

PRE-BID queries from NHSRC Empaneled HR agencies on RFB for recruitment services for National TB Prevalence Survey

1. KITCO Ltd

Point No. 1.6 & 1.7 :

Please clarify whether the appointment for the selected candidates will be done by Central TB Division, Ministry of Health & Family Services

OR

the selected persons will have to be appointed by HR Recruitment Agency in their own payroll and depute them for TB Survey

- Is it Manpower supply tender or Recruitment Services for appointing contractual persons by Central TB Dvn ?

2. SPC Management Of Services

1) Are the HR be engaged on regular employment or consultant modality by the HR Agency?

2) No payroll formats are given in RFB.

3) About the arrangements of written test?

3. SAMS

1. Venues for Conduct of Written Tests and Interviews:

- (1) Do written tests need to be conducted for all positions?
- (2) Will Final Interviews need to be conducted for all positions? For junior positions which are skill based, conduct of final interviews may not be necessary.
- (3) Will written tests be conducted at national level and/or in respective States?
- (4) Will written tests be conducted at one go? if not and the Written Tests are phased out, Question Papers shall need to be changed each time.
- (5) Will Final Interviews be conducted nationally or at the state level as well? Presumably Selection Panel shall comprise entirely of government officials?
- (6) Coordinating venues for Written Tests on the same day at 20 States across the country on the same day shall logistically be extremely challenging.
- (7) Please indicate all locations/ cities at which Written Tests and Final Interviews are to be conducted, to enable HR Agency to develop appropriate budgets for travel costs, etc.
- (8) Are candidates attending Written Tests/ Final Interviews to be reimbursed cost of outstation travel for attending the same?
- (9) Provision of venues for Written Tests and Final Interviews will need to be facilitated at government facilities by MoHFW and/or State Health Departments, as private facilities shall not be cost-effective.

2. Applicability of Central and/or State Reservation Policies

Will Central and/or State Reservation policies be applicable to the recruitment of HR for Prevalence Survey? If yes, generation of merit lists, shortlists and final selection will be a



complex exercise needing expert inputs from each state as well as information about the existing distribution of HR for all positions, if any.

3. Modality of Engagement of HR:

Are the HR be engaged on regular employment or consultant modality by the HR Agency?

4. Payroll Management and Related Responsibilities of HR Agency

Payroll Management responsibilities of the HR Agency have not been clearly spelt-out. However, it appears that the HR Agency shall be responsible for leave administration and payroll management of all HR engaged for the Prevalence Survey. Any other responsibilities?

5. Bid Evaluation

(1) It is suggested that award of assignment should be on the basis of both technical and financial evaluation amongst the empaneled agencies and not financial evaluation and/or least cost basis alone.

(2) While all agencies have been empaneled by NHSRC considering their technical capability, this has primarily been with respect to recruitment and for a single state at a time.

(3) However, the current prevalence survey assignment is a complex one, entailing recruitment at 20 states across the country, progressed by payroll, attrition and performance management of 515 HR based at the central PMU and different IRLs across the country.

(4) The assignment requires a capable agency with prior relevant experience and also of managing projects at scale, in a number of different areas from what was assessed by NHSRC at the time of empanelment. CTD must carefully assess the capability of the HR Agency in the above areas, before award of the assignment.

6. Performance Security Deposit

(1) It is requested that Performance Security Deposit may be substituted by and/or Performance Bank Guarantee.

(2) Provision may alternately be made for Fixed Deposit by HR Agency favoring Central TB Division, Dte GHS, MoHFW, Gol.

(3) Performance Security Deposit shall be determined at 5% of the HR Agencies' Professional Fees and Out of Pocket Expenses on recruitment and payrolling, excluding salary/ remuneration paid to the HR for TB Prevalence Survey.

7. Salary/ Remuneration for 515 HR for 20 Different Positions

(1) Please provide details of Salary/ Remuneration budgeted by CTD for each of the 20 different positions.

(2) It appears that the HR Agency is required to payroll 515 HR on the basis of quarterly funding of the same by MoHFW.

(3) Please confirm whether the funds shall be provided by MoHFW to the HR Agency in advance of salary disbursement.

