

Tender Notice

Engagement of HR Agency for Short Term Consultants at CDRIS, New Delhi

1. Background Information

1. **Coalition for Disaster Resilient Infrastructure (CDRI)** is a multi-stakeholder platform led and managed by national governments and multilateral organizations to work on various aspects of disaster resilience in infrastructure. Operational aspects of CDRI are managed by CDRIS (**Coalition for Disaster Resilient infrastructure Society**) with its office at August Kranti Bhawan, Bhikhaji Cama Place, New Delhi, 110066. Currently CDRIS is operating from NDMA Bhawan, Block A-1, Safdarjung Enclave, New Delhi, 110029.
2. CDRIS intends to hire Short Term Consultants (STC) for providing office assistance services at its office. For this, CDRIS intends to engage suitable 'Agency' to provide the Consultants on short term basis for 6 months.
3. Proposals are invited by CDRIS from reputed, well established and financially sound Agencies to provide/deploy the STC at the CDRIS Office.

4. Summary information of Tender:

1	Tender No.	CDRIS/2020/Adm-05/05/2
2	Type of Tender	Single Tender document containing Technical and Financial Proposal with relevant documents. See format in Annexure 2 (page 17).
3	Name of Work	Engagement of HR Agency for provision of Short Term Consultants (STC) at CDRIS, New Delhi
4	Duration of contract	6 months (further extendable based upon performance and mutual consent)
5	Last date of receipt of bids	11 th May 2020 17:30 pm (IST)
6	Bid evaluation	12 th May 2020
7	GST No.	07AAEAC5496K1DK
8	Queries regarding the tender and pre-bid	Abhishek Sharma, Deputy Director (HR and Admin), CDRI, NDMA Bhawan, sro-mitigation@ndma.gov.in ,

5. **SUBMISSION OF PROPOSALS:**

- a) Tender documents can be downloaded from the Tender section of CDRI website <https://resilientinfra.org/tenders.php>
- b) Proposals (Bid) should be prepared with scanned copies of all necessary documents and converted into one PDF files. Combined Technical and Financial proposal from the bidder should be followed by all the necessary attachments (See Annexure 2 and 3).
- c) THE BID IS TO BE SUBMITTED through EMAIL to [etender-cdri@ndma.gov.in] with subject line: “BID SUBMISSION FOR HR AGENCY - [your agency name]”.
- d) The email should include ONE password-protected-PDF file as attachment. Only one email should be sent by each bidder. Multiple emails may lead to disqualification of bidder. If PDF is not password protected, the bid will be rejected.
- e) PASSWORD MUST NOT TO BE SHARED ALONG WITH BID SUBMISSION. If the password is shared along with bid submission then it may be treated as rejected.
- f) Password for Proposal/Bid PDF file is to be submitted on the same email id [etender-cdri@ndma.gov.in] between 10:00 -11:00 Hrs. on date 12 May 2020; and same may be confirmed on the phone to Sh. Abhishek Sharma, Dy. Director (HR & Admin), CDRIS (Ph.: 011-26701-814/808). Use Times Roman Font for sending Password to ensure readability.
- g) In case of failure of sending the password, or providing the incorrect password, in stipulated time and date, bid may be treated as cancelled.
- h) Bidders are required to maintain record of their “Password” during the bidding process and provide the same to CDRIS as and when requested.
- i) Bidders should read all the instructions carefully and must abide by them. CDRIS reserves right to reject and cancel any bidder who does not explicitly comply with all the instructions. CDRIS also reserves right to ask bidders to provide additional information and documents as part of due diligence. Any such request from CDRIS should be addressed by the bidders promptly.
- j) Deadline for receiving Bids is **11th May 2020, 17:30 hrs.** Bids received later than this deadline shall be rejected.

