



## **STATE URBAN DEVELOPMENT AUTHORITY, HARYANA (Department of Urban Local Bodies, Haryana)**

**Selection of Manpower providing agency for providing the Services of qualified Experts/Specialists and other employees at State and ULB level in Haryana under the scheme of National Urban Livelihood Mission (NULM).**

### **Request for Proposal**

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### **Volume-II: Scope of Work (SoW)**

**Released by**

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**1. Background**

With a view to implement various GoI and State Govt. urban poverty alleviation schemes/programme, it has been decided to established Urban Poverty Alleviation Cells at State and Town levels by deploying adequate number of capable qualified and experienced manpower on fixed monthly remuneration for a limited period through outsource Agency. The outsource agency would be required to carry out following works for providing adequate qualified and experience Experts for these two schemes.

**2. Scope of Work (SoW)**

- 2.1. The Agency will assess and select of candidates strictly as per TOR prescribed for each expert/specialist. SUDA, Haryana may conduct one to one discussions with the experts provided by the selected agency to ensure suitability of the technical experts. SUDA, Haryana has right to reject the list of experts provided by the agency in case they are not found suitable as per criteria.
- 2.2. Scope of Work (SoW) for each technical expert position at State and Town level including qualifications and experience is detailed in TOR. However, the job descriptions provided are indicative in nature and may change as per the requirement of the Poverty Alleviation programme/scheme implemented by SUDA, Haryana.
- 2.3. The Agency will execute contract/agreement with each selected candidate. In this contract/agreement, the Agency will clearly spell out that the services of candidate are placed with SUDA,H purely on outsource basis (without any claim for regularization of services) and SUDA,H and its authorized person reserve the right to discontinue the outsource arrangement at any time without assigning any reason(s) and without creating any liability to SUDA,H.
- 2.4. The Agency will sponsor and depute adequate number of eligible and capable experts/specialist as per TOR, at desired place(s)/town(s) at its own cost within prescribed time limit as per instructions of SUDA,H. The Agency will ensure that sponsored candidate fulfills the following conditions also:
  - a) He must be citizen of India.
  - b) He does not involve in any kind of immoral and anti-national activity.
  - c) He is not insolvent.
  - d) He does not participate in any kind of political activity.
  - e) His character and past record is good and is medically fit to work.
- 2.5. In case, the SUDA,H or its authorized person points out in writing to Agency that any or more candidates quit(s) or running continuously absent from duty or is/are not working as per instructions/guidelines or is/are not discharging his/their responsibilities properly as per TOR, the Agency would immediately withdraw such person(s) and provide/depute suitable (adequate qualified and experienced persons as per TOR of each category) at its own cost in replacement of such person/persons within 10 working days period. No payment would be made for such person(s) from the date of intimation (date of issue of letter) and for absent period. Any action (i.e. issue of notice, termination of service contract or any other kind of action against such persons) will be initiated by Agency at its own level and SUDA,H would not be party to such action(s).
- 2.6. The SUDA,H may revise (enhanced or reduced) requirement of Experts on revised (enhanced/reduced) fixed monthly remuneration of each category or may also raise requirement for fresh category(ies). Accordingly, the SUDA,H will inform the revised requirement of Experts on revised (enhanced/reduced) at fixed monthly remuneration one month in advance to the Agency. The Agency would accordingly deploy (enhance/withdraw) the requisite number of Experts at desired place/town on revised (enhanced/reduced) fixed monthly remuneration as per requirement of SUDA,H.

- 2.7. The Agency will collect attendance certificate from SUDA,H and concerned ULBs or its authorized person on or after 25<sup>th</sup> of every month (on next working day in case of holiday on 25<sup>th</sup>) and work out consolidated monthly remuneration (as decided by SUDA,H) of the entire outsourced persons (Experts/specialists) based on attendance certificate. The admissible leave availed with proper approval would also be treated as attendance. The bill cycle will 26<sup>th</sup> of preceding month to 25<sup>th</sup> of every month. The travelling allowance (TA/DA) will not be the part of remuneration and will be paid directly to concerned person. The Agency will submit monthly bill(s) after adding other due benefits (EPF/GIS etc.) and its service charges to SUDA,H or its authorized person. The SUDA,H or its authorized person may seek any clarification(s) at the time of processing of bill and it will be the responsibility of the Agency to quickly respond to the queries to avoid the delay in processing and release of payment. The SUDA,H or its authorized person will ensure the release of payment (after deducting due amount of TDS or other applicable tax) to the Agency by 7<sup>th</sup> of every month. In case of any difference, the balance amount will be settled after consultation with Agency by 20<sup>th</sup> of each month.
- 2.8. It will be the sole responsibility of the agency to make/release due monthly salary/remuneration of all the persons deployed with SUDA,H on outsource basis, preferably directly crediting/ transferring due amount to their bank a/c or in shape by 10<sup>th</sup> every month without fail. The payment of monthly remuneration to persons deployed with SUDA,H will not be linked at all with the release of payment by SUDA,H or its authorized person. The delay in payment of monthly remuneration will be the sole responsibility of the Agency.
- 2.9. The Agency will be responsible for the deduction of any kind due amount (i.e. EPF, GIS, TDS etc), which is deductible from the monthly remuneration of each person deployed with SUDA,H on outsource basis and deposit it with concerned authority within prescribed limit. The deduction and deposit is sole responsibility of Agency and it will have no relevance with the releasing of payment by SUDA,H.
- 2.10. The Agency will make up any kind of damage to property and financial loss occurred to SUDA,H or any other agency due to negligence or intentionally with the act of any persons deployed with SUDA,H on outsource basis through Agency.

### **3. Terms & Conditions for Performance, Incentive & Penalty**

#### **3.1 TERMS & CONDITIONS**

- a) The Agency shall not be allowed to sublet, transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency without the prior written consent of SUDA,H. Subletting, transfer, assignment or sub-contracting of the contract, directly or indirectly, shall result in pre-mature termination of contract and imposition of any penalty as may be decided by the Mission Director, SUDA,H including forfeiture of entire security and revocation of Bank Guarantee.
- b) The actual requirement of services of manpower, and in turn the number of such staff, may increase or decrease during the duration of the contract. The Agency would have to provide a panel of sufficient numbers of office staff as detailed at table-1 possessing the requisite qualifications, proficiency and experience out of which SUDA,H would reserve the right to choose or return the same for further submission depending on their suitability and proficiency.
- c) The person engaged by the Agency should have any adverse police records/ criminal cases against him. The Agency would be responsible to make adequate enquiries about the character and antecedents of the persons before their engagement for the purpose. The character and antecedents of each personnel will be got verified by the service provider before their deployment through the local police. Proofs of identity like driving license, bank account details, previous work experience, Proofs of residence, Aadhar no. of the deployed manpower with a copy of the Aadhar

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Card and recent photograph and a certification to this effect should be submitted to this office.

- d) The service provider's personnel shall not claim any benefit/compensation/regularization or services from this office under the provision of Industrial Dispute Act, 1947 or Contract Labour (Regularization & Abolition) Act, 1970. Undertaking from the persons to this effect shall be required to be submitted by the service provider to this office.
- e) The Agency shall submit Performance Bank Guarantee (@5% of estimated project cost) to SUDA,H within the period of 15 days from the date of acceptance of LOI by the Agency. The Performance Bank Guarantee (PBG) shall be refundable after three months on successful completion of the contract at the end of the contract period. SUDA,H may require the Agency to submit additional Performance Bank Guarantee if the Mission Director is of the opinion that the Agency has not completely complied with the terms & conditions of the contract. The Performance Bank Guarantee (PBG) should be valid for six months over and above the contract period/extended period.
- f) On submission of the Performance Bank Guarantee (PBG), the bidder Agency shall be required to sign, within a period of 7 days, an agreement with the officer of SUDA,H so authorized by the Mission Director (MD) an agreement containing all clauses on Terms & Conditions and Performance & Penalties, as amended during the bidding process.
- g) The Agency shall be bound by the details furnished and information provided in the bid (RFP/Tender) documents or at any subsequent stage. In case, any document furnished or information provided by the Agency is found to be false or untrue at any stage, it would be deemed to be breach of terms and conditions of the contract making the Agency liable for legal including criminal action, besides termination of contract, forfeiture of the revocation of the Performance Bank Guarantee.
- h) The Agency has to provide a panel of manpower as per designation with the required qualifications, experience and proficiency to SUDA,H. The choice of manpower to be deployed in SUDA,H shall be made from amongst the panel submitted by the Agency. SUDA,H reserves the right to conduct its own assessment or test or other proficiency checks as may be required. The Agency has to provide a panel of 3 times of the number of staff required and demanded by SUDA,H for each designation. If the entire panel of names is found unsuitable for deployment in SUDA,H, penalty of Rs.10,000/- will be imposed on the Agency for each panel found unsuitable due to non-performance of the Agency in identification of the right manpower with the required proficiency, skill and knowledge required under the contract. The purpose is that the Agency understands the specific requirement of SUDA,H for each designation, takes appropriate measures and exercises due diligence while conducting proper screening before forwarding the panel of names to SUDA,H.
- i) The Agency shall not delay in providing the manpower requisitioned by SUDA,H and shall do so within 10 working days of the demand being raised by SUDA,H. The Agency shall not change the manpower deployed except in exceptional circumstances and for reasons to be indicated to SUDA,H.
- j) The Agency shall deploy a team of 5 persons as detailed in Pre-Qualification, who are employees of the Agency for the coordination and management, deployment, providing substitute for absentee manpower, submission and completion of records regarding statutory liabilities i.e. deposit of taxes, ESI, EPF etc. The manager shall exclusively coordinate with SUDA,H with regard to the manpower deployed by the Agency. No extra remuneration shall be paid to the Agency for these managers by SUDA,H.
- k) The Agency should arrange to issue ID Card for access control to each of the manpower deployed at State and Town level (as per design and specifications

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approved by SUDA,H) containing the photograph of the deployed manpower along with other details such as Name, Date of Birth, designation, residential address, validity period, name of the Employer Agency, place of deployment, blood group etc. The cost of the ID card shall be paid by SUDA,H in respect of deployments of manpower done in the first six months at a rate to be determined by SUDA,H. The cost of the ID Card shall be met by the Agency in case of any changes in deployment for whatsoever reason within a period of six months or for any staff deployed at any time after six months.

- l) The performance, proficiency, discipline and integrity of the manpower supplied by the Agency and deployed in SUDA,H will be assessed by either the immediate reporting officer in SUDA,H or the head of the unit in which the manpower is deployed or an officer of the SUDA,H/ULB authorized by the Mission Director, SUDA,H. The assessment report will be prepared monthly and marked with any of the following grades-A, B, C, D and E arrived at on the basis of a set of parameters fixed by SUDA,H from time to time. The assessment report of each manpower deployed in SUDA,H/ULBs will be shared with the Agency. The illustrative format for assessing the performance of each manpower is attached at Annexure-I. The purpose and motive is to ensure efficient and productive deployment of manpower so as to enable SUDA,H to function effectively to discharge its statutory duties and obligations.
- i. If in any month, the performance 5% or above of the manpower is assessed as Grade "E" or Grade "D" or Grade "E"+"D", the services of such manpower will be withdrawn and replaced immediately and Agency will face a deduction of 5% of the total Composite Agency Charges payable in the invoice/bill of that month.
- ii. If in any month, manpower 10% or above is assessed as Grade "C", the Agency will face a deduction of 3% of the Composite Agency Charges payable in the invoice/bill of that month.
- iii. If in any month, manpower 15% or above is assessed as Grade "B", the Agency will face a deduction of 2% of the Composite Agency Charges payable in the invoice/bill of that month.
- iv. If in any month, the number of manpower provided by the Agency has an assessment grading combined as E, D & C or C&B or E, D, C&B to the extent of more than 15% of total manpower, the Agency will face a deduction maximum to the extent of 5% of the Composite Agency Charges payable in the invoice/bill of that month.
- m) The Agency has to provide training and skill up-gradation to the specific manpower assessed and graded as B and C in 30 days. Reassessment report of only that manpower will be sought again in the month after the skill up-gradation has been provided. If there is no improvement in grades on re-assessment then the Agency has to withdraw the specific manpower and provide an alternate panel of manpower within the next 7 days. Failure in replacement within the specified period will be considered as a breach of performance of contract for imposition of penalty. Skill up-gradation training will not be given in office hours. In specific cases where higher order skills are required to be imparted, the period of 30 days for skill up-gradation may be increased by SUDA,H to a maximum of 60 days if a specific request in this regard is made by the Agency.
- n) The Agency shall immediately provide substitute manpower in the event of any person absenting for duty, leaving the job or is changed or required to be changed for whatsoever reason. The delay by the Agency in providing a substitute beyond ten working days shall attract liquidated damages @ 2 times the pro-rata remuneration per day of the manpower recoverable from the Agency.
- o) The Agency shall provide additional number of manpower as desired by SUDA,H from time to time during the period of the contract under this agreement at the

rates already agreed to in the contract.

- p) For all intents and purposes, the Agency shall be the "Employer" within the meaning of different legislations in respect of manpower deployed in SUDA,H. The manpower deployed engaged by the Agency and deployed in SUDA,H shall not have any claims of Master and Servant relationship nor have any Principal and Agent relationship with or against the SUDA,H. They shall in no case be entitled for claiming regularization or employment in the SUDA,H on the basis of having rendered services through the Agency.
- q) The Agency shall be solely responsible for the redressal of grievances and resolution of disputes relating to manpower deployed in SUDA,H. The SUDA,H shall, in no way be responsible for settlement of such issues whatsoever.
- r) SUDA,H shall not be responsible for any damages, losses, claims, financial or injury to any other person on account of manpower engaged by the Agency in the course of their performing the functions or duties, or for payment towards any compensation due to acts done by such staff.
- s) Every dispute, difference or question which may at any time arise between the parties hereto, or the subject matter thereof, shall be referred to the sole arbitration of an officer appointed by the State Government whose decision shall be final and binding on the parties. SUDA,H or the Agency shall not challenge the award of the arbitrator before any court of law.

### **3.2 PAYMENT OF REMUNERATION TO THE DEPLOYED STAFF IN SUDA,H**

- a) The Agency will open a separate bank account for each deployed manpower engaged by the Agency and deployed in SUDA,H into which the Agency shall deposit the monthly remuneration before the 10<sup>th</sup> of every month.
- b) The billing cycle will 26<sup>th</sup> of preceding month to 25<sup>th</sup> of every running month.
- c) The Payable/due monthly remuneration will be worked out based on the Performance and attendance of each manpower. The illustrative Performance format is at Annexure-I.
- d) The Agency will work out monthly bill of all the experts/specialists/manpower placed in different towns and State level based on their performance and attendance.
- e) The Agency will submit its final bill(s) supported with certified attendance for processing/payment to designated officer (at State level or at ULB level) on or before last working day of the each month.
- f) The processing of bill(s) will be completed by 5<sup>th</sup> of next month and payment will be released in Indian Rupees after deduction of due TDS or other applicable taxes, in shape of online transfer by 7<sup>th</sup> of next month. In case of any calculation or other type of error, the amount worked out of designated officer will be released by 7<sup>th</sup> of next month as above and balance, if any, shall be settled after discussion with Agency by 15<sup>th</sup> of next month.
- g) The Agency will ensure the payment of monthly salary (including duly approved admissible leaves) through online system to persons deployed through them by 10<sup>th</sup> of every month and deposit of their deductions and dues within time limit as prescribed under different Laws/Acts.
- h) The Agency will submit authenticated proof of payment of monthly salary of all the experts/specialists and deposit of entire amount of their deductions/dues by 20<sup>th</sup> of every month other-wise the payment of next bill will not be processed and released.
- i) The Agency will be liable to make up any kind theft/ loss happened due to negligence or intention of expert/specialist/manpower provided on outsource basis



by the Agency. The Agency may deduct/recover such amount of loss/damage from the guilty/ responsible person/employee/expert as per agreement executed by the Agency with that person/ employee/expert will be deducted from their monthly bill(s).

**3.3 Other obligations of the Manpower Providing Agency:-**

- a. The Manpower providing agency shall operate and provide services to the SUDA,H at its various towns/sites on five days a week from 9.00 AM to 5.00 PM or completion of assigned work with a lunch break of 30 minutes from 01:30 pm to 02:00pm (even after 5.00 PM and 6<sup>th</sup> and 7<sup>th</sup> day of week and without any compensatory leave or other benefit). The manpower may also be called upon to perform duties on Saturdays and Sundays and other Gazetted Holidays, if required. List of services and the material are as prescribed in TOR.
- b. The regularity of the performance of the service will be the essence of the contract agreement and shall form a central factor of the contract agreement. The Manpower providing agency shall take all possible steps to ensure to maintain its performance as determined by the SUDA,H from time to time.
- c. The assessment made by the Manpower providing agency in the tender including number of persons various descriptions as required to provide/give the required quality of services shall be final acceptable by and binding upon the agency.
- d. If the SUDA,H notices that the personnel of the agency has/have been negligent, careless in rendering the said services, the same shall be communicated immediately to the agency who will take corrective steps immediately to avoid recurrence of such incidents and reports to the SUDA,H.
- e. If any of the personnel of the Manpower providing agency indulges in theft, negligence or any illegal/irregular activity, misconduct, the agency shall take appropriate action against its erring personnel and intimate accordingly to the SUDA,H or itself can take action in accordance with law.
- f. The agency shall furnish a personal guarantee of its Managing Director/Partner, guaranteeing the due performance by the agency of its obligations under this agreement.

**3.4 Other Liabilities of Manpower Providing Agency in respect of manpower deployed.**

- a. The Agency will be responsible for compliance of all statutory provisions relating to Minimum Wages, Good & Service Tax, Provident Fund and Employees State Insurance etc., if applicable in respect of the manpower deployed by it in SUDA,H.
- b. The Agency shall be liable for depositing any taxes, levies, cess etc. on account of services rendered by it to SUDA,H to the concerned collection authorities from time to time as per extant law, rules and regulations on the matter.
- c. In case, the Agency fails to comply with any statutory or taxation liability under appropriate law, and as a result thereof the SUDA,H is put to any loss or obligation, monetary or otherwise, SUDA,H will be entitled to recover the money out of the outstanding bills or the Performance Security Deposit or by revocation of the Bank Guarantee, to the extent of the loss or obligation.
- d. The Agency shall maintain all statutory registers under the applicable law and produce the same, on demand to the concerned officer of SUDA,H or any other authority under law. A compliance certificate in this regard will be submitted along with the bills every month.
- e. SUDA,H may ask for documentary evidence in respect of payment of statutory liabilities as and when required. SUDA,H shall verify the actual payment of statutory payments periodically, and if not satisfied, shall withhold the payments due to the

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Agency or seek additional Performance Security Deposit or revoke the Bank Guarantee as the case may be, in addition to other legal action.

- f. The Agency shall ensure that all the manpower deployed in SUDA,H are covered under the requisite ESI scheme under applicable law and in case of any accident to manpower while working in SUDA,H, it shall be the sole responsibility of the Agency on this account whatsoever.
- g. The Agency will issue monthly pay slip to each manpower staff engaged by it and deployed in SUDA,H giving details of the remuneration and deductions including deductions on account of EPF, ESI and other statutory deductions.
- h. The Agency shall obtain workman's compensation insurance policy from an approved insurance company to cover the risk of injury or death of the manpower engaged by him.
- i. SUDA,H shall not bear any other expenses payable to the manpower deployed by the Agency such as any provident fund contributions, transport charges to and from residence, medical expenses, etc.
- j. The Agency shall comply with the provisions of all welfare legislations and more particularly the Contract Labour (Regulation and Abolition) Act, 1970, while carrying out the obligations of the Agency under the contract. The Agency shall further observe and comply with all laws, rules, orders and notifications concerning employment of staff engaged by the Agency and shall duly pay all sums of money to such engaged staff as may be required to be paid under such laws. It is expressly understood that the Agency is fully responsible to ascertain and understand the applicability of various legislations, and take necessary action to comply with the requirement of law.
- k. The Agency shall be obliged and solely responsible to comply with all statutory requirements in respect of the manpower engaged by him and deployed in SUDA,H and SUDA,H shall not be a party to any dispute arising out of such deployment by the contractor.
- l. The Agency shall be responsible for all acts of commission and omission on the part of the manpower engaged by the Agency and deployed in SUDA,H. SUDA,H shall not be responsible in any manner, whatsoever, in matters of injury, death, ill health etc. of the Agency's manpower deployed and performing duties in SUDA,H under the contract.
- m. The Agency shall compensate in full the loss sustained by SUDA,H on account of any damage caused to the property of SUDA,H due to negligence or lapse of, or pilferage, theft or breakage caused by the manpower engaged by the Agency and deployed in SUDA,H. The amount of compensation shall be deducted from the payment due to Agency or recovered by any other legal means as the SUDA,H deems fit.
- n. The Agency shall all the times indemnify SUDA,H and keep SUDA,H indemnified against any claim by any third party for any injury, damage to any person or person of any third party or for any other claims whatsoever for any act of commission or omission of the manpower engaged by the Agency and deployed in SUDA,H during the performance of their manpower assignments.

### **3.5 GENERAL EXPECTATIONS OF MANPOWER DEPLOYED IN SUDA,H:**

- a. No manpower engaged by the Agency and deployed in SUDA,H shall have or exercise any financial or administrative powers, whatsoever. Their duties shall be to assist and carry out duties as may be assigned by his/her Controlling Officer and under their supervision. The manpower so deployed shall comply with such instructions as may be issued by SUDA,H or by the Controlling Officer from time to time.

