NOTICE INVITING EXPRESSION OF INTEREST FOR MANPOWER AUDIT.

J&K SIDCO a J&K Government Undertaking, engaged in the development of Industrial Infrastructure and promotion of Industries in J&K, invites Expression of Interest (EoI) from specialized and competent Agencies for serving as Programme Management Agency (PMA) for “Manpower Audit” of the company.

The EoI documents containing details can be obtained from this office / downloaded from the website www.jksidco.org/www.jktenders.gov.in from 28.11.2019

The proposals should be submitted in a sealed envelope superscribed as “Expression of Interest for serving as Programme Management Agency for carrying out Manpower Audit for J&K SIDCO” alongwith a refundable Earnest Money Deposit (EMD) of Rs.10, 000/- in favour of “General Manager (Finance), J&K SIDCO”. The proposal may be addressed to:

The Managing Director
J&K State Industrial Development Corporation (SIDCO)
4th Floor, Jawaharlal Nehru Udyog Bhawan,
Rail Head Complex, Jammu 180012
Ph. No: 0191-2477310 Fax No: 0191-2477311
Mobile No. 9419153147
Email: address mdsidco@rediffmail.com

The complete proposal should reach on or before 13.12.2019 at 2:00 PM and shall be opened at 3.00 PM on 13.12.2019 in the presence of bidders who wish to be present in the office chamber of Managing Director, J&K SIDCO at 4th Floor, Jawaharlal Nehru Udyog Bhawan, Rail Head Complex, Jammu.

J&K SIDCO reserves the right to reject any / all applications without assigning any reason thereof.

General Manager
(Administration & Personnel)
Expression of Interest
For
Serving as Programme Management Agency
For
Carrying Out “Manpower Audit”
For
J&K SIDCO.

Issued by:
The Managing Director
J&K State Industrial Development Corporation,
4th Floor, Jawaharlal Nehru Udyog Bhawan,
Rail Head Complex, Jammu
Ph. No: 0191-2477310 Fax No: 0191-2477311
BACKGROUND:
J&K SIDCO a Nodal Agency of J&K Government for:
- Facilitating setting up of Large Scale Industries within the State.
- Creation of Industrial Infrastructure by way of developed Industrial Estates and provides land to Micro, Small, Medium and Large Scale Industries.
- Mission Directorate of National Mission of Food Processing Industries, Ministry of Food Processing Industries, Govt. of India, Establishment of Food Processing Industry including Food Parks.
- Executing Agency for Infrastructural Projects for State Govt. / GOI wherein projects are allotted to SIDCO for execution.
- Disbursement of Soft loans on behalf of State Government.
- Conducting of Seminars / Exhibitions / Conference Workshops.

PURPOSE:
The basic role of the Department of Commerce, Government of India, is to facilitate creation of an enabling environment and infrastructure for accelerated growth of exports and trade. The long term vision of the Department is to make India a Major Player in the World Trade and assume a role of leadership in the International Trade Organization commensurate with India’s growing importance.

Moreover, during the last one decade a paradigm shift has taken place in the thinking of Central Government in terms of development of the Country including industrial development; wherein the rules & Laws have been liberalized to kick start the economic development of the country in a liberalized environment to compete with the world. Consequent to implementation of these policies our country is emerging as one of the fast growing economics in the world and is to become one of the leading economies in the world with liberalized investment policies.

It is all the more necessary for J&K SIDCO to be part and parcel of this development scenario and it is felt that the Corporation has a modular role to play by way of making paradigm shift in its focus of development for the State by focusing its policies in tandem with the National development
scene. This can be done only by dovetailing the focus of SIDCO's development agenda with the schemes and policy decisions / targets of Government of India and also of State Government.

In order to evolve perspective plan to inspire and accelerate the Industrial Development in the State of Jammu & Kashmir, there is a need for carrying out "Manpower Audit" in J&K SIDCO. As such, Human Resources (HR) shall continue to remain a critical factor for achieving the growth targets and expansion needs. The Corporation has a well established structure for managing the human resources and improvements made therein are a continuous process. However, it has to review the performance of HR Department and its related activities in order to assess the effectiveness on the implementation of the various policies to realise the organisational goals and to suggest measures and corrective steps to rectify the shortcomings, if any, for future guidance and effective performance of the work of HR Department. This will also provide an opportunity to adopt best practices followed at other places / organisations.

Through the study it is intended that duplication of work, inefficiencies in establishment, desired manpower mix i.e. in terms of main functions to support function, in terms of level of manpower, executive / supervisor ratio, junior to seniors etc. is also identified.

It is in this context that the J&K SIDCO is inviting "Expression of Interest" from competent agencies/firms who comply with the criteria laid down in the subsequent sections to render the services of Programme Management Agency (PMA) for carrying out "Manpower Audit" for this Organisation. The short listed agencies shall be required to demonstrate their ideas and proposal for the audit.

**SCOPE OF WORK:**
The detailed scope of the services is mentioned below:

- To undertake a comprehensive manpower audit and HR planning exercise to map workforce requirements for the future in line with the mandate of J&K SIDCO.
• Supplement manpower audit with a re-deployment/re-profiling plan that addresses training, re-skilling and promotion of existing manpower through an institutionalised modern appraisal system.

• The manpower audit should be followed by a re-deployment/re-profiling plan and surplus resources should be given the option of re-locating and/or re-skilling. The transition plans for re-deployment/re-profiling of manpower will be as per emerging findings besides identification of surplus/deficit manpower.

• Human resource assessment and recruitment.

• Up-gradation by way of reduction of corresponding number from the existing sanctioned posts “or” subsequent creation/re-designation to bring administrative affairs vibrant and result oriented.

• The total workload in each of the functional units to be assessed and growth in workload over the next 10 years to be projected.

• Mapping the quantum of work handled by each individual staff member in each of the functional units and assessing the workload for the unit as a whole.

• The various facets of HR audit shall broadly encompass the following:

  - HR Planning Audit.
  - HR Process/function Audit.
  - HR information system Audit.
  - Learning and development Audit.
  - Communication Process Audit.
  - Employee motivation Audit.
  - Performance Management Audit.
  - Leadership Skills Audit.
  - Transparency and accountability of performance of employees.
TIME FRAME FOR SUBMISSION OF DRAFT REPORT:
60 days (2 months from the date of signing of contract by both parties).
(All documents submitted will remain the property of J&K SIDCO).

COMPETENCY & EXPERTISE REQUIREMENTS:
The Programme Management Agency (PMA) shall have following skills, expertise and experience etc. and must be supported by documentary evidence:-

- The Agency must have a permanent office setup with adequate regular professional employees competent to carry out manpower assessment and should be a professional Management Consulting Company / Firm.
- The Agency must have adequate professionals.
- List of personnel with at least one expert in legal, project financing, infrastructure planning and engineering skill development aspect etc., each to ensure that these inputs are made available to the project under one roof.
- The Agency should have specialisation and experience in the area of manpower assessment and HR Consultancy Services having provided such similar services to at least three Organizations.
- The Agency should possess requisite registration with appropriate license to run the Service.
- The bidder should be in existence for a minimum period of 5 years in India.
- The Company / firm should not be blacklisted / barred / disqualified by any regulator / statutory body as on date of submission of bid.

FINANCIALS:
- The Agency should quote the lumpsum professional fee chargeable as per Form 1.
- The Agency shall take into account all expenses and tax liabilities. For the avoidance of doubt, it is clarified that all taxes shall be
deemed to be included in the costs shown under Form 1. Further, all payments shall be subject to deduction of taxes at source as per applicable Laws.

- The offer should be un-conditional and valid for a period of one (1) year from the date of signing of contract of both parties.

**FEE PAYMENT SCHEDULE:**
The fee payable to the selected Programme Management Agency (PMA) shall be released in 3 (three) installments and in the manner indicated below:

<table>
<thead>
<tr>
<th>Milestone</th>
<th>Percentage of fee payable</th>
<th>Timelines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mobilization advance *</td>
<td>10%</td>
<td>After date of signing of contract</td>
</tr>
<tr>
<td>Submission of Draft report</td>
<td>45%</td>
<td>1 (one) month from the 1st installment of fee</td>
</tr>
<tr>
<td>Final report</td>
<td>45%</td>
<td>Upon acceptance by the Board of Directors of J&amp;K SIDCO and within 1 (one) month from the 2nd installment of fee</td>
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</table>

* Being advance payment, adequate safeguards e.g. Bank Guarantee of equal amount of advance is to be provided by the qualifier.

**PROPOSAL SUBMISSION & OPENING:**

- The applicant shall submit their proposal in a sealed envelope superscribed as “Expression of Interest for serving as Programme Management Agency for carrying out Manpower Audit for J&K SIDCO” alongwith a refundable Earnest Money Deposit (EMD) of Rs.10,000/-in favour of “General Manager (Finance), J&K SIDCO”.
- The EMD of un-successful bidder would be returned to the applicant within 30 days of opening of financial bids. However, the EMD of successful bidder will be converted into Security Deposit which will be returned only after completion of the assignment.
Every document and form completed in all respect shall be signed by the person(s) duly authorized to sign on behalf of the applicants. Any/all corrections made in the offer shall be duly authenticated by the signature of the authorized signatory.

The proposal will be addressed to:

The Managing Director  
J&K State Industrial Development Corporation,  
4th Floor, Jawaharlal Nehru Udyog Bhawan,  
Rail Head Complex, Jammu  
Ph. No: 0191–2477310 Fax No: 0191–2477311

(Any proposal received after the closing time for submission of the proposals will be returned un-opened).

The complete proposal should reach on or before 13.12.2019 at 2:00 PM and shall be opened at 3.00 PM on 13.12.2019 in the presence of bidders in the office chamber of Managing Director, J&K SIDCO at 4th Floor, Jawaharlal Nehru Udyog Bhawan, Rail Head Complex, Jammu.

REJECTION OF EXPRESSION OF INTEREST:
The application will be categorically rejected if:-

- It is not received in proper sealed cover with superscription as indicated above.
- It is not in prescribed form and not containing all required detailed/information/documents.
- It is not properly signed.
- It is received after the due date and time.
- Offer is received by fax or e.mail.
- Bid received without Earnest Money Deposit.

DISCLAIMER:
J&K SIDCO reserves the following rights:-

- To reject any/all applications without assigning any reasons thereof.
- To relax, alter or waive any of the conditions stipulated in these documents as deemed necessary in the best interest of the
Corporation and the objective of the assignment without assigning any reasons thereof.

- To include any other item in the scope of work at any time before the submission date of EoI.

**FORM - 1**

**FINANCIALS**

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost (in Rs.)</th>
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<tr>
<td>Cost of “Programme Management Agency” for providing services as a Programme Management Agency for carrying out “Manpower Audit” for J&amp;K SIDCO.</td>
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</tbody>
</table>

**Note:**

- This cost is inclusive of profession fee, travel and boarding & lodging, communication and all other out of pocket expenses.
- The Financial Proposal shall take into account all expenses and tax liabilities. For the avoidance of doubt, it is clarified that all taxes shall be deemed to be included in the cost shown under Financial Proposal.

Authorized Signatory (in full & initials)

Name & Title of Signatory

Name of the Company / Firm

Address

Seal / Stamps