6. Queries regarding this tender can be sent to (etender-cdri@ndma.gov.in) emails with subject line “QUERY for Tender of HR Agency”

2. Description of work:

Proposals are invited from eligible agencies to provide **Three (03) persons for six (06) months** with requisite qualifications and experience and to carry out tasks as described in the three profiles given in **Annexure 1**. The positions to be filled are as follows:

1. Administration and HR Expert
2. Finance and Accounts Expert
3. Procurement Expert

The Agency will **propose a consolidated cost per month per Short Term Consultants (STC) and total cost per month for providing the 3 persons**. The specific salary and entitlements of the Short Term Consultants (STC) will be managed by the Agency. This contract may be extended by an additional 6 months based on decision of competent authority.

3. Bidder Eligibility Criteria

1. Prior and continuing experience of providing similar type of human resource to UN Organisations, World Bank, or any other International Organizations of similar stature.
2. The bidder must have implemented/ implementing at least three contracts of deployment of HR to reputed organisations during the last 6 years.
3. The bidder must be approved/recognized/registered by Govt. of India/ Govt. of Delhi for providing HR for office assistance services. Copy of relevant certificate must be attached.
4. The bidder must comply with the statutory requirement, such as registration with ESI, EPF, PAN /TIN/TAN & GST etc.
5. The Agency/Contractor should not have been blacklisted by any Govt., Semi-Govt. Department., or any other organization. An undertaking to this effect shall be submitted by the bidders.
6. The agency must have registered /branch/ local office in New Delhi/Delhi National Capital Region.
7. Each bidder shall submit only one Tender (through email) for the entire scope of work.
8. Proof of all above eligibility criteria should be submitted with the proposal.

4. Instructions to Bidders:

1. The bidders are requested to read the tender document carefully and ensure compliance with all specifications/instructions herein. Non-compliance with specifications/instructions in this document may disqualify the bidders from the tender

exercise. CDRIS reserves the right to select the service provider or to reject any bid wholly or partly without assigning any reason. Incomplete tenders, amendments and additions to tender after opening or late tenders are liable to be ignored and rejected.

2. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
3. **Security Deposit:** Successful bidder must submit a Security Deposit/Performance Guarantee/Bank Guarantee of Rs. 2 lakhs only before signing of the contract in the form of Bank Guarantee. Such guarantee must be valid for 12 months (i.e. 6 months beyond the contract period of 6 months).
4. **Validity of bid:** Bid submitted by Bidder shall remain valid for acceptance for a period of 90 days from the date of opening of the Financial BID. Bidders shall not be entitled during the said 90 days' period to revoke or cancel the BID or to vary the same or any term thereof without the written consent of the Deputy Director, CDRIS.

5. Acceptance of STCs by CDRIS:

Based on the requirement of each job, the agency will offer suitable STCs for each position. The STC will be deployed only after acceptance of CDRIS, after interview, written test or any other evaluation process. In case CDRIS, finds any deployed person as not suitable for whatever reasons, the Agency shall be liable to withdraw such person(s) forthwith and substitute by a person(s) acceptable to CDRIS.

6. Terms and Conditions of Contract:

1. **BID EVALUATION:** Bidders are requested to quote their Financial Bid as total consolidated cost per STC and total cost per STC (See Annexure 3). Taxes will be extra as applicable.
2. **The bids will be selected on the basis of quality cum cost basis.**
3. **RIGHT OF THE OFFICE TO ACCEPT OR REJECT THE BIDS:** CDRIS, New Delhi reserves the right to accept/reject any or all the BIDs received without assigning any reason whatsoever.
4. **TERMINATION:** Notwithstanding anything contained hereinbefore to the contrary, the CDRIS, New Delhi shall have full power and authority to terminate this Agreement without assigning any reason by giving 30 days clear notice in writing. Similarly, if the Agency/Contractor wants to rescind the contract, he/ she are required to give at least 30 days' notice for withdrawal of services.
5. **TAXES, DUTIES AND LEVIES:** All taxes, duties, levies etc. imposed by the State, Central Government and Local Bodies in connection with this contract in force at the time of

submission of BIDs shall be borne by the Agency/Contractor. The selected Agency/Contractor (Contractor) will have to pay taxes/income tax on contract amount as applicable. If any additional rates/taxes/income tax has to be paid, that shall be borne by the Agency/Contractor, otherwise it shall be deductible from his payments.