8. Service Tax Registration Number

Service Tax has been substituted by GST. Accordingly, the above should be GST Registration Number?

9. Financial Bid Format

- (1) It will be helpful if examples are provided to more clearly demonstrate the anticipated classification of Fixed and Variable Costs, the HR Agency is expected to adopt while submitting Financial Bid
- (2) Specific mention needs to be made in the Request for Financial Bid (RFB)/ Financial Bid Format, about the following:
 - (a) Professional Fees of HR Agency for Payroll Management and
 - (b) Professional Fee of HR Agency for Recruitment for Attrition of HR

10. Taxes

On page 39 of the RfP it is mentioned that "Taxes will be as per actual." Earlier in the RfP the HR Agency is directed to comprehensively budget and include all taxes in the Financial Bid. Please clarify.

11. Schedule of Payment (Annexure 3)

- (1) There is need for definition of two payment schedules viz.
 - (a) Recruitment and
 - (b) Payroll Management
- (2) Provision should be made for monthly payment of Payroll Management Fees of HR Agency
- (3) Proposed payment of 20% of Recruitment Fees after 'One year from Appointment of all Contractual Positions' is extremely delayed. The usual practice is to release this instalment of fees on completion of a probationary period of 60-90 days from joining.



Clarifications on PRE-BID queries from NHSRC Empaneled HR agencies on RFB for recruitment services for National TB Prevalence Survey

1. KITCO Ltd

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Please clarify whether the appointment for the selected candidates will be done by Central TB Division, Ministry of Health & Family Services

OR

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Clarification:

The selected persons will have to be appointed by HR Recruitment Agency in their own payroll and depute them for TB Survey

- Is it Manpower supply tender or Recruitment Services for appointing contractual persons by Central TB Dvn ?

Clarification:

It is recruitment and manpower supply contract

2. SPC Management Of Services

1) Are the HR be engaged on regular employment or consultant modality by the HR Agency?

Clarification:

Consultant modality

2) No payroll formats are given in RFB.

Clarification:

Pay rolling will include, issuing consultant contract to successfully recruited individuals, depute them to RNTCP for conducting TB prevalence Survey, issue monthly payments and TA/DA if any, against attendance, travel and leave record shared by RNTCP authorities as applicable and re-recruitment against attrition from the waitlist

3) About the arrangements of written test?

Clarification:

For Written tests, venue arrangements will be made by State officials in respective 20 states for field staff teams and by CTD for national level PMU staff.

3. SAMS

1. Venues for Conduct of Written Tests and Interviews:

- (1) Do written tests need to be conducted for all positions?
- (2) Will Final Interviews need to be conducted for all positions? For junior positions which are skill based, conduct of final interviews may not be necessary.
- (3) Will written tests be conducted at national level and/or in respective States?
- (4) Will written tests be conducted at one go? if not and the Written Tests are phased out, Question Papers shall need to be changed each time.
- (5) Will Final Interviews be conducted nationally or at the state level as well? Presumably Selection Panel shall comprise entirely of government officials?
- (6) Coordinating venues for Written Tests on the same day at 20 States across the country on the same day shall logistically be extremely challenging.
- (7) Please indicate all locations/ cities at which Written Tests and Final Interviews are to be conducted, to enable HR Agency to develop appropriate budgets for travel costs, etc.
- (8) Are candidates attending Written Tests/ Final Interviews to be reimbursed cost of outstation travel for attending the same?
- (9) Provision of venues for Written Tests and Final Interviews will need to be facilitated at government facilities by MoHFW and/or State Health Departments, as private facilities shall not be cost-effective.

