

## **EXPRESSION OF INTEREST : MANPOWER AUDIT IN DDCA**

Expression of Interest is invited from the Consultants engaged in Manpower Audit, meeting the prescribed eligibility and pre-qualification criteria for undertaking a Manpower Audit in the Delhi and District Cricket Association (DDCA), having manpower strength of about 100 persons. The Consultant would require to study and interact at location to understand the specific Business Processes and Technical and Functional requirements.

### **A Object**

The study should be able to project the present surplus/shortfall as well as lay a road map for deployment of manpower in future. The manpower mix consists of two broad categories i.e. Executives & Workers.

### **B Scope/Specifications of Work:**

1. Identification of unique roles, functions & jobs.
2. Workload analysis for different roles, functions and jobs.
3. Manpower deployment norms for different roles, functions, jobs and locations.
4. Validation of manpower norms from respective departments/ functions.
5. Unique job-wise/grade-wise/level-wise manpower requirement /manning norms.
6. Manpower requirement for the current level of activities and future requirement (period of over 5 years) and alternative 3-year manpower requirement plan for all activities.
7. Identify surplus/deficit manpower in respect of identified roles, functions and jobs.
8. Road map and Transition plans for re-deployment of manpower as per emerging findings including training requirements.
9. Development of Implementation Monitoring Dash Board.

10. Conduct Capacity Building and Knowledge Transfer sessions for Internal Change Management Team.
11. Suggest specific implementation measures for redeployment, with or without training, for new roles/functions/jobs, as the case may be, in respect of identified surplus personnel, including identification of personnel who cannot be redeployed for which reason whose services need to be dispensed with.

**C Output/Deliverables**

1. Comprehensive report, incorporating the aspects specified under B(1-9) above with firm suggestions on actions required to be taken to optimize manpower. The report should also include suggestions on broad norms/parameters DDCA could refer to, for its future manpower positioning with specific reference to impact of changes perceived due to technology changes in the offing.
2. Workshop(s) for Capacity Building & Knowledge Transfer under B(10).
3. Implementation Measures & Training Sessions under B(11).

**D Eligibility & Pre-Qualification Criteria.**

1. The firm should have been in existence for a period of minimum of three years as on 1<sup>st</sup> April, 2019. The necessary document(s) in support of this must be enclosed with Expression of Interest.
2. The firm should have a Gross Receipt of Rs.25 lacs each year in the last 3 Financial Years i.e. 2016-17, 2017-18 and 2018-19. The self-attested copies of Income Tax Returns for the three years should be enclosed along with Expression of Interest. However, if the ITR for 2018-19 has not been filed, till submission of Expression of Interest, the firm shall submit Income & Expenditure a/c of the firm for 2018-19, duly certified by the authorised signatory.

3. Prior experience of conducting manpower audit in at least three organizations with comparable or higher manpower strength, out of which at least one organization should be a Government Department or a Central/State Public Sector Undertaking. The firm must enclose certificates for successful competition of Manpower Audit issued by the organization whose manpower audit has been conducted.

**E** The envelope containing Expression of Interest shall be submitted along with Earnest Money Deposit of Rs.25,000/- (Rupees twenty five thousand only) in the form of Demand Draft favouring Delhi & District Cricket Association, payable at Delhi along with the information in **Annexure `A`**. The parties interested to take up the assignment may also send their comments on the scope of work along with Expression of Interest, which may be discussed in a pre-bid meeting to improve the scope of work, if required. The parties whose Expression of Interests are received by the due date and time and who are considered eligible for submission of Financial Bid as per information submitted by them, shall be invited for a pre-bid meeting to discuss the queries of the bidders, if any. The date and time for the pre-bid meeting shall be notified to the selected parties through e-mail IDs of the contact persons.

**F** Timelines for Undertaking Manpower Audit in DDCA are to be suggested by the applicant firms, as per their own capacity and capability, in **Annexure `B`**. These will also be discussed in the pre-bid meeting. Firm timelines shall be specified after the pre-bid meeting and before submission of Financial Bids.

**G** The Payment Schedule of fee is given in **Annexure `C`**.

The envelope containing Financial Bid shall be super-scribed as **Financial Bid for Undertaking Manpower Audit in DDCA** and addressed to the Chief Executive Officer, the Delhi & District Cricket Association, Ferozshah Kotla Ground, New Delhi-110002. The time and date for submission of Financial Bid shall be notified after the pre-bid meeting. The Financial Bid shall be required to be submitted in **Annexure `D`**.

- H** The last date and time for submission of Expression of Interest at DDCA Office is 15<sup>th</sup> July, 2019 by 1400 hrs. The Expression of Interest shall be opened on the same day at 1500 hrs.
- I** DDCA reserves the right to reject any or all the bids without assigning any reason therefor.

## Annexure `A`

The applicant Consultant/Firm is required to provide the following details with the proposal:

Sl. No.	Particulars	
1.	Name of the Consultant/Company/Firm and complete Registered Address	
2.	Legal Status(Individual / proprietor, partnership firm, limited company, corporation, cooperative society, etc)	
3.	Name, Designation, Tel. No(s) & e-mail ID of the Contact person. (attach authorization)	
4.	Status of Authorized Signatory of the applicant	
5.	Year of Commencement of Business (attach supporting documents)	
6.	List of present and past clients (attach Performance Certificates issued by the Clients)	
7.	Whether any partner/proprietor/ Director of the company/firm has been convicted by any court of law, if so give details	
8.	Has your company/firm ever changed its name in the past? If so, when & the earlier name and the reason therefor?	
9.	Income Tax Assessment Completion duly certified by a Chartered Accountant	
10.	Statutory Details:- (Photocopy duly signed to be attached) Registration No. of the Firm `PAN` GST Registration No. Name & Address of Bankers along with Current Account details	
11	Whether the applicant is a member of the DDCA	
12.	Any other information.	

**TIMELINES**

1.	Date of Commencement	Date of acceptance of Letter of Award or seven days from the date of issue of Letter of Award, whichever is earlier.
2.	Submission of Draft Report (Output/Deliverable-1)	Within _____ days of the date of commencement of Manpower Audit
3.	Time required for discussing Draft Report	_____ days
4.	Submission of Final Report	Within _____ days of discussion
5.	Initiation of Implementation (Output/Deliverables 2 & 3)	After _____ days of submission and approval of Final Report
6.	Completion of Implementation (Output/Deliverables 2 & 3)	_____ days

**Note** : The Consultant/Firm may feel free to hold discussions with the designated person of DDCA, from time to time, during the course of manpower audit for better understanding and appreciation of the issues and challenges.

**PAYMENT SCHEDULE**

1.	25% On Submission of Draft Report
2.	25% On Acceptance of Final Report
3.	50% On Completion of Work / Assignment

**Annexure `D`**

<b>S. No.</b>	<b>Description of Work</b>	<b>Amount Quoted (Rupees) (in figures)(in words)</b>	<b>G.S.T. (Rupees)</b>	<b>Total (Rupees)</b>
1.	Manpower Audit in DDCA as defined in Clause B (Scope/Specifications of Work) and Clause C (Output / Deliverables) of the Expression of Interest document			