6. **PERIOD OF CONTRACT:** The contract shall be for a period of Six (06) months from the date of signing agreement which may be renewed for another 06 months on the basis of satisfactory performance.
7. **AGENCY SUBORDINATE STAFF AND THEIR CONDUCT:** If and whenever any of the Agency/Contractor's employee shall be found guilty of any misconduct, or be incompetent, or insufficiently qualified, or negligent in the performance of its duties, or that it is undesirable for administrative or any other reason for such person(s) to be employed in the works, the Agency if so directed by the competent authority, shall remove such person(s) from CDRIS.
8. **PAYMENT:** The Agency shall submit a running account bill by 5th day of every month for release of payments for the preceding month. No payment will be made directly by CDRIS to the Short Term Consultants (STC).
9. With mutual consent between the CDRIS and the Agency, any other clauses can be included in the agreement at during the tenure of the contract.
10. The Agency/Contractor Short Term Consultants (STC) shall not be treated as the staff of CDRIS for any purpose whatsoever. The Agency shall be responsible for strict compliance of all statutory provisions of relevant labour laws applicable from time to time in carrying out the above job.
11. **INDEMNIFICATION:** The hired Agency shall be responsible for fulfilling the requirements of all statutory provisions of relevant enactments viz. Minimum Wages Act, Payment of Wages Act, Industrial Disputes Act, Contract Labour Act and all other labour and industrial enactment at his own risk and cost in respect of all staff employed by him and keep CDRIS indemnified for any action brought against it for any violation/noncompliance of any of the provisions of any of the acts etc. The Agency/Contractor will abide by all the rules and regulations of the labour laws and rules framed there under, and maintain all the Registers and display notices as required under the above-mentioned rules and regulations.
12. None of the Short Term Consultants (STC) of the Agency/Contractor shall enter into any kind of private work at different locations during working hours.
13. CDRIS shall have no liability whatsoever towards any other personnel or equipment of the Agency. All statutory requirements for the consultants are to be borne by the Agency and shall be the sole responsibility of the Agency.

14. CDRIS is not bound to accept the lowest quotation and/or assign any reasons for rejecting any or all the bids. The lowest quoted bids may not fetch award of contract if the Committee is not convinced with the details and proofs submitted by the bidders.
15. Short Term Consultants (STC) engaged by CDRIS shall have no right to employment against any post of the CDRIS. It is further agreed that their services are being taken by CDRIS on a purely contractual/ outsource basis and CDRIS reserves the rights to do away with the agreement as and when so required without assigning any reason.
16. **Force majeure:** Force Majeure is herein defined as any cause, which is beyond the control of the selected bidder or CDRIS as the case may be which they could not foresee or with a reasonable amount of diligence could not have foreseen and which substantially affect the performance of the contract, such as:
- Natural phenomenon, including but not limited to floods, droughts, earthquakes and epidemics.
 - Acts of any government, including but not limited to war, declared or undeclared priorities, quarantines and embargos
 - Terrorist attack, public unrest in work area provided either party shall within 10 days from occurrence of such a cause, notifies the other in writing of such causes.

The bidder or CDRIS shall not be liable for delay in performing its obligations resulting from any force majeure cause as referred to and/or defined above. Any delay beyond 30 days shall lead to termination of contract by parties and all obligations expressed quantitatively shall be calculated as on date of termination. Notwithstanding this, provisions relating to indemnity, confidentiality survive termination of the contract.

Annexure 1: Profiles of the Human Resources to be provided by HR Agency

1. HR and Administration Expert

Organisation	Coalition for Disaster Resilient Infrastructure (CDRI)
Location	New Delhi
Contract	Temporary Hire, 6 months
Occupational Groups	Human Resources, Administration, Infrastructure, International Development

Background

The Coalition for Disaster Resilient Infrastructure (CDRI) is a multi-stakeholder global partnership of national governments, UN agencies and programmes, multilateral development banks and financing mechanisms, the private sector, and academic and knowledge institutions. It aims to address the challenges of building resilience into infrastructure systems and development associated with it. The vision, mission, goal and objectives of the CDRI are explicitly linked to the post-2015 development agendas. The Coalition will also contribute to the resilience of the global infrastructure systems in an increasingly interconnected world. The outcome of such collaboration would be aimed at building resilient economies and resilient people through cross-sector commitments at all levels towards adaptation and resilience with concrete outcomes that will bring resilience action to global scale.

