

**Query and Clarification for Hiring of Agency for Manpower Recruitment in BRLPS held  
on 15-09-2018 at 03:00 PM at BRLPS Office, Patna.**

SL	Queries	Clarifications
1.	The agency has asked whether the proposal will be submitted offline also	<b>No.</b> The agency needs to upload their proposal through e-procurement only.
2.	Key Experts' qualifications and competence for the Assignment, under Criteria, sub-criteria, and point system for the evaluation of the Full Technical Proposals. <ul style="list-style-type: none"> <li>Based on our extensive experience of participating in Tender based selection process for Recruitment Services in Bihar and other states, we would like to bring to your kind notice that few agencies provide the CV's of their founders and Chairman for the position of Team Leader for the assignment only to get a higher score at the technical evaluation stage. Our experience of closely watching such projects show that the proposed Team Leader remains on paper and the project is managed by their nominees. Whereas CV of such nominees, if submitted, for the position of Team Leader would not get an equivalent technical score.</li> <li>We submit that this is an unfair trade practice against which we request you to provide us with protection. This can be done by including appropriate clauses in the contract to ensure that the proposed Team Leader or their equivalent actually gives the pre-decided number of days in the contract in Bihar.</li> </ul>	<ul style="list-style-type: none"> <li>Technical Approach &amp; Methodology, Work Plan and Organisation &amp; Staffing will be provided by the intended agencies based on their understanding of Terms of Reference (ToR).</li> <li>Based on their understanding of ToR agencies will submit the proposal comprising of number of days of key professionals and accordingly fill the <b>FORM TECH-6</b>.</li> <li>The replacement of any key professional will be as per Clause GCC 30.2 of Request for Proposal (RFP).</li> </ul>
3.	What will be the mode of written test for the recruitment process will be online/offline	Mode of written test for the recruitment process will be online only.
4.	The agency has asked to confirm Village Immersion for Area Coordinators will be for 2 days including one night stay and 30-45 days for Community Coordinator.	BRLPS has confirmed that the Village immersion for Area Coordinators for 2 days including one night stay and Community Coordinator from 45 days.
5.	% of Payment of Total Contract Value	%of Payment is revised please refer Annexure-B
6.	<ul style="list-style-type: none"> <li>There will be no additional payment of fee for upto 10% of increase in number of employees as per ToR</li> <li>In case there is a subsequent reduction in hiring numbers as against the initial contract, the agency will be paid on the proportionate basis only.</li> </ul>	<ul style="list-style-type: none"> <li>There will be no additional payment fee for upto 20% of the increase in hiring numbers as declared in the RFP.</li> <li>The proportionate deduction will be on the price quoted in FIN-2A (unit wise cost) and is applicable after the completion of the declared vacancy in the RFP.</li> </ul>
7.	The agency needs clarification on the roles and responsibilities as part of the village immersion.	<ul style="list-style-type: none"> <li>Refer to point no.4 and in addition the expenses during the village immersion on monitoring &amp; co-ordination will be borne by the BRLPS whereas the cost incurred in supervision and evaluation will be borne by the HRA.</li> </ul>

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8.	Price Bid format mentioned is as per resource management. Typically, the price format for conducting exams is quoted in terms of per candidate scheduled including waitlisted/per candidate hired or lump sum. Kindly confirm, where the exam conduct price is to be quoted or will a revised format be shared post the pre-bid meeting. Also, kindly clarify on the Payment Terms	HRA will quote the lumpsum price for the declared positions in RFP in Form FIN-2 (Summary of Costs). This lumpsum price of all declared position will include all remuneration cost and reimbursable cost. No unit price is required for declared positions.
9.	On Page. 52, under ' <b>Maintaining Recruitment Records</b> ', it is mentioned that "HRA would be accountable for checking the veracity and authenticity of information furnished by selected candidates." Can this activity be outsourced to Third Party Service Provider or it has to be managed by HRA?	Selected HRA will completely be accountable for checking the veracity and authenticity of information furnished by selected candidates and the HRA would be also responsible for maintaining recruitment records of selected candidates for at least 05 Years (3 Years+2 Years). The whole process will be done by the HRA itself.  The agency will also provide the required information as and when requirement basis to the client.
10.	As per the proposal, do we need to submit the CVs of only Key Experts?	The HRA need to submit CVs for key Experts in line with the ToR.
11.	Can you please mention total number of resumes; we need to submit with the proposal?	It is mentioned in the ToR, total number of key experts is 05 (Five)
12.	Do you need the local resume of the experts?	Agency will ensure and to submit the CVs of those key experts who fulfil the eligibility criteria as specified in the ToR and to be deployed during the execution of the assignment.
13.	Do we need to submit Only one CV for each key expert position?	Yes, only one CV against each key experts
14.	Can you please share the new forms for financial proposal, as the current forms are not visible?	Separate Financial format in Excel sheet is already uploaded on e-procurement. The agency need to quote in given excel sheet only.
15.	Who will bear the cost of advertisement?	The advertisement will be done by the BRLPS in consultation with HRA and the cost incurred on advertisement will be borne by the BRLPS.
16.	Are we expected to design new policy or follow the existing one as per the HR Manual? As later in the ToR it is mentioned that the agency will follow the existing policy? <u>Please share the type of selection tests approved for these positions as of now.</u>	Agency should follow the HR Policy of BRLPS and any direction given as and when required by the Project. Although the process of recruitment of various position is listed in Annexure-A for reference.
17.	Can the agency decide the number of 'decentralized' venues? Or will BRLP specify these? e.g. - we can do it in 4 or 5 locations	Agency will decide the venue but the venue has to be in Patna, Only
18.	The HRA should have sufficient experience of conducting ONLINE examination and have adequate infrastructure for conducting it transparently. - is this essential?	The agency must have experience in conducting online examination.  Agency should ensure while deciding the examination venue with adequate infrastructure for conducting online examination with necessary facilities at the venue.

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19.	<p>Village immersion would be an integral part of selection process for the positions of Area Coordinators and Community Coordinator. The recruitment agency will conduct intensive village immersion of candidates for the position of Area Coordinators for 2 days including one night stay. <b>which costs of these will be borne by agency and which will be borne by BRLPS</b></p>	<p>Expenses during the village immersion on monitoring &amp; co-ordination will be borne by the BRLPS whereas the cost incurred in supervision and evaluation will be borne by the HRA.</p>
20.	<p>After initial recruitment, recruitment process will be conducted by the agency as and when required by the project for the next 3 years. <u>Does this mean that the first round of recruitment will be for ALL 2608 positions together?</u></p> <p>Also please specify how many round of recruitment will be conducted after the initial recruitment? It can't be left open "as and when" - we can freeze this to once or twice a year! - Therefore after the initial round, 2 rounds of recruitment may be conducted each year.</p>	<p>Yes, first round of recruitment for all declared positions.</p> <p>It is expected that the selection process of all declared positions will be completed within 8 months from the signing of the contract including additional rounds if required, whereas additional positions will be communicated separately in 2<sup>nd</sup> and 3<sup>rd</sup> year as and when required by the BRLPS.</p>

