



ALL INDIA INSTITUTE OF MEDICAL SCIENCES (AIIMS) BHOPAL

AN AUTONOMOUS BODY UNDER MINISTRY OF HEALTH & FAMILY WELFARE,
(GOVT. OF INDIA)

Saket Nagar, Bhopal-462020 (Madhya Pradesh) India Website
: www.aiimsbhopal.edu.in Email: etender@aiimsbhopal.edu.in

NOTICE FOR EOI

CALL FOR EXPRESSION OF INTEREST (EOI) FOR MANPOWER RECRUITMENT SERVICES

EOI No.: AIIMSBPLHOSP161700101062016

The Director, AIIMS Bhopal (MP) invites Expression of Interest from the interested Public Sector Undertakings/agencies/firm/corporations/Companies/consortiums who are providing online/offline recruitment and assessment service to Central Government Departments/ Organisations /Autonomous bodies/PSU/State Governments Agencies etc. for recruitment of the staff. The agency should be able to conduct recruitment exercises with desirable attributes of maintaining confidentiality of the process besides maintaining delivery time frame. Pre and Post examination activities including right from release of advertisement in consultation with the client, Data Processing, scrutiny of applications, providing list of eligible and ineligible candidates, sending of admit cards, setting & printing of Question paper and OMR, holding of examination and submission of result to the client organization as per the parameters given.

Details may be downloaded from the institute website: www.aiimsbhopal.edu.in.

Last date for submission of EOI is 20th June 2016:17.00 Hours.

(Director, AIIMS Bhopal)

CALL FOR EXPRESSION OF INTEREST (EOI)

**FOR
MANPOWER RECRUITMENT SERVICES**

EOI No.: AIIMSBPLHOSP161700101062016

NAME OF THE WORK

**ENGAGEMENT OF RECRUITMENT & ASSESSMENT SERVICE PROVIDER
(ONLINE & OFFLINE) FOR AIIMS BHOPAL**

AIIMS Bhopal is one of the six new AIIMS, an apex healthcare Institution being established by the Ministry of Health & Family Welfare, Government of India under the *Pradhan Mantri Swasthya Suraksha Yojna* (PMSSY) to correct regional imbalances in quality tertiary level healthcare in the country, and attaining self-sufficiency in graduate and postgraduate medical education and training in underserved areas of the country.

The AIIMS Bhopal has 4081 sanctioned posts in A, B, C groups. Recruitments for these posts shall be done in consistence of the recruitment rules being approved by Institute Governing Body. Accordingly AIIMS Bhopal intending to recruit work force to commissioning the mandated services for public at large. Its mammoth task to recruit quality manpower, therefore institute is calling this EOI from interested Public Sector Undertakings/agencies/firm/corporations/Companies/ consortiums to submit their proposals for considerations of the competent authority.

SCOPE OF WORK:

The service provider should have Pan-Indian capability in providing recruitment online and offline solutions, demonstrated through selection and identification of personnel by conduct of screening tests at major & remote locations across the country. It should be able to conduct recruitment exercises with desirable attributes of maintaining confidentiality of the process besides maintaining delivery time frame. The activities should be range of recruitment and assessment services to the Client include

conceptualization, planning, short-listing of applications/ candidates, actual conduct of the examination for recruitment and assessment for Group A , B and C work force viz. Paramedical and Nursing Staff, Ministerial, Engineering, Account, IT, Store and Purchase, Pharmacy, Laboratory and any other category of Staff positions at AIIMS Bhopal through bidder own network of examination centres at various major cities of the country particularly in Bhopal and Madhya Pradesh and all Metro cities, conduct of screening tests, written examinations, counseling & interviews and final declaration of results.

Pre and Post examination activities include activities right from release of advertisement in consultation with the client, Data Processing, scrutiny of applications, providing list of eligible and ineligible candidates, sending of admit cards, setting & printing of Question paper and OMR, holding of examination and submission of result to the client organization as per the parameters given.

Important Note:-

- 1) The above scope of work is only indicative in nature. The exact job may differ depending upon the job profile of individual post being put to selection process and will define in Limited Tender Enquiry/Price Quotation sent for obtaining proposals to empaneled Agencies.

ELIGIBILITY CRITERIA FOR EOI

1. EOI Document Fee of Rs. 500/- (Five Hundred) (Non Refundable) in the form of Demand Draft/Banker's Cheque in favor of "Director, AIIMS Bhopal", payable at Bhopal.
2. The Agency must have 5-7 years' experience in recruitment and assessment services in Central Government Departments/ institutions/state Government/PSU of the state and central Government.
3. The Agency should be capable to establish an office operational in Bhopal (MP) in case work awarded.

4. The agency must have a pool of experts from diverse disciplines in Medical Sciences and must have expertise for setting of question papers and organizing tests, interviews and group discussions etc as per requirement of the AIIMS Bhopal as per RR for different category of staff.
5. The agency must have Memorandum and Article of Association, Certificate of Incorporation, Partnership Deed, Registration Certificate issued by the Registrar of Firms including Address, Contact details etc.
6. Signed and Duly stamped Copy of Service Tax Registration Certificate and copy of last two quarters service tax returns.
7. Signed and duly stamped copy of PAN Card of the firm/company/ proprietor.
8. Signed and duly stamped copy of Income Tax return of the firm/company for the last three financial years (i.e. assessment year 2013-14, 2014-15 and 2015-16).
9. Signed and attested legible duly stamped copies of balance sheets/average Turnover (Average Turnover of Rs. 100 Lakh) for during last three Financial Years (FY 2013-14, 2014-15 and 2015-16) duly certified by the Chartered Accountant.
10. The agency must submit satisfactory performance certificates from at three Government organisations of Central/State/PSU in last 5-7 Years.
11. The bidder should submit list of clienteles/Examinations/proof similar services provided to Central Government Departments/Autonomous Bodies of GOI/State Governments.
12. List of available experts/staff with designation/proof of capacity to provide such services.
- 13. Place and Last Date of submission of EOI:-**

The interested agencies may submit their Expression Of Interest proposals along with supporting documents in sealed envelope addressed to "The Director, AIIMS Bhopal, Saket Nagar, Bhopal-462020 (MP)" and submit the same in the Tender Box kept in the

Office of Medical Superintendent, AIIMS Bhopal Hospital, Saket Nagar, Bhopal by 20th June, 2016 up to 17:00 Hrs.

14. Eligible Agencies shall be Called for Power Point Presentation at AIIMS Bhopal:-

The Agencies who will found eligible as per basic criteria as per above shall only called for power point presentation before the committee constituted by the “Director” AIIMS Bhopal.

15. The successful and eligible agency shall be asked to participate in the Open tender enquiry/RFP which will be floated immediately after completion of the EOI exercise. The all eligible/successful Agencies shall be governed with the Terms and Conditions of open tender enquiry/RFP.

16. Cost associated with preparation of EOI/Presentation at AIIMS Bhopal:-

The Bidder shall bear all costs associated with the preparation and submission of its EOI/Presentation and Client will not be responsible or liable for any cost regardless of the conduct or outcome of the EOI.

17. All disputes of EOI shall be under the jurisdiction of law of court in Bhopal only

18. AIIMS Bhopal, reserves all the right to accept or reject any application in full or part, add / delete / alter any of the Terms & Condition without assigning any reason whatsoever.

19. Any query to be sent to email id etender@aiimsbhopal.edu.in

(Medical Superintendent)
AIIMS Bhopal,
Saket Nagar, Bhopal-462020,
Madhya Pradesh