

No. IIMS/PUR/Consultant for HR System/2026-27-107

Date: 11.05.2026

**Request for e-Quotation**

To,

Administrative Officer (Purchase),  
Indian Institute of Management Sirmaur  
Dhaura Kuan, Sirmaur, 173031

**Subject: Request of e-quotation for Engagement of Consultant for Organization Design, Manpower Planning, and HR Systems (Non-Teaching Staff).**

We solicit your password protected e-quotation form qualified and experienced consultants in manpower planning, HR System and related services:

<b>Quotation Format (On letter Head Only)</b>		
<b>Sr. No.</b>	<b>Description of Work</b>	<b>Total cost of Assignment (Including of all taxes.)</b>
1.	Engagement of Consultant for Organization Design, Manpower Planning, and HR Systems (Non-Teaching Staff)	To be filled by the consultant on their letter head.

**2. Scope of Work**

The selected consultant shall undertake, but not be limited to, the following activities:

- I. Diagnostic Assessment of Current Administrative System**
  - a) Review existing organizational structure.
  - b) Departmental roles and responsibilities
  - c) Current manpower strength (Regular, Contractual, Outsource).
  - d) Reporting relationships and span of control.
  - e) Existing recruitment policies, performance management systems and administrative processes.
- II. Organization Design and structures**
  - a) Identification of gaps, overlaps, and inefficiencies in the organizational design.
  - b) Development of a streamlined multi-tier organizational structure as per the government norms.
  - c) Reporting hierarchy and governance structure.
  - d) Preparation of an organogram and role-based job descriptions.
  - e) Recommendation of delegation of administrative and financial powers.
- III. Manpower Planning**
  - a) Workload based manpower assessment considering present and future requirements.
  - b) Develop manpower norms and staffing models.
  - c) Preparation of a 5 year manpower plan.
  - d) Conduct workforce analysis and gap assessment
  - e) Recommend optimal staffing deployment strategies.
  - f) Appropriate mix of Regular, contractual and outsource staff.

#### **IV. Recruitment Framework (DoPT aligned)**

- a) Formulation of recruitment rules for non-teaching positions (Regular/contract/outsourced).
- b) Definition of recruitment methods (Direct recruitment/Promotion/Deputation)
- c) Specification of eligibility criteria and reservation norms.
- d) Standardization of recruitment procedures to ensure transparency and compliance.

#### **V. Performance Appraisal System**

- a) Design of a DoPT compliant Annual Performance Appraisal Report (APAR) system.
- b) Establishment of KPI-based performance management framework.
- c) Multi-level evaluation system (Reporting/Reviewing/Accepting Authorities)
- d) To develop mechanisms for performance feedback and employee development.
- e) Linkage of performance with career progression.

#### **VI. Career Progression Framework**

- a) Development of promotion policy based on merit-cum-seniority.
- b) Definition of eligibility criteria and performance benchmark as per DoPT guidelines.
- c) Introduction of time-bound progression mechanism (MACP like system).
- d) Provision for capacity building linked with career advancement.

### **3. Eligibility Criteria**

Bidders must meet the following criteria:

- a) Minimum 2 years of experience in HR system.
- b) Proven experience in Government department/ Educational institutions.
- c) At least 2 similar completed assignments (in government institutions/Autonomous Organization).
- d) Strong team with qualified HR professionals.
- e) Financially sound with supporting documents.

### **5. Evaluation Criteria**

- a. Proposals will be evaluated based on the rates quoted by the Consultant.
- b. The quotes is inclusive of Travelling, Boarding and Logging charges.

### **6. Duration of Assignment**

The assignment is expected to be completed within 3 months from the date of award.

### **7. Payment Terms**

Payment shall be made within 15 working days after successful completion of assignment and satisfactory inspection submitted by the user department of IIM Sirmaur.

### **8. Confidentiality**

The consultant shall maintain strict confidentiality of all data and information and shall not disclose any information without prior written approval from the competent authority of IIM Sirmaur.

### **9. Intellectual Property**

All deliverables, reports, and documents prepared under this assignment shall remain the property of the issuing organization.

### **10. Conflict of Interest**

The consultant must disclose any potential conflict of interest and shall not engage in activities that conflict with the assignment.

### 11. Termination Clause

The organization reserves the right to terminate the contract:

- a) In case of unsatisfactory performance
- b) Breach of terms and conditions
- c) With prior written notice

### 12. Penalty Clause

Delays in deliverables may attract penalties unless justified and approved.

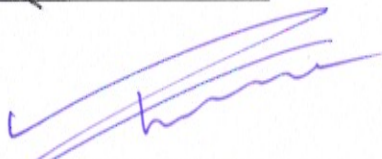
### 13. Governing Law

The RFQ and subsequent contract shall be governed by the laws of India, and disputes shall fall under the jurisdiction of Paonta Sahib.

### General Instruction to the participants:-

1. The bidders have to send this RFQ after filing rates on their letter head in password protected pdf format only to IIM Sirmaur by emailing to [purchaseoffice@iimsirmaur.ac.in](mailto:purchaseoffice@iimsirmaur.ac.in) with subject line:  
**Request of e-quotation for Engagement of Consultant for Organization Design, Manpower Planning, and HR Systems (Non-Teaching Staff).**  
Kindly ensure that the quotation is signed & stamped in the .pdf format (Password protected), and free from any virus or corrupted files.
2. Quotation received without password protected shall not be considered for further process.
3. IIM Sirmaur reserves the right to cancel/reject this RFQ at any stage.
4. Quotation should be submitted on or before 02:00 PM by 18.05.2026 (Monday) and the password has to be shared between 02:30 PM to 3:00 PM on the same date on [purchaseoffice@iimsirmaur.ac.in](mailto:purchaseoffice@iimsirmaur.ac.in) email.
5. The bidder shall submit the following documents/undertakings, duly signed and stamped on the Consultant's letterhead, along with the quotation:
  - (i) Self-attested copy of the **GSTIN/PAN**.
  - (ii) **Undertaking(s): Annexure-I and Annexure-II.**
  - (iii) Copy of **Experience Certification** minimum 2 year from Government Organization/Govt. Education institution/PSU/Autonomous Organization.
6. The selected vendor has to provide the services as per specifications.
7. **Note: Kindly submit the password protected financial quotes on your letterhead only as per the attached RFQ (Request for Quotation) along with the mentioned details & documents, please.**

Name of the consultant \_\_\_\_\_  
Address To be filled  
GSTIN by the vendor  
PAN on their letterhead  
Email Address only  
Contact No. \_\_\_\_\_

  
Dr. K. Selvanathan  
S.C (Admin.), IIM Sirmaur

## NON-BLACKLISTING UNDERTAKING

I, \_\_\_\_\_ (Name of Consultant), hereby declare that:

I have not been debarred or Blacklisted or Suspended from any department of Government of India / State Government / PSU / any other Government / Semi Government Department, etc., during the last five years from the bid due date.

I/We have not directly, indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, in respect of any tender or request for proposal issued by or any Agreement entered with Authority or any other public sector enterprise or any government, Central or State.

Authorized Signatory

Signature of Participating consultant

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Date: \_\_\_\_\_

## SELF-DECLARATION

We, \_\_\_\_\_ (Name of Consultant), hereby declare that:

- I am a legitimate and duly registered consultant.
- I have read and understood all terms, conditions, and the scope of work.
- Our team is conversant with DoPT norms.
- The quoted price is all-inclusive and firm for the duration of the contract.
- We have no conflict of interest with the institution.

Authorized Signatory

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Participating consultant