Position wise Assessments Chart							
Position	Online Application	Online Written Test	Group Discussion/ Psychometric Test	PPT Presentation	Personal Interview	One Night Village Internship	45 days village internship
Accountant (BPIU)	✓	✓	x	x	✓	x	x
Area Coordinator	✓	✓	x	x	x	✓	x
Block Project Manager	✓	✓	✓	x	✓	x	x
Community Coordinator	✓	✓	x	x	x	x	✓
Livelihoods Specialist	✓	✓	✓	x	✓	x	x
Office Assistant BPIU	✓	✓	x	x	✓	x	x
District Project Manager	✓	✓	✓	✓	✓	x	x
Finance Manager	✓	✓	✓	x	✓	x	x
Manager Communication	✓	✓	✓	✓	✓	x	x
Manager Community Finance	✓	✓	✓	x	✓	x	x
Manager Health And Nutrition	✓	✓	✓	x	✓	x	x
Manager Human Resource & Admin	✓	✓	✓	✓	✓	x	x
Manager Institution Building And Capacity Building	✓	✓	✓	✓	✓	x	x
Manager Jobs	✓	✓	✓	x	✓	x	x
Manager Livelihoods Farm	✓	✓	✓	x	✓	x	x
Manager Livestock	✓	✓	✓	x	✓	x	x
Manager Micro Finance	✓	✓	✓	x	✓	x	x
Manager Monitoring and Evaluation	✓	✓	✓	x	✓	x	x
Manager Non Farm	✓	✓	✓	x	✓	x	x
Manager Social Development	✓	✓	✓	x	✓	x	x
Procurement Manager	✓	✓	✓	x	✓	x	x
Training Officer	✓	✓	✓	x	✓	x	x
State Project Manager - Non Farm	✓	x	x	✓	✓	x	x
State Project Manager - Communication	✓	x	x	✓	✓	x	x
State Project Manager - Farm Value Chain	✓	x	x	✓	✓	x	x
Project Manager - HNS Capacity Building & Enterprise Development	✓	✓	✓	x	✓	x	x
Project Manager - Social Safeguard	✓	✓	✓	x	✓	x	x
Project Manager - Database Management	✓	✓	✓	x	✓	x	x
Project Manager - Business Development	✓	✓	✓	x	✓	x	x
Project Manager - Documentation & External Relation	✓	✓	✓	x	✓	x	x
Project Manager - Micro Insurance	✓	✓	✓	x	✓	x	x
Project Manager - Micro Finance	✓	✓	✓	x	✓	x	x
Project Manager - Marketing & Innovation	✓	✓	✓	x	✓	x	x
Assistant Finance Manager	✓	✓	✓	x	✓	x	x
Accountant SPMU	✓	✓	✓	x	✓	x	x
Cashier SPMU	✓	✓	✓	x	✓	x	x
IT Associate SPMU	✓	✓	✓	x	✓	x	x
Office Assistant SPMU	✓	✓	✓	x	✓	x	x
Project Associate SPMU	✓	✓	✓	x	✓	x	x

Written test paper will be bilingual (Hindi as well English). Care will be taken to use simple secondary school Language in all test papers.

**Annexure-B**

<b>Instalm ents</b>	<b>Deliverables</b>	<b>% of Payment of Total Contract Value</b>	<b>Time Line</b>	<b>Penalty due to delayed completion of assignment</b>
<b>1<sup>st</sup></b>	Upon submission of Inception report.	10% of the contract value plus applicable GST	Within 15 days from the date of agreement	-
<b>II<sup>nd</sup></b>	Upon publication of list of eligible and ineligible candidates post scrutiny of online applications. (Shortlisting for further evaluation process)	20% of the contract value plus applicable GST	Within 02 months from the date of acceptance of Inception Report. Acceptance of Inception Report will be communicated by BRLPS.	0.5% per week for the delayed completion of deliverables against II <sup>nd</sup> Instalment subject to a maximum of 10% of payment against II <sup>nd</sup> Installment.
<b>III<sup>rd</sup></b>	Upon publication of Final Results (of all the categories) on the website	25% of the contract value plus applicable GST.	Within 06 months from the date of publication of list of eligible and ineligible candidates.	0.5% per week for the delayed completion of deliverables against III <sup>rd</sup> Installment subject to a maximum of 10% of payment against III <sup>rd</sup> Installment.
<b>IV<sup>th</sup></b>	After 30 Days retention of the Joined candidates (of all the categories)	25% of the contract value plus applicable GST	Within 02 months from the date of Final Results (of all the categories) on the website	-
<b>V<sup>th</sup></b>	Submission of final Report	20% of the contract value plus applicable GST		

**Note:**

1. The HR agency will be responsible to provide replacement for any candidate leaving within One (01) month from the date of joining
2. There will be no additional payment of fee for upto 20% of increase in number of hiring as per ToR.
3. In case of the number of vacancies is decreased against the declared vacancies the deduction will be as per unit price quoted in FIN-2A.