

**REQUEST FOR FINANCIAL BID (RFB)
FROM EMPANELED HR
RECRUITMENT AGENCIES**

for

**'Outsourcing of Human Resource
for National Tuberculosis
Prevalence Survey 2017-19'**



- **Signature and Stamp of Tenderer**

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निरमल भवन, नई दिल्ली-110108 / Nirman Bhawan, New Delhi-110108

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REQUEST FOR FINANCIAL BID (RFB) FROM EMPANELED HR RECRUITMENT AGENCIES FOR RECRUITMENT SERVICES FOR NATIONAL TB PREVALENCE SURVEY

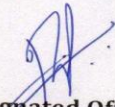
Part I General terms

Central TB Division, DteGHS, MoHFW, GoI, invites "financial bid" from HR Recruitment Agencies empaneled by NHSRC after qualifying for this purpose.

The agencies are required to submit their financial bids as detailed in the table below. This Request for Financial Bid (RFB) does not constitute an offer and is issued with no commitment. Central TB Division, DteGHS, MoHFW, GoI, reserves the right to modify, expand, restrict, scrap, refloat or cancel the RFB at any stage without assigning any reasons. Responses received after the stipulated time period or not in accordance with the specified format will not be considered.

Interested agencies may obtain RFB document on written request to Central TB Division, DteGHS, MoHFW, GoI, on payment of INR 500 [Rupees Five Hundred Only] through demand draft drawn on a Nationalized Bank, in favor of Central TB Division, DteGHS, MoHFW, GoI, and payable at "New Delhi". Those using the downloaded form from [www.tbcindia.gov.in] will have to attach a demand draft of INR 500/-while submitting their financial bid. Central TB Division, DteGHS, MoHFW, GoI, will not be responsible for any postal delays.

1.	Call for financial bid document download / Sale date / time	(03:00 pm on 3 rd January 2018)
2.	Date for submission of pre-bid queries	(03:00 pm, 8 th January 2018)
3.	Pre- bid meeting date / time	(04:00 pm, 9 th January 2018)
4.	Date for issuing clarifications on website	(11:00 am 11 th January 2018)
5.	Last date and time for receipt of bids	(11:00 am 22 nd January 2018)
6.	Date and time for opening of financial bid	(02:00 pm 22 nd January 2018)
7.	Service to be provided	HR Recruitment and management services for National TB Prevalence Survey
8.	Period of contract	Two years from the date of issue of Letter of Intent
9.	Period of extension of contract	One year from acceptance of the offer by the HR Recruitment Agency
10.	Validity of financial bids	Two years from last date of receipt of financial bid.


Designated Officer,
Central TB Division, DteGHS, MoHFW, GoI

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Part II Background

1. SERVICES TO BE PROVIDED

Details of vacancies to be filled and mode of recruitment is as mentioned in **Annexure 1**

The services include the following,

- 1.1 Drafting and finalizing the recruitment advertisement.
- 1.2 Developing Application Forms and other templates.
- 1.3 Collecting the applications of all the candidates through postal mail and internet (online)
- 1.4 Scrutinizing the applications and creating computerized database of all the information mentioned in application forms of the candidates and attached documents.
- 1.5 Screening & scrutiny of applications, strictly as per advertised conditions of recruitment or norms / Terms of Reference (TOR). Preparing list of candidates who are eligible for written test and interview.
- 1.6 Issuing call letters to the candidates to appear for Written Test and interview through speed post, telephone and e-mail.
- 1.7 Venue finalization for Written Test and interview and arrange facilities for the same.
- 1.8 Identification of areas of assessment (based on conditions of recruitment of advertised posts) to be included in objective type question papers will be decided in consultation with Central TB Division, DteGHS, MoHFW, GoI.
- 1.9 Finalization of question papers and maintenance of absolute confidentiality of the same in custody and dispatch of the question papers, OMR answer sheets & other related arrangements for smooth conduct of written test will be the responsibility of the Recruitment Agency.
- 1.10 Liaising with relevant officials and making local logistical arrangements for competency/skills assessments for positions requiring the same.
- 1.11 Attendance, Registration Process and Documents verification of candidates.
- 1.12 Evaluation of Answer sheet & preparation of category wise merit lists in the required formats, maintaining sanctity and confidentiality of the entire process.
- 1.13 Preparation of Scoring Sheets and organizing Interviews under the guidance of Recruiting Organization.
- 1.14 Under the guidance of Central TB Division, DteGHS, MoHFW, GoI, preparation of Final Results based on criteria as may be required by Central TB Division, DteGHS, MoHFW, GoI.
- 1.15 Hand over all the applications, with testimonials & other documents, received during the recruitment process to the designated nodal officer/any other persons so authorized. Safety and Confidentiality of the documents to be strictly maintained.
- 1.16 Recruit all successful candidates and depute them to Central TB Division, DteGHS, MoHFW, GoI or the designated sites as directed by Central TB Division, DteGHS, MoHFW, GoI.
- 1.17 Manage the contract with all recruited candidates, including their payroll for the time period as specified by Central TB Division, DteGHS, MoHFW, GoI.

Part III Bidding terms and pre-qualification criteria

2. GENERAL INSTRUCTIONS

2.1 Interested bidders can send their duly completed financial bids on or before 11:00 am 22nd January 2018 at the following address by person or by post to:

Room No, 523 C, Central TB Division, C Wing, Nirman Bhavan, Maulana Azad Road, New Delhi. 110108.

2.2 The responses should be submitted strictly as per prescribed format along with documents in support of information submitted therein by the responding HR Recruitment Agency. Financial bids received after the stipulated time period or not in accordance with the prescribed format will not be considered and will be summarily rejected as non-responsive. Submission of financial bids along with documents at the above address will be the sole responsibility of the bidder.

3. SUBMISSION OF BID

3.1 The financial bid duly signed on every page by the authorized person in blue ink including annexures / appendices shall be submitted in a sealed envelope clearly superscribed as **"Financial Bid"**. The envelope shall be sealed in an outer envelope bearing the address indicated above. The envelope shall be clearly marked: **"FINANCIAL BID FROM EMPANELLED HR RECRUITMENT AGENCY FOR RECRUITMENT SERVICES FOR CENTRAL TB DIVISION, DIRECTORATE GENERAL OF HEALTH SERVICES, MINISTRY OF HEALTH AND FAMILY WELFARE, GOVT OF INDIA."**

3.2 A duly authorized representative of the bidder should sign the financial bid. It shall be certified that the person signing the financial bid is empowered to do so on behalf of the bidder (**Annexure 2**). A copy of the Memorandum and Articles of Association of the bidder shall be attached to the financial bid.

3.3 The financial bid should be submitted with two printed copies of the entire bid, one marked ORIGINAL and the second one as DUPLICATE and a soft copy on non-rewritable Compact Discs (CDs) with all the contents of the financial bid. The words **"FINANCIAL BID FROM EMPANELLED HR RECRUITMENT AGENCY FOR RECRUITMENT SERVICES FOR CENTRAL TB DIVISION, DIRECTORATE GENERAL OF HEALTH SERVICES, MINISTRY OF HEALTH AND FAMILY WELFARE, GOVT OF INDIA"** shall be written in indelible ink on the CD. In case of discrepancy between the information in the printed version and the contents of the CD, the printed version of the financial bid will prevail and will be considered as the bid for the purpose of evaluation.

3.4 The bidder shall submit the bid neatly and accurately. Any corrections or overwriting would render the bid invalid.

3.5 Conditional offers/ offers that are not in conformity to this RFB will be summarily rejected as non-responsive.

3.6 All documents including copies of relevant documents submitted with the financial bid should be self-attested and duly signed by the authorized signatory in blue ink on all pages.

3.7 Bids which are not fulfilling any of the requirements mentioned in para 2 and para 3 will be deemed to be non-responsive to the RFB.

4. PRE-BID MEETING

4.1. Queries raised by potential bidders. However, based on amendments / clarifications (if any) in the Central TB Division, DteGHS, MoHFW, GoI and the web-address

(www.tbcindia.gov.in}). Potential bidders are requested to visit the website on regular basis for updates in this regard.

5. BID EVALUATION

5.1 Financial bids will be opened at 2:00 pm on 22nd January 2018 at Central TB Division, DteGHS, MoHFW, GoI. HR agencies are at liberty to be present personally or through their authorized representative (1 representative per bidder) at the time of opening of financial bids.

5.2 The financial bids will be valid as indicated in Part 1.

5.3 Central TB Division, DteGHS, MoHFW, GoI will award the contract to the bidder whose financial bid has been determined to be substantially responsive to the RFB document and who has offered the lowest financial bid. Such bidder will be called the "successful bidder".

5.4 Central TB Division, DteGHS, MoHFW, GoI reserves the right to accept or reject all or any of the bids without assigning any reason whatsoever.

5.5 Central TB Division, DteGHS, MoHFW, GoI reserves the right to award the work for recruitment to one or more than one bidder in part or full if felt necessary, at the lowest rate, terms & conditions.

5.6 The period of contract will be as indicated in Part 1. The contract may be extended as indicated in Part 1, upon consideration of the facts and circumstances existing at relevant period. The decision of the Central TB Division, DteGHS, MoHFW, GoI in this regard shall be final and binding.

