

## Annexure B

### I. Format for Submission of RFP for selection of Recruitment Agency for the Recruitment of Resource Persons of Social Audit Society of TamilNadu

Assignment Title	Recruitment of Resource Persons for Social Audit Society of Tamil Nadu	
<b>Consultant's Firm Profile [Maximum 2 Pages]</b>		
Organization	Provide a brief description of the background and organization of your firm/entity. The brief description should include: <ul style="list-style-type: none"><li>• Proprietor details</li><li>• Date and place of incorporation of the firm</li><li>• Objectives of the firm</li><li>• Availability of required capacities among staff.</li></ul>	
<b>Consulting Firm's Information:</b>		
<b>Details Required</b>	<b>Particulars Furnished</b>	<b>Documents Required</b>
Consultant Name:		Copy of Registration Certificate
Country of Incorporation: Independent legal existence and should be registered in India under the applicable Act.		Copy of Registration Certificate / Partnership deed
Year of Incorporation		Copy of Constitution Certificate
Pan No.		Copy of Pan Card
GST No.		Copy of GST certificate

Number of years in the similar consultancy service		Self-certification
Annual Turnover	Year 2020-21 : Rs Year 2019-20 : Rs Year 2018-19 : Rs	Audited Financial /Tax Statements

**Consultant's Experience [Maximum 20 pages]**

1.	<p><b>Project Reference:</b> Experience of providing services to organizations in strategic engagement of professionals at leadership and operational levels, both at the State, District and Block level.</p> <p><b>Please furnish details of minimum 3 such assignments.</b></p>				
	Name of the Client (GoI / Externally Aided Project)	Nature of the assignment ( <b>A Recruitment Agency for Engagement of Staff</b> )	Location and coverage (entire State, country, etc.)	Duration of Assignment (In months)	Value of Contract (in INR)
		(Information provided should match with evaluation criteria as number of specific Project done recruitment done, etc.,) (Supporting documents like Experience Certificate and contract Agreements etc shall be attached)			

<b>Key Experts (Max. 3 page for each CV)</b>				
Two Experts to be proposed with experience in competency and skill mapping, selection process and engagement from open market. (please refer to ToR) Among other information, the brief CVs should include the following information in the following format:				
Name of the Expert proposed for this Assignment				
Designation:		Educational Qualification:		
	Name of Project	Experience in HR Recruitment Agency for Engagement of Staff.	Client and State	Duration of Assignment (in Months)
<b><u>Other Information</u></b>				
Address of office in Tamil Nadu				Address proof

***(Additional Soft copy of this filled format shall be provided in CD/ Pen drive along with this RFP)***

## **II. Eligibility Declaration**

I/ We, the undersigned, certify to the best of our knowledge and belief:

- I/ We have read the advertisement, including the terms of reference (TOR), for this assignment.
- Neither the consulting firm nor its associate or any of its experts prepared the TOR for this activity.

- I/ We confirm that the project references submitted as part of this RFP accurately reflect the experience of the specified firm/ consortium.
- I/ We further confirm that, if any of our experts is engaged to prepare the TOR for any ensuing assignment resulting from our work product under this assignment, our firm and the expert(s) will be disqualified from short-listing and participation in the assignment.
- The lead entity and associates are NOT currently sanctioned by any MDB. Neither the consulting firm nor the associates has ever been convicted of an integrity-related offense or crime related to theft, corruption, fraud, collusion or coercion.
- Associate/s, including all proposed consultants named in this RFP, have confirmed their interest in this activity in writing.
- Associate/s, including all proposed consultants named in this RFP, have confirmed their eligibility to participate in this activity in writing.
- Associate/s, including all proposed consultants named in this RFP, have authorized us in writing to represent them in expressing interest in this activity.
- None of the proposed consortium are subsidiaries of and/or dependent on the Executing or the Implementing Agency or individuals related to them.

Name & Signature of the authorized Representative along with Date:

Name of the Firm with Seal: