



Office of the Mission Director,  
Sanjeevini –KSRLM, Karnataka State Rural Livelihood  
Promotion Society, Department of RD & PR  
55, 4th Floor, Abhaya Complex, Risaldar Street,  
Seshadripuram, Bangalore – 560 020

**Notification No: KSRLPS / HR-13/2014-15**

**Dated: 10/09/2014**

The Karnataka Pradesh State Rural Livelihood promotion society invites “Expression of Interest” from the eligible registered agencies to submit their interest for providing services for “**Human Resource Management Agency**” at State Mission Management Unit, District Mission Management Unit and Block Mission Management Units of Karnataka state rural livelihood mission.

Interested agencies may submit their "Expression of Interest" through e-procurement portal (<https://eproc.karnataka.gov.in>) latest by **17:30** hours on **30<sup>th</sup> September 2014**. The agencies may obtain further information about Terms of Reference, qualification criteria and other details at [www.rdpr.kar.nic.in](http://www.rdpr.kar.nic.in) or from the KSRLPS office during the office hours.

Further enquiries: Ph-080-23083000 / +91 988 699 4566

-Sd- Mission Director (Karnataka State Rural livelihood Promotion Society)



## Government of Karnataka

**Karnataka State Rural Livelihood Mission (KSRLM)**  
**Rural Development & Panchayath Raj Department**  
55, 4<sup>th</sup> Floor, Abhaya Complex, Seshadripuram, Bangalore –  
560 020



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[INDIA]

[NATIONAL RURAL LIVELIHOODS PROJECT]

Loan No/Credit No/Grant No: IDA 4978 –IN

### **EXPRESSION OF INTEREST FOR CONSULTANCY SERVICES OF A HUMAN RESOURCES MANAGEMENT AGENCY FOR KSRLPS**

1. **Letters for Expression of interest** are invited from qualified and experienced consulting firms who wish to undertake Consultancy services for Human resource management agency to Karnataka State Rural Livelihood Promotion Society (KSRLPS), Department of Rural Development and Panchayat Raj, Government of Karnataka
2. **Background:** Karnataka State Rural Livelihoods Mission (KSRLM) has been entrusted with the task of implementing National Rural Livelihoods Mission in the state of Karnataka. For effective implementation of the mission, an independent society named 'Karnataka State Rural Livelihoods Promotion Society (KSRLPS)' has been registered under the Societies Registration Act 1860. Sanjeevini is the name given to the Karnataka State Rural Livelihood Mission. Sanjeevini will be implemented in the State through a registered society called the Karnataka State Rural Livelihood Promotion Society. The mission of the KSRLM is - "To reduce poverty by providing gainful wage and self-employment opportunities through community institutions resulting in sustainable improvement in their livelihoods and to enhance the livelihood opportunities." The Project shall be implemented in the State in a phased manner. The Government has selected 20 talukas in 5 districts viz. Tumkur, Mysore, Gadag, Koppal and Uttara Kannada for implementation in the first phase. Subsequently, newer talukas and districts will be selected for implementation and the mission is expected to cover the entire state (176 talukas in 30 districts) by the year 2019-20.
3. The **objective** of this exercise is to identify manpower agency / consulting firm who can provide comprehensive support to KSRLPS in the areas of a) Human resources management including Recruitment of man power, contract management etc.,  
b) Any other project implementation support activities as incidental to the above.
4. **Duration of the Assignment:** This selection process will result in a contract for 12 months. The contract may be extended for two more years based on the performance of the agency and need of the Society.

5. **Criteria:** The Consulting firm / agency who are interested in being considered for this assignment should fulfill the following criteria.

- The agency/firm/ consortium should have at least 5 years' experience in providing manpower services of senior level consultants and thematic specialists at leadership and operational levels in development sector.

The agency/firm/ consortium should have at-least 3 years experience of providing similar services (i.e both recruitment and holding the staff contracts) to **Government/ Semi Government/ International multilateral or bilateral donor agencies.**

- The agency/firm/ consortium should have minimum annual turnover of **Rs. 3 Crores per year** in the last three years.
- The agency needs to have both recruitment experience and holding experience.
- The agency/firm/ consortium should have clear administrative and management policies, staff with required skills (as outlined in annex 1), good track of record keeping and should be free of litigations.
- The agency/firm should have PAN, TAN and should be registered with P.F, E.S.I, and with contract licences (as applicable) etc from Labour department.
- Agencies/firms that are or have been blacklisted by any of the State Government or Government of India or by any public sector undertaking in the last 5 years are liable for rejection.
- The agency/firm may associate with other agencies/firms in the form of a joint venture or consortium.

**Note:** KSRLPS reserves the right to terminate the agreement if any of the agencies is blacklisted subsequently or if comes to know about the same after signing the agreement.

6. The attention of interested Consultants is drawn to paragraph 1.9 of the World Bank's Guidelines: Selection and Employment of Consultants [under IBRD Loans and IDA Credits & Grants] by World Bank Borrowers "Consultants Selection Guidelines of the World Bank dated January 2011" ("Consultant Guidelines"), setting forth the World Bank's policy on conflict of interest. "The Guidelines are available at [www.worldbank.org/procure](http://www.worldbank.org/procure)."

7. An agency will be selected in accordance with the Quality and Cost based System (QCBS) method set out in the NRLM Procurement Manual.

### General Instructions:

- a. The Mission Director, KSRLPS is the tender inviting authority.
- b. The EOI should be submitted through e-procurement website - [www.eproc.karnataka.gov.in](http://www.eproc.karnataka.gov.in) along with the bid processing fee of Rs.550/- (Rupees five hundred and fifty only) through any of the following four e-payment options only;
  - Credit Card,
  - Direct Debit,
  - Net Banking,
  - National Electronic Funds Transfer (NEFT)
  - Over the Counter (OTC) – designated ICICI bank branches located across the state.
- c. Consultants may visit <https://eproc.karnataka.gov.in> to know more about registration process, documents required for registration, etc.,
- d. The agency/firm shall submit their expression of interest in the prescribed format given in Annex 2 of this document. Number of rows in the table or the space given is not restricted to what is given; one can add more number of rows or space. Before uploading convert the entire documents into a single PDF file. Do not upload individual pages as image files.
- e. No hard copies will be accepted by KSRLPS.
- f. The Letter of Invitation (LOI) along with the Request for Proposal (RFP) document will be issued to the qualified Organizations only. The list of pre-qualified Organizations / Agencies will be notified in the office of the Mission Director, KSRLPS.
- g. The Mission Director, KSRLPS reserves the right to accept/reject any/all applications or cancel the EOI without assigning any reason whatsoever.
- h. Please note henceforth, any changes in the schedule/document will not be published through newspapers and further changes will be uploaded on e-portal.
- i. The time & date for submitting the EOI with relevant documents is at **5:30 PM** on or before **30<sup>th</sup> September 2014**.

**Annex – 1:**

**Key Staff Profile of Management Consultant for providing Management Support**

**Indicative team of key members required to deliver the management support objective:**

**A. Core Team**

<b>S. No.</b>	<b>Key Persons</b>	<b>Desired Profile</b>	<b>No. of Days</b>
1	Team Manager (1)	Post graduate degree in HR, Finance, Business Administration or a related discipline with at-least 10 years experience in HR management, office administration, logistic management along with demonstrated experience in handling similar assignments in large scale projects.	Full Time
2	HR Management Expert (1)	Post graduate degree in HR or a related discipline with at-least 7-8 years experience in HR selection, payrolls management, managing legal compliances related to HR administration, grievance redressal, office management and logistic coordination.	Full Time
3	Management Executives (2)	Bachelor's degree in Business Administration or related field with minimum of 3-5 years of experience in program administration including HR administration, logistic support, and procurement management support.	Full Time

## Annex – 2: Format for Organizational Profile

### A – Consultant’s Company Profile

1.	<b>Name of the Organization</b>	
2.	<b>Postal Address</b>	
3.	<b>Telephone: Mobile / Fax/ E-mail</b>	
4.	<b>Contact Person</b>	
5.	<b>Registration Details:</b> Registration No. & Date: (Please attach Registration Certificate)	
6.	Year of Incorporation	
7.	Total number of years of Experience from the incorporation of the Firm.	

**B - Financial: Provide previous three financial years turnover and net worth of the agency on the basis of the audited accounts of the previous three financial years as follows.**

*Amount in Lakh (INR)*

<i>Particulars</i>	<i>Turnover</i>	<i>Net worth</i>
<i>Turnover 2010-11</i>		
<i>Turnover 2011-12</i>		
<i>Turnover 2012-13</i>		

### C- Agency’s experience in HRM

Experience of working in similar assignments at least in the past **3 years** (More rows & Columns may be added)

Sl. No.	Name of Assignment	Nature of Assignment	Name of the Client	Duration	Brief Details	Manpower deployed	Contract Value Rs. (lakhs)

**D- Profile of Key Staff in HRM Area:**

**A} Total Number of full time HRM professionals**

<b>S. No.</b>	<b>Name of Professional</b>	<b>Education</b>	<b>Specialization and experience</b>	<b>Brief details of achievements/assignment managed</b>

**No need to provide CVs along with the EOI.**