

Empannelment of Manpower Supply Agencies to Hartron/Government of Haryana

1. EOI Notice

1. The EOI document is available on the website www.hartron.org. This can be downloaded. The EOI Fee and EMD envelop shall contain a crossed Demand Draft for Rs.1000/- as EOI fee drawn on any Nationalized Bank in favour of 'Haryana State Electronics Development Corporation Limited' payable at Chandigarh at par and a Bank Guarantee of Rs. 1, 00,000/- towards EMD, without which bid will be taken as incomplete and non responsive and shall not be considered. The EOI fee shall be non refundable.

2. Summary of the EOI notice is as follows:

EOI Reference	Hartron/AGM(FRN&WEB)/2011/01
EOI Fee	Rs. 1000/-
Availability of EOI document	4 th April, 2011
Pre bid Conference date and place	11 th April 2011 at 3 PM Venue: Hartron, SCO 111-113 Sector 17-B, Chandigarh
Address and Last Date of Receipt of Pre bid queries	Hartron, SCO 111-113 Sector 17-B, Chandigarh 10 th April, 2011 on Email id: franchise@hartron.org
EMD Amount to be submit with EOI	Rs. 100000/-
Last Date, Time and place for receipt of bids	22 nd April , 2011 Time : 05.00 PM Venue: Hartron, SCO 111-113 Sector 17-B, Chandigarh
Time and Date of Opening of the Qualification Bid	22 nd April, 2011 Time : 05.00 PM Venue: Hartron, SCO 111-113 Sector 17-B, Chandigarh
Address of Communication	Managing Director, Hartron, SCO 111-113 Sector 17-B, Chandigarh Phone No: 0172-2704098, Fax: 0172-2720113

3. Bids shall remain valid for 180 days from the last date of submission of bids.
4. The Managing Director, Hartron reserves the right to accept or reject or cancel any EOI or relax any part of the EOI offer without assigning any reason there for.
5. Pre bid queries which are received only by 10th April, 2011 will be considered.
6. EOI Notice is available on <http://www.hartron.org> website.

2. Project Background

Last decade has witnessed the advent of a new 'Super Power'- Information. Direct & undiluted access to right information, at the right time & in the right perspective is the real power. The tools & methodology that sustain the flow of this data are under the realm of IT. HARTRON is committed to provide right tools, right techniques & right methodologies to ensure that even the common people can contribute & participate in optimizing & enhancing Haryana. The Corporation has been a pioneer in Information Technology and has a number of prestigious projects to its credit. Hartron is taking up various e-Governance related projects/work for Govt. Departments/ Boards/ Corporations With the increased focus of the GOI/GOH on social inclusion and development through massive investments in various social sector programs, and transformation in public services delivery through e-Governance programs. Hence there will be huge requirement of trained IT personnel in the coming years. Providing a huge trained work-force for GOI/GOH projects, and that too in a short span of time is a major task. In order to tackle this problem there is a requirement to engage professional service provider to supply a specific requirement of trained manpower GOH/Hartron projects.

3. Need for Empanelment

The empanelment is intended to assist the GOH/HARTRON by creating an empanelled list of Manpower Supply Agencies at the State/regional/district levels.

4. Context of EoI

The overall objective of this assignment is to invite Expression of Interest (EoI) from Organizations/Institutions/Agencies for Empanelment of Manpower Supply Agencies to Hartron/Government of Haryana. Hartron wishes to short list the eligible applicants by evaluating the Expression of Interest (EoI) submitted by the applicants. The limited purpose of this is to provide an eco-system of Manpower Supply agencies and capacity building in the State so as to provide trained IT manpower needed for implementation of e-Governance projects in the State.

5. Scope of Work

Hartron intends to enter into a long-term contract for a primary period of two years initially and then 1+1 year extension provision with a suitable National/State Manpower Outsourcing Company (Agency) which can provide such highly skilled and suitably experienced Manpower/Consultants on call out basis, as per the specific/defined capabilities/qualifications:

The successful bidder/ bidders shall provide the shortlisted candidates to HARTRON/Client Deptt. Who at least match the skill set requested, and assist in finalization, negotiation, and follow up with the final candidate to enable HARTRON/Client Deptt. to select the right Personnel(s) on or before the time frame indicated. HARTRON/Client Deptt. shall provide the necessary details to the successful bidder/bidders to enable him/them to provide the Personnel as desired by HARTRON/Client Deptt. The Personnel shall be provided on an ongoing basis by the successful bidder as agreed upon from time to time and shall provide personnel in accordance with the specific requests of HARTRON/Client Deptt. from time to time in this regard.

