



- iv) Process hard /soft copies of applications received.
- v) Respond to relevant queries from applicants over phone / email. Issue clarifications or notices on matters related to vacancy, Written Test, Interview etc.
- vi) The Agency is expected to provide a report to CPCB outlining each candidate's professional and personal profile vis-à-vis the requirements of the particular position, their assessment of the candidate's appropriateness to the position and any other issues that may be relevant vis-à-vis the potential appointment of the candidate for a particular position.
- vii) Establish system for creating database of applications and sharing the profile screening of shortlisted candidates with the CPCB.
- viii) Conduct written test, interview and preliminary enquiry under the guidance of CPCB officials.
- ix) Organize reference check (from past employers and / or persons who may be in position to provide a feedback on the shortlisted candidate) in selected cases as per decision of CPCB.
- x) Issuance of call letter for short listed candidates & send emails to such candidates.
- xi) Prepare schedules for Written Tests & interview for various posts in consultation with CPCB office and issue letter & emails of invitation to the selected candidates.
- xii) Prepare the dossiers of the selected candidates in a format that may be prescribed by CPCB.
- xiii) Handover the dossiers of selected candidates to the AO(R) CPCB.
- xiv) Designing appointment letters in consultation with CPCB and helping CPCB in issuing appointment letters to finally selected candidate.
- xv) The agency must keep informing CPCB regarding progress made in Recruitment Process regularly.
- xvi) Any other criteria or terms of reference or final details regarding the work executed can be finalized and decided at the time of signing the contract.

#### **4. ELIGIBILITY CRITERIA**

The interested agency should meet the following criteria:

- i) The Recruitment agency should have minimum 3 years of experience in the field of such work and also have completed at least three projects with PSU/ Govt. organization/Private sector.
- ii) The average annual turnover of the agency shall not be less than INR 15 lakhs (fifty lakhs) per annum for the last three years.
- iii) The agency should provide documentary proof and a certificate of satisfactory services duly issued by the concerned institutions /organizations.
- iv) The agency should not have been blacklisted or debarred by any Government

organization/PSU etc. The agency should submit an affidavit to this effect.

- v) Agency must have necessary team of experts and subject specialists required to recruit the desired employees.

## **5. EVALUATION PROCESS**

- i) After opening of offer, on the scheduled date, time and venue, the committee shall examine the contents of the EOI along with all prescribed mandatory documents.
- ii) The committee shall also analyze that there is no collusive or fraudulent practice Involved in the entire process amongst all the EOI received.
- iii) Any EOI during the evaluation process do not meet the EOI conditions laid down in the EOI document will be declared as not acceptable and such EOI shall not be considered for further evaluation.

The interested agency should submit all relevant details as per **Annexure** mentioned under key submissions. The bid should reflect the work experience and financial strength of the interested agency.

Those qualifying at EOI stage will be issued the Request for Proposal (RFP) against which the firm will have to submit technical and financial bids.

## **6. SPECIAL TERMS AND CONDITIONS**

- i) **Place** : The agency will arrange written tests in Delhi, Bangalore, Bhopal, Kolkata, Lucknow, Vadodara, Shillong where CPCB Offices are situated. No separate payment is made for conducting the tests.
- ii) **Time Limit** : The recruitment process has to be completed within the time limit fixed by CPCB.
- iii) **Discretion power** : The CPCB has the sole rights and authority to take decision on Recruitments. The Board reserves the right to utilize the services of the selected agency. The agency will require to work under the supervision of designated CPCB Officers.
- iv) **Secrecy and Confidentiality** : The agency is bound to maintain the secrecy and confidentiality of all recruitment related information and data.

All data, applications and other materials will be the property of CPCB and data sharing in any manner is not permitted

- v) **Transparency** : The agency is required to maintain transparency during the entire recruitment process.
- vi) **Ownership of Data**: The entire recruitment of data will have the ownership of CPCB and cannot be shared with any other whether in Hard copy or soft copy.
- vii) **Software/ forms**: The software/ forms required for online submission of application will be developed by the selected agency. The agency will have to provide source code to the Central Pollution Control Board, Delhi and deploy all required software/hardware for processing the data/applications.
- viii) The Online process should have logical tools to accept applications from eligible candidates only. The software should provide various reports for short listing the eligible candidates on a flexible criteria.
- ix) The data bases of recruitment process should be protected all the time and regular back-up copies may be taken at pre designated intervals, without any human intervention.
- x) The possibility to conduct screening tests online should be explored Web-based online tests may be conducted for Stage-I or more screenings.

## **7. SUBMISSION REQUIREMENTS**

Interested Agencies wishing to undertake the above task on behalf of Central Pollution Control Board, Delhi, may submit their application in a sealed envelope marked "**EOI for Hiring Human Resource Agency for Central Pollution Control Board , Delhi**".

Agency is required to clearly indicate the relevant page number against each of the submission requirements mentioned below in your cover letter/application accompanying the EOI.

The offer should be complete in all aspects as mentioned below:-

The offer shall be prepared in Duplicate. The Original Copy should be marked Original and the duplicate copy shall be marked Copy on the envelope. Offer must be submitted along with following documents.

- i. EOI Form as per **ANNEXURE- I**.

- ii. Details of the bidder in the format given in **ANNEXURE - II**.
- iii. The instruments such as power of attorney as per **ANNEXURE-III** authorizing an officer of the tender and nominating a responsible person of the tender to transact the business with the Authority.
- iv. Affidavit on non-judicial stamp paper of Rs.100/- regarding the firm has not been found guilty of malpractice, misconduct, or blacklisted/debarred either by State Government/Central Government's Organizations in the past three years as per **ANNEXURE-IV**.
- v. Work Experience information as per **ANNEXURE V**.
- vi. Financial Information as per **ANNEXURE - VI**.
- vii. Brief Explanation of concept and components considered for execution of the proposed work to be attached at **ANNEXURE - VII**. A work flow diagram may be prepared indicating various stages and time-lines for each task.
- viii. A non-refundable fee of INR 500/- in the form of bank draft on a scheduled bank in favour of Central Pollution Control Board, Delhi.

#### **8. DEADLINE FOR SUBMISSION OF EOI**

Reputed HR agency may submitted "Expression of Interest" in sealed envelope clearly superscripted as "Expression of Interest for the hiring of the HR agencies for recruitment of employees in CPCB" to Administrative Officer (Recruitment), Parivesh Bhawan, East Arjun Nagar, Delhi - 110032 on or before **3:00 PM by 20-02-2015** by post/ courier/ by hand. Offers not submitted within time will not be accepted under any circumstance. The decision of the Central Pollution Control Board, Delhi shall be final, and no enquiries, or application for review, shall be entertained. The Central Pollution Control Board, Delhi reserves the right to modify the terms & conditions partially or wholly or cancel the EOI without assigning any reason.

**Member Secretary,CPCB**

**ANNEXURE - I**

**EOI Form Affidavit  
(on stamp paper of min. INR 100 value)**

**To**

**The Member Secretary  
Central Pollution Control Board  
Parivesh Bhawan, East Arjun Nagar  
Delhi - 110032**

Dear Sir

- 1) Having examined the EOI document for "EOI FOR HIRING HUMAN RESOURCE AGENCY FOR CENTRAL POLLUTION CONTROL BOARD, DELHI ", the receipt of which is hereby acknowledged, we, the undersigned, offer to provide our services under the above-named Contract in full conformity with the said EOI document.
- 2) The information, documents, data of financial status and credibility, details of operational experience etc. furnished along with the EOI are true and authentic to the best of my knowledge and belief. I, am well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my EOI at any stage besides liabilities towards prosecution under appropriate law.
- 3) I have appraised myself fully about the job to be done during the period of agreement and also acknowledge to bear consequences of non-performance or deficiencies in the services on my part.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

In the capacity of

Duly authorized to sign this bid for and on behalf of \_\_\_\_\_

**Signature & stamp of tenderer**

**Note:**

- **This form must be signed & stamped in original to be submitted to this office along with Fee in the form of DD.**

## ANNEXURE - II

### DETAILS OF THE BIDDER

NAME OF THE BIDDER:

1.	Name Of Bidder	
2.	Name Of Owner / Directors	
3.	Full Particulars Of Office	
	A) Address	
	B) Contact Telephone Nos.	
	C) Fax No.	
	D) E-Mail	
4.	Registration Details :	
	(A) PAN	
	(B) Service Tax Registration No.	
	C) ESI	
5.	Details Of Non Refundable fee	
	A) Amount (INR.)	
	B) D.D. / P.O. No. and date	
	C) Drawn On Bank	
6.	Name Telephone and Mobile No. of the dealing representative:	
7.	Any other information.	

Signature of authorized signatory

Name:

Place:

**ANNEXURE - III**

**Power of Attorney**

**Format for Power of Attorney for Signing of Application**

*(On a Stamp Paper of relevant value)*

**Power of Attorney**

Know all men by these presents, We M/s .....  
(name and address of the registered office) do hereby constitute, appoint and authorize Mr. / Ms..... (name and residential address and PAN), duly approved by the Board of Directors in their meeting held on..... (Copy of board resolution enclosed), who is presently employed with us and holding the position of..... as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our bid for **"EOI for Hiring Human Resource Agency for Central Pollution Control Board, Delhi"** including signing and submission of all documents and providing information / responses to the Central Pollution Control Board, Delhi, representing us in all matters before Central Pollution Control Board, Delhi in all matters in connection with our bid for the said Project. We hereby agree to ratify 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 the ..... day of 2015

For \_\_\_\_\_

(Name, Designation and Address)

Accepted \_\_\_\_\_

(Signature)

(Name, Title and Address of the Attorney)

Date : \_\_\_\_\_



**ANNEXURE - IV**

**Format for Affidavit**

**Format for Affidavit certifying that Entity/Promoter(s)/  
Director(s)/Members of Entity are not Blacklisted**

(On a Stamp Paper of relevant value)

**Affidavit**

I, M/s..... (Sole Applicant/Lead Member/  
Member/Affiliate), (the names and addresses of the registered office) hereby  
certify and confirm that we or any of our promoter(s)/director(s) are not  
barred by any State Government or any other entity of Government of India  
or blacklisted by any state government or central government / department /  
organization in India from participating in Project/s, individually as on the  
\_\_\_\_\_ (Date of Signing of Application).

We further confirm that we are aware that, our Application for the captioned  
Project would be liable for rejection in case any material misrepresentation is  
made or discovered at any stage of  
the Bidding Process or thereafter during the agreement period and the  
amounts paid till date shall stand forfeited without further intimation.

Dated this ..... Day of ....., 2015.

Name of the Applicant

Signature of the Authorized Person

Name of the Authorized Person



**ANNEXURE - VI**

**Financial information of the bidder**

<b>Years</b>	<b>Annual Turnover (in INR Lakhs)</b>	<b>Profit Before Tax (in INR Lakhs)</b>	<b>Net Worth (in INR Lakhs)</b>
FY 2013-14			
FY 2012-13			
FY 2011-12			
FY 2010-11			