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- b. All records, drawings, documents, data, specifications, standards, manuals etc., issued or made available to manpower deployed in SUDA,H shall be used exclusively towards discharging his/her duties in SUDA,H and shall be returned to the concerned authority in SUDA,H without retaining any copies thereof. The manpower shall not carry any of the records, drawings, documents, data, specifications, standards, manuals etc., outside office premises except with the specific permission of the head of the unit.
- c. The Agency shall ensure that:-
  - i. the manpower deployed in SUDA,H maintains complete confidentiality about their work assignments in SUDA,H.
  - ii. the manpower deployed in SUDA,H shall ensure safe custody of all records, data, information specific to any project or work of SUDA,H and shall maintain confidentiality in not divulging or disclosing the same to any third party, under any circumstances.
  - iii. the manpower deployed in SUDA,H shall avoid use of any official information concerning SUDA,H for any non-official purpose;
  - iv. the ownership and copyright of all records, data, drawings, reports and other documents, prepared by the manpower deployed in SUDA,H during the discharge of his/her duties in SUDA,H shall rest exclusively with SUDA,H;
  - v. For the purpose of this clause "confidential information" or "confidentiality" shall mean any knowhow, as well as any other knowledge, record, data or information of any technical, commercial or financial nature which is furnished to or obtained by manpower deployed in SUDA,H directly or indirectly, during performance of their duties in SUDA,H.
- d. SUDA,H respects the security and safety of women at the workplace. All manpower deployed in SUDA,H shall show gender sensitivity and behave in a proper manner with women. Any complaint in this regard will be viewed seriously and action has to be taken by the Agency for withdrawal of the manpower against whom the complaint is made.
- e. Each of the manpower deployed in SUDA,H must maintain highest standards of honesty, integrity and ethics. SUDA,H may demand the replacement of any manpower that fails to maintain these standards of honesty, integrity and ethics.
- f. The Agency shall ensure that the manpower deployed in SUDA,H is physically fit, competent to discharge the duties assigned with the post and have requisite experience and qualifications.
- g. The manpower deployed in SUDA,H shall be required to report for work at the designated hour of reporting to the competent authority at SUDA,H daily and shall not leave office during the duty hours without specific permission of the Controlling Officer. Attendance shall be monitored by the Aadhar Enabled Biometric Attendance System and all manpower deployed shall be required to follow work timings. In case, manpower deployed in SUDA,H is absent on a particular day or comes late or leaves early on more than two occasions in a month, pro-rata remuneration for each day shall be deducted or any other action as deemed fit by SUDA,H may be taken in respect of the deployed staff.
- h. As per instructions issued by Chief Secretary (In General Administration), Haryana Govt. vide their letter, dated 01.09.2016, every deployed manpower shall be entitled to 10 days casual leave (in addition to public holidays) that can be accumulated up to the end of the calendar year, beyond which such leave cannot be carried forward. The leave must be availed of with the prior approval of his/her Controlling Officer and un-availed leave shall not be eligible for encashment. Medical leave up to 10 days in a calendar year may be permitted at the sole discretion of the

controlling officer on production of satisfactory proof of illness.

- i. Complaints regarding marking of wrong attendance shall be viewed seriously and will not be tolerated.
- j. In case the manpower deployed by the Agency commits any act of omission or commission which amounts to misconduct, indiscipline, incompetence, the Agency will be liable to take appropriate legal action against such manpower deployed, including their removal from office premises or site of work, when required by SUDA,H.
- k. The Agency shall replace immediately any of its manpower deployed in SUDA,H who are found unacceptable to the SUDA,H because of security risks, incompetence, conflict of interest, improper conduct, misbehaviour with women etc. when so required by SUDA,H.
- l. For all intents and purposes, the Agency shall be the "Employer" within the meaning of different legislations in respect of manpower deployed in SUDA,H. Manpower deployed in SUDA,H means manpower deployed in SUDA,H as well as in different Urban Local Bodies of the State. The manpower deployed engaged by the Agency and deployed in SUDA,H shall not have any claims of Master and Servant relationship nor have any Principal and Agent relationship with or against the SUDA,H. They shall in no case be entitled for claiming regularization or employment in the SUDA,H, on the basis of having rendered services through the Agency.
- m. The Agency shall be solely responsible for the redressal of grievances and resolution of disputes relating to manpower deployed in SUDA,H. SUDA,H shall, in no way be responsible for settlement of such issues what so ever.
- n. SUDA,H shall not be responsible for any damages, losses, claims, financial or injury to any other person on account of manpower engaged by the Agency in the course of their performing the functions or duties, or for payment towards any compensation due to acts done by such staff.
- o. The manpower engaged by the Agency shall not claim nor shall be entitled to pay, perks and other facilities admissible to employees of SUDA,H during the duration or after expiry of the contract.
- p. In case of termination of this contract on its expiry or otherwise, the manpower engaged by the Agency shall not be entitled to and will have no claim or any further engagement or absorption nor any relaxation for absorption in SUDA,H.

### **3.6 PERFORMANCE, INCENTIVE & PENALTY**

- a. The performance of the contract depends to a substantial extent on the capability of the Agency to provide manpower services of the desired quality, proficiency, efficiency, discipline and ethics as required by SUDA,H and in a timely manner. Failure to do so in any of these respect shall invite action for non-performance leading to the levy of penalty or liquidated damages, as the case maybe.
- b. If the Agency fails to discharge the obligations of the contract, including terms and conditions, in part or in full, or on the grounds of proficiency or quality of manpower deployed, SUDA,H has the right to terminate the contract and to place the order on any other Agency. SUDA,H shall have the right to forfeit the Performance Security Deposit or revoke the Bank Guarantee or take any legal action including blacklisting and debarring the Agency or its promoters from any contracts in SUDA,H. SUDA,H shall also inform the State Government and all public organizations, autonomous institutions, public sector undertakings and other agencies about the decision of SUDA,H
- c. Mission Director (MD), SUDA,H or any officer of SUDA,H to whom the powers of the MD has been delegated for the management of the contract, may take action for

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unilateral termination of the contract, include revocation of Performance Bank Guarantee, if the Agency:

- i. is in breach of any of the terms and conditions of the contract which, in the opinion of the Mission Director, SUDA,H amounts to a material violation or breach of the terms and conditions of the contract;
  - ii. sublets, transfers, assigns, pledges or sub-contracts its rights and liabilities under this contract to any other agency without the prior written consent of SUDA,H;
  - iii. furnishes false or untrue information in the bid documents or at any stage before or after the award of the contract;
  - iv. fails to fulfil statutory obligations or liabilities by or under any law for the time being in force in respect to the manpower engaged by it and deployed in SUDA,H;
  - v. fails to maintain records required to be statutorily maintained by or under any law for the time being in force in respect of the manpower engaged by it and deployed in SUDA,H or in respect of services provided by it to SUDA,H.
  - vi. deploys manpower of poor quality, skill, proficiency or discipline or in a delayed manner that has the possibility of affecting the efficient or responsive functioning of the SUDA,H.
- d. Mission Director (MD), SUDA,H or any officer of SUDA,H to whom the powers of the MD has been delegated for the management of the contract, shall consider imposition penalty of such amount not exceeding 25% of the monthly Composite Agency charges as may be necessary and appropriate for the purpose, if the Agency:
- i. fails to deploy the manpower required by SUDA,H within the stipulated time in the requisition of SUDA,H for manpower of a particular designation under clause 3.1(o) of terms & conditions;
  - ii. fails to deploy the managers under clause 3.1(j) or if the managers fail to attend to the duties required by them under clause 3.1(j) to the satisfaction of the SUDA,H;
  - iii. fails to provide ID cards for access control as per the design and specifications of SUDA,H required under clause 3.1(k) within a period of 5 working days from the date of deployment of manpower in SUDA,H;
  - iv. fails to provide substitute manpower beyond 10 working days in case of deployed manpower absenting from duty, leaving or required to be changed for whatsoever reason, required under clause 3.1(p);
  - v. fails to make payment of remuneration to the deployed manpower before the 10th of every month irrespective of settlement of previous payment pending, if any;
  - vi. fails or deposit the deductions or employer's contributions in the name of the deployed manpower before the end of the month in which the deductions have been made;
  - vii. fails to provide training and skill up-gradation to the manpower deployed in SUDA,H in accordance with requirements of clause 3.1(m);
  - viii. fails to provide the compliance certificate required under clause 3.3(d) or produce documentary evidence required under clause 3.3(e);
- e. The performance, proficiency, discipline and integrity of the manpower supplied by the Agency and deployed in SUDA,H will be assessed monthly by either the immediate reporting officer in SUDA,H or the head of the unit in which the manpower is deployed or an officer of the SUDA,H so directed by the Mission Director, SUDA,H. Penalty in accordance with the provisions may be imposed depending on the monthly assessment reports.
- f. The bidder Agency should not have been debarred, blacklisted or charged with any malpractice by any Department, statutory entity, autonomous institution or public sector undertaking (PSUs), whether of the Government of India or any State Government, or a Municipal Corporation. The bidder Agency shall submit an affidavit testifying to this respect. In case this fact is established after allotment of the contract and the affidavit submitted is untrue or false, then the contract will be terminated after due inquiry without any notice and in such an eventuality the

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Performance Security Deposit and Bank Guarantee will stand forfeited. The above condition of being debarred, blacklisted or charged with any malpractice shall also apply to associate concern/partners of the bidder Agency.

- g. SUDA,H reserves the right to terminate the contract, without assigning any reason, during the initial period of three months after giving thirty days' notice to the Agency.
- h. In case of fraud or financial loss or physical damage due to the willful or negligent action of the manpower deployed by the Agency, the Agency may be asked to pay compensation of such amount as may be decided by the Mission Director (MD), SUDA,H.
- i. The contract can be terminated by Mission Director (MD), SUDA,H, at any time by giving 30 days' notice if circumstances arise which in the opinion of the Mission Director and for reasons to be recorded warrant the termination of the contract.
- j. If the performance of all the manpower deployed by the Agency is graded as Grade-A in a month through the process described in clause 3.1(I), with respect to all the conditions; then Agency is eligible to receive an incentive amount equal to 20% of the Composite Agency Charges payable for that month.

**4. Terms of Reference (TOR) for engaging different categories of experts/specialists and other employees on a fixed remuneration on outsource basis for establishing Urban Poverty Management Unit at State and Town/ULB level.**

Through this Request for Proposal (RFP), the State Urban Development Authority, Haryana (SUDA,H) intends to invite Technical & Financial Proposals/bids through online system for selection of Manpower providing agency for providing qualified Experts/ Specialists and other Employees/Workers on fixed monthly remuneration for deployment in Urban Poverty Alleviation Cell (UPAC) at State and Town level in Haryana. The number of Experts/Specialists required at State and town level is given in **Table-1 of Scope of Work (SoW)**:

**(I) Technical/ Urban Poverty Alleviation cell at State Level:**  
**(a) National Urban Livelihood Mission (NULM):**

**1) State Shelters and Social Infrastructure Specialist/Expert:**  
**Educational qualification & Experience**

The candidate should be within the age group of 25 to 62 years and two year full time Post graduate diploma in Management/MBA or Masters in any other relevant discipline with 5 years of experience or Graduate from government recognized institutes with 8 years of experience in power reduction programme involving Social Development and establishment/monitoring/maintenance of community infrastructure. Hindi upto Metric is mandatory. The candidate should have good command over computer (MS Office, email, operation of web-portal, etc.) and Hindi & English languages.

**Roles & Responsibility**

- a. Ensure that state and cities adhere to the guidelines prescribed by NULM.
- b. Planning, establishment and operational of CLCs in the State.
- c. Ensure implementation of SUSVs & SUH components in the state.
- d. Identification of facilitation organizations for promotion of CLCs and implementation of the same through PPP mode.
- e. Work closely with ULBs with regard to CLCs, Vendor Markets and Shelters for Urban homeless.
- f. Ensure that all the city vendor development plan are prepared and operationalized at city level.
- g. Responsible for providing need based Technical Assistance to the City Mission Management Units.
- h. Responsible for ensuring linkages with other line departments at the state level for integrating the social infrastructure agenda for effective coordination and implementation of the mission at the state level.
- i. Support the resource agencies in capacity building/sensitization of CMMUs with in or across the states. S/he will also oversee the development of capacity building modules, arranging cross learning workshops related to KRAs as and when required.
- j. Ensure reporting against KRAs.
- k. Work closely with other State Mission Managers at the state level for successful implementation of NULM.
- l. Perform any other related tasks assigned by the State Mission Director,(SULM) SUDA.

**2) State Social Mobilization & Institution Development:**  
**Educational qualification & Experience**

The candidate should be within the age group of 25 to 62 years and two year full time Post graduate diploma in Management/MBA or Masters in any other relevant discipline with 5 years of experience or Graduate from government recognized institutes with 8 years of experience in Social Development work with poverty reduction scheme/ programme of considerable size and scale. Hindi upto Metric is mandatory. The candidate should have good command over computer (MS Office, email, operation of web-portal, etc.) and Hindi & English languages.

**Roles & Responsibility**

- a. Ensure that state and cities adhere to the guidelines prescribed by NULM.

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- b. Develop work plan for implementation of Social mobilization component in the state.
- c. Responsible for the SM&ID targets of the state with respect to community mobilization, SHGs, Federations and Revolving Fund.
- d. Identification and empanelment of Resource Organizations (ROs) under NULM.
- e. Ensure the SHGs, ALF and CLF structures are established across all cities in the state.
- f. Identifying technical and capacity building resource agencies, regular interface with them and engage them in implementation of NULM.
- g. Responsible for providing need based Technical Assistance to the City Mission Management Units.
- h. Support the resource agencies in capacity building/ sensitization of CMMUs with in or across the states. S/he will also oversee the development of capacity building modules, arranging cross learning workshops related to KRAs as and when required.
- i. Arranging for appropriate linkages with relevant agencies/departments and integrate Social mobilization agenda in implementing of NULM.
- j. Ensure reporting of the Social mobilization and institution Development component.
- k. Work closely with other State Mission Managers at the state level for successful implementation of NULM.
- l. Perform any other related tasks assigned by the State Mission Director, (SULM) SUDA.

### **3) State Skills and Livelihoods Specialist/Expert: Educational qualification & Experience**

The candidate should be within the age group of 25 to 62 years and two year full time Post graduate diploma in Management/MBA or Masters in any other relevant discipline with 5 years of experience or Graduate from government recognized institutes with 8 years of experience in implementation of skill training and placement programmes with considerable size and scale. Hindi upto Metric is mandatory. The candidate should have good command over computer (MS Office, email, operation of web-portal, etc.) and Hindi & English languages.

#### **Roles & Responsibility**

- a. Ensure that state and cities adhere to the EST&P guidelines prescribed by NULM.
- b. Prepare work plan for EST&P agenda across the state.
- c. Responsible for the EST&P targets of the state.
- d. Responsible for Identification and empanelment of Skill Training Providers (STPs), agencies for accreditation and certification.
- e. Monitoring the performance quality of the STPs and other agencies involved.
- f. Responsible for providing need based Technical Assistance to the City Mission Management Units.
- g. Support the resource agencies in capacity building/sensitization of CMMUs. S/he will also oversee the development of capacity building modules, arranging cross learning workshops related to KRAs as and when required.
- h. Ensure linkage with industry associations, skill development mission, sector skill councils, line departments, resource institutes, and other relevant agencies.
- i. Ensure reporting against KRAs.
- j. Work closely with other State Mission Managers at the state level for successful implementation of NULM.
- k. Perform any other related tasks assigned by the State Mission Director (SULM), SUDA.

### **4) State Financial Inclusion & Micro Enterprises: Educational qualification & Experience**

The candidate should be within the age group of 25 to 62 years and two year full time Post graduate diploma in Management/MBA or Masters in any other relevant discipline with 5 years of experience or Graduate from government recognized institutes with 8 years of experience in dealing with credit linkages, social security and/or micro enterprises promotion in poverty reduction programmes/financial institutions. Hindi upto Metric is mandatory. The candidate should have good command over computer (MS Office, email, operation of web-portal, etc.) and Hindi & English languages.



**Roles & Responsibility**

- a. Ensure that state and cities adhere to the guidelines prescribed by NULM.
- b. Prepare work plan for Universal Financial Inclusion (UFI) and Self Employment Programme (SEP) agenda across the cities.
- c. Responsible for the UFI & SEP targets of the state.
- d. Ensure the bank linkages for SHGs and its members.
- e. Facilitate access to credit for micro enterprises set up by the urban poor.
- f. Responsible for providing need based Technical Assistance to the City Mission Management Units.
- g. Support the resource agencies in capacity building/sensitization of CMMUs within or across the states. S/he will also oversee the development of capacity building modules, arranging cross learning workshops related to imparting financial literacy to urban poor and other KRAs as and when required.
- h. Arranging for appropriate linkages with relevant agencies/departments and integrate Universal Financial Inclusion and Self-employment programme agenda in implementing of NULM.
- i. Ensure reporting against KRAs.
- j. Work closely with other State Mission Managers at the state level for successful implementation of NULM.
- k. Perform any other related tasks assigned by the State Mission Director (SULM) SUDA.

**5) State HR & Capacity Building Specialist/Expert:  
Educational qualification & Experience**

The candidate should be within the age group of 25 to 62 years and two year full time Post graduate diploma in Management/MBA or Masters in any other relevant discipline with 5 years of experience or Graduate from government recognized institutes with 8 years of experience in staff recruitment, training and capacity building work with state level projects. Hindi upto Metric is mandatory. The candidate should have good command over computer (MS Office, email, operation of web-portal, etc.) and Hindi & English languages.

**Roles & Responsibility**

- a. Ensure that state and cities adhere to the guidelines prescribed by NULM.
- b. Prepare work plan for implementation of CB&T component in the state.
- c. Responsible for the CB&T targets of the state.
- d. Ensure CMMU structures are established and staffed across all cities in the state.
- e. Identifying technical and capacity building resource agencies, regular interface with them and engage them for building the capacities of the stakeholders of NULM.
- f. Responsible for providing need based Technical Assistance to the City Mission Management Units.
- g. Support the resource agencies in capacity building/sensitization of CMMUs within or across the states. S/he will also oversee the development of capacity building modules, arranging cross learning workshops related to KRAs as and when required.
- h. Arranging for appropriate linkages with relevant agencies/departments in order to strengthen the capacity of the staff and other stakeholders of NULM.
- i. Reporting against KRAs.
- j. Work closely with other State Mission Managers at the state level for successful implementation of NULM.
- k. Perform any other related tasks assigned by the state Mission Director,(SULM) SUDA.

**6) State MIS & ME:  
Educational qualification & Experience**

The candidate should be within the age group of 25 to 62 years and two year full time Post graduate diploma/Masters in Computer Science, M. Sc. (computer science), B.Tech (computer science) or MCA from government recognized institute/university with at least 5 years of experience in designing and implementation of MIS and ME for large development projects, preferably poverty reduction project and full understanding of Data Analysis

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Technique. Hindi upto Metric is mandatory. The candidate should have good command over Hindi & English languages.

### **Roles & Responsibility**

- a. Prepare work plan for monitoring of the components of NULM.
- b. Responsible for the ensuring proper implementation of MIS at the state level, compilation of information across the cities and submission of the same to the national level.
- c. Undertake field visit to cities/ULB's for real time monitoring of the scheme.
- d. Ensure timely information is submitted by ULB's (CMMU's) for accessing the percolation of the program at grass root level at state level.
- e. Responsible for providing need based Technical Assistance to the City Mission Management Units.
- f. Support capacity building of CMMU's within or across the states in implementation of MIS & ME. S/he will also oversee the development of capacity building modules related to MIS etc.
- g. Ensure adherence to all monitoring and reporting systems like baseline study, MPRs, Process documentation etc.
- h. Work closely with other State Mission Managers at the state level for successful implementation/monitoring of NULM.
- i. Perform any other related tasks assigned by the state Mission Director,(SULM) SUDA.

## **(II) Technical/ Urban Poverty Alleviation cell at Town/City Level:**

### **a. National Urban Livelihood Mission (NULM):**

## **7) Town Social Mobilization & Institution Dev. Specialist/Expert:**

### **Educational Qualifications & Experience**

The candidate should be within the age group of 25 to 62 years and should possess two year full time Post graduate diploma in Management/MBA or Masters in any other relevant discipline with 3 years of experience or Graduate from government recognized institutes with 6 years of experience in Social Development work with poverty reduction programmes. Hindi upto Metric is mandatory. The candidate should have good command over computer (MS Office, email, operation of web-portal, etc.) and Hindi & English languages.

### **Roles & Responsibility**

- i. Ensure that city adheres to the guidelines prescribed for NULM.
- ii. Develop work plan for implementation of Social Mobilization component in the towns of their District.
- iii. Responsible for the SM&ID, SUSVs & SUH targets of the cities/towns of their District with respect to community mobilization, SHGs, Federations, Revolving Fund, CLCs, Vendor development plan, Vendor Markets development and Shelters for Urban homeless etc.
- iv. Ensure the SHGs, ALF and CLF structures are established in the cities/towns of their District.
- v. Responsible for providing need Technical Assistance to Community Organizers (COs).
- vi. Arranging for appropriate linkage with relevant agencies/departments and integrate Social mobilization agenda in implementing of NULM.
- vii. Ensure reporting of the Social mobilization and institution Development component.
- viii. Work closely with other Managers/ officials at the city level for successful implementation of different urban poverty alleviation schemes in the State.
- ix. Perform any other related tasks assigned by the senior officers/ component authority.

## **8) Town Financial Inclusion & Micro Enterprises Specialist/Expert:**

### **Educational Qualifications & Experience**

The candidate should be within the age group of 25 to 62 years and should possess two year full time Post graduate diploma in Management/MBA or Masters in any other relevant

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discipline with 3 years of experience or Graduate from government recognized institutes with 6 years of experience in dealing with credit linkages, social security and/or micro enterprises promotion in poverty reduction programmes/financial institutions. Hindi upto Metric is mandatory. The candidate should have good command over computer (MS Office, email, operation of web-portal, etc.) and Hindi & English languages.

### **Roles & Responsibility**

- i. Ensure that city adheres to the guidelines prescribed by NULM.
- ii. Prepare work plan for Universal Financial Inclusion (UFI) and Self Employment Program (SEP) for the cities/towns of their District.
- iii. Responsible for the UFI and SEP targets of the cities/towns of their District.
- iv. Ensure the Bank linkages for SHGs and its members at the city level.
- v. Facilitate access to credit for Micro Enterprises set-up by the Urban Poor at the City level.
- vi. Responsible for providing need based technical assistance to COs.
- vii. Arranging for appropriate linkages with relevant agencies/departments and Integrate Universal Financial Inclusion and Self Employment Program agenda in implementing of NULM.
- viii. Ensure reporting agencies KRAs
- ix. Work closely with other Managers/officials at the city level for successful implementation of different urban poverty alleviation schemes in the State.
- x. Perform any other related tasks assigned by the senior officers/component authority.

## **9) Town Skills & Livelihoods Specialist/Expert: Educational Qualifications & Experience**

The candidate should be within the age group of 25 to 62 years and should possess two year full time Post graduate diploma in Management/MBA or Masters in any other relevant discipline with 3 years of experience or Graduate from government recognized institutes with 6 years of experience in implementation of skill training and placement programmes. Hindi upto Metric is mandatory. The candidate should have good command over computer (MS Office, email, operation of web-portal, etc.) and Hindi & English languages.

### **Roles & Responsibility**

- i. Ensure that city adheres to the EST&P guidelines prescribed by NULM.
- ii. Prepare work plan for EST&P Agenda for the cities/towns of their District.
- iii. Responsible for the EST&P targets of the cities/towns of their District.
- iv. Ensure identification of Skill training providers (STPs) at the city level and monitoring the performance quality of the STPs and other agencies involved.
- v. Responsible for providing need Technical Assistance to Community Organizers (COs).
- vi. Ensure linkages with industry associations, skills development mission, sector skill councils, line departments, resource institutes and other relevant agencies.
- vii. Ensure reporting agencies KRAs.
- viii. Work closely with other Managers at the city level for successful implementation of NULM.
- ix. Perform any other related tasks assigned by the senior officers/component authority.

## **10) Town MIS & ME Specialist/Expert:**

The candidate should be within the age group of 25 to 62 years and should possess degree of BE/ B.Tech Computer Science/Electronics, MCA/ PGDCA in IT; M.Sc. (Computer Science), minimum of three years in government/ semi govt./autonomous organizations/ private company of repute. The Post graduate degree with three year experience will be given preference. He should have exposure to software development & project management, data-base management, MIS etc., ability to work in a team and train staff on the job to use the systems and assist in day to day issues related to IT. Hindi upto Metric is mandatory. The candidate should have good command over Hindi & English languages.

**Roles & Responsibility**

- i. Coordination of data entry and file uploads into systems to be used by Urban Local Body (ULB) on a regular basis.
- ii. Work closely with the GIS expert in the development of a GIS-based Slum MIS collating both spatial and non-spatial, at the slum, zone and city level in all the towns/ ULBs of their District;
- iii. Assist ULB in conducting Slum Surveys based on detailed formats, and ensure the data entry in the desired MIS applications.
- iv. Management of electronics data pertaining to the ULB, including soft copies of letters, reports and numerical data. This may involve conversion of data and reports in hard copy to electronic form, as well as their storage in an organized filing system.
- v. Operating IT systems on a daily basis; provide handholding support to the ULB officials when required.
- vi. Work closely with other Managers/officials at the city level for successful implementation of different urban poverty alleviation schemes in the State.
- vii. Perform any other related tasks assigned by the senior officers/component authority.

**11) Town Community Organizers:**

The candidate should be within the age group of 25 to 62 years and should have the minimum qualification of intermediate (10+2) in any discipline. The candidate should be resident of NULM town (preferably slum dweller) and should have at least 5 years of experience in working with community on social development. The candidates having knowledge of MS office (Word, Excel, power point etc.) will be given preference. Hindi upto Metric is mandatory. The candidate should have good command over computer (MS Office, email, operation of web-portal, etc.) and Hindi & English languages.

**Roles & Responsibility**

- i. Ensure that the social mobilization of urban poor in his or her operational area-directly or through Resource Organizations (ROs).
- ii. Facilitate community in forming into groups/federations.
- iii. Facilitate implementation of various programmes/aspects related to UPA Programme/schemes in his/her operational area.
- iv. Develop community level comprehensive database on infrastructure, assets and social aspects, update the database periodically.
- v. Support and strengthen SHGs and their federations including the SHGs of disabled persons in accessing convergent services.
- vi. Promote SHG-Bank linkage.
- vii. Establish liaison with government departments for convergence.
- viii. Assist in surveys related to various UPA programme.
- ix. Support implementation of development works like community contacts, O&M of community assets etc.
- x. Document the working of good practices.
- xi. Organize and attend community level meetings trainings, as per the need.
- xii. Submit periodic reports as necessary.
- xiii. Work closely with other Managers/officials at the city level for successful implementation of different urban poverty alleviation schemes in the State.
- xiv. Perform any other related tasks assigned by the senior officers/component authority.

**(III) Office support at Technical/ Urban Poverty Alleviation cell at State Level:**

**12) Accounts Officer:**

**Educational qualification & Experience**

The Accounts officer should be SAS qualified of Haryana Finance Department and has worked as Account Officer with 5 years of experience.

**Roles & Responsibility**

To look oversee the work related to Accounts.

**13) Accountant/Office Assistant:  
Educational qualification & Experience**

The candidate should be within the age group of 25 to 62 years and Graduate from government recognized institutes with minimum three years of experience in maintenance accounts preferably in Tally software. Commerce graduate with 3 year experience in operation of accounting software will be given preference. Hindi upto Metric is mandatory. The candidate should have good command over computer (MS Office, email, operation of web-portal, etc.) and Hindi & English languages.

**Roles & Responsibility**

- i. Ensure that state and cities adhere to the guidelines of different urban poverty alleviation schemes prescribed by Govt. of India and State Govt.
- ii. Maintenance of day to day accounts record (i.e. cash book, journal, general ledger, voucher files, stock register of fixed assets and consumable items) and other accounts related record and files.
- iii. Proper maintenance accounts of each schemes/programme.
- iv. Timely preparation/submission of financial proposal to GoI and State Govt. of seeking funds/scheme money under different Govt. schemes/programmes.
- v. Timely preparation/submission proposal for the allocation of funds/scheme money to Districts/ULBs under various schemes.
- vi. Regular reconciliation of accounts with funding agencies (i.e. GoI, State Govt. of other organization) and funded agencies (i.e. Banks, Districts, Cities/ULBs or other agency).
- vii. Timely compilation/preparation/submission of utilization certificate(s) to GoI and State Govt.
- viii. Undertake field visit to cities/ ULBs for real time monitoring of financial progress/utilization of the funds released.
- ix. Work closely with other Managers/officials at the State level for successful implementation of different urban poverty alleviation schemes in the State.
- x. Perform any other related tasks assigned by the Director/Addl. Mission Director, SUDA-Haryana.
- xi. Work closely with other Managers/officials at the state level for successful implementation of different urban poverty alleviation schemes in the State.

**STATE URBAN DEVELOPMENT AUTHORITY, HARYANA, PANCHKULA****Details of tentative manpower (Experts and other Support staff) required under NULM at State and Town Level**

<b>A: At State Level</b>				
<b>(i) Specialists/Experts</b>		<b>No</b>	<b>Place of posting</b>	<b>Monthly Remuneration, etc.</b>
<b>1) National Urban Livelihood Mission (NULM)</b>				
1	State Shelter and Social Infrastructure Specialist/ Expert	1	SUDAH, Panchkula	<ul style="list-style-type: none"> <li>Rs. 45000/- per month. The Payable/due monthly remuneration will be worked out based on the Performance of each employee. The illustrative Performance format is at Annexure-I.</li> <li>TA/DA equivalent as admissible to Asst. Project Officer (HQ) at initial Pay Band or fixed/decided by SUDAH.</li> </ul>
2	State Social Mobilization & Institution Development Specialist/ Expert	1	SUDAH, Panchkula	
3	State Skills and Livelihoods Specialist/ Expert	1	SUDAH, Panchkula	
4	State Financial Inclusion & Micro Enterprises Specialist/Expert	1	SUDAH, Panchkula	
5	State HR & Capacity Building Specialist/ Expert	1	SUDAH, Panchkula	
6	State MIS & ME Specialist/Expert	1	SUDAH, Panchkula	
<b>(ii) Support Staff (NULM)</b>				
1	Accounts Officer	1	SUDAH, Panchkula	<ul style="list-style-type: none"> <li>Prevailing DC rate.</li> <li>TA/DA equivalent as admissible to Accounts Officer (Note 1 of Rule-10, TA Rules) at initial Pay Band or fixed/decided by SUDAH.</li> </ul>
1	Accountant/ Office Assistant	1	SUDAH, Panchkula	<ul style="list-style-type: none"> <li>Rs. 22000/- per month.</li> <li>TA/DA equivalent as admissible to Accounts Officer (Note 1 of Rule-10, TA Rules) at initial Pay Band or fixed/decided by SUDAH.</li> </ul>
<b>TOTAL</b>		<b>8</b>		
<b>B: At City/ Town Level</b>				
<b>1) National Urban Livelihood Mission (NULM)</b>				
1	Town Social Mobilization & Institution Dev. Specialist /Expert	24	MC, Ambala, Bahadurgarh, Bhiwani, Ch-Dadri, Faridabad, Fatehabad, Gurgram, Hisar, Jhajjar, Jind, Kaithal, Karnal, Thanesar, Narnaul, Nuh, Palwal, Panchkula, Panipat, Rewari, Rohtak, Sirsa, Sonapat and Yamunanagar Towns	<ul style="list-style-type: none"> <li>Rs. 36000/- per month. The Payable/due monthly remuneration will be worked out based on the Performance of each employee. The illustrative Performance format is at Annexure-I.</li> <li>TA/DA equivalent as admissible to City Project Officer at initial Pay Band or fixed/decided by SUDAH.</li> <li>The Experts have to look after the work of the towns of their districts.</li> </ul>
2	Town Financial Inclusion & Micro Enterprises Specialist/ Expert	24	MC, Ambala, Bahadurgarh, Bhiwani, Ch-Dadri, Faridabad, Fatehabad, Gurgram, Hisar, Jhajjar, Jind, Kaithal, Karnal, Thanesar, Narnaul, Nuh, Palwal, Panchkula, Panipat, Rewari, Rohtak, Sirsa, Sonapat and Yamunanagar Towns	
3	Town Community Organizers (TCO)	130	In all the 87 ULBs/ Towns of the State as per scheme guidelines.	
<b>TOTAL</b>		<b>178</b>		
<b>TOTAL (A+B)</b>		<b>8+178</b>	<b>186</b>	

**Note:**

- The Payable/due monthly remuneration will be worked out based on the Performance and attendance of each manpower. The illustrative Performance format is at Annexure-I.
- The above number of manpower are as per GoI norms and the Mission Director, State Urban Dev. Authority, Haryana can increase or decrease the number of manpower (Experts or other employees) and remuneration of each Expert/employee at any time without assigning the reason during project /contract period.
- The remuneration mentioned against each post is inclusive of all kind of due benefits.
- The Educational Qualifications, Experience and roles & responsibilities of each category are detailed TOR.
- The entitlement of wages shall not be below to the minimum wages (as per prevailing minimum wage Act) of skill/unskilled workers.
- 10 casual leave and 10 medical leave as per instructions issued vide letter no. 16/7/2015-3GSII, dated 01.09.2016 Chief Secretary to Govt. Of Haryana in (General Administration Department).

Illustrative format for monthly performance review (Amendable from time to time as per requirement)						
Employee	Name:		ULB/Town			
	Design:	Town Social Mobilization & Institutional Dev. Expert	Reviewing Officer	Name		
				Design.		
<b>Part-I: Monthly Performance Assessment (26<sup>th</sup> of preceding month to 25<sup>th</sup> of current month)</b>						
<b>Particular</b>				<b>Monthly target</b>	<b>Achievement as on</b>	
<b>(i) Social Mobilization &amp; Institutional Development (SMID)</b>						
<b>Institutional Development process</b>	SHG formation	Nos. of urban poor HHs. mobilized for formation of SHGs				
		Nos. of SHG Groups Formed				
		Monthly meeting conducted				
	ALF formation	Nos. of SHGs mobilized for formation of ALF				
		Nos. of ALF Formed				
	CLF formation	Nos. of ALF mobilized for formation of CLF				
		Nos. of CLF formed				
	Meetings	SHG Meetings				
		ALF Meetings				
		CLF Meeting				
		CLF Meeting				
	MIS updation	Uploaded of SHGs on MIS				
		Uploaded of ALFs on MIS				
Uploaded of CLFs on MIS						
<b>(ii) City Livelihood Centre (CLC-SMID)</b>						
<b>City Livelihood Centre</b>	Establishment	Proposals prepared & submitted to Head Office				
		Proposals accepted/approved by PSC				
	Functional	CLC fully functional				
		Instalments released				
		service providers registered				
		Nos. of services identified				
	CLC Management	CLC Management Committee constituted				
		Monthly review meetings of CLC Management Committee held				
	CLCs MIS Updation	Uploading of CLC information				
		Uploading of Service identified				
Uploading of service providers						
<b>(iii) Revolving Fund (RF)</b>						
		No. of SHGs matured for RF				
		Amt. of RF due				
		No. of ALFs mature for RF				
		Amt. of ALF due				
		No. of CLFs mature for RF				
		Amt. of CLF due				

EMPLOYEE SIGNATURE

P.T.O.

**Part-II: Monthly Performance Review**

**Comments of reviewing officer:**

**1. Progress achieved:**

Targets (to be achieved up-to reporting period/ month  
(Annual Targets/ 12 X Nos. of month upto reporting period)

Target Achieved (Nos.) up-to reporting period/ month

Achievement in %age  
(Target achieved / Targets worked out for reporting period X 100)

**2. Exceptional Achievements Or Major reasons for shortfall in achieving the monthly target:** \_\_\_\_\_

<b>3. Leave Record:</b>	<b>Leave Availed</b>	<b>Balance</b>	<b>No. Of leave taken without pay</b>	<b>Remarks, if any</b>
Casual Leave				
Medical Leave				

**4. Recommendations:**

Based on above performance, the employee is graded in category \_\_\_\_ and entitlement for \_\_\_\_% of salary.

5. As per office record, the employee has availed \_\_\_\_ total leave against due casual leave and \_\_\_\_ total medical leave against due medical. Thus, he/she remained \_\_\_\_ on without pay leave and he/she is entitled to gross remuneration of Rs. \_\_\_\_\_.

6. Further, the employee needs \_\_\_\_\_ OR (to be replaced/ to be given more training, etc)

<b>Note:</b> Poor (upto 25%)	Grade-E and entitled to 10%
Unsatisfactory (Between 26% to 50 %).	Grade-D and entitled to 25%
Satisfactory (Between 51% to 70%)	Grade-C and entitled to 50%
Good (Between 71% to 85%)	Grade-B and entitled to 75%
Excellent (Above 85%)	Grade-A and entitled to 100%

The entitlement of wages shall not be below to the prevailing minimum wages of respective district/town (as per prevailing minimum wage Act) of skill/unskilled workers.

**Signature of Reviewing Officer with seal**

**Part-III: Acceptance monthly performance at State Level (SUDAH LEVEL)**

**Comments of Accepting authority:**

1. As per office record, the employee has availed \_\_\_\_ total leave against due casual leave and \_\_\_\_ total medical leave against due medical. Thus, he/she remained \_\_\_\_ on without pay leave and he/she is entitled to gross remuneration of Rs. \_\_\_\_\_

2. Based on above performance, the employee is graded in category \_\_\_\_\_ and entitlement for \_\_\_\_% of salary.

3. Further, the employee needs \_\_\_\_\_ OR (to be replaced/ to be given more training, etc)

<b>Note:</b> Poor (upto 25%)	Grade-E and entitled to 10%
Unsatisfactory (Between 26% to 50 %).	Grade-D and entitled to 25%
Satisfactory (Between 51% to 70%)	Grade-C and entitled to 50%
Good (Between 71% to 85%)	Grade-B and entitled to 75%
Excellent (Above 85%)	Grade-A and entitled to 100%

The entitlement of wages shall not be below to the prevailing minimum wages of respective district/town (as per prevailing minimum wage Act) of skill/unskilled workers.

**(Initiating person)**

**State (HR)**

**(Accepting authority)**