6. AWARD OF ASSIGNMENT

6.1 The assignment will be awarded to the successful bidder by issuing Letter of Intent

6.2 All the terms and conditions as stated in the RFB and clarification issued by Central TB Division, DteGHS, MoHFW, GoI would constitute the terms of contract.

6.3 The successful bidder is expected to commence the assignment on the date and at the location to be specified in the contract to be signed with the Central TB Division, DteGHS, MoHFW, GoI and on the terms & conditions specified therein.

6.4 Adherence to time limits will be crucial.

7. COMMUNICATION OF ACCEPTANCE

7.1 Acceptance of offer by the successful bidder to be communicated by registered letter/ speed post / fax / e-mail or a formal letter in the format at Annexure no 2.

7.2 The HR Recruitment Agency will also submit Performance Security Deposit as mentioned later in this document.

8. VOLUME OF WORK/TASK/

8.1 The volume of work is as per Annexure I (List and Number of Vacancies)

9. INDEMNITY

9.1 The HR Recruitment Agency shall keep indemnified and hold harmless, Central TB Division, DteGHS, MoHFW, GoI and its officials from and against all and any claims, demands, losses, damages, penalties, expenses and proceedings connected with the implementation of the contract or arising from any breach or non-compliance whatsoever by the HR Recruitment Agency or any of the persons deployed by it pursuant hereto of or in relation to any such matter as aforesaid or otherwise arising

from any act or omission on their part, whether willful or not, and whether within or without the premises.

10. PERFORMANCE SECURITY DEPOSIT

- 1.1** The successful bidder shall furnish Performance Security for an amount equal or equivalent to 5 % of the total value of the financial bid to ensure due performance of the contract within fifteen (15) days from the date of receipt of Letter of Intent from **Central TB Division, DteGHS, MoHFW, GoI**. The Performance Security Deposit shall be furnished through demand draft drawn on a nationalized bank, in favour of "**Central TB Division, DteGHS, MoHFW, GoI**" and payable at "New Delhi".
- 1.2** The Performance Security Deposit will be returned after a period of 60 days of expiry of the contract on completion of satisfactory services. The decision as to what constitutes "unsatisfactory service" shall solely lie with **Central TB Division, DteGHS, MoHFW, GoI** and shall be final and binding
- 1.3** The successful bidder shall keep Performance Security valid up to and 2 months beyond the tenure of assignment.

11. OTHER TERMS AND CONDITIONS

- 11.1** Rights to the content of the bid – For all the bids received before the last date and time of bid submission, the bids and accompanying documents of the financial bid will become the property of the **Central TB Division, DteGHS, MoHFW, GoI** and will not be returned after opening of the financial bids. **Central TB Division, DteGHS, MoHFW, GoI** is not restricted in its right to use or disclose any or all of the information contained in the bid to government agencies and can do so without any compensation and prior communication to the bidder.
- 11.2** Acknowledgement of understanding of terms – By submitting a bid, each bidder shall be deemed to acknowledge that he/she has carefully read and understood all para of this RFB, including all forms, schedules and annexures hereto, and has fully informed itself of all existing conditions and limitations.

12. COMMENCEMENT, COMPLETION, MODIFICATION, AND TERMINATION OF CONTRACT

- 12.1. Provision of services:** The HR Recruitment Agency will provide HR recruitment services to **Central TB Division, DteGHS, MoHFW, GoI** as per the terms and conditions of the contract (to be signed between the HR Recruitment Agency and **Central TB Division, DteGHS, MoHFW, GoI**)
- 12.2. Expiration of contract:** Unless terminated earlier, the contract shall expire at the end of such time period after the date of signing of contract as specified in the contract
- 12.3. Subletting:** The HR Recruitment Agency shall not sublet, transfer or assign the assignment or any core functions thereof to any other party. The core functions in this regard include designing the advertisement, receiving applications and short listing them, conducting written exam/interview/skill assessment, preparation of results and communication to candidates on exam/interview/skill assessment or offer of appointment. In the event of the HR Recruitment Agency contravening this condition, the **Central TB Division, DteGHS, MoHFW, GoI** shall be entitled to terminate the contract and get the assignment completed through other party, at the risk and cost of

the HR Recruitment Agency. In such case the Performance Security Deposit of the HR Recruitment Agency, will be forfeited.

12.4. The **Central TB Division, DteGHS, MoHFW, GoI** may upon receipt of a written request from the HR Recruitment Agency for extending the period of contract, may extend the period of contract for reasons to be recorded in writing. However, no extra financial compensation shall be payable for this extended period.

12.5. Termination of contract

12.5.1 : By Central TB Division, DteGHS, MoHFW, GoI: The Central TB Division, DteGHS, MoHFW, GoI may terminate the assignment, by not less than fourteen (14) days written notice of termination to the HR Recruitment Agency, to be given after the occurrence of any of the events specified below:

12.5.1.1 If the HR Recruitment Agency commits breach of any of the conditions/terms contained in the RFB or does not remedy/ rectify a failure in the performance of their obligations under the contract.

12.5.1.2 If the HR Recruitment Agency becomes insolvent or bankrupt

12.5.1.3 If HR Recruitment Agency is unable to perform a material portion of the Services for a period of not less than Seven (7) days; or

12.5.1.4 If **Central TB Division, DteGHS, MoHFW, GoI**, in its sole discretion, decides to terminate the contract

12.5.1.5 In the event of termination on unsatisfactory service or in violation of any of the terms and conditions, Performance Security Deposit shall stand forfeited without prejudice in addition to any other action the **Central TB Division, DteGHS, MoHFW, GoI** may take as deemed fit including banning of HR Recruitment Agency for a period of 2 years from participating in any RFB/RFP published by the **Central TB Division, DteGHS, MoHFW, GoI**

12.5.1.6 The letter from **Central TB Division, DteGHS, MoHFW, GoI** communicating the termination of contract shall clearly mention the reason for termination of contract.

12.5.2 By HR Recruitment Agency: The HR Recruitment Agency may terminate the contract, provided no recruitment process is in progress/pending with the **Central TB Division, DteGHS, MoHFW, GoI** by not less than Thirty (30) days' written notice to **Central TB Division, DteGHS, MoHFW, GoI**. All documents related with recruitments shall be handed over to the nodal officer of **Central TB Division, DteGHS, MoHFW, GoI**.

12.5.3 In both the cases, ie; termination by the **Central TB Division, DteGHS, MoHFW, GoI** and by the HR Recruitment Agency (refer clause no. B.12.5.1 and B.12.5.2), the **Central TB Division, DteGHS, MoHFW, GoI** is free to assign the work to another agency.

13. OBLIGATIONS OF THE HR RECRUITMENT AGENCY

13.1. The HR Recruitment Agency shall perform the Services, and carry out their obligations with all honesty and integrity, due diligence, efficiency, and economy in accordance with generally accepted professional techniques and practices, and shall observe sound management practices, and employ appropriate advanced technology and safe methods. The HR Recruitment Agency shall always act, in respect of any matter relating to this contract, as faithful adviser to **Central TB Division, DteGHS, MoHFW, GoI** and shall at all times support and safeguard **Central TB Division, DteGHS, MoHFW, GoI** legitimate interests in any dealings with the third parties.

13.2. The HR Recruitment Agency not to Benefit from Commissions, Discounts, Recruitment Fee etc.

13.2.1 The HR Recruitment Agency shall not accept for their own benefit any trade commission, discount, or similar payment or any other benefits in connection with activities under the contract from any source other than the nodal authority, and the HR Recruitment Agency shall use their best efforts to ensure that its own personnel or any person engaged by the HR Recruitment Agency to carry out specific functions like arrangement of examination hall or printing of question papers shall not receive any such payment/benefit.

13.2.2 Neither the HR Recruitment Agency nor their personnel shall engage, either directly or indirectly, in any such activities which conflicts with their role under the contract.

13.3 Confidentiality and Non-disclosure:

13.3.1 HR Recruitment Agency shall not, without prior written consent of **Central TB Division, DteGHS, MoHFW, GoI**, at any time divulge or disclose to any person or use for any purpose unconnected with the execution of the contract, any information concerning the services, proprietary material except to their respective officers, directors, employers, agents, representatives and professional advisors on a need to know basis or as may be required by any law, rule, regulation or any judicial process.

13.3.2 This section shall not apply to information:

13.3.2.a: Already in the public domain, otherwise than by breach of this contract

13.3.2.b: Already in the possession of the HR Recruitment Agency before it was received from the **Central TB Division, DteGHS, MoHFW, GoI** in connection with the contract and which was not obtained under any obligation of confidentiality; or

13.3.2.c: Obtained from a third person or entity who is free to divulge the same and which was not obtained under any obligation of confidentiality.

The HR Recruitment Agency shall obtain **Central TB Division, DteGHS, MoHFW, GoI's** prior approval in writing wherever necessary.

13.3.3 Documents submitted by the HR Recruitment Agency will be the property of **Central TB Division, DteGHS, MoHFW, GoI**. All plans, charts, specifications, designs, reports, and other documents and softcopies submitted by the HR Recruitment Agency shall become and remain the property of **Central TB Division, DteGHS, MoHFW, GoI**. The HR Recruitment Agency may retain a copy of such documents for future use.

14 OBLIGATIONS OF THE (Central TB Division, DteGHS, MoHFW, GoI)

Central TB Division, DteGHS, MoHFW, GoI shall provide the HR Recruitment Agency such reasonable assistance as may be required to meet the obligations under the contract.