The CDRI will support countries to upgrade their systems for ensuring disaster and climate resilience of existing and future infrastructure. It seeks to rapidly expand the development of and retrofit resilient infrastructure to respond to the SDGs objectives of expanding universal access to basic services, enabling prosperity, and decent work. CDRI envisions enabling measurable reduction in infrastructure losses from disasters including extreme climate events.

The Government of India has established a Society in New Delhi to act as the Secretariat of CDRI. The Secretariat functions under the direction of the international Governing Council and implements the programs of CDRI.

This position is being advertised for Short Term Consultants (STC) positions on Temporary Hire for 6 months.

Objective of this position:

HR and Administration Expert will be responsible for handling all works related to Administration & Procurement.

Roles and Responsibilities:

Work under the overall guidance of the CEO and under the direct supervision of Director Operations to:

Administration:

- Coordinate daily operational functions, streamlining management systems, and support Director Operations.
- Monitor budgets, supervise managers, support audits, and analyse financial data for administrative and procurement related work.
- Manage administrative budgets and hiring and training administrative staff.
- Negotiating contracts and agreements with vendors.
- Monitor operating expenses.

Human Resources:

- Implement organisational policies related to administration including development and implementation of HR related activities and supervision of activities for efficient and conducive working environments and processes.

- Support recruitment for positions through defined procedure in CDRIS.
- Employees Empowerment, Employee Engagement, Employee Retention
- Any other work relating to administrations of CDRIS.

Competencies:

Essential:

- Should possess administrative experience knowledge and actual application of various administrative and financial rules/regulations;
- Should have practical experience of the exercise of administrative and financial powers.
- Should be familiar with the policies and programs of the Government and Non-governmental organization and capable of holding independent charge of an office;
- Excellent verbal and written communication, analytical skills, negotiation, problem solving, facilitation, teamwork, multitasking;
- Strong interpersonal and written and oral communication skills;
- Past track record/Ability to work independently, deliver timely and quality products; and
- Computer proficiency, especially related to professional office software packages (Microsoft Office) and SAP purchase order systems.

Desirable:

- Experience of working in and collaborating with international organisations.

Educational Qualification:

Graduation in any field. Post-graduate qualification in HR or related field.

Language Requirements: Fluency in English.

Experience:

Minimum 5 years work experience in in multi-national, international, Government, non-governmental or private organizations in Administration/related field.

2. Finance and Accounts expert

Organisation	Coalition for Disaster Resilient Infrastructure (CDRI)
Location	New Delhi
Contract	Temporary Hire, 6 months
Occupational Groups	Finance, Accounts, Infrastructure, International Development

Background

The Coalition for Disaster Resilient Infrastructure (CDRI) is a multi-stakeholder global partnership of national governments, UN agencies and programmes, multilateral development banks and financing mechanisms, the private sector, and academic and knowledge institutions. It aims to address the challenges of building resilience into infrastructure systems and development associated with it. The vision, mission, goal and objectives of the CDRI are explicitly linked to the post-2015 development agendas. The Coalition will also contribute to the resilience of the global infrastructure systems in an increasingly interconnected world. The outcome of such collaboration would be aimed at building resilient economies and resilient people through cross-sector commitments at all levels towards adaptation and resilience with concrete outcomes that will bring resilience action to global scale.

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This position is being advertised for Short Term Consultants (STC) positions on **Temporary Hire for 6 months**.

Objective of this position:

The Finance and Accounts Expert will be responsible for handling all works related to Finance and Accounts.

Roles and Responsibilities:

Work under the overall guidance of the CEO and under the direct supervision of Director Operations to:

- Manage the operational activities of the Finance and Accounts Section.
- Support in screening of financial proposals and take transactional decisions on a day to day basis to support Director Operations.
- Facilitation in implementation of the approved programs with due financial prudence in coordination with Director Operations.
- Support in ensuring fiscal prudence, sound financial management and also check that funds allocated are spent on time, in the prescribed manner to achieve the intended outcomes to achieve 'value for money'.

Accounts:

- Compilation, consolidation, monitoring, and disbursements of budget in a timely manner.
- Reconciliation of accounts with books of Pay and Accounts.

- Rendering assistance in formulating / devising comprehensive accounting procedures in the organisation.
- Oversee all audit related activities and internal control operations.
- Resolve conflicts and seek management approval for critical issues;
- Handle all tax and other government compliance related issues;
- Ensure that adequate financial controls are in place to maintain propriety and proper accountability of expenditures and advise Director Operations;
- Ensure the financial transactions are properly authorized, recorded, have adequate supporting documentation, filled, maintained and can be easily extracted for the purpose of preparing financial statements; and financial audits.
- Checks and ensures that all procurement process and expenditures of the project in accordance with the CDRI procedure. This includes ensuring receipts to be obtained for all payment.
- Checks budget lines to ensure that all transactions are booked to the correct budget lines.

General:

- Periodically interact and update the management and other relevant groups on the organisation's ongoing activities;
- Any other work assigned by the superior/reporting authority

Competencies:

Essential:

- Understanding of accounting principles and current financial legislation and well versed with international organisation's financial practices.
- Experience of procurement through tendering process along with drafting, legal considerations, vetting of tenders and awarding contracts.
- Experience of working with international organisations and their procurement and payment systems.
- Should be familiar with the policies and programs of the Government and Non-governmental organization and capable of holding independent charge of an office;
- Excellent verbal and written communication, analytical skills, negotiation, problem solving, facilitation, teamwork, multitasking;
- Strong interpersonal and written and oral communication skills;
- Past track record/Ability to work independently, deliver timely and quality products; and
- Computer proficiency, especially related to professional office software packages (Microsoft Office) and financial and accounting management software.

Desirable:

- Experience of working in and collaborating with international organisations.

Qualifications:

Bachelor in accounting/ Finance/taxation/accounting or BBA in Accounting/ Finance and C.A./ICWA/Post graduation in Commerce/Accounts and related subjects.

Language Requirements: Fluency in English.

Experience:

Minimum 5 years work experience in multi-national, international, Government, non-governmental or private organizations in Finance, Accounts or related field.

3. Procurements expert

Organisation	Coalition for Disaster Resilient Infrastructure (CDRI)
Location	New Delhi
Contract	Temporary Hire, 6 months
Occupational Groups	Procurements, Infrastructure, International Development

Background

The Coalition for Disaster Resilient Infrastructure (CDRI) is a multi-stakeholder global partnership of national governments, UN agencies and programmes, multilateral development banks and financing mechanisms, the private sector, and academic and knowledge institutions. It aims to address the challenges of building resilience into infrastructure systems and development associated with it. The vision, mission, goal and objectives of the CDRI are explicitly linked to the post-2015 development agendas. The Coalition will also contribute to the resilience of the global infrastructure systems in an increasingly interconnected world. The outcome of such collaboration would be aimed at building resilient economies and resilient people through cross-sector commitments at all levels towards adaptation and resilience with concrete outcomes that will bring resilience action to global scale.

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The Government of India has established a Society in New Delhi to act as the Secretariat of CDRI. The Secretariat functions under the direction of the international Governing Council and implements the programs of CDRI.

This position is being advertised for Short Term Consultants (STC) positions on **Temporary Hire for 6 months**.

Objective of this position:

The Procurement Expert is responsible to define the best strategy for transparent, rule compliant and results-oriented procurement of goods and services. He/she analyses and interprets the financial rules and regulations and provides solutions to a wide spectrum of complex issues related to procurement. The Procurement Manager promotes a collaborative, client-focused, quality and results-oriented approach to the benefit of the efficiency and professionalism of the Organization.