In the event the Personnel recommended by the successful bidder/bidders is/are for any reason not acceptable to HARTRON/Client Deptt. , and/or are guilty of any act/omission/negligence and/or the Personnel discontinued his/her employment with the Company/ leaves on resignation/without notice within 1 year of Joining, for any reason whatsoever the successful bidder/bidders shall forthwith within 10 days of being notified by HARTRON/Client Deptt. in this regard, provide a suitable replacement acceptable to HARTRON/Client Deptt. at no extra cost to HARTRON/Client Deptt. Further in the event that HARTRON/Client Deptt. discontinued the services of the Personnel, the successful bidder/bidders shall provide the replacement within 10 days of being notified by HARTRON/Client Deptt. . For manpower supply, the successful bidder shall arrange for the requisite Clearance, Police verification and medical fitness test and the charges will be borne by the successful bidder itself. The successful bidder shall provide valid Labour License, ESI Registration No., and a valid PF registration no. along with requisite valid certificate under Government of Haryana's latest instructions/,Acts/,rules at the time of empanelment.

6. Eligibility criteria

6.1 Organizations / Institutions / Agencies interested in the EoI should meet the following qualification criteria.

Table-1: Eligibility Criteria

Sr. No	Eligibility Criteria	Supporting documents to be attached
1.	The applicant should be an organization or an institution with registered office in India and be in the business for the last 2(Two) years as on 31 st March, 2011. Or The applicant must be a company registered under Indian Companies Act 1956 and be in the business for the last 2(Two) years as on 31 st March, 2011.	Certificate of Incorporation, Service tax registration / Any other relevant document.
2.	The applicant should have annual turnover of 25 lacs from Manpower supply/HR Consultancy Services during each of the last 2(Two) years.	Audited P&L account/ Income and Expenditure account. For the FY 2010-11 unaudited statement is Admissible.
3.	The applicant should have 2(Two) years experience in Manpower supply/HR Consultancy Services as on 31 st March,2011 and be solvent during the last two financial years (FY 2010-11*, 2009-10). *Unaudited figures	Attach Audited balance sheets
4.	The applicant should be operating at National/State level with working experience of supply of Manpower/HR Consultancy to at least 5 PSU's/Government/Private registered organization during last two years ending 31 st March,2011.	Contract/Agreement/Certificate from the Client to be submitted .
5.	The applicant should have the experience of handling similar work/job costing not less than Rs. 15 lakhs during last 2 years ending 31 st March, 2011. Similar works means "Supply of Manpower at various level workers to executives in the field of IT/Telecom or HR/Finance/Legal/General management where IT skill set is required for various projects in INDIA/ABROAD".	Submit copy of certificate from the client mentioning the value, nature of work and period which work was done.
6.	The applicant should have valid Service tax Registration No. & PF Registration No.	Submit copy of above said Registration at the time of empanelment.

7. Criteria for Evaluation

The evaluation of the EOIs shall be done by a committee constituted by the Hartron. The Evaluation Committee shall follow a PASS / FAIL methodology. While the needs to pass all the above mentioned eligibility criteria, it should be noted that evaluation/short listing

would be done on the basis of eligibility criteria mentioned in sr.no 1 to 6 of Table-1. The evaluation shall be strictly based on the information and supporting documents Provided by the applicants in the EoI. It is the responsibility of the applicants to provide all supporting documents (as listed in Section 8) necessary to fulfill the mandatory eligibility criteria. In case, information required by Hartron is not provided by applicant, Hartron shall proceed with evaluation based on information provided and shall not request the applicant for further information. Hence, responsibility for providing information as required in this form lies solely with applicant.

8. Instructions to Applicants

- 8.1 Hartron will have centralized standard norms/qualification for each category of manpower, available under the GOH/HARTRON project.
- 8.2 Hartron will also identify a central agency to undertake the testing and certification for the trained personnel, especially for the Master Trainers, Trainers and personnel from the Nominating agency.
- 8.3 All eligible and qualified applicants through this EoI shall be kept on the Hartron empanelled list of Manpower Supply Agencies for the next two year.
- 8.4 Hartron shall revise the empanelment list after two years so as to include new players and exclude those whose performance is not good. The performance shall be based on the annual audit process to be done by Hartron/authorized agency.
- 8.5 The empanelled Manpower Supply Agencies with Hartron will not be eligible to participate or under-take the Testing and Certification or audit work under Manpower Supply component of GOH/Hartron project.

8.6 Submission of Documents.

Interested applicants may furnish their Expression of Interest (EoI) by giving all the necessary documents in English as specified in the Response Formats for each of the above mentioned qualifying criteria as proof of having the minimum requirements.

The Expression of Interest in a sealed cover has to be submitted to the Hartron office(2 Hardcopies – one original and one copy and 2 CDs) along with an application duly signed by an authorized signatory must reach the address below on or before 22nd April ,2011 by 1700 hours.

Managing Director
Hartron, SCO 111-113
Sector 17-B, Chandigarh

Hartron reserves the right to withdraw this EoI, if Hartron determines that such action is in the best interest of the Government of Haryana. Short-listed applicants would be issued formal Request For Proposal (RFP) inviting their technical and commercial bids at a later date. Hartron undertakes that all the information shared by applicant will be held in strict confidence and will not be made public unless directed by court of law.

8.7 Submission of EoI

The instructions for submitting response to the EoI are mentioned below:

1. The response submitted to this EoI, and all associated correspondence shall be written in English and shall conform to the Forms 1 to 5. Any interlineations, erasures or over writings shall be valid only if they are initialled by the Interested applicants may furnish their Expression of Interest (EoI) by giving all the authorized person signing the EoI.
2. The envelopes should be super scribed with “necessary documents in English as specified in the Response Formats for each of **EoI for Empanelment of Manpower Supply Agencies” under GOH/Hartron Project** the above mentioned qualifying criteria as proof of having the minimum.
3. The sealed envelopes containing the EoI should be placed in a larger single requirements. envelope, properly sealed, and super scribed with – **DO NOT OPEN BEFORE** The Expression of Interest in a sealed cover has to be submitted to the Hartron office **1700 hrs ON 22nd** April, 2011. All envelopes should be addressed to the Addressee specified in Section 8.6 and bear the name and address of the (2 Hardcopies – one original and one copy and 2 CDs) along with an application applicant submitting the EoI. CD media must be duly signed using a “Permanent Pen/Marker” and should bear the name of the applicant, submitting the EoI. duly signed by an authorized signatory must reach the address below on or before 22nd April 2011 by 1700 hours.
4. The EoI submitted should be concise and contain only relevant information as required under this document. The applicant submitting their EoI would be responsible for all of its

expenses, costs and risks incurred towards preparation and submission of their Eol, Hartron shall, in no case, be responsible or liable for any such costs whatsoever, regardless of the outcome of the process.

8.8 Validity of Eol Submitted

The Eol submitted by the applicant shall remain valid for a period of 180 days after the closing date (deadline) for submission of Eol prescribed in this document. Eol valid for shorter period may be rejected as non-responsive. Hartron may solicit the applicants' consent to an extension of Eol validity (but without the modification in their EOI).

8.9 Amendments to Eol Document

At any time prior to deadline for submission of Eols, Hartron may for any reason, modify the Eol document. The amendment document shall be notified through Website and such amendments shall be binding on them.

8.10 Disqualification

Hartron may at its sole discretion and at any time during the evaluation of Eol, disqualify any applicant, if the applicant:

- (i) Submitted the Eol after the response deadline;
- (ii) Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements;
- (iii) Exhibited a record of poor performance such as abandoning works, not properly completing the contractual obligations, inordinately delaying completion or financial failures, etc. in any project in the preceding three years;
- (iv) Submitted a Eol that is not accompanied by required documentation or is non-responsive;
- (v) Failed to provide clarifications related thereto, when sought;
- (vi) Submitted more than one Eol;
- (vii) Was declared ineligible/blacklisted by the Government of India/State/UT Government;
- (viii) Should not be in litigation with any Government in India;

8.11 Confidentiality

Information relating to the examination, clarification, comparison and evaluation of the EoI submitted shall not be disclosed to any of the responding applicants or their representatives or to any other persons not officially concerned with such process until the evaluation process is complete. The undue use by any applicant of confidential information related to the process may result in rejection of its EoI.

7.12 Disclaimer

- (i) The information submitted in response to this EoI may be subject to public release (as per RTI norms). Therefore, do not include proprietary or confidential business information in your response. Applicants responding to this invitation assume the risk of public disclosure if confidential information is included.
- (ii) This invitation is for information purposes only and does not constitute a solicitation or Request for Proposal (RFP). This notice is not to be construed as a commitment by the Hartron to contract for services. Please be advised that Hartron will not pay for any information provided as a result of this invitation and will not recognize or reimburse any cost associated with any EoI submission.
- (iii) This EoI does not entail any commitment on the part of Hartron, either financial or otherwise.
- (iv) Hartron reserves the right to accept or reject any or all EoI without incurring any obligation to inform the affected applicant/s of the reasons.
- (v) Hartron empanelment as Training Institute does not create any obligation on the part of Hartron in terms of providing business or in any other area.

Form – 1. Notice of Intent to Submit response to the EoI

(To be submitted on the Letter head of the applicant.)

To

Managing Director
Hartron, SCO 111-113
Sector 17-B, Chandigarh

Ref: EoI Notification Hartron/AGM(FRN&WEB)/2011/01.

Subject: **EoI for Empanelment of Manpower Supply Agencies under GOH/Hartron Project.**

Dear Sir,

1. Having examined the EoI document, we, the undersigned, herewith submit our response to your EoI Notification dated for Empanelment of Manpower Supply Agencies under **GOH/Hartron** Project, in full conformity with the said EoI document.
2. We have read the provisions of the EoI document and confirm that these are acceptable to us. We further declare that additional conditions, variations, deviations, if any, found in our EoI shall not be given effect to.
3. We agree to abide by this EoI, consisting of this letter, the detailed response to the EoI and all attachments, for a period of 180 days from the closing date fixed for submission of proposal as stipulated in the EoI document.
4. We would like to declare that we are not involved in any litigation with any Government in India and we are not under a declaration of ineligibility for corrupt or fraudulent practices.
5. We hereby declare that all the information and statements made in this EoI are true and accept that any misrepresentation contained in it may lead to our disqualification.
6. We understood that Hartron is not bound to short-list / accept any proposal received in response to this EoI.
7. We understood that Empanelment with Hartron does not guarantee that every / any of the applicants shall be invited to bid for, or be awarded a project / assignment.

Our correspondence details with regard to this Eol are:

No.	Information	Details
1.	Name of the Contact Person	
2.	Address of the Contact Person	
3.	Name, designation and contact, address of the person to whom, all references shall be made, regarding this Eol.	
4.	Telephone number of the Contact Person.	
5.	Mobile number of the Contact Person.	
6.	Fax number of the Contact Person.	
7.	Email ID of the Contact Person.	
8.	Corporate website url.	

We hereby declare that our proposal submitted in response to this Eol is made in good faith and the information contained is true and correct to the best of our knowledge and belief.

Sincerely,

[Applicant's Name with seal]

Name:

Title:

Signature:

Date:

Form-2: Details of the applicant's Operations and Consulting Business in India.

SI No.	Information Sought	Details to be furnished	
1.	Contact Details of the Applicant		
	Name of the Applicant		
	Address		
	Telephone, Mobile No.		
	Email		
	Fax		
	Website		
2 Business Information about the Applicant's Operations in India			
2.1	Incorporation/registration Information		
	Incorporation status of the firm (public limited / private limited, etc.)		
	Year of Establishment		
	Details of company registration(Attach the photocopy of the registration)	Date of registration	
		ROC Reference No.	
	Details of registration with appropriate authorities for sales tax, service tax, PAN and other statutory taxes/duties (for each provide date of registration number and photocopies and any other relevant detail)		
	Locations of the IT Manpower deployment / Infrastructure (State / Distt. wise)		
	Areas of interest of the applicant willing to work (State/ Distt. wise)		
IT Manpower details along with emoluments. (To be provided for not more			

	than two at each of the interested locations).		
	Details of relevant jobs Manpower supply by the applicant during the last Two financial years		
	Profile of the personnel to be designated as the programme head and point of contact at the State / regional level		
2.2	Turnover/Budget outlay including HR Consulting works in India: as revealed in Annual Financial Statements reported in India		
	Financial Year	Revenue from Manpower supply/HR consulting operations in India (Rupees Lacs)	
	FY 2010-11 (Unaudited figures)		
	FY 2009-10		

