

## **INVITATION FOR EXPRESSION OF INTEREST FOR HR CONSULTANCY FOR NCBS CAMPUS**

**National Centre for Biological Sciences (NCBS), Tata Institute of Fundamental Research (TIFR), Bangalore** a premier Research Institute invites Expression of Interest (EOI) for shortlisting an Agency for consultancy on assessment of optimal manpower in its various functional units and recommend appropriate HR Strategy. The intending firms should have proven track record in manpower assessment and HR consultancy services having provided such services to not less than Five organisations preferably in R & D Institutes and autonomous organisations of the Government.

### **Requirements & Scope of Services:**

National Centre for Biological Sciences (NCBS), is looking for highly competent HR organisations to cater to the requirements covering the scope of services indicated below. The requirements and broad scope of work will include:

- Full time presence and availability of the Agency at NCBS for assessing manpower requirements during the entire period of their engagement.
- Willingness and ability to work in co-ordination with a designated Officer in NCBS
- The total workload in each of the functional units to be assessed and growth in workload over the next 3 years to be projected.
- Appropriate norms for time required for handling regular items of work and extraordinary items of work to be determined.
- Mapping the quantum of work handled by each individual staff member in each of the functional units and assessing the workload for the unit as a whole.
- Recommending optimal manpower for each of the functional units based on assessment of workload and the norms determined for various items of work.
- Identification of the training needs for individual employees and to suggest the training calendar keeping in view the seasonal variations in workload.

### **Eligibility Criteria:**

1. The Agency must have a regular Office setup with adequate regular professional employees competent to carry out manpower assessment of Academic / Research Institutions, working on full time basis in NCBS.
2. The Agency should have specialisation and experience in the area of manpower assessment and HR Consultancy Services having provided such services to not less than Five organisations preferably in R & D Institutes and autonomous organisations of the Government.
3. The Agency to deploy adequate number of qualified personnel (atleast 3) who have carried out a similar manpower assessment exercise successfully in atleast 3 organisations within the past 3 years.
4. The Agency should be registered / incorporated in India.
5. The Agency should possess Valid PAN / Service Tax Registration with appropriate licence to run the Service.

### **Submission of Proposal:**

The following documents and information must be submitted along with the **Expression of Interest**:

- Company profile, including an organisation chart.
- Status of the Firm: Proprietary / partnership / Registered Company.
- Major clients and details of similar nature of work executed in the last 2 Years.
- List of Employees proposed to be engaged for the manpower assesment / HR exercises at NCBS with Qualification and Experience.
- References of at least three (3) reputed companies / institutions /firms / clients who are familiar with the firm and have availed of their services.
- Audited Financial Statements for the last three years.

A brief write-up to be provided by the firm as to the procedures proposed to be adopted by them to provide the Services.

**Interested Firms / Agencies may visit NCBS at their own cost before submitting the Expression of Interest.**

**Contact Person for clarifications: Shri. S Ashok Rao, Administrative Officer, NCBS**  
**Telephone: 080-23666332**  
**e-mail: ashok@ncbs.res.in**

**Completion time: The Agency to submit their report in 3 months from date of award of contract.**

The Expression of Interest (EOI) should be submitted in a sealed cover by superscribing the envelope with “**Expression of Interest for HR Consultancy for NCBS Campus**” with relevant enclosures to the following Address:

The Head – Strategy  
National Centre for Biological Sciences  
Tata Institute of Fundamental Research  
GKVK, Bellary Road  
Bangalore – 560 065.

The Expression on Interest should reach **NCBS on or before 22<sup>nd</sup> January 2016.**

NCBS reserves the right to accept or reject any Expression on Interest (EOI) without assigning any reason and without any liability or obligation to inform the firms of the grounds for NCBS's action.