

Expression of Interest (EOI)

For

Services of a Consultancy Organization

to

**CONDUCT CADRE RESTRUCTURING STUDY AND
COMPETENCY MAPPING OF INDIAN LEGAL SERVICE (ILS) OFFICERS**

Ministry of Law and Justice
Department of Legal Affairs
Room No.: 410, D-Wing
Shastri Bhawan, New Delhi – 110115
Tel Nos.: 23383634

March, 2018

INDEX

S.No.	CONTENTS	Page No.
1.	Letter of Invitation	3
2.	Background	4
3.	Aims & Objectives	4
4.	Venue & Deadline for Submission of Proposal	4
5.	Validity of Offer	4
6.	Term of Reference	4 /Annexure-I
7.	Instructions to Consultants	4
8.	Qualification Criteria	5
9.	Evaluation Criteria & Method of Evaluation	6
10.	Response	6
11.	Conflict of Interest	7
12.	Condition under which EOI is issued	7
13.	Last Date of submission of EOI	7
14.	FORMATS	
i)	Format - 1	8
ii)	Format – 2	9
iii)	Format - 3	10
iv)	Format - 4	11
v)	Format - 5	12
vi)	Format - 6	13
vii)	Format - 7	14
15.	Annexure I – Terms of Reference	15

1. LETTER OF INVITATION

**Ministry of Law and Justice
Department of Legal Affairs
Shastri Bhawan, New Delhi – 110115**

No. A-60011/5/2015-Admn.IV(LA)

Dated: 28.03.2018

Dear Sir/Madam,

Ministry of Law and Justice, Department of Legal Affairs (DoLA) invites sealed Expression of Interest (EOI) from Indian consulting agencies for conducting Cadre Restructuring Study and Competency Mapping of Indian Legal Service (ILS) officers.

The EOI Document containing the details of qualification criteria, submission requirement, brief objective & scope of work and method of evaluation etc. is enclosed.

The EOI Document is also available on the DoLA website www.legalaffairs.gov.in.

You may submit your responses in sealed envelopes in prescribed format to the undersigned latest by 02.05.2018.

“Under Secretary (Admn.IV)”
Department of Legal Affairs
Room No.: 410, D-Wing
Shastri Bhawan, New Delhi – 110115

Queries if any may be referred in writing to the Under Secretary (Admn.), at the above mentioned address or Telephone No. 23383634 or at E-mail: lal.bhakti58@gov.in.

S. No.	Critical Dates	Date	Time
1.	Document Download Start Date	02.04.2018	1700 Hrs
2.	Document Download End Date	02.05.2018	1200 Hrs
3.	Bid Submission Start Date	06.04.2018	1000 Hrs
4.	Bid Submission End Date	02.05.2018	1400 Hrs
5.	Bid Opening Date	03.05.2018	1500 Hrs

Yours faithfully,

Under Secretary (Admn.IV)
For & on behalf of President of India

Encl.: EOI Document.

2.0 Background:

As per the Allocation of Business Rules, 1961, the main functions of the Department of Legal Affairs, inter-alia, are to provide legal advice to different Ministries/Departments and to conduct litigation on behalf of different wings of the Union Government. In the recent time, advice work has increased manifold but with meager staff strength to cope up with that, it is becoming very difficult to deliver legal advice promptly on time. This scarcity of legal staff has led to cadre restructuring of the ILS cadre.

To support the Government of India in the shift towards Competency based Human Resource Management for Civil Services, Training Division of Department of Personnel & Training has implemented “Strengthening Human Resource Management of Civil Services” (SHRM). The Competency based approach starts with a detailed review of a job description for various roles/positions in a Ministry/ Department and identifying competencies required for those roles/positions. It further maps each role holder on the pre-identified competency level. As a last step a personal development plan is prepared based on the identified competencies gaps for developing proficiency in the current role/position.

3.0 Aims & Objectives:

The objective of the cadre restructuring study and competency mapping is to seek professional opinion on the requirement of manpower to address advice needs of the Ministries/Departments of Govt. of India and to have detailed review of a job description for various roles/positions with identification of competencies for them.

4.0 Venue & Deadline for submission of proposal

Proposal, in its complete form in all respects as specified in the EOI, must be submitted to DoLA at the address specified herein earlier. In exceptional circumstances and at its discretion, DoLA may extend the deadline for submission of proposals by issuing an amendment to be made available on the DoLA website, in which case all rights and obligations of DoLA and the bidders previously subject to the original deadline will thereafter be subject to the deadline as extended.

5.0 Validity of Offer:

The offer for EOI as per this document shall be valid for a period of three (3) months initially which may be extended further if required by DoLA.

6.0 TERMS OF REFERENCE

The detailed terms of reference are enclosed at Annexure-I.

7.0 INSTRUCTIONS TO CONSULTANTS

- 7.1 The Expression of Interest is to be submitted in the manner prescribed below:-
All information as detailed below is to be submitted in two hard copies in separately sealed envelopes and one soft copy in CD:-

- a) Applicant's Expression of Interest as per Format-1.
- b) Organizational Contact Details as per Format-2.
- c) Experience of the organization as per Format-3.
- d) List of three (03) experts/ consultants on payroll as per Format-4.
- e) Financial strength of the company as per Format-5.
- f) Additional information as per Format-6.
- g) Declaration as per Format-7.
- h) Power of Attorney in favour of Authorized Signatory with long and short signatures of Authorized person.
- i) Consultancy organization must have its office in Delhi / NCR.

7.2 EOI Documents have been hosted on the website www.legalaffairs.gov.in and may be downloaded from the website.

The bidders are expected to examine all instructions, forms, terms and other details in the EOI document carefully. Failure to furnish complete information as mentioned in the EOI document or submission of a proposal not substantially responsive to the EOI documents in every respect will be at the Bidder's risk and may result in rejection of the proposal.

8. Qualification Criteria:

Following will be the minimum pre-qualification criteria. Each eligible consultant should possess all the following pre-qualification criteria. Responses not meeting the minimum pre-qualification criteria will be rejected and will not be evaluated.

S. No.	Pre-qualification Criteria	Supporting Compliance document
1.	The applicant shall be a firm/ company/ partnership/ proprietorship firm registered under the Indian Companies Act, 1956/ the partnership Act, 1932 and who have their registered offices in India and must have an office in National Capital Region of Delhi.	Copy of Certificate of incorporation and Partnership Deed, if any
2.	The firm should be in the business of providing similar consultancy services for at least 03 years as on 31.03.2018.	Certificate by Company Secretary of the Bidder's organization
3.	The Bidder has to be profitable and should not have incurred loss in any of the last 3 consecutive Financial Years (FY 2014-15, 2015-16 & 2016-17)	Format-5 to be certified & validated by Chartered Accountant (CA) of the bidder's organization
4.	The Bidder should have an annual turnover of Rupees 25 Lakh in each of the last 3 consecutive Financial Years (FY 2014-15, 2015-16 & 2016-17) from only consultancy Services rendered in India	CA certified document with name of CA registration number, signature and stamp

5.	The Bidder shall have experience of providing: (i). Three similar completed consultancy services to Central Govt./State Govt./PSUs/ Govt. bodies in India costing not less than Rs. 20 Lakh each or (ii). Two similar completed services costing not less than Rs.25 Lakh each or (iii). One similar completed services costing not less than Rs. 40 Lakh	Copy of Work Order / Contract
6.	The consultancy firm should have at least 03 full time consultants on its pay rolls	Certificate by Statutory Auditor or Company Secretary of the Bidder's organization
7.	The firm should not be blacklisted by any Central Govt. / State Govt. / PSU/Govt. Bodies	Certificate signed by the Authorized signatory
8.	PAN No. / Service Tax Registration / UAM Number	Certificate Copy of Certificate to be enclosed.
9.	Preference will be given to agency/organization having prior experience in Cadre Restructuring Study and Competency Mapping for any Central / State Govt. / Govt. Autonomous Bodies.	

9.0 Evaluation Criteria and Method of Evaluation:

- a. Screening of EOIs shall be carried out as per eligibility conditions mentioned in this document and based on verification of testimonials submitted.
- b. EOI will be evaluated for short listing inter alia based on their past experience of handling similar type of project, strength of their man power, financial strength of firm and presentation / proposal to the selection committee whose decision will be final.
- c. Agencies who qualify as per the eligibility conditions will be provided a brief about the project. The agencies may be required to make a presentation, if required, to a selection committee show-casing their proposals.
- d. DoLA will take up references and reserves the right to pay due heed to the Bidder's performance elsewhere and any past experience from DoLA.
- e. Short listed agencies will be issued Bid Documents and asked to submit their price proposal in a sealed envelope.

10.0 Response:

- 10.1 Bidders must ensure that their Bid response is submitted as per the formats attached with this document. Special comments on the objectives and scope of the service projected in the enquiry may also be submitted along with the offer.
- 10.2 Application in sealed cover super scribed, as "EOI for Engagement of Consultant for Cadre Restructuring Study and Competency Mapping of Indian Legal Service (ILS) Officers of DoLA".

11.0 Conflict of Interest:

- 11.1 Where there is any indication that a conflict of interest exists or may arise, it shall be the responsibility of the Bidder to inform DoLA, detailing the conflict in writing as an attachment to this Bid.
- 11.2 DoLA will be the final arbiter in cases of potential conflicts of interest. Failure to notify DoLA of any potential conflict of interest will invalidate any verbal or written agreement.
- 11.3 A Conflict of Interest is where a person who is involved in the procurement has or may be perceived to have a personal interest in ensuring that a particular Bidder is successful. Actual and potential conflicts of interest must be declared by a person involved in a Bid process.

12.0 Condition under which EOI is issued:

The EOI is not an offer and is issued with no commitment. DoLA reserves the right to withdraw EOI and or vary any part thereof at any stage. DoLA further reserves the right to disqualify any bidder, should it be so necessary at any stage.

13.0 Last date of submission of EOI:

The last date of submission of EOI is 02.05.2018
Bid Opening Date & Time is 02.05.2018 at 1500 Hrs

14.0 FORMATS FOR SUBMISSION:

FORMAT – 1 APPLICANT’S EXPRESSION OF INTEREST

To,

The Under Secretary (Admn.),
Department of Legal Affairs
Room No.: 410, D-Wing
Shastri Bhawan, New Delhi – 110115

Sub: Submission of Expression of Interest to conduct Cadre Restructuring Study and Competency Mapping of Indian Legal Service (ILS) Officers of Department of Legal Affairs.

Dear

In response to the Invitation for Expressions of Interest (EOI) published at CPPP portal and DoLA website (www.legalaffairs.gov.in) for the above purpose, we would like to express interest to carry out the above proposed task. As instructed, we attach 2 sets of the following documents in separately sealed envelopes and one soft copy:

1. Organizational Details (Format-2)
2. Experience in related fields (Format-3)
3. List of experts / consultants on payroll at least 3 (Format-4)
4. Financial strength of the organization (Format-5)
5. Additional information (Format-6)
6. Declaration (Format-7)

Sincerely Yours,
Signature of the applicant
[Full name of applicant]
Stamp.....
Date:

Encl.: As above.

Note: This is to be furnished on the letter head of the organization.

FORMAT – 2

S. No	Organizational Contact Details	
1.	Name of Organization	
2.	Main areas of business	
3.	Type of Organization Firm/ Company/ partnership firm registered under the Indian Companies Act, 1956/ the partnership Act, 1932	
4.	Whether the firm has been blacklisted by any Central Govt. / State Govt./PSU/ Govt. Bodies / Autonomous? If yes, details thereof.	
5.	Address of registered office with telephone no. & fax	
6.	Address of offices in i) National Capital Region of Delhi ii) All other State/UT's	
7.	Contact Person with telephone no. & e-mail ID	

Enclose:-

1. Copy of Certificate of Incorporation.
2. Copy of Article of Association in respect of 3 above.
3. Undertaking in respect of 4 above.

Signature of the applicant
Full name of the applicant
Stamp & Date

FORMAT – 3

Experience in Related Fields					
Overview of the past experience of the Organization in all aspects related to Brand Building related					
S. No	Items	Number of Assignments during last 5 years	Order Value of each assignment in Lakhs of Rs. (Enclose copy of each order)	Mention the name of Client/ Organization (Enclosed completion certificates	
1	Experience of assignments of similar nature				
1.1	Experience in carrying out similar assignments in Government				
1.2	Experience in carrying out Similar assignments in Public sector.				
<p>Decision of Evaluating Committee in ascertaining “similar nature” and “similar assignment” will be final.</p> <p style="text-align: right;">Signature of the applicant Full name of applicant Stamp & Date</p>					

FORMAT – 4

List of experts/consultants on payroll (at least 3)				
S. No	Name	Designation	Qualification	Relevant Experience
1.				
2.				
3.				
4.				
5.				
6.				
<p>Signature of the applicant Full name of applicant Stamp & Date</p>				

FORMAT – 5

Financial Strength of the Organization					
S. No	Financial Year	Whether profitable Yes/NO	Annual net profit (in Crores of Rs.)	Overall annual turnover (in Crores of Rs.)	Annual turnover from only Consultancy services rendered in India (in Crores of Rs.)
1	2014-15				
2	2015-16				
3	2016-17				
Note: Please enclose auditor's certificate in support of your claim.					

Signature of the applicant
Full name of applicant

Stamp & Date

FORMAT – 6

Additional Information

1. List all enclosures related to the previous sections.

S.NO	Description	No. of pages

2. Additional information to support the eligibility as per Section 7 (Not more than 2 pages).

Signature of the applicant
Full name of applicant

Stamp & Date

FORMAT -7

Declaration

We hereby confirm that we are interested in competing for the Consultancy Services to undertake the task related to Cadre Restructuring Study & Competency Mapping of Indian Legal Service (ILS).

All the information provided herewith is genuine and accurate.

Authorized Person's Signature.

Name and Designation:

Date of Signature:

Note: The declaration is to be furnished on the letter head of the organization.

CADRE RESTRUCTURING STUDY AND COMPETENCY MAPPING OF INDIAN LEGAL SERVICE (ILS) OFFICERS OF DEPARTMENT OF LEGAL AFFAIRS

TERMS OF REFERENCE

1. BACKGROUND

As per the Allocation of Business Rules, 1961, the main functions of the Department of Legal Affairs, inter-alia, are to provide legal advice to different Ministries/Departments and to conduct litigation on behalf of different wings of the Union Government. In the recent time, advice work has increased manifold but with limited staff strength, it is becoming very difficult to deliver legal advice promptly. This shortage of officers has prompted the need for cadre restructuring of the ILS cadre.

To support the Government of India in the shift towards Competency based Human Resource Management for Civil Services, Training Division of Department of Personnel & Training has implemented “Strengthening Human Resource Management of Civil Services” (SHRM). The Competency based approach starts with a detailed review of a job description for various roles/positions in a Ministry/ Department and identifying competencies required for those roles/positions. It further maps each role holder on the pre-identified competency level. As a last step a personal development plan is prepared based on the identified competency gaps for developing proficiency in the current role/position.

2. OBJECTIVES

(i) The main focus of this initiative is to develop the capacities of civil servants and strengthen their enabling environment to allow for more effective, efficient, transparent and accountable Public Administration at National and State level. The objective of inclusion through an enhanced delivery of services to the marginalized and vulnerable section is the core of Government of India, thinking in this regard.

(ii) The objective of the cadre restructuring study and competency mapping is further to seek professional opinion on the requirement of manpower, to address advice needs of the Ministries/Departments of Govt. of India and to have detailed review of a job description for various roles/positions with identification of competencies for them. The objective of the review/appraisal is to seek professional opinion on the effectiveness of the scheme, both in terms of financial and physical progress, in meeting its objectives and to suggest measures for midcourse correction for system improvement and better utilization of resources.

3. REQUISITES OF THE CONSULTANT

- (a) The consulting firm would be required to facilitate a consultative and participatory process with various stakeholders, generate knowledge products to manage capacity building activities.
- (b) This consultancy would periodically require intensive time commitment to prepare and facilitate capacity building events. It will also require a permanent time commitment to ensure that information and communication happens on a continuous basis.
- (c) This being a strategic policy area it is expected that the selected consulting firm displays a high level of professionalism and is able to maintain its highly qualified team over the entire project period, unless changes are requested and agreed to by the Department.

4. METHODOLOGY

This section should demonstrate the Offeror's responsiveness to the specification by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed description of the essential performance characteristics proposed warranty; and demonstrating how the proposed methodology meets or exceeds the specifications.

- (2) The operational and technical part of the Proposal should not contain any pricing information whatsoever on the services offered. Pricing information shall be separated and only contained in the appropriate Price Schedules.
- (3) It is mandatory that the Offeror's Proposal numbering system corresponds with the numbering system used in the body of this RFP. All references to descriptive material and brochures should be included in the appropriate response paragraph, though material/documents themselves may be provided as annexes to the Proposal/response.
- (4) Information which the Offeror considers proprietary, if any, should be clearly marked "proprietary" next to the relevant part of the text and it will then be treated as such accordingly.

5. TIME SCHEDULE

A draft appraisal report would be submitted within 3 months of the date of signing of agreement. The major findings of the draft report should be shared with the DoLA. Feedback from the Department should be taken into account by the Consultant in the final report in a substantive manner and for the record. The Department will be required to provide written response within 15 days of receipt of draft report. The consultant will submit the final report

within 4 months of the date of signing of agreement, after taking into account the comments of the Ministry on the draft report. Four hard copies along with soft copy of the Final Review Report shall be submitted to DoLA within a period of four months from the date of signing of agreement.

6. INPUTS TO BE PROVIDED BY DoLA

DoLA will facilitate interaction of consultants with the officers as well as their visits to the other units of the Department. If required, a representative of DoLA would accompany the team during the visit to Branch Secretariats. It will also provide copies of (i) Framework for Conduct of Study, (ii) Indian Legal Service Rules, 1957 and other data as required by the consultant, (iii) Annual Reports of the Department.

7. DELIVERABLES

The Consultant shall submit a detailed report indicating the following:

- (i) Status of implementation of the study
- (ii) Status of achievement of desired outputs and outcomes under the study.
- (iii) Recommendations on further improvement of study with objective of meeting its targets.
- (iv) Present workload on each ILS officer
- (v) Comparative Statement as to competency of the officer with regard to role assigned.
- (vi) Type of training required with duration for competency mapping