Roles and Responsibilities:

Under the overall guidance of the CEO and direct supervision of the Director (Operations), the Assistant Director / Manager (Procurements) initiates and supervises the procurement processes undertaken by the CDRI Secretariat on behalf of its projects and operations to:

Summary of Key Functions:

- Implementation of operational strategies
 - Management of procurement processes
 - Implementation of sourcing strategy and e-procurement tools
 - Facilitation of knowledge building and knowledge sharing
1. Manages and guides procurement processes for the CDRI Secretariat and CDRI supported projects and at the request of other agencies focusing on achievement of the following results:
 - Timely and duly preparation of procurement plans for the office and projects and monitoring of their implementation.
 - Review and certification of submissions to Senior Management with regard to procurements.
 - Management of all procurement contracts.
 - Implementation of the internal control system which ensures that Purchase Orders are duly prepared and dispatched. Timely corrective actions on POs with budget check errors and other problems.
 2. Ensures elaboration and implementation of operational strategies focusing on achievement of the following results:
 - Full compliance of procurement activities with CDRI Secretariat rules, regulations, policies and strategies; implementation of the effective internal control, proper design and functioning of a client-oriented procurement management system.
 - Analysis of requirements and synthesis of proposals for cost saving and reduction strategies.
 - Implementation of contract strategy in the CDRI Secretariat including tendering processes and evaluation, contractor appraisal, managing the contract and contractor, legal considerations and payment conditions, risk assessment.

3. Ensures introduction and implementation of sourcing strategy and e-procurement tools focusing on achievement of the following results:
 - Development and management of the rosters of suppliers, elaboration of supplier selection and evaluation, quality and performance measurement mechanisms.
 - Management of e-procurement module.

Competencies:

Maintaining a network of contacts

- Maintains an established network of contacts for general information sharing and to remain up-to-date on partnership related issues
- Establishes and nurtures positive communication with partners

Job Knowledge/Technical Expertise - Fundamental knowledge of own discipline

- Understands and applies fundamental concepts and principles of a professional discipline or technical specialty relating to the position
- Possesses basic knowledge of organizational policies and procedures relating to the position and applies them consistently in work tasks
- Strives to keep job knowledge up-to-date through self-directed study and other means of learning
- Demonstrates good knowledge of information technology and applies it in work assignments

Basic monitoring for Promoting Accountability and Results-Based Management

- Gathers, analyses and disseminates information on best practice in accountability and results-based management systems

Core Competencies:

- Demonstrating/safeguarding ethics and integrity
- Demonstrate corporate knowledge and sound judgment
- Acting as a team player and facilitating team work
- Facilitating and encouraging open communication in the team, communicating effectively
- Managing conflict
- Informed and transparent decision making

Educational Qualification:

Graduation in any field. Post-Graduation in Business Administration, Public Administration, Finance, Economics or related field. Professional certification in procurement (CIPS or equivalent) is an asset.

Language Requirements: Fluency in English.

Experience:

Minimum 5 years of directly relevant experience in multi-national, international, Government, non-governmental or private organizations in Finance, Accounts or related field. Advance knowledge and experience of web-based management systems (ERP) is a strong asset.

Annexure 2: Format for Proposal

Format for submitting consultant information

1. Name of the Organisation / Agency
2. Address, Phone, Email
3. Name and contact details of nodal person
4. Year of establishment of agency
5. A brief write up about the agency describing competence to provide required services
6. Financial Bid giving lump sum cost to CDRIS for the services along with terms (See Annexure 3)

Other documents and eligibility criteria:

7. Registration / incorporation details
8. Self-certification for not being blacklisted/debarred by any Govt. Institution
9. List of completed projects of similar nature and brief description of services performed.
10. Year-wise annual turnover details for the last 3 financial years (from 2016-17) with supporting documents
11. Any documents in support of above or eligibility criteria mentioned in the Tender.
12. Any documents or reports supporting the profile of the Agency.

ANNEXURE3: Financial Quote

S. No.	Posts of Short Term Consultants	Cost per month	Total cost for 6 months
1	Administration and HR Expert		
2	Finance and Accounts Expert		
3	Procurement Expert		
		Total Cost per month: Rs. _____/-	Total Cost for 6 months: Rs. _____/-

(Signature and stamp of the bidder)