Clarification:

Detailed matrix of selection procedure is given below:

Sl No	Name of Position	Written tests	Interview	Skill test (for qualification only)
For Central Project Management Unit (CPMU)				
1	Scientist D		Yes	
2	Scientist C		Yes	
3	Administrative Officer		Yes	
4	Senior Accountant	Yes		
5	Junior Accountant	Yes		
For Field Teams (20 teams)				
6	Medical Officer		Yes	
7	Senior Investigator		Yes	
8	Senior Technical Assistant		Yes	
9	Medical Social Worker	Yes	Yes	
10	Field Investigator	Yes	Yes	
11	Laboratory Technician	Yes		Yes
12	X-Ray Technicians	Yes		Yes
13	Data Entry Operator	Yes		Yes
14	Health Assistant	Yes	Yes	
15	Laboratory assistant	Yes		
16	Driver-cum-mechanic	Yes		Yes
17	Helper	Yes		
18	Laboratory Technician (for IRL)	Yes		Yes
19	Senior Accountant	Yes		
20	Sweeper	Yes		

For Written tests, venue arrangements will be made by State officials in respective 20 states for field staff teams and by CTD for national level PMU staff.
For Central PMU positions level of written test will be conducted in Delhi and for Field positions the written tests will be conducted in following 20 states at State capital.

Sr No	State	Place of interview
1	Uttar Pradesh	Lucknow or Agra
2	Maharashtra	Pune or Mumbai
3	Bihar	Patna
4	West Bengal	Kolkata
5	Madhya Pradesh	Bhopal or Indore
6	Tamil Nadu	Chennai
7	Rajasthan	Jaipur or Ajmer
8	Gujarat	Ahmedabad
9	Karnataka	Bangalore
10	Andhra Pradesh	Hyderabad or Vishakhapatnam
11	Odisha	Cuttack
12	Telangana	Hyderabad
13	Jharkhand	Ranchi
14	Kerala	Tiruvananthapuram
15	Punjab	Patiala
16	Chhattisgarh	Raipur
17	Haryana	Panchakula
18	Delhi	Delhi
19	Himachal Pradesh	Shimla
20	Assam	Guwahati

Written test will be conducted in one go for Central PMU posts and in another go for field positions. Selection panel will be entirely Govt officials and their designated dignitaries. NHM rules will be applicable for reimbursement of costs to candidates attending Written Tests/ Final Interviews by the recruitment agency.

2. Applicability of Central and/or State Reservation Policies

Will Central and/or State Reservation policies be applicable to the recruitment of HR for Prevalence Survey? If yes, generation of merit lists, shortlists and final selection will be a complex exercise needing expert inputs from each state as well as information about the existing distribution of HR for all positions, if any.

Clarification:

This is centrally sponsored activity and central reservation policy will be applicable.

3. Modality of Engagement of HR:

Are the HR be engaged on regular employment or consultant modality by the HR Agency?

Clarification:

Consultant modality

4. Payroll Management and Related Responsibilities of HR Agency

Payroll Management responsibilities of the HR Agency have not been clearly spelt-out. However, it appears that the HR Agency shall be responsible for leave administration and

payroll management of all HR engaged for the Prevalence Survey. Any other responsibilities?

Clarification:

Pay rolling will include, issuing consultant contract to successfully recruited individuals, depute them to RNTCP for conducting TB prevalence Survey, issue monthly payments and TA/DA if any, against attendance, travel and leave record shared by RNTCP authorities as applicable and re-recruitment against attrition from the waitlist

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(2) While all agencies have been empaneled by NHSRC considering their technical capability, this has primarily been with respect to recruitment and for a single state at a time.

(3) However, the current prevalence survey assignment is a complex one, entailing recruitment at 20 states across the country, progressed by payroll, attrition and performance management of 515 HR based at the central PMU and different IRLs across the country.

(4) The assignment requires a capable agency with prior relevant experience and also of managing projects at scale, in a number of different areas from what was assessed by NHSRC at the time of empanelment. CTD must carefully assess the capability of the HR Agency in the above areas, before award of the assignment.

Clarification:

This is Request for Financial Bid from the NHSRC empaneled HR recruitment agencies. And requirements have been spelt out in the document

6. Performance Security Deposit

(1) It is requested that Performance Security Deposit may be substituted by and/or Performance Bank Guarantee.

(2) Provision may alternately be made for Fixed Deposit by HR Agency favoring Central TB Division, Dte GHS, MoHFW, Gol.

(3) Performance Security Deposit shall be determined at 5% of the HR Agencies' Professional Fees and Out of Pocket Expenses on recruitment and payrolling, excluding salary/ remuneration paid to the HR for TB Prevalence Survey.

Clarification:

Performance Security for an amount equal or equivalent to 5 % of the total value of the financial bid. Financial Bid amount does not include the salaries or monthly remuneration of the recruited staff.

7. Salary/ Remuneration for 515 HR for 20 Different Positions

(1) Please provide details of Salary/ Remuneration budgeted by CTD for each of the 20 different positions.

(2) It appears that the HR Agency is required to payroll 515 HR on the basis of quarterly funding of the same by MoHFW.

(3) Please confirm whether the funds shall be provided by MoHFW to the HR Agency in advance of salary disbursement.

Clarification:

Performance Security for an amount equal or equivalent to 5 % of the total value of the financial bid. Financial Bid amount does not include the salaries or monthly remuneration of the recruited staff. Schedule of payment of fees against the successful financial bid is given in Annexure 3. This does not include the salaries or monthly remuneration of the recruited staff. Money for pay rolling expenses i.e. the monthly salaries and TA/DA if any will be given by the as advance on commencement of the recruitment for 6 months and thence subsequently on biannual basis based on the Statement of expenditure.

Salaries of the proposed HR vacancies are as per ICMR positions and subject to change as applicable from time to time. Details below:

Field Team staff monthly remuneration	Monthly salary in INR
Medical Officer	69,704
Senior Investigator	29,607
Senior Technical Asstt	29,607
Medical Social Worker	29,607
Field investigator	28,755
Laboratory Technician	28,755
X-Ray Technician	28,755
Data Entry Operator (Grade B)	17,040
Health Assistant	16,188
Laboratory Assistant	16,188
Driver-cum-mechanic	15,123
Helper	15,123
Laboratory Technician (for IRL)	28,755
Accountant	16,571
Sweeper	15,613
Central PMU staff monthly remuneration	
Scientist D	82,778
Scientist C	69,704
Administrative Officer	35,550
Senior Accountant	20,959
Junior Accountant	16,571

8. Service Tax Registration Number

Service Tax has been substituted by GST. Accordingly, the above should be GST Registration Number?

Clarification:

Any type of taxes including GST will be applicable as per Govt of India rules and regulations regarding the same, which are subject to change and will be applicable from time to time.

9. Financial Bid Format

(1) It will be helpful if examples are provided to more clearly demonstrate the anticipated classification of Fixed and Variable Costs, the HR Agency is expected to adopt while submitting Financial Bid

(2) Specific mention needs to be made in the Request for Financial Bid (RFB)/ Financial Bid Format, about the following:

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- (b) Professional Fee of HR Agency for Recruitment for Attrition of HR

Clarification:

Pay rolling will include, issuing consultant contract to successfully recruited individuals, depute them to RNTCP for conducting TB prevalence Survey, issue monthly payments and TA/DA if any, against attendance, travel and leave record shared by RNTCP authorities as applicable and re-recruitment against attrition from the waitlist.

For illustration purpose, an example is given for Scientist D position at CPMU level for which two vacancies are invited to be filled against.

Scientist D	2	F1	V1	$C1 = F1 + (V1 \times 2)$
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Now since the recruitment cost for one or two scientist is more or less same it is termed as Fixed cost in this document; F1 in this case.

Pay rolling one person and pay rolling more that one person attracts different cost and since variable, is termed as variable cost; V1 in this case, which is per unit.

Thus, roughly, one can say fixed cost is for recruitment and variable cost is for pay rolling charges for the bid purpose.

10. Taxes

On page 39 of the RfP it is mentioned that "Taxes will be as per actual." Earlier in the RfP the HR Agency is directed to comprehensively budget and include all taxes in the Financial Bid. Please clarify.

Clarification:

Request for Financial Bid in its title clearly mentions excluding taxes.

11. Schedule of Payment (Annexure 3)

(1) There is need for definition of two payment schedules viz.

- (a) Recruitment and
- (b) Payroll Management

(2) Provision should be made for monthly payment of Payroll Management Fees of HR Agency

(3) Proposed payment of 20% of Recruitment Fees after 'One year from Appointment of all Contractual Positions' is extremely delayed. The usual practice is to release this instalment of fees on completion of a probationary period of 60-90 days from joining.

Clarification:

Same as clarifications against point 7 and point 9 above.