15 PAYMENTS TO THE HR RECRUITMENT AGENCY

The HR Recruitment Agency will be paid as per Annexure 3 as per the number of candidates fulfilling the conditions for appointment.

16 CORRUPT OR FRAUDULENT PRACTICES

16.1 Central TB Division, DteGHS, MoHFW, GoI expects the highest standard of ethics during the selection and execution of obligations under the contract.

16.2 In pursuance of the above objective, the following defines, for the purposes of this provision, the terms set forth below

16.2.1 "Corrupt practice" means the offering, giving, receiving or soliciting anything of value to influence the action of a public official in the selection process or in contract execution. It also includes actions on the part of the agency/staff engaged by the agency to influence selection or rejection of any candidate other than purely on merit and as per selection criteria.

- 16.2.2 "Fraudulent practice" means (i) misrepresentation or omission of facts in order to influence the bid selection process or the execution of the contract to the detriment of **Central TB Division, DteGHS, MoHFW, GoI**, (ii) submission of forged documents in connection with this call for financial bid.
- 16.2.3 "Collusive practice" means a scheme or arrangement between two or more bidders, with or without the knowledge of **Central TB Division, DteGHS, MoHFW, GoI**, prior to or after bid submission, designed to establish bid prices at artificially non-competitive levels.
- 16.2.4 "Coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the procurement process, or affect the execution of contract.
- 16.3** It is further provided that **Central TB Division, DteGHS, MoHFW, GoI** will reject the bid, and/or forfeit the Performance Security Deposit, as the case may be, and take any other action as deemed fit including blacklisting the bidder or HR Recruitment Agency for a period of 2 years if it is found that the bidder or HR Recruitment Agency has engaged in any of the practices mentioned in para 16.2. Further, the **Central TB Division, DteGHS, MoHFW, GoI** may report the same to Ministry of Health & Family Welfare, Govt. of India for appropriate action.
- 16.4** Central TB Division, DteGHS, MoHFW, GoI reserves the right to inspect the accounts and records of the HR Recruitment Agency relating to the performance under the contract and to have them audited by auditors appointed by **Central TB Division, DteGHS, MoHFW, GoI**.
- 17 FORCE MAJEURE -** For the purposes of the contract, "force majeure" means any unforeseen event directly interfering with the services during the currency of the contract such as war, insurrection, restraint imposed by the government, act of legislature or other authority, explosion, accident, strike, riot, lockout, act of public enemy, act of God, act of terrorism, sabotage, or any other event, which is beyond the reasonable control of either party and which makes either party's performance of its obligations under the contract illegal, impossible or so impractical as to be considered impossible under the circumstances.
- 17.1** The obligations of Central TB Division, DteGHS, MoHFW, GoI and the HR Recruitment Agency shall remain suspended if and to the extent that they are unable to carry out such obligations owing to force majeure or reasons beyond their control.
- 17.2** The failure of a party to fulfill any of its obligations under the contract shall not be considered to be a breach of, or default under, the contract in so far as such inability arises from an event of force majeure, provided that the concerned/defaulting party affected by such an event: (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of the contract, and (b) has informed the other party, in writing, as soon as possible about the occurrence of such an event.
- 17.3** If the event extends for a period in excess of 30 days in the aggregate, either party may immediately terminate the contract upon written notice.
- 17.4** The HR Recruitment Agency is entitled to the payments for the portion of the work already completed before the occurrence of any event constituting force majeure culminating in termination of contract. Decision of Central TB Division, DteGHS, MoHFW, GoI in this regard will be final.

18 RELATIONSHIP OF THE PARTIES

In fulfilling the obligations under the contract, the HR Recruitment Agency shall at all times act as an independent entity. The contract does not in any way create a relationship of principal and agent between Central TB Division, DteGHS, MoHFW, GoI and the HR Recruitment Agency. The HR Recruitment Agency shall not act or attempt or represent itself as an agent of the Central TB Division, DteGHS, MoHFW, GoI. The employees of the HR Recruitment Agency shall never, under any circumstances whatsoever, be entitled to claim to be the employees of the Central TB Division, DteGHS, MoHFW, GoI.

19 ARBITRATION

All disputes, if any, arising amongst the Central TB Division, DteGHS, MoHFW, GoI and HR Recruitment Agency shall be resolved by arbitration in consonance with the provisions of the Arbitration and Conciliation Act, 1996. The arbitration shall be conducted in the English language and the venue of the arbitration shall be in New Delhi. The sole arbitrator will be appointed by the Ministry of Health & Family Welfare, Govt of India, and the decision of the sole arbitrator in this regard will be final and binding.

20 JURISDICTION

The sole jurisdiction over any matters arising in connection with any actions or proceedings arising out of or in relation to this RFB and subsequent contract shall be with the Courts of New Delhi only.

Annexure to the Request for Financial Bid Document

Annexure 1: Details of positions and number of posts to be recruited and detailed terms of reference for each position.

Annexure 2: Format for submission of financial bid by the empanelled bidders

Annexure 3: Schedule of Payment

Annexure 1

Details of Contractual Staff and number of posts to be recruited

Sl No	Name of Position	No of candidates to be recruited	Place of posting
For Central Project Management Unit (CPMU)			
1	Scientist D	2	Posting at New Delhi
2	Scientist C	6	Posting at New Delhi
3	Administrative Officer	1	Posting at New Delhi
4	Senior Accountant	2	Posting at New Delhi
5	Junior Accountant	4	Posting at New Delhi
For Field Teams (20 teams)			
6	Medical Officer	1 x 20	
7	Senior Investigator	1 x 20	
8	Senior Technical Assistant	1 x 20	
9	Medical Social Worker	1 x 20	
10	Field Investigator	2 x 20	
11	Laboratory Technician	3 x 20	
12	X-Ray Technicians	2 x 20	
13	Data Entry Operator	1 x 20	
14	Health Assistant	6 x 20	
15	Laboratory assistant	1 x 20	
16	Driver-cum-mechanic	1 x 20	
17	Helper	1 x 20	
18	Laboratory Technician (for IRL)	2 x 20	
19	Senior Accountant	1 x 20	
20	Sweeper	1 x 20	

National Tuberculosis Prevalence Survey, India 2017/19

TOR for contractual staff for Survey

Tuberculosis Prevalence Survey is a time bound activity and is crucial for TB Elimination in India. It is planned to be undertaken on mission mode. High level of commitment is required with a will to work on Sundays & holidays (except, important local holidays) and continuous field work throughout the state/Ut or state group (~280 days a year) for all posts.

Conditions:

- **Only 12 accrued Casual Leaves allowed per year (@ max 2 per month).** This will be in addition to the compensatory weekly off on an average per month
- **Contract for the Posting for the period of TWO Years.**

A] Central Project Management Unit (PMU)

Sr. No.	Category / Job Title	No of posts per team	Essential Qualification	Preferential Qualification & experience	Job specifications / responsibilities
1	Scientist D	2	1. MBBS or equivalent degree from institution, recognized by Medical council of India. 2. Must have completed compulsory rotatory internship.	1. Diploma / MD Radiology / Tuberculosis & Chest Diseases /Public Health / Community Health Administration (CHA)/ 2. One year experience in RNTCP work.	<ul style="list-style-type: none"> • Get trained in Protocol of National TB Prevalence Survey, India 2017-18 as well as SOPs and training manuals • Supervise and monitor Field Survey Teams in structured way as per SOPs • Assist Project Management Unit in training & sensitizations of various stake holders at various level as well, as other preparatory activities for the survey • Coordinate with Survey Team and State / local RNTCP team / National regional Institutes in establishing cluster survey activities • Create regular reports on survey activities and give feedback to Survey Team and appraise Nodal officer for Survey at Central TB Division & WCO • Coordination with WCO and NTI /

					<p>NIRT Chennai for organizing training required for Survey</p> <ul style="list-style-type: none"> • Coordination with agency hired for tele-radiology and CAD4TB for smooth day to day functioning • Coordination with WCO for ensuring server maintenance, security and updates • Assist in ongoing, interim analysis of survey activities and results • Ensure timely completion of ongoing and pending activities • Any other job as assigned by Survey PMU
2	Scientist C	6	<p>1. MBBS or equivalent degree from institution, recognized by Medical Council of India.</p> <p>Or</p> <p>Ayurveda, Unani, Siddha Homeopath or equivalent degree from institution, recognized by respective Council in</p>	<p>1. Diploma / PG in Community medicine / Public Health / Community Health Administration (CHA)/ Management /</p> <p>2. One year experience in RNTCP work.</p>	<ul style="list-style-type: none"> • Get trained in Protocol of National TB Prevalence Survey, India 2017-18 as well as SOPs and training manuals • Supervise and monitor Field Survey Teams in structured way as per SOPs • Assist Project Management Unit in training & sensitizations of various stake holders at various level as well, as other preparatory

			<p>India.</p> <p>2. Must have completed compulsory rotatory internship.</p>		<p>activities for the survey</p> <ul style="list-style-type: none"> • Coordinate with Survey Team and State / local RNTCP team / National regional Institutes in establishing cluster survey activities • Create regular reports on survey activities and give feedback to Survey Team and appraise Nodal officer for Survey at Central TB Division & WCO • Coordination with WCO and NTI / NIRT Chennai for organizing training required for Survey • Coordination with agency hired for tele-radiology and CAD4TB for smooth day to day functioning • Coordination with WCO for ensuring server maintenance, security and updates • Assist in ongoing, interim analysis of survey activities and results • Ensure timely completion of ongoing and pending activities • Any other job as assigned by Survey PMU
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3	Administrative Officer	1	<ol style="list-style-type: none"> 1. Bachelor's in Commerce Degree of any recognized University with Knowledge of computers 2. Master's Degree in Commerce 3. Typing speed of 40 w.p.m 	<ul style="list-style-type: none"> • MBA / PG Diploma in finance • Experience of administrative work in govt / PSU • Computer proficiency in packages like MS Word, Excel, power point , Outlook, Email operation etc. • Knowledge of dealing with files, Noting, Letter drafting etc 	<ul style="list-style-type: none"> • Get trained in Protocol of National TB Prevalence Survey, India 2017-18 as well as SOPs and training manuals • Review books of accounts for survey expenditure • Assist PMU in taking administrative matters including handling day to day expenditure of PMU and arrange for approvals expenditure done field survey team • Monitor Field Survey Teams especially for administrative (including procurement and expenditure) matters • Ensure regular, timely report on Statement of expenditure for each field activity • Undertake supervisory visits for internal review of expenditure by survey teams • Any other job as assigned by Survey PMU
4	Senior Accountant	2	<ol style="list-style-type: none"> 4. Bachelor's in Commerce Degree of any recognized University 	<ul style="list-style-type: none"> • Experience of administrative work in govt / PSU • Experience in maintaining books 	<ul style="list-style-type: none"> • Get trained in Protocol of National TB Prevalence Survey, India 2017-18 as well as SOPs

			<p>with Knowledge of computers</p> <p>5. Master's Degree in Commerce</p> <p>6. Typing speed of 40 w.p.m</p>	<p>of accounts / Audit & Talley software</p> <ul style="list-style-type: none"> • Computer proficiency in commonly used packages like MS Word, Excel, power point , Outlook, Email operation etc. • Knowledge of dealing with files, Noting, Letter drafting etc 	<p>and training manuals</p> <ul style="list-style-type: none"> • Maintain books of accounts for survey expenditure • Assist PMU in preparing file noting for seeking approvals for expenditure of PMU and surveys teams • Monitor Field Survey Teams especially for administrative (including procurement and expenditure) matters • Ensure regular, timely report of expenditure for each field activity • Undertake supervisory visits for internal review of expenditure by survey teams • Any other job as assigned by Survey PMU
5	Junior Accountant	4	<p>1. Bachelor's in Commerce Degree of any recognized University with Knowledge of computers and</p> <p>2. Typing speed of 40 w.p.m</p>	<ul style="list-style-type: none"> • Experience in maintaining books of accounts & Talley software • Computer proficiency in commonly used packages like MS Word, Excel, power point , Outlook, Email operation etc. • Knowledge of dealing with files, 	<ul style="list-style-type: none"> • Get trained in Protocol of National TB Prevalence Survey, India 2017-18 as well as SOPs and training manuals • Maintain books of accounts for survey expenditure • Assist PMU in preparing file noting for seeking approvals for

				Noting, Letter drafting etc	<p>expenditure of PMU and surveys teams</p> <ul style="list-style-type: none"> • Monitor Field Survey Teams especially for administrative (including procurement and expenditure) matters • Ensure regular, timely report of expenditure for each field activity • Undertake supervisory visits for internal review of expenditure by survey teams • Any other job as assigned by Survey PMU
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B] Field Team (For 20 teams each)

Sr. No.	Category / Job Title	No of posts per team	Essential Qualification	Preferential Qualification	Job specifications / responsibilities
1	Medical Officer	1	<p>3. MBBS or equivalent degree from institution, recognized by Medical council of India.</p> <p>4. Must have completed compulsory rotatory internship.</p>	<p>3. Diploma / MD Radiology / Tuberculosis & Chest Diseases /Public Health / Community Health Administration (CHA)/</p> <p>4. One year experience in RNTCP work.</p>	<ul style="list-style-type: none"> • Get trained in Protocol of National TB Prevalence Survey, India 2017-18 as well as SOPs and training manuals • Assist the Survey Project Management Unit in training & sensitizations of various stake holders at various level as well, as other preparatory activities for the survey • Coordinate with

					<p>Survey Team and local RNTCP team in identification & establishing survey site for each cluster</p> <ul style="list-style-type: none"> • Review and report all chest X-Ray images are for any abnormality as per survey protocol and SOP in time bound manner • Identify other medical conditions as well as the triage by coordinating with the local health facilities as well as referral to higher centers as and when necessary • Establishing coordination and support from local health facilities and authorities for survey activities. • Any other job as assigned by Survey PMU
2	Senior Investigator	1	<p>1.Higher secondary (10+2) school's Certificates examination 2.Bachelor's degree in science or Arts 3. Post graduate in science or Arts</p>	<p>1. Three year of Research Experience 2. Any Survey experience</p>	<ul style="list-style-type: none"> • Get trained in Protocol of National TB Prevalence Survey, India 2017-18 as well as SOPs and training manuals • Assist the Survey Project Management Unit in training & sensitizations of various stake holders at various level as well, as other preparatory activities for the survey • Establish Survey site

					<p>for each cluster</p> <ul style="list-style-type: none">• Plan cluster activities in advance and delegate all responsibilities in survey team• Coordination & supervision of all activities in the cluster during survey including enumeration, enrollment of eligible, interview of participants, X-Ray of all participants, Blood and sputum collection, maintaining cold-chain, transportation etc• Use IT system for daily monitoring of progress and take timely corrective action for maintain highest quality and participation & completion of survey activities• Regularly communicate and comply central PMU• Establishing coordination and support from local health facilities and authorities for survey activities.• Ensure that electronic attendance register is maintained for Survey Team as well as supervisory officers, support staff etc. for each cluster
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					<ul style="list-style-type: none"> Any other job as assigned by Survey PMU
3	Senior Technical Asst	1	<p>1.Higher secondary (10+2) school's Certificates examination</p> <p>2.Bachelor's degree in science or Arts</p> <p>3. Post graduate in science or Arts</p>	<p>3. Two year of Research Experience</p> <p>4. Any Survey experience</p>	<ul style="list-style-type: none"> Get trained in Protocol of National TB Prevalence Survey, India 2017-18 as well as SOPs and training manuals Assist Senior Investigator in training & sensitizations as well as other preparatory activities for the survey Lead survey cluster activities in the absence of Senior Investigator Take handover from Senior Investigator (when he/she is moving to next cluster for planning) and continue coordination activities in current activities Hand over the cluster activity status, pending and follow-up activity details with local RNTCP staff and officials Coordination & supervision of all activities in the cluster during survey including enumeration, enrollment of eligible, interview of participants, X-Ray of all participants, Blood and sputum collection,

					<p>maintaining cold-chain, transportation etc</p> <ul style="list-style-type: none"> • Use IT system for daily monitoring of progress and take timely corrective action for maintain highest quality and participation & completion of survey activities • Establishing coordination and support from local health facilities and authorities for survey activities. • Ensure that electronic attendance register is maintained for Survey Team as well as supervisory officers, support staff etc. for each cluster • Any other job as assigned by Survey PMU
4	Medical Social Worker	1	<p>1.Higher secondary (10+2) school's Certificates examination 2.Bachelor's degree in science or Arts 3. Post graduate (degree / diploma) in Medical Social Work</p>	<p>5. One year of Research Experience 6. Any Survey experience</p>	<ul style="list-style-type: none"> • Get trained in Protocol of National TB Prevalence Survey, India 2017-18 as well as SOPs and training manuals • Assist Senior Investigator in training & sensitizations as well as other preparatory activities for the survey • Organize sensitization of local leaders, community representatives and

					<p>community groups</p> <ul style="list-style-type: none"> • Ensure participation of community members in Survey • Supervise specifically census enumeration process • Address non-participation and manage instances of anti-propaganda in positive manner • Establishing coordination and support from local health facilities and authorities for survey activities. • Any other job as assigned by Survey PMU
5	Field Investigator	2	<p>1.Higher secondary (10+2) school's Certificates examination 2.Bachelor's degree in science or Arts</p>	<p>7. One year of Research Experience 8. Any Survey experience</p>	<ul style="list-style-type: none"> • Get trained in Protocol of National TB Prevalence Survey, India 2017-18 as well as SOPs and training manuals • Conduct census enumeration survey of participants by visiting the households • Rapid data collection during census enumeration, enter in android based mobile application. • Decide on eligibility of individuals and inform them on timings for attending survey sites with procedures to be done • Hand over the acknowledgement

					<p>receipt with appropriate serial number to enrolled participant</p> <ul style="list-style-type: none"> • Regularly synchronize data on mobile application with server • Coordinate with local health staff (e.g.FHW) and MO / Senior investigator, to ensure that all exclusion criteria is applied as per SOPS • Follow-up eligible participants from household for participation if not presented on scheduled time • Follow-up those eligible participants who could not give sputum samples on time • Assist Survey Team Leader in preparing cluster report • Assist Survey Team Leader in maintaining financial expenditure for each cluster • Any other job as assigned by Team Investigator, Survey PMU
6	Laboratory Technicians	3	B.Sc(Microbiology) or B.Sc (MLT) or DMLT or equivalent with 3 year experience in culture and DST	<ol style="list-style-type: none"> 1. Experience in culture and DST for mycobacterium tuberculosis. 2. 1 year experience in 	<ul style="list-style-type: none"> • Get trained in Protocol of National TB Prevalence Survey, India 2017-18 as well as SOPs and training manuals • Get trained in SOPs of RNTCP and National

				RNTCP as LT	<p>Lab committee recommendations for Intermediate Reference Laboratories</p> <ul style="list-style-type: none"> • Achieve necessary skills to perform CBNAAT, testing, sputum microscopy, C&DST and Blood tests using autoanalyzer before Survey commencement • Perform safe opening of all sputum specimens received by IRL • Use IT system (scanner and laptop) to ensure all entries of each sample is and its result is entered in the application • Inform the Survey Team & local DTO & STLS about the instances of leakage, contaminations etc suggesting action e.g. Repeat sample collection • Perform processing of all received sputum and blood samples at the van and conduct test as per methods described in SOPs • Perform DNA extraction (following all steps of PCR) for Line Probe assay on all sputum sample received. • Any other job as
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					assigned by Senior Investigator, Medical Officer & PMU as per Survey needs
7	X-Ray Technicians	2	1. B.Sc (Radio-technology) or 2. Diploma in medical X-Ray Technicians or equivalent with 3 year experience in culture and DST	3 years experience as Medical X-Ray Technician in Radiology units, Hospitals or clinics	<ul style="list-style-type: none"> • Get trained in Protocol of National TB Prevalence Survey, India 2017-18 as well as SOPs and training manuals • To organize radiology (Chest X-Ray) at the survey site (village / ward) in the mobile X-Ray van. • Explain each participant the procedure in local language before taking chest X-Ray • Prepare cassettes by filling blank X-Ray films ready for shoot and undertake Chest X-Rays (~150-200 per day) during survey cluster activities • Ensure scanning of each cassette and use CR reader, PACS system and IT application for maintaining all information, X-Ray images and results from MO and tele-radiologist • Monitor, the X-Ray shoot after calibration using the displays and digital monitors of output. • Preventive routine care & maintenance of X-Ray units

					<ul style="list-style-type: none"> • Maintain stock of all logistics required for chest X-Ray • Should be well acquainted and follow norms of AERB (Atomic Energy Regulatory Board) for Radiation Safety & B.I.S. (Bureau of Indian Standards) for Mechanical & Electrical Safety. • Any other job as assigned by Senior Investigator, Medical Officer & PMU as per Survey needs
8	Data Entry Operators	1	<p>1- 10+2 with Diploma / Certificate (6 months or more duration's course) in computer application from a reputed institute.</p> <p>2- Typing speed of 40 w.p.m in English and local language.</p> <p>3- Data entry speed minimum 8000 key depressions</p> <p>4- Should be well conversant with various computer programming including MS Word, Excel and simple statistical packages.</p>	<p>1- Graduate with statistics as a main or subsidiary subject</p> <p>2- Work experience in Biostatistics</p> <p>3- Knowledge, experience of using SPSS</p>	<ul style="list-style-type: none"> • Get trained in Protocol of National TB Prevalence Survey, India 2017-18 as well as SOPs and training manuals • Manage all laptops, local server, internet connection, tablets and applications and ensure smooth data synchronization • Monitor completeness of data in all fields during survey activities in the cluster village / town • Regular monitoring of dashboards and reports with pending activity lists for all activities and share the same for follow-up with respective staff • Cluster reporting and handing over by the Survey Team to local

					<p>RNTCP and health staff</p> <ul style="list-style-type: none"> • Coordinate with local RNTCP Units for pending cluster activities (especially for sputum sample collection and transportation, patient treatment initiation etc) • Maintain laptops, printers etc in working condition including the anti-virus protection and regular updating, scanning etc. • Facilitate trouble shooting for any IT application related issue faced by survey team • Manage correspondences between Survey Team and PMU as well as local health facilities e.g. DTC, PHC, GH, CHC etc • Maintain expenditure of funds during the cluster • Maintaining electronic attendance register for Survey Team as well as supervisory officers, support staff etc. for each cluster • Any other job as assigned by Senior Investigator, Medical Officer & PMU as per Survey needs
9	Health	6	1.Higher secondary	1. 1 year of	<ul style="list-style-type: none"> • Get trained in Protocol

	Assistant		(10+2) school's Certificates examination 2. Bachelor's degree in science or Arts	Research Experience 2. Any Survey experience	<p>of National TB Prevalence Survey, India 2017-18 as well as SOPs and training manuals</p> <ul style="list-style-type: none"> • Confirm identity of participant based on survey enumeration database, enroll eligible in the survey, hand over correct enrollment card (with bar code) to the participant • Inform the participants about the details of Survey, testing methods adopted and risks as well as benefits of the participation with standard tool and obtain written, informed & valid consent before enrollment of participant • Interview each enrolled participant (after taking consent) for symptom screening and history taking • Enter all information during interview in the android application on tablet • Ensure that sputum is collected from each eligible based on symptom screening • Advise participants about the next place to proceed, accompany the
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					<p>participant if needed</p> <ul style="list-style-type: none"> • Coordinate with local health staff (e.g.FHW) and MO / Survey Team Leader to ensure that all pregnant women are excluded from the study. Arrange for pregnancy test if required • Ensure that chest X-Ray has been taken for all eligible participants • Motivate the local staff, volunteers, to promote more participation in Survey • Assist Senior Investigator in preparing cluster report • Any other job as assigned by Senior Investigator, Medical Officer & PMU as per Survey needs
10	Laboratory Assistant	1	1.Higher secondary (10+2) school's Certificates examination	1 years experience as attendant at medical Laboratory	<ul style="list-style-type: none"> • Get trained in Protocol of National TB Prevalence Survey, India 2017-18 as well as SOPs and training manuals • Assist the Laboratory Technician in all operations for blood and sputum sample collection, processing, organizing results etc • Maintain cleanliness in the van and ensure Biomedical waste management practices

					<ul style="list-style-type: none"> • Ensure, water storage and emptying waste water tank from time to time • Any other job as assigned by Laboratory Technician, Senior investigator and Survey PMU
11	Driver-cum-mechanic	1	<p>1-High School standard. 2-Permanent driving license of heavy motor vehicle (HMV)</p>	<ol style="list-style-type: none"> 1. Experience of Heavy vehicle driving 2. Knowledge of Minor / routine repair of vehicles. 	<ul style="list-style-type: none"> • Get oriented in requirements of National TB Prevalence Survey, India 2017-18 • Driving of Heavy Motor Vehicle (Mobile X-Ray van) • Driving LMV as per survey needs • Upkeep, regular maintenance & cleanliness of vehicles including POL level • Maintenance of log book • Routine repairs including change of wheels • Skillful parking of mobile X-ray van in a strategic position to facilitate survey activities in the cluster • monitoring and maintaining overall vehicle condition in running condition • Any other job as assigned by Senior Investigator, Medical Officer & PMU as per Survey needs
12	Helper	1	1.Higher secondary (10+2) school's	1. Graduate or diploma in	<ul style="list-style-type: none"> • Get oriented in requirements of

			Certificates examination	any stream 2. Working knowledge of English	<p>National TB Prevalence Survey, India 2017-18</p> <ul style="list-style-type: none"> • Assist in establishing central survey site at the central place in cluster or near strategic location near SC / PHC / CHC / GH • Arrange interview sites with hired tables chairs, Canopy Booths, banners, erecting tents, etc • Mounting and placing generator for electricity supply for the mobile X-Ray van • Assisting driver in monitoring and maintaining overall vehicle condition in running condition • Any other job as assigned by Senior Investigator, Medical Officer & PMU as per Survey needs
13	Laboratory Technician (for IRL)	2	B.Sc(Microbiology) or B.Sc (MLT) or DMLT or equivalent with 3 year experience in culture and DST	<p>3. Experience in culture and DST for mycobacterium tuberculosis.</p> <p>4. 1 year experience in RNTCP as LT</p>	<ul style="list-style-type: none"> • Get trained in Protocol of National TB Prevalence Survey, India 2017-18 as well as SOPs and training manuals • Get trained in SOPs of RNTCP and National Lab committee recommendations for Intermediate Reference Laboratories • Achieve necessary skills to perform CBNAAT, testing, sputum microscopy,

					<p>C&DST and Blood tests using autoanalyzer before Survey commencement</p> <ul style="list-style-type: none"> • Perform safe opening of all sputum specimens received by IRL • Maintain a register of entries of all sputum specimens received from Survey Teams • Inform the Survey Team & local DTO & STLS about the instances of leakage, contaminations etc suggesting action e.g. Repeat sample collection • Perform processing of all received samples at IRL and decontamination by NALC-NAOH method • Perform direct Flurochrome-Microscopy on all sputum sample received. • Perform DNA extraction (following all steps of PCR) for Line Probe assay on all sputum sample received. • Inoculate Culture from all sputum specimens in L.J. Media • Perform DST (RHSE) on all positive cultures • Inform the results of FM, C&DST & LPA to
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					<ul style="list-style-type: none"> • respective DTOs • Any other job as assigned by Senior Investigator, IRL Microbiologist & PMU as per Survey needs
14	Senior Accountant	1			<ul style="list-style-type: none"> • Get oriented in requirements of National TB Prevalence Survey, India 2017-18 • Ensure timely hiring and purchasing items from local market for smooth cluster operations • Maintain books of accounts for all expenditure as required and allowed in the survey • Ensure timely approval and payments against the approved expenditure as per survey guidelines • Any other job as assigned by Senior Investigator, Medical Officer & PMU as per Survey needs
15	Sweeper	1	1.Higher secondary (10+2) school's Certificates examination	<ul style="list-style-type: none"> 3. Graduate or diploma in any stream 4. Working knowledge of English 	<ul style="list-style-type: none"> • Get oriented in requirements of National TB Prevalence Survey, India 2017-18 • Assist in establishing central survey site at the central place in cluster or near strategic location near SC / PHC / CHC / GH or community centers etc

					<ul style="list-style-type: none">• Arranging drinking water, tea for the survey team, local volunteers, staff etc• Plan & ensure sitting arrangements for survey team• Distribute IEC handbills• Assist Survey Team & Research supervisor for frozen ice-packs for cold chain maintenance by coordinating with local PHC• Any other job as assigned by Senior Investigator, Medical Officer & PMU as per Survey needs
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**FORMAT FOR SUBMITTING FINANCIAL BID BY EMPANELLED HR RECRUITMENT
AGENCIES
(To be submitted on organization's letterhead under signature of the authorized
person)**

To,

*Dr Sunil D Khaparde
Deputy Director General (TB)
Central TB Division,
523 C, 5th Floor, Nirman Bhavan,
Maulana Azad Road,*

Subject: Submission of Financial bid in response to 'Request for Financial Bid' (RFB) from Central TB Division, DteGHS, MoHFW, GOI for 'Outsourcing of Human Resource for National Tuberculosis Prevalence Survey 2017-19'

Dear Sir/Madam,

Having examined the RFB, annexures and addenda number ..., thereto, we, the undersigned in conformity with the RFB offer to provide the said services on terms of reference to be signed upon the award of contract for the same indicated as per financial bid.

- 1 We have read the provisions of the RFB and confirmed that these are acceptable to us. We further declare that additional conditions, deviations, suggestions, if any in out bid shall not be given effect to.
- 2 We hereby confirm that the information submitted is correct to the best of our knowledge and belief.
- 3 Our agency has been empanelled by the National Health System Resource Centre for assisting Central TB Division, DteGHS, MoHFW, GoI in the recruitment of contractual HR for National TB Prevalence Survey.
- 4 Our agency has not been debarred by any Govt. organization/PSU/ bilateral or multilateral UN agency from handling recruitment process in the last 5 years.
- 5 In case any information/document submitted by us is found to be false, fake or incorrect, Central TB Division, DteGHS, MoHFW, GoI is free to take action against our agency as deemed fit by them.
- 6 I/We hereby affirm that during the currency of our contract with Central TB Division, DteGHS, MoHFW, GoI, we will not engage in any activity that may conflict with the terms and conditions of the contract. We will also maintain highest standards of integrity in performance of the contract.
- 7 Our attached Financial Bid (in one sealed envelope) is for the sum of [Insert amount(s) in words and figures]. This amount is inclusive of all taxes..
- 8 Our Financial bid shall be binding upon us up to expiration of the validity period of the bid, i.e. till ____.

(Signature of Authorized person with seal)

Date:

Place

Note: A signed copy of the RFB documents as acceptance of all terms and conditions of the RFB is to be enclosed along with the bid.

Attached herewith:

1. Agency details
 - a) Name of the agency, address with telephone and fax no.
 - b) Details of registration/ incorporation under Companies Act (attach copies of Memorandum and Articles of Association, Certificate of Incorporation attested on each page by authorized signature and seal of organization)
 - c) Organization structure with location details in India and human resource details.
 - d) Annual turnover of last three financial year (copy of audited financial statement of last 3 years to be enclosed)
 - e) PAN No. (attach copy of PAN Card)
 - f) Service Tax Registration No. (attach evidence copy of Service Tax Registration Certificate)
2. Power of attorney for signing of financial bid
3. Copy of offer letter from NHSRC for empanelment and copy of acceptance by organization.

Financial Bid Format

Name of RFB: RFB from Central TB Division, DteGHS, MoHFW, GOI for 'Outsourcing of Human Resource for National Tuberculosis Prevalence Survey 2017-19'

Bid Details (Excluding Taxes, GST, Duties etc)

Central Project Management Unit					
S. No.	Position(P)	No. of Vacancies(A)	Fixed Amount per position(F)	Variable Amount per vacancy(V)	Total Amount per Position(C)
1	Scientist D	2	F1	V1	$C1 = F1 + (V1 \times 2)$
2	Scientist C	6	F2	V2	$C2 = F2 + (V2 \times 6)$
3	Administrative Officer	1	F3	V3	$C3 = F3 + (V3 \times 1)$
4	Senior Accountant	2	F4	V4	$C4 = F4 + (V4 \times 2)$
5	Junior Accountant	4	F5	V5	$C5 = F5 + (V5 \times 4)$
Field staff					
6	Medical Officer	20	F6	V6	$C6 = F6 + (V6 \times 20)$
7	Senior Investigator	20	F7	V7	$C7 = F7 + (V7 \times 20)$
8	Senior Technical Assistant	20	F8	V8	$C8 = F8 + (V8 \times 20)$
9	Medical Social Worker	20	F9	V9	$C9 = F9 + (V9 \times 20)$
10	Field Investigator	40	F10	V10	$C10 = F10 + (V10 \times 40)$
11	Laboratory Technician	60	F11	V11	$C11 = F11 + (V11 \times 60)$
12	X-Ray Technicians	40	F12	V12	$C12 = F12 + (V12 \times 40)$
13	Data Entry Operator	20	F13	V13	$C12 = F12 + (V12 \times 20)$
14	Health Assistant	120	F14	V14	$C14 = F14 + (V14 \times 120)$
15	Laboratory assistant	20	F15	V15	$C15 = F15 + (V15 \times 20)$
16	Driver-cum-mechanic	20	F16	V16	$C16 = F16 + (V16 \times 20)$
17	Helper	20	F17	V17	$C17 = F17 + (V17 \times 20)$
18	Laboratory Technician (for IRL)	40	F18	V18	$C18 = F18 + (V18 \times 40)$
19	Senior Accountant	20	F19	V19	$C19 = F19 + (V19 \times 20)$
20	Sweeper	20	F20	V20	$C20 = F20 + (V20 \times 20)$
	Total Amount				C = C1+C2+C3+C4+C5+C6 +C7+C8+C9+C10+C11+ C12+C13+C14+C15+ C16+C17+C18+C19+C20
	Total Amount in Words				

Note:

1. The above amount does NOT include the salaries of the staff, which will be paid by Central TB Division, DteGHS, MoHFW, GoI to the selected agency on quarterly basis, subjected to submission of quarterly SOE.
2. The above amount shall be deemed to include all amounts payable for the use of patents, copyrights, registered charges, trademarks and payments for any other intellectual property rights, exclusive of taxes and statutory levies.
3. Bidder must submit their financial bid for the complete scope of work.
4. Items like cost of advertisement, booking of examination centre, etc may be included under fixed cost.
5. Costs based on number of candidates appearing for selection such as communication expenses, setting up of work stations/skill stations for competency assessment etc may be included in variable cost.
6. The total cost will be considered for the purpose of evaluation for selection of successful bidder.

Taxes will be as per actual for which the agency will provide receipts as proof of deposit

Signature of the authorized signatory

Name:

:

Name & Address of the Bidder:

Date:

Seal:

Format for power of attorney for signing the financial bid

Power of attorney

(On stamp paper of relevant value)

Know all men say there present, we ..(name of organizations and address of the registered office) do hereby appoint and authorize Mr/Ms(full name and residential address) who is presently employed with us and holding the position ofas our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or to our bid for 'Request for Financial Bid (RFB)) from empanelled HR Recruitment Agencies for recruitment services for **Central TB Division, DteGHS, MoHFW, GOI**, in response to the financial bids invited by **Central TB Division, DteGHS, MoHFW, GOI**, including signing and submission of all documents and providing information/responses to **Central TB Division, DteGHS, MoHFW, GOI** in all matters in connection with our financial bid.

We hereby agree to rectify all acts, deeds and things lawfully done by our said attorney pursuant to this power of attorney and that all acts, deeds and things done by our aforesaid attorney, shall and shall always be deemed to have been done by us.

Dated this ...day of..., 2017

For

(Signature)

(Designation and address)

Accepted

(Signature)

(Name, title and address of the attorney)

Date:

Note:

1. The mode of execution of the power of attorney should be in accordance with the procedure if any, laid down by the applicable law and the charter documents of the executants and then it is so required the same should be under common seal affixed in accordance with the required procedure.
2. Also, wherever required, the bidder should submit verification, the extract of the charter document and documents such as a resolution of power of attorney in favour of the power executing this power of attorney for the delegation of power on behalf of the bidder.
3. In case the financial bid is signed by an authorized Director/Partner or Proprietor of the bidder, certified copy of the appropriate resolution document conveying such authority may be included in the power of attorney.

(on the letterhead of the organization)

No debarment certificate

This is to certify that ...(name of organization) , having registered office at ..(address of registered office), as on date of submission of the financial bid, has not been debarred by any Government organization/PSU/bi-lateral or multilateral/UN agency from handling recruitment process in the last 5 years.

Signature

Name of the authorized signatory:

Designation:

Seal of the organization

Schedule of Payment

Sl. No.	Deliverables for the Phase	Payment	Remarks
1	Vacancies advertised	10 % of total	
2	Submission of shortlisted candidates by HR Recruitment Agency	20 % of total	
3	Submission of certificate of satisfaction from Central TB Division, DteGHS, MoHFW, GOI	20% of total	
4	Appointment of all contractual positions	20% of total	
5	One year since appointment of all contractual positions	20% of total	
6	Completion of project	10% of total	
<ol style="list-style-type: none"> 1. The total payment towards the entire recruitment project shall be reconciled as per completion of activities as per agreed schedule. 2. The HR Recruitment Agency will have to submit all the records and documents pertaining to the contract while obtaining the certificate of satisfaction from the Central TB Division, DteGHS, MoHFW, GOI 3. The above amount is not inclusive of the salaries of the contractual staff. The amount for salaries of contractual staff will be paid to selected agency as on a quarterly basis. 			

Draft Letter of Intent

File No

Dated: _____

To

Authorized signatory

HR Recruitment Agency

Subject: Letter of Intent (LoI) for the financial bids submitted in response to Request for Financial Bid (RFB) (full title of RFB)

Ref:

1. Request for Financial Bid (RFB) from (full title of RFB) on ...(date of publication of RFB)
2. Corrigendum published on ..
3. Corrigendum published on...
4. HR Recruitment Agency for recruitment services for **Central TB Division, DteGHS, MoHFW, GOI**

Sir,

The undersigned has been directed to issue this Letter of Intent (LoI) against proposal and subsequent documents submitted by your organization in response to the Request for Financial Bid (RFB) from ..(full title of RFB) published on....(date)

2. The detailed scope of work and other terms and conditions given in the RFB and subsequent corrigenda thereon would form part of the contract to be signed between **Central TB Division, DteGHS, MoHFW, GOI** and ..(name of successful bidder).
3. The Contract Value for the entire contract period, based on the rates quoted by your organization, (inclusive of taxes) will be Rs ..(in figures) (Rupees ..in words).
4. The date of commencement of this project would be the date of issue of LoI. You are requested to submit the Performance Security Deposit for an amount equivalent to ..% of contract value through Demand Draft drawn on a nationalized bank in favour of ..and payable at ...within 15 days from the issue of this letter.

Authorized signatory

Central TB Division, DteGHS, MoHFW, GOI

**Draft Contract
Between
Central TB Division, DteGHS, MoHFW, GOI and
HR Recruitment Agency**

This contract is made on this day of(month)..... (year) between **Central TB Division, DteGHS, MoHFW, GOI** and, hereinafter called HR Recruitment Agency as per the following terms and conditions:

1. Services to be provided: As per point 1 in Part II

The services include (*.....the list given below is indicative and may be altered as per specific requirement*)

- 1.1. Drafting and finalizing the recruitment advertisement
- 1.2. Developing Application Forms and other templates
- 1.3. Collecting the applications of all the candidates through postal mail and internet (online) (may retain both options or indicate any one)
- 1.4. Scrutinizing the applications and creating computerized database of all the information mentioned in application forms of the candidates and attached documents.
- 1.5. Screening & scrutiny of applications, strictly as per advertised conditions of recruitment or norms / Terms of Reference (TOR). Preparing list of candidates who are eligible for written test/Skill Assessment/ Other Tests/interview.
- 1.6. Issuing call letters to the candidates to appear for Written Test / Skill Assessment / Online Computer Test / Group Discussion (as applicable) and interview, through speed post/registered post/SMS/ telephone / e-mail **Central TB Division, DteGHS, MoHFW, GOI** .
- 1.7. Venue finalization for Written Test and arrange facilities for Online Computer Test (as applicable) and venue finalization for interview.
- 1.8. Identification of areas of assessment (based on conditions of recruitment of advertised posts) to be included in objective type **Central TB Division, DteGHS, MoHFW, GOI** question papers will be decided in consultation with **Central TB Division, DteGHS, MoHFW, GOI**.
- 1.9. Finalization of question papers and maintenance of absolute confidentiality of the same in custody and dispatch of the question papers, OMR answer sheets & other related arrangements for smooth conduct of written test will be the responsibility of the Recruitment Agency.
- 1.10. Liasoning with relevant officials and making local logistical arrangements for competency/skills assessments for positions requiring the same.
- 1.11. Attendance, Registration Process and Documents verification of candidates.

- 1.12. Evaluation of Answer sheet & preparation of category wise merit lists in the required formats, maintaining sanctity and confidentiality of the entire process.
- 1.13. Preparation of Scoring Sheets and organizing Interviews under the guidance of Recruiting Organization.
- 1.14. Under the guidance of **Central TB Division, DteGHS, MoHFW, GOI**, preparation of Final Results based on criteria as may be required by **Central TB Division, DteGHS, MoHFW, GOI**.
- 1.15. Hand over all the applications, with testimonials & other documents, received during the recruitment process to the designated nodal officer/any other persons so authorized. Confidentiality of the documents to be maintained
- 1.16. (.....specify any other activity connected with the specific recruitment assignment).

2. Volume of Work

Details of vacancies to be filled and mode of recruitment is as mentioned in Annexure 1

3. Reporting & Coordination:

The list of recommended/selected/waitlisted candidates will be handed over by the HR agency to designated Officer from **Central TB Division, DteGHS, MoHFW, GOI** after completion of the process. This list/lists will be put up on the websites of **Central TB Division, DteGHS, MoHFW, GOI** /published for public information in at least two national/regional news papers by the respective authorities.

4. Duration of Contract

The duration of contract shall be for a period of Two Year from the date of signing the contract. In case the recruitment process is not completed within the contract period, the contract may be extended by the parties, based on mutual consent, at the same rates.

5. Relationship of the parties

In fulfilling the obligations under the contract, the HR Recruitment Agency shall at all times act as an independent entity. The contract does not in any way create a relationship of principal and agent between **Central TB Division, DteGHS, MoHFW, GOI** and the HR Recruitment Agency. The HR Recruitment Agency shall not act or attempt or represent itself as an agent of the **Central TB Division, DteGHS, MoHFW, GOI**. The employees of the HR Recruitment Agency shall never, under any circumstances whatsoever, be entitled to claim to be the employees of the **Central TB Division, DteGHS, MoHFW, GOI**

6. Obligations of the HR Recruitment Agency

- 6.1. The HR Recruitment Agency shall perform the Services, and carry out their obligations with all honesty and integrity, due diligence, efficiency, and economy in accordance with generally accepted professional techniques and practices, and shall observe sound management practices, and employ appropriate advanced technology and safe methods. The HR Recruitment Agency shall always act, in respect of any matter relating to this contract, as faithful advisers to **Central TB Division, DteGHS, MoHFW, GOI**, and shall at

all times support and safeguard **Central TB Division, DteGHS, MoHFW, GOI's** legitimate interests in any dealings with the third parties

6.2. The HR Recruitment Agency not to Benefit from Commissions, Discounts, Recruitment Fee etc.

- 6.2.1. The HR Recruitment Agency shall not accept for their own benefit any trade commission, discount, or similar payment or any other benefits in connection with activities under the contract from any source other than the nodal authority, and the HR Recruitment Agency shall use their best efforts to ensure that it's own personnel or any person engaged by the HR Recruitment Agency to carry out specific functions like arrangement of examination hall or printing of question papers shall not receive any such payment/benefit.
- 6.2.2. Neither the HR Recruitment Agency nor their personnel shall engage, either directly or indirectly, in any such activities which conflicts with their role under the contract.
- 6.3. **Confidentiality and Non-disclosure:** HR Recruitment Agency shall not, without prior written consent of **Central TB Division, DteGHS, MoHFW, GOI**, at any time divulge or disclose to any person or use for any purpose unconnected with the execution of the contract, any information concerning the services, proprietary material except to their respective officers, directors, employers, agents, representatives and professional advisors on a need to know basis or as may be required by any law, rule, regulation or any judicial process.

This section shall not apply to information:

- 6.3.1. Already in the public domain, otherwise than by breach of this contract
- 6.3.2. Already in the possession of the HR Recruitment Agency before it was received from the **Central TB Division, DteGHS, MoHFW, GOI** in connection with the contract and which was not obtained under any obligation of confidentiality; or
- 6.3.3. Obtained from a third person or entity who is free to divulge the same and which was not obtained under any obligation of confidentiality.
- 6.4. The HR Recruitment Agency shall obtain **Central TB Division, DteGHS, MoHFW, GOI's** prior approval in writing wherever necessary.
- 6.5. Documents submitted by the HR Recruitment Agency will be the property of **Central TB Division, DteGHS, MoHFW, GOI**. All plans, charts, specifications, designs, reports, and other documents and softcopies submitted by the HR Recruitment Agency shall become and remain the property of **Central TB Division, DteGHS, MoHFW, GOI**. The HR Recruitment Agency may retain a copy of such documents for future use.

7. Obligations of the Central TB Division, DteGHS, MoHFW, GOI: **Central TB Division, DteGHS, MoHFW, GOI** shall provide the HR Recruitment Agency such reasonable assistance as may be required to meet the obligations under the contract.

8. PAYMENTS TO THE HR RECRUITMENT AGENCY

The HR Recruitment Agency will be paid as per Annexure 3 as per the number of candidates fulfilling the conditions for appointment.

9. CORRUPT OR FRAUDULENT PRACTICES

- 9.1. **Central TB Division, DteGHS, MoHFW, GOI** expects the highest standard of ethics during the selection and executions of duties.
- 9.2. In pursuance of the above objective, the following defines, for the purposes of this provision, the terms set forth below as follows:
- 9.2.1. "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the selection process or in contract execution. It also includes actions on the part of the agency/staff engaged by the agency to influence selection or rejection of any candidate other than purely on merit and as per selection criteria;
 - 9.2.2. "Fraudulent practice" means misrepresentation or omission of facts in order to influence a selection process or the execution of a contract to the detriment of **Central TB Division, DteGHS, MoHFW, GOI** Submission of forged documents in connection with the request for financial bid and/or contract.
 - 9.2.3. "Collusive practice" means a scheme or arrangement between two or more HR Recruitment Agency, with or without the knowledge of **Central TB Division, DteGHS, MoHFW, GOI** (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and
 - 9.2.4. "Coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of contract.
- 9.3. It is further provided that **Central TB Division, DteGHS, MoHFW, GOI** will terminate the contract, forfeit the Performance Security and take any other action as deemed fit including blacklisting the HR Recruitment Agency for a period of 2 years if it is found that the HR Recruitment Agency has engaged in any of the practices mentioned in para 18.2.
- 9.4. **Central TB Division, DteGHS, MoHFW, GOI** reserves the right to inspect the accounts and records of the HR Recruitment Agency relating to the execution of this contract and to have them audited by auditors appointed by **Central TB Division, DteGHS, MoHFW, GOI**

10. Propriety

Central TB Division, DteGHS, MoHFW, GOI shall provide the HR Recruitment Agency such reasonable assistance as may be required in order to carry out the assignment.

11. Commencement, Completion, Modification, and Termination of contract

- 11.1. **Provision of services:** The HR Recruitment Agency will provide HR recruitment services to **Central TB Division, DteGHS, MoHFW, GOI** as per the terms and conditions of the contract (to be signed between the HR Recruitment Agency and **Central TB Division, DteGHS, MoHFW, GOI**
- 11.2. **Expiration of contract:** Unless terminated earlier, the contract shall expire at the end of such time period after the date of signing of contract as specified in the contract
- 11.3. **Subletting:** The HR Recruitment Agency shall not sublet, transfer or assign the assignment or any core functions thereof to any other party. The core functions in this regard includes designing the advertisement, receiving applications and shortlisting them, conducting written exam/interview/skill assessment, preparation of results and communication to candidates on exam/interview/skill assessment or offer of appointment. In the event of the HR Recruitment Agency contravening this condition, the **Central TB Division, DteGHS, MoHFW, GOI** shall

be entitled to terminate the contract and get the assignment completed through other party, at the risk and cost of the HR Recruitment Agency/...(any other agency). In such case the Performance Security Deposit of the HR Recruitment Agency, will be forfeited.

- 11.4. The **Central TB Division, DteGHS, MoHFW, GOI** may upon receipt of a written request from the HR Recruitment Agency for extending the period of contract, may extend the period of contract for reasons to be recorded in writing. However, no extra financial compensation shall be payable for this extended period.

11.5. Termination of contract

11.5.1. By **Central TB Division, DteGHS, MoHFW, GOI**: The **Central TB Division, DteGHS, MoHFW, GOI** may terminate the assignment, by not less than Fourteen (14) days written notice of termination to the HR Recruitment Agency, to be given after the occurrence of any of the events specified below:

11.5.1.1. If the HR Recruitment Agency commits breach of any of the conditions/terms contained in the RFB or does not remedy/rectify a failure in the performance of their obligations under the contract.

11.5.1.2. If the HR Recruitment Agency becomes insolvent or bankrupt;

11.5.1.3. If HR Recruitment Agency is unable to perform a material portion of the Services for a period of not less than Seven (7) days; or

11.5.1.4. If **Central TB Division, DteGHS, MoHFW, GOI**, in its sole discretion, decides to terminate the contract.

11.5.2. In the event of termination on unsatisfactory service or in violation of any of the terms and conditions, Performance Security Deposit shall stand forfeited without prejudice in addition to any other action the **Central TB Division, DteGHS, MoHFW, GOI** may take as deemed fit including banning of HR Recruitment Agency for a period of 2 years from participating in any RFB/RFP published by the **Central TB Division, DteGHS, MoHFW, GOI**

11.5.3. The letter from **Central TB Division, DteGHS, MoHFW, GOI** communicating the termination of contract shall clearly mention the reason for termination of contract

11.5.4. **By HR Recruitment Agency**: The HR Recruitment Agency may terminate the contract, provided no recruitment process is in progress/pending with the **Central TB Division, DteGHS, MoHFW, GOI** by s not less than Thirty (30) days' written notice to **Central TB Division, DteGHS, MoHFW, GOI** All documents related with recruitments shall be handed over to the nodal officer of **Central TB Division, DteGHS, MoHFW, GOI**.

11.5.5. In both the cases, ie; termination by the **Central TB Division, DteGHS, MoHFW, GOI** and by the HR Recruitment Agency (refer clause no. B.11.1.5.1), the **Central TB Division, DteGHS, MoHFW, GOI** is free to assign the work to another agency

12. Any changes in the terms of this contract can only be made in writing and by mutual agreement. This contract, its meaning and interpretation, and the relation between the Parties shall be governed by the laws, for the time being in force in India.
13. Any notice, request, or consent made pursuant to this contract shall be in writing and shall be deemed to have been made when delivered in person or sent by registered/speed post/courier to an authorized representative of the Party.
14. The Services shall be performed at such locations as specified by the **Central TB Division, DteGHS, MoHFW, GOI** from time to time.
15. Any action required or permitted to be taken, and any document required or permitted to be executed, under this contract by the **Central TB Division, DteGHS, MoHFW, GOI** or the HR Recruitment Agency, may be taken or executed by the officials authorized.
16. Unless otherwise specified, the HR Recruitment Agency, and their Personnel shall pay such taxes, duties, fees etc. as may be levied under Central/State law and the same will not be reimbursed by the **Central TB Division, DteGHS, MoHFW, GOI**
17. **FORCE MAJEURE** -For the purposes of the contract, “force majeure” means any unforeseen event directly interfering with the services during the currency of the contract such as war, insurrection, restraint imposed by the government, act of legislature or other authority, explosion, accident, strike, riot, lockout, act of public enemy, act of God, act of terrorism, sabotage, or any other event, which is beyond the reasonable control of either party and which makes either party’s performance of its obligations under the contract illegal, impossible or so impractical as to be considered impossible under the circumstances.
 - 17.1. The obligations of **Central TB Division, DteGHS, MoHFW, GOI** and the HR Recruitment Agency shall remain suspended if and to the extent that they are unable to carry out such obligations owing to force majeure or reasons beyond their control.
 - 17.2. The failure of a party to fulfill any of its obligations under the contract shall not be considered to be a breach of, or default under, the contract in so far as such inability arises from an event of force majeure, provided that the concerned/defaulting party affected by such an event: (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of the contract, and (b) has informed the other party, in writing, as soon as possible about the occurrence of such an event.
 - 17.3. If the event extends for a period in excess of 30 days in the aggregate, either party may immediately terminate the contract upon written notice.
 - 17.4. The HR Recruitment Agency is entitled to the payments for the portion of the work already completed before the occurrence of any event constituting force majeure culminating in termination of contract. Decision of **Central TB Division, DteGHS, MoHFW, GOI** in this regard will be final.

18. INDEMNITY

The HR Recruitment Agency shall keep indemnified and hold harmless, **Central TB Division, DteGHS, MoHFW, GOI** and its officials from and against all and any claims, demands, losses, damages, penalties, expenses and proceedings connected with the implementation of the contract or arising from any breach or non-compliance whatsoever by the HR Recruitment Agency or any of the persons deployed by it pursuant hereto of or in relation to any such

matter as aforesaid or otherwise arising from any act or omission on their part, whether willful or not, and whether within or without the premises.

19. ARBITRATION

All disputes, if any, arising amongst the **Central TB Division, DteGHS, MoHFW, GOI** and HR Recruitment Agency shall be resolved by arbitration in consonance with the provisions of the Arbitration and Conciliation Act, 1996. The arbitration shall be conducted in the **English** and the venue of the arbitration shall be in **New Delhi** The sole arbitrator will be appointed by the **Central TB Division, DteGHS, MoHFW, GOI**, and the decision of the sole arbitrator in this regard will be final and binding.

20. JURISDICTION

The parties hereby irrevocably consent to the sole jurisdiction of the Courts ofonly in connection with any actions or proceedings arising out or in relation to this contract.

21. Acceptance and Signature:

If the above mentioned terms and condition are acceptable, kindly return the contract duly signed in duplicate to **Central TB Division, DteGHS, MoHFW, GOI**.

Read and approved this.....day of.....20.....

(Signature of the designated nodal officer)

Central TB Division, DteGHS, MoHFW, GOI

(Seal)

(Signature of the authorized signatory of the HR Recruitment Agency)
(Name):

(Seal)

Name, Full Address & Signature of Witness
Witness

Name, Full Address & Signature of

1.....

1.....

2.....

2.....