

NIZAM'S INSTITUTE OF MEDICAL SCIENCES
(A UNIVERSITY ESTABLISHED UNDER THE STATE ACT)
PUNJAGUTTA :: HYDERABAD

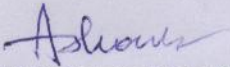
Rc.No.Misc/2007/10/HRD

Dated: 26th August,2010.

Sub: NIMS-HRD-Tender document for Expression of Intrest
Regarding.

Ref: Tender document in No.Misc/2007/10/HRD dated
21/08/2010.

Tender notification was issued in the reference, a
modification has since been incorporated in Para A4. Time Frame a
fresh tender document is made available