



**HRM GROUP**

**NATIONAL PRODUCTIVITY COUNCIL**

**(Ministry of Commerce & Industry, GoI)**

**Utpadakata Bhavan, 5-6 Institutional Area, Lodi Road, New Delhi – 110003**

**ROLLING ADVERTISEMENT FOR INVITING EXPRESSION OF INTEREST (EOI) FROM REPUTED DOMAIN EXPERTS / NATIONAL LEVEL AGENCY FOR PROVIDING CONSULTANCY/TRAINING RELATED SERVICES IN THE HUMAN RESOURCE MANAGEMENT AND ALLIED AREAS ON EMPANELMENT BASIS / TURNKEY BASIS**

National Productivity Council (NPC) is national level organization to promote productivity culture in India. Established by the Ministry of Industry, Government of India in 1958, it is an autonomous, multipartite, non-profit organization with equal representation from employers' & workers' organizations and Government, apart from technical & professional institutions and other interests. NPC is a constituent of the Tokyo-based Asian Productivity Organization (APO), an Inter-Governmental Body, of which the Government of India is one of the founder members.

NPC teams up with its clients to work out solutions towards accelerating productivity, enhancing competitiveness, increasing profits, augmenting safety and reliability and ensuring better quality. It provides reliable database for decision-making, improved systems and procedures, work culture as well as customer satisfaction both internal & external. The solutions can be all-encompassing or specific depending on the nature of the problem. Promotional and catalytic in nature, NPC's services have bearings on economic growth and quality of life. The Council promotes a comprehensive view of productivity focused on improving triple bottom line – economic, environmental and social and adds value for all the stakeholders through generation & application of advanced knowledge for inclusive Growth. For further details, please visit our website: [www.npcindia.gov.in](http://www.npcindia.gov.in)

HRM Group of NPC takes up consultancy /training assignments from Government/ PSUs/Private clients across the country in the field of HRM and allied areas. The projects are mainly related to the following areas:

- i. Strategy & Organizational Planning/ Restructuring, Risk Management
- ii. Manpower Audit, Review & Assessment
- iii. HR Information System (HRIS) or HR Analytics
- iv. HR Policy, Process & Systems Design
- v. Competency Mapping
- vi. Succession Planning
- vii. Performance Management system- PLIS, PLBS etc. and Motivation Strategy
- viii. Employee engagement/satisfaction survey and management
- ix. HR Statutory Compliances and Audit
- x. Training and Development in contemporary as well as conventional topics

## **ASSISTANCE TO BE PROVIDED TO NPC**

NPC intends to empanel individuals / agency(ies) like registered firms, academic institutions, NGOs etc. who are providing consultancy/training in the above-mentioned areas and/or any other relevant/emerging area in prior consultation with HRM Group, to partner with NPC in execution of entrusted projects fully or partially, as per the requirement. The association shall also be used for joint tendering or bidding for consultancy/training projects floated on e-procure or other platforms in the area of HRM.

The interested individual / agency may submit their interest in the format provided (Annexure-1) containing all relevant information and past experiences of having provided such end-to-end or part of services to any reputed Organisation.

The assistance is envisaged to be a comprehensive end-to-end support including technical, operational, logistic and manpower related support for the conduct of projects.

## **IMPORTANT INSTRUCTIONS**

- i. Even though proposal may satisfy the above requirements, the same may be disqualified for the following reasons:
  - If misleading or false representation of facts are made or deliberately suppressed in the information provided in the forms, statements and enclosures of this document.
  - If they have a record of poor performance such as abandoning work, not properly completing the contract or financial failures/weaknesses.
  - If confidential inquiry reveals facts contrary to the information provided by the bidder or unsatisfactory performance in any of their previous engagement.
  - If bidder is engaged in any activity which can influence the conduct of exam such as conducting of coaching classes etc.
- ii. The agency(ies) who have submitted the interest, may be intimated about empanelment or any further requirements/clarifications through suitable means in the due time.
- iii. Whenever the need arises, the empaneled agency(ies) may be asked to submit their quote(s) as per the quantum of work allocated to them followed by selection & negotiation (if needed). The engaged agency(ies) may have to furnish performance bank guarantee of appropriate value once the work-order is placed to them.
- iv. All empaneled agencies have to follow the project monitoring and quality review guidelines as decided by NPC on case to case basis.
- v. Any empaneled agency can be debarred if the performance during the execution of project or compliance to the guidelines is found to be unsatisfactory.

## **CONTACT DETAILS**

You may contact and submit the EoI (online only) to:

**D K Rahul, Dy. Director, HRM Group, Mobile: 9971468180, email: dk.rahul@npcindia.gov.in**

**ANNEXURE I**

**Format of Application for submission of Technical details**

1.	Name of the Company	
2.	Type of Organization (Please provide copies of Memorandum & Articles of Association, etc.)	
3.	Year of Establishment	
4.	Address of Corporate Office, Telephone/Telefax Numbers, corporate email-ID and website URL name of the Applicant	
5.	Names, Address and Email IDs & mobile numbers of Authorized Representatives / contact persons	
6.	Name and addresses of Directors / Partners / Proprietors / Key Managerial Personnel	
7.	GST No.	
8.	Company or Firm PAN Number	
9.	Details of Applicant's Account 1. Bank Name & Branch 2. Account Name 3. Account Number 4. IFSC	
10.	Nature of present or previous association with NPC for providing similar or any other nature of service	
11.	List the business association with any of the Central/State Government Organizations / Public Sector Undertakings / Quasi Government Organizations /Municipal /Local Government Authority for HRM Consultancy Services in last 5 years. (Please enclose supporting documents i.e. work-orders, completion or appreciation certificate, final payment receipt etc.)	

12.	<p>Turnover (Average of last 3 years in lakh Rupees)</p> <ul style="list-style-type: none"> <li>i. Overall</li> <li>ii. From HR consultancy &amp; training related business</li> </ul> <p>(Please enclose supporting documents)</p>	
13.	<p>Have you been blacklisted /debarred by any of the Government Undertakings/Companies /Organizations, and if so, name of the Company as well as period of debarring and reasons thereof.</p>	
14.	<p>Reference Name and contact details Persons in Client organizations for verification of credentials of the applying agency.</p>	
15.	<p>Area(s) for association with NPC</p> <ul style="list-style-type: none"> <li>i. Strategic Planning &amp; Organizational Redesign/ Restructuring</li> <li>ii. Manpower Audit, Review /Assessment, Rightsizing</li> <li>iii. HR Information System (HRIS) or HR Analytics</li> <li>iv. HR Audit &amp; Operational Review</li> <li>v. Competency Mapping</li> <li>vi. Succession / Career Planning</li> <li>vii. Performance Management system- PLIS, PLBS etc. and Motivation Strategy</li> <li>viii. Employee engagement survey and management</li> <li>ix. HR Statutory Compliances and Policies Development</li> <li>x. Training and Development in contemporary as well as conventional topics</li> <li>xi. Any other (please specify)</li> </ul>	