



NATIONAL INSTITUTE OF DISASTER MANAGEMENT
(Ministry of Home Affairs, Govt. of India)

Expression of Interest (EOI) for conducting recruitment process on behalf of NIDM

The last date for receipt of expression of interest from recruitment agencies for conducting recruitment process on behalf of NIDM is extended till **1700 hrs on 24.02.2023**. For further details please visit <https://nidm.gov.in/tenders.asp>



Executive Director, NIDM

NATIONAL INSTITUTE OF DISASTER MANAGEMENT
(Ministry of Home Affairs, Government of India)
Plot No. 15, Pocket-3, Block-B, Sector-29, Rohini, Delhi -110042

F.No. NIDM/Admin/DR Vacancy/2022/321 (Part file)

Dated: 23.12.2022

Expression of Interest (EOI) from Recruitment Agencies (RA) for conducting Recruitment Process on behalf of the National Institute of Disaster Management (NIDM)

1. OBJECTIVE

1.1 The National Institute of Disaster Management (NIDM), Ministry of Home Affairs, Government of India invites Bids for 'Expression of Interest (EOI)' from qualified and experienced Recruitment Agencies (RA) to provide assistance to NIDM for conducting recruitment process on direct recruitment basis for the posts mentioned in **Annexure I**.

1.2. RA shall mean only Public Sector Undertakings of Central Government.

2. SCOPE OF WORK

Team Formation

2.1 RA, finally selected for the assignment, shall constitute a team, with whom NIDM shall liaise, for successful implementation of the same. Details of the members of the team, including their Integrity Certificates, shall be provided to NIDM. Any changes in the team composition shall be intimated to NIDM including the relevant details of the new members.

Software

2.2 RA shall design and develop software required for the entire recruitment process as per the requirement of and in consultation with NIDM.

Applications

2.3 RA shall make necessary arrangements for receipt of applications (offline/online) and fees (offline/online), scrutiny of applications, registration of eligible candidates and issuance of Admit Cards to eligible candidates. RA shall coordinate with NIDM and obtain its approval for the relevant stages of the process. RA shall also provide facility for addressing the queries of the candidates.

Examination Centers

2.4 The vacancies shall be filled up as per existing Government norms.

2.5 RA shall identify Pan India examination centres for holding online/offline examination and/or skill test and make the necessary arrangements.

Question Papers and related activities

2.6 The responsibility of finalization of question papers, confidentiality, custody and setting up of Computer Based Test System and other related arrangements will be the responsibility of RA.

Preparation of Written Test Merit List and Arrangements of Skill Test/Interviews

2.7 RA shall prepare category wise/post wise Written Test Merit List and organizing interviews. RA shall also arrange for conduction of skill test for the posts of Personal Assistant/Stenographer, Videographer, Driver and Messenger.

Publication of Final Result

2.8 RA shall prepare the final result and make arrangements for communication to the successful candidates.

Preservation of Applications of the candidates

2.9 RA shall preserve all the applications with testimonials, videography or photography and other documents received during the selection process, upto three months after completion of the selection process. Confidentiality of the documents should be maintained. These documents are to be submitted to NIDM when called for by NIDM or at the end of three months after the selection process handed over to NIDM.

Other Activities

2.10 If any other activity is required to be performed for smooth conduct of examination, RA shall carry out such activity.

Consultation with NIDM

2.11 The deliverables mentioned above have to be carried out in consultation with NIDM.

Detailed projected activities

2.12 RA, while submitting the Bid, shall provide activity details in respect of the deliverables. The detailed activities shall be finalized in consultation with NIDM.

Confidentiality

2.13 RA shall not disclose its name or identity or any sensitive matter regarding the assignment to public/candidate/press or any other person. Any breach of confidentiality will lead to annulment of the assignment awarded to the RA.

3. GENERAL INSTRUCTIONS

3.1 Interested agencies can send their duly completed EOI on or before 24.01.2023 by 1700 hours at the following address in person or by registered/speed post or courier to:

**The Executive Director
National Institute of Disaster Management,
(Ministry of Home Affairs, Government of India),
Plot No. 15, Pocket-3, Block-B, Sector-29, Rohini, Delhi -110042**

3.2 The EOI should be submitted strictly as per the prescribed format (**Annexure II**) along with documents in support of information submitted therein by the responding RA. EOI received after the stipulated time period or not in accordance with the specified format will be summarily rejected as non-responsive. Delivery of the responses along with documents against the EOI at the above address will be the sole responsibility of the responding Agency.

3.3 NIDM reserves the right to cancel the recruitment process or any part thereof without assigning any reason.

4. SUBMISSION OF EOI

4.1 The EOI duly signed by the authorized person in **blue/black ink** on every page including annexures/ appendices shall be submitted in a sealed envelope clearly marked: "Recruitment Agencies for Recruitment Process". All the relevant documents shall be enclosed with the Technical EOI.

4.2 A duly authorized representative of the RA should sign the EOI. It shall be certified that the person signing the EOI is empowered to do so on behalf of the Agency. A copy of the Memorandum and Articles of Association of the Agency shall be attached to the EOI.

4.3 The EOI should be submitted with two printed copies of the entire EOI, one marked 'ORIGINAL' and the second one marked 'DUPLICATE'.

4.4 The Agency shall fill in the EOI neatly and accurately. Any corrections or

overwriting would render the EOI invalid.

4.5 Conditional offers/ offers that are not in conformity to the prescribed document will be summarily rejected as non-responsive.

5. PRE-QUALIFICATION MEETING

5.1 A Pre-Qualification meeting will be held on 17.01.2023 at 1500 hours NIDM to discuss the EOI and clarify doubts (if any) to potential agencies. Based on discussions held during the pre-Qualification meeting, amendments/clarifications (if any) in the EOI Document will be uploaded on the NIDM's website. Bidders are requested to visit the website on regular basis for updates in this regard.

6. E.O.I. EVALUATION

6.1 The EOIs will be opened on 25.01.2023 at 1500 hours at the address given at para 3.1 above and the RAs are at liberty to be present personally or through their authorized representative (1 representative per bidder) at the time of opening of the EOIs. In case it is declared a holiday, the EOI will be opened at the same time on the next working day.

6.2 The Evaluation Committee appointed by NIDM shall evaluate the EOIs as per criteria of the EOI document. For RAs that meet the technical criteria for recruitment, NIDM shall be at liberty to visit and inspect the premises of the RA with adequate notice given to Chief Executive of the RA prior to/after recruitment.

6.3 Technical Bid (**Annexure II**) will be evaluated first. If RA meets the Technical Bid criteria, its Financial Bid (**Annexure VIII**) will be evaluated.

7. TECHNICAL CRITERIA FOR RECRUITMENT AGENCIES

7.1 The RA (Public Sector Undertakings under Central Government incorporated under the Companies Act), with the business *inter-alia* of providing selection services is eligible to participate in the recruitment process. The certificate of incorporation is to be submitted along with the response.

7.2 The agency should have a minimum of 5 (Five) years of experience of successfully conducting recruitment (both offline and online) and placement of similar professionals as mentioned in paragraph 1 of this document (attach supportive documents), including selection activities for Government sector/

PSUs, during last five years. The work order and post- completion certificate will suffice as supportive documents.

7.3 The agency should have conducted at least 3 (Three) recruitment projects in last five years for PSUs/Govt./multilateral agency/ UN agency, out of which 1 (one) must be for PSUs/Govt. sector -(attach supportive documents). The total number of applications processed should have been -500 or more per recruitment projects and at least 1000 applications processed for at least one recruitment project in last five years, out of which 1 (one) must be for PSUs/Govt. sector. (Attach supportive documents containing number of positions advertised/applications processed/professional successfully recruited). The work order and post- completion certificate will suffice as supportive documents.

7.4 The agency should have at least 3 (Three) Recruitment Process Experts (with at least 3-5 years of relevant experience-engaged on agency's pay roll and have worked for similar assignments undertaken in last three years) on their permanent rolls (The profile of the Recruitment Experts should be enclosed) and a pool of empanelled specialists (whose services had been hired for recruitment at least once in similar nature of projects in last five years), on their panel, who should have accepted to be on the panel of the agency. Copy of their acceptance should be submitted alongwith the EOI. At least 3 of the empanelled specialists should have been involved at least once in designing and conducting recruitment in last five years. Self-declaration by the agency that they are on the rolls, have worked on the assignments and copy of their acceptance would suffice as supportive documents.

7.5 The agency should not have been debarred or blacklisted, by any Government sector/ PSUs/ bilateral and multilateral or UN agency for handling recruitment process, ever in the past. A certificate to this effect is to be submitted by the agency duly signed by the Authorized person.

7.6 The RA should have a minimum turnover of Rs. 50 (Fifty) Lacs in three out of last five financial years. Audited financial statement for last three years should be submitted along with the technical EOI. Incase segment wise result is not mentioned in the audited financial statement, a certificate to this effect may be enclosed from Company's Chartered Accountant.

7.7 The agency should have PAN, Goods and Service Tax (GST) registration and registration under applicable laws and should submit copies of the same. Consortium bidding to fulfill the eligibility criteria of this EOI shall not be

allowed at any stage.

7.8 The agency should submit satisfactory performance report/letter from their client in PSUs/ Government sector as per the form enclosed at (**Annexure: III**). The work order and post-completion certificate, certificate from statutory auditor, continuous services for more than a year and repeat engagements by the same client etc. will suffice.

8. EARNEST MONEY DEPOSIT

8.1 As per the recent directives of the Government, there will be no Earnest Money Deposit (EMD) required for this EoI, but signed **Bid Security Declaration Form** (as per **Annexure V**) must be submitted along with all required document.

9. OTHER TERMS AND CONDITIONS

9.1 Rights to the content of the EOI – For all the EOIs received before the last date and time of EOI submission, the EOIs and accompanying documentations of the Pre-qualification EOI will become the property of the NIDM and will not be returned after opening of the pre-qualification EOIs. NIDM has right to use or disclose any or all of the information contained in the EOI and can do so without any compensation to the responding agency.

9.2 Acknowledgement of understanding of terms – By submitting an EOI, each bidder shall be deemed to acknowledge that it has carefully read and understood all sections of this EOI documents, including all forms, schedules and annexures hereto, and has fully informed itself of all existing conditions and limitations.

9.3 Any changes in the terms of the document can only be made in writing and by mutual agreement. This recruitment, its meaning and interpretation, and the relation between the Parties shall be governed by the laws of India for the time being in force.

9.4 Any notice, request, or consent made pursuant to the selection of RA shall be in writing and shall be deemed to have been made when delivered in person or sent by registered/speed post/courier to an authorized representative of the Party.

9.5 Any action required or permitted to be taken, and any document required or permitted to be executed, under this recruitment by NIDM/Ministry of Home Affairs or the RA, may be taken or executed by the officials authorized in this regard.

10. PAYMENTS TO THE RA

10.1 The cost estimate for conduct of recruitment process will be based on the anticipated numbers of candidates as per the rates agreed between the RA and NIDM/Ministry of Home Affairs.

10.2 The financial information required for executing the entire assignment is given in **Annexure VIII**.

11. CORRUPT OR FRAUDULENT PRACTICES

11.1 Ministry of Home Affairs and NIDM expect the highest standard of transparency, integrity and ethics from the RAs under the EOI. They would not indulge in any practice which is against the interests of Ministry of Home Affairs or NIDM.

11.2 It is further provided that NIDM will reject the EOI, blacklist the RA for a period of 3 years if it is found that the RA has engaged in any untoward practice(s) which compromises the interests of Ministry of Home Affairs or NIDM or/and are against the laws of the land or/and are corrupt, fraudulent, collusive and coercive.

12. SCOPE OF SERVICE

12.1 In performing the terms and conditions under the recruitment process, the RA shall at all times act as an independent RA. The recruitment does not in any way create a relationship of principal and agent between NIDM and the RA. The RA shall not act or attempt or represent itself as an agent of NIDM/Ministry of Home Affairs. The employees of the RA shall never, under any circumstances whatsoever, be entitled to claim to be the employees of the NIDM/Ministry of Home Affairs.

13. ARBITRATION

13.1 All disputes, if any, arising during the recruitment process shall be resolved by arbitration. The arbitration shall be conducted in English language and the venue of arbitration shall be in New Delhi. The sole arbitrator will be

appointed by Executive Director NIDM, whose decision in this regard will be final and binding.

14. **FORCE MAJEURE**

14.1 Force Majeure is herein defined as any cause, which is beyond the control of both the parties as the case may be which they could foresee and which may substantially affect the performance of the proposal such as:

- a. Acts of a Government, domestic or foreign, including but not limited to war, declared or undeclared, priorities, guarantees embargoes etc.
- b. Any riot or civil commotion
- c. Any earthquake, floods, tempest, lightning, epidemic or other acts of nature or public enemy.
- d. Inability to secure material or transportation facilities due to acts/omission of carriers/railways or other means of transport.
- e. Any strike or lockout (only those including 10 continuous days in duration) affecting the work.

14.2 However, Force Majeure shall not include (i) any event which is caused by the negligence or intentional act of a party or its agent or employees nor (ii) any event which a diligent party could reasonably have expected to both (A) take into account at the time of conclusion of this Proposal and (B) avoid or overcome in carrying out its obligations hereunder.

14.3 Further, Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder.

14.4 The failure of party to fulfill any of its obligations hereunder shall not be considered to be a breach of, or default, under this contract in so far as such inability arises from an event of Force Majeure, provided that the party affected by such an event has taken all reasonable precautions, due care and reasonable alternative measures, all with the objective of carrying out the terms and conditions of this proposal.

14.5 A party affected by an event of Force Majeure shall take all reasonable measures to remove such party's inability to fulfill its obligations hereunder with a minimum of delay.

14.6 A party affected by an event of Force Majeure shall notify the other party of such event as soon as possible and in any event, not later than ten (10 days) following the occurrence of such event and shall similarly give notice of the restoration of normal conditions as soon as possible.

14.7 The parties shall take all reasonable measures to minimize the consequence of any event of Force Majeure.

14.8 Any period within which a party shall, pursuant to this proposal complete any action or task, shall be extended for a period equal to the time during which such party was unable to perform such action as a result of Force Majeure.

15. JURISDICTION

15.1 The parties hereby irrevocably consent to the sole jurisdiction of the Courts of Delhi only, in connection with any actions or proceedings arising out of or in relation to this EOI.

16 CONFIDENTIALITY

16.1 The parties acknowledge that, in the course of their negotiations, it may be necessary for one party to provide documentation, technical and business information and/or intellectual property, in whatever form recorded (collectively, 'Confidential Information'), to the other party. All confidential information provided or disclosed by either party hereunder shall remain the property of the furnishing party, and shall be held in strict confidence by the receiving party, unless the furnishing party otherwise consents in writing or unless disclosure of such confidential information is required by the applicable laws. Confidential information furnished by any party hereunder (i) shall not be reproduced or copied, in whole or in part, by the receiving party except for use as specifically authorized; (ii) shall, together with any copies thereof, be returned to the disclosing party, or at the request of the disclosing party, destroyed, when no longer needed; and (iii) shall only be disclosed by the receiving party to its employees who have a need to know such confidential information in connection with the performance and who have agreed to comply with the confidentiality obligations set forth herein.

16.2 Additionally,

- i. Both the parties will maintain confidentiality in respect of rates, terms & conditions of award of this recruitment assignment to RA for conduct of computer based test (online examination) till declaration of the results by NIDM.
- ii. The operational requirement for accomplishment of the assignment is excluded from this condition.

17. INDEMNITY

17.1 The RA shall keep indemnified and hold harmless NIDM and Ministry of Home Affairs and their officials from and against all claims, demands, losses, damages, penalties, expenses and proceedings connected with the implementation of this recruitment or arising from any breach or non-compliance whatsoever by the RA or any of the persons deployed by it pursuant hereto of or in relation to any such matter as aforesaid or otherwise arising from any act or omission on their part, whether willful or not, and whether within or without the premises.

18. LANGUAGE AND GOVERNING LAWS

18.1 The proposal shall be executed in the English Language, which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this proposal. The applicable laws to this proposal shall be Indian laws and the same shall be under the jurisdiction of the court at Delhi.

19. WAIVER

19.1 No failure or delay on the part of any party in exercising any right or remedy provided in this proposal shall operate as a waiver, nor shall any failure to exercise any right or remedy preclude any other or further exercise thereof or the exercise of any other right/remedy under this proposal.

20. SEVERABILITY OF THE PROPOSAL

20.1 If any term or provision of this proposal is determined to be illegal, unenforceable, or invalid in whole or in part for any reason, such illegal, unenforceable, or invalid provisions or part thereof shall be stricken from this proposal, and such provision shall not affect the legality, enforceability, or validity of the remainder of this proposal. If any provision or part thereof of this proposal is stricken in accordance with the provisions of this section, then this stricken provision shall be replaced, to the extent possible, with a legal, enforceable and valid provision that is as similar in tenor to the stricken provision as is legally possible.

Annexure I

Details of the Posts to be filled by Direct Recruitment

S.No.	Classification	Name of the post	No. of posts		Pay Level as per 7 th CPC	Qualification
			Delhi Campus	Southern Campus		
1.	Group 'A'	Assistant Professor	4	3	10	<p>Age: 35 years as on 1st July of the year in which the advertisement is issued. Relaxable for Govt. Servants upto 5 years in accordance with the instructions or orders issued by the Central Government. Note: The crucial date for deciding the age limit shall be 1st July of the year of advertisement.</p> <p>Essential Qualification: Masters Degree with 55% marks in Social Sciences / Environmental / Earth Science / Engineering / Disaster Management or allied subjects with at least 55% of the marks or its equivalent in Masters Degree with consistent good academic record. Desirable: (i) M.Phil or Ph.D. in the concerned or allied disciplines. Contribution to innovation educational, design of new curricula and courses, developing training modules, and technology-mediated teaching learning process.</p>
2.	Group 'B'	Research Associate	4	-	6	<p>Age:-30 years (for SC / ST 35 years and for OBC 33 years) (Relaxable for Government Servants</p>

						<p>upto 5 years in accordance with the instructions or orders issued by the Central Government.) Note: The crucial date for deciding the age limit shall be 1st July of the year of advertisement.</p> <p>Essential Qualification and Experience: (i) A Master Degree in Economics / Physiology / Psychology / Sociology / Mathematics / Political Science / Public Administration / Law / Bio Informatics / IT / Earth Sciences / Environmental Sciences / Urban Planning and Land Use, the relevant field with at least 55% marks or equivalent grading. (ii) Two years research experience in the relevant field. Desirable qualification: Ph.D. / M.Phil in the relevant discipline.</p>
3.	Group 'B'	Librarian	-	1	7	<p>Age:-30 years (for SC / ST 35 years and for OBC 33 years) (Relaxable for Government Servants upto 5 years in accordance with the instructions or orders issued by the Central Government. Note: The crucial date for deciding the age limit shall be 1st July of the year of advertisement.</p> <p>Essential Qualification:- (i) Bachelors Degree in Library Science form a</p>

						<p>recognized University or Institute.</p> <p>(ii) Proficiency in Computer Application in library functioning.</p> <p>(iii) Minimum two years of experience in library operation.</p>
4.	Group 'B'	Administrative Assistant/Jr. Assistant	2	1	6	<p>Age:-30 years (for SC / ST 35 years and for OBC 33 years) (Relaxable for Government Servants upto 5 years in accordance with the instructions or orders issued by the Central Government.)</p> <p>Note : The crucial date for deciding the age limit shall be 1st July of the year of advertisement.</p> <p>Essential Qualification:- Graduate in any discipline from a recognized University or Institute with three years of experience in office administration/accounts in any Government Department or autonomous body or Institution funded by the Central or the State Government.</p>
5.	Group 'B'	Personal Assistant/ Stenographer	5	-	6	<p>Age:-30 years (for SC / ST 35 years and for OBC 33 years) Note: The crucial date for deciding the age limit shall be 1st July of the year of advertisement.</p> <p>Essential Qualification :- Graduate in any discipline from a recognized University or Institute and possessing a speed of 100</p>

						words per minute in Shorthand (English or Hindi) and Typing 50 w.p.m
6.	Group 'C'	Videographer-cum-Technical Assistant	1	-	4	<p>Age:-27 years (for SC / ST 32 years and for OBC 30 years) (Relaxable for Government Servants upto 5 years in accordance with the instructions or orders issued by the Central Government). Note The crucial date for deciding the age limit shall be 1st July of the year of advertisement.</p> <p>Essential Qualifications:- (i) Bachelor's degree from a recognized University or Institution; (ii) Diploma / Certificate in Photography / Videography; (iii) Three years' experience as Photographer / Videographer.</p> <p>Desirable:- Experience in operating video and still camera, Liquid Crystal Display projector or Over Head Projector etc., from a recognized institution.</p>
7.	Group 'C'	Driver	1	-	2	<p>Age:-27 years (for SC / ST 32 years and for OBC 30 years) (Relaxable for Government Servants upto 5 years in accordance with the instructions or orders issued by the Central Government). Note: The crucial date for deciding the age limit shall be 1st July of the year of advertisement.</p>

						<p>Essential Qualification: (i) Matriculation or equivalent pass from a recognised Board or Institution; (ii) Possession of a valid driving license for light motor vehicles; (iii) Knowledge of motor mechanism (The candidate should be able to remove minor defects in vehicles), and (iv) Experience of driving light motor vehicle for at least three years.</p>
8.	Group 'C'	Messenger	6	-	1	<p>Age:-27 years (for SC / ST 32 years and for OBC 30 years) (Relaxable for Government Servants upto 5 years in accordance with the instructions or orders issued by the Central Government). Note The crucial date for deciding the age limit shall be 1st July of the year of advertisement.</p> <p>Essential Qualification:- Matriculation or equivalent pass from a recognised Board or Institute.</p> <p>Desirable:- (i) Possession of a valid driving licence for Motor Cycle or Three Wheeler; (ii) Two years' experience in driving Motor Cycle or Three Wheeler; (iii) Knowledge of Motor Cycle or Three Wheeler mechanism (The candidate should be able to remove minor defects in the vehicles);</p>

						(iv) Ability to read English and Hindi or Regional language of the area in which the concerned office is situated; and (v) Three years' service as Home Guard or Civil volunteer.
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**FORMAT FOR SUBMITTING TECHNICAL EOI BY RECRUITING
AGENCY**

**(To be submitted on Agency's letter head under signature of the
authorized person)**

To,

Executive Director

National Institute of Disaster Management (NIDM),

Plot No. 15, Block-B, Sector-29, Rohini, North West, Delhi-110042

Dear Sir,

I/We, _____, hereby submit that the information submitted are correct to the best of my/our knowledge & belief. My/Our Agency has not been debarred by any Govt. sector/ PSUs / multi lateral agency/ UN agency for handling HR selection process in last 5 years. In case of any information/ documents found to be false, fake or incorrect, NIDM/MHA is free to take action against my/our Agency as deemed fit by them.

I/we hereby declare that during the currency of the recruitment of my agency, I/we will not engage in any activity that may conflict with the terms and conditions of the current EOI.

(Signature of Authorized person with seal)

Date:

Place

Note: Assigned copy of the EOI documents as acceptance of all terms and conditions of the EOI is to be closed along with technical EOI.

Attached herewith;

1. Agency Details
 - a) Executive Summary of the Agency
 - b) Name of the Recruitment Agency, Address with telephone and Fax no.
 - c) Profile of the CEO of the Agency
 - d) Details of registration/incorporation under Companies Act (Attach Memorandum & Article of Association, Certificate of Incorporation)
 - e) Organization structure with location details in India and human resource details.
 - f) Annual turnover of last three financial year (audited financial statement of last 3 years to be closed)
 - g) PAN No.(attach documentary evidence) (Self-attestation with stamp will be suffice)
 - h) GST No. (attach documentary evidence) (Self-attestation with stamp will be suffice)
 - i) Nos. of Recruitment Experts on the permanent roll and panel of the Agency (Enclose

- profile of at least 3 Recruitment Experts)
- j) Number of recruitment/selection services provided by the HR agency in last 5 years.
2. Details of recruitment/selection services provided in PSUs/Govt. sector / bilateral and multilateral UN agency during last five years (Attach supportive documents- number of positions advertised/applications processed/ professional successfully recruited and placed)
 3. Satisfactory performance reports from clients from Govt. sector/PSUs/bilateral and multilateral UN agency on letterhead (**Annexure: III**)
 4. Representative Authorization Letter (Attach documents) (**Annexure: IV**)
 5. Self-declaration (**Annexure: V**)
 6. Acceptance of terms & Conditions mentioned in the EOI (**Annexure: VI**)
 7. Bid Security Declaration (**Annexure: VII**)

Certificate of Satisfactory Services

To Whomsoever It May Concern

This is to certify that..... (Name of the agency) has conducted HR selection assignment for..... (type/ level of positions) ,..... (Numbers of Applications processed/ positions recruited) dated(dd/mm/yy) which included (Advertisement/ short-listing/ evaluation/ result-declaration/ any other services)

We can confirm that the services provided to us were satisfactory.

Official
stamp
Date:

Signature of Competent Authority
Full Name:
Name of the
Company:
Designation:
Contact
details:
Email id:

Representative Authorization Letter

To,

**Executive Director
National Institute of Disaster Management (NIDM),
Plot No. 15, Block-B, Sector-29, Rohini, North West, Delhi-110042**

Sir,

Ms./Mr. _____ is hereby authorized to sign relevant documents on behalf of the Agency in dealing with invitation reference No. _____, Dt: _____. S/He is also authorized to attend meetings and submit general & commercial information as may be required by you in the course of processing above said application.

Thanking you,

Authorized Signatory

Representative Signature _____

Self Declaration

To,

**Executive Director
National Institute of Disaster Management (NIDM),
Plot No. 15, Block-B, Sector-29, Rohini, North West, Delhi-110042**

Sir,

In response to the invitation No._____, Dt:_____. Of Ref. Ms. /Mr._____,as a _____,I/We hereby declare that our Agency_____is _____ having unblemished past record and was not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any Govt./PSU.

Signature of witness

Date:

Place:

Signature of the Bidder

Date:

Place:

Company Seal

Acceptance of terms & Conditions mentioned in the EOI

To,

**Executive Director
National Institute of Disaster Management (NIDM),
Plot No. 15, Block-B, Sector-29, Rohini, North West, Delhi-110042**

Sir,

I have carefully gone through the Terms & Conditions contained in the EOI Document No.....dated.....regarding conducting recruitment process on behalf of NIDM.

I declare that all the provisions of this EOI Document are acceptable to my Agency. I further certify that I am an authorized signatory of my Agency, therefore, competent to make this declaration.

Signature of witness

Date:

Place:

Signature of the Bidder

Date:

Place:

Company Seal

Bid Security Declaration Form

To,
Executive Director
National Institute of Disaster Management (NIDM),
Plot No. 15, Block-B, Sector-29, Rohini, North West, Delhi-110042

I, The undersigned, declare that:

I understand that, according to your conditions, bids must be supported by a Bid Security Declaration.

I accept that I may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am in a breach of any obligation under the bid conditions, because I

- a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- b) Having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I understand this Bid Security Declaration shall cease to be valid if I am not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my Bid.

Signature of the Bidder
Name & Address of
Agency

Date of Signing

Company Seal

Format Financial Bid

RA shall give their financial bid in the following format giving pertinent break-ups and timelines:

Sl. No.	Description of Work which the agency will undertake.	Time-lines for fulfillment of each component
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Total Cost: