,00,000 - 7,00,000

Section – B- Formats

Technical Proposal

Letter of Proposal submission

[Location, Date]

To: [Name and address of FIND]

Dear Sir/Madam:

We, the undersigned, offer to provide the consulting Assignment/job for [Insert title of Assignment/job] in accordance with your Request for Proposal dated [Insert Date] and our Proposal for (**insert level**). We are hereby submitting our Proposal, which includes this Technical Proposal and a Financial Proposal (**individual password Protected**), and our proposal is **valid for 90 (Ninety) days after the date of opening of the Technical Proposal**.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification. If negotiations are held during the period of validity of the Proposal, we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations. We understand you are not bound to accept any Proposal you receive.

Yours sincerely

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

CHECKLIST of documents comprising technical evaluation criteria

(All the pages of the Proposal should be Serial Numbered & signed)

Sl. No	Qualification Requirements	Submitted Yes /No.	Page No.
	Agency should submit supporting documents in reference to the below relevant experience		
1.	<p>a) Recruitment Senior Level of Positions Handled</p> <ul style="list-style-type: none"> • 5 years' experience • Example of hired positions • References of organizations <p>b). Recruitment Middle Level of Positions Handled</p> <ul style="list-style-type: none"> • 3 years' experience • Example of hired positions • References of organization <p>c). Recruitment Junior Level of Positions Handled</p> <ul style="list-style-type: none"> • 3 years' experience • Example of hired positions • References of organization <p>d). Payroll and Compliance: (through software system) and reimbursement</p> <ul style="list-style-type: none"> • 3 years' experience • Example of handling payroll and reimbursement i.e., overview or presentation 		
2.	<p>Financial capacity –</p> <p>a) If the agency submits bids for all schedules – The average annual turnover in the last 2 years should not be less than 10 lakhs. (Submit CA certified balance sheet and ITR for two years 2019-2020, 2021 – 2021)</p> <p>b) If the agency submits bids for any less number of schedules – Average turnover is not applicable, but the agency will have to submit the last 2 - year turnover along with certified ITR or Balance sheet</p>		
3.	Copy of Company registration certificate, GST registration documents, copy of PAN/VAT		

4.	Copy of MSME Registration Certificate if your firm/company is registered with MSME.		
5.	Refer to TOR, Current methodology / tools: The service provider should detail the current methodology used for Level wise Recruitment, Method/tools used for a reference check, and Online platforms/tools used in recruitments.		
6.	Resources & Team Structure: Profiles of focal point for this assignment, Qualification, expertise, and experience of the designated person in rendering services as per TOR.		
7.	Reference: At least two references from previous clients/employers from INGOs working in public health, in relation to point no 1		
8.	Letter of Technical Proposal		
9.	The financial proposal and summary of cost must be password protected		

Section C

Financial Proposal (Password protected)

Financial proposal submission form

[Location, Date]

To: [Name and address of FIND]

Dear Sir/Madam:

We, the undersigned, offer to provide the consulting Assignment/job for [Insert title of Assignment/job] in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal. Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures¹]. This amount is inclusive of the Domestic taxes. We hereby confirm that the financial proposal is unconditional, and we acknowledge that any condition attached to the financial proposal shall result in the rejection of our financial proposal.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to the expiration of the validity period of the Proposal.

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

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

SUMMARY OF COSTS (Password Protected)

S.No.	Particulars	Fee in percentage/ Amount in Rupees* as applicable	Amount in words
1.	Remuneration: - Recruitment and selection; Senior Management		
2.	Remuneration: - Recruitment and selection; Middle Management		
3.	Remuneration: - Recruitment and selection; Junior Management		
4.	Remuneration: - Technical Evaluation for Payroll and reimbursement for travel and communication		
5.	Service Tax / Any other tax		
	Total		

*- Mention the currency in which the prices are quoted if it is permitted to do so under RFP. If needed agency may add rows and columns.

Authorized Signature
 Name:
 Designation
 Name of firm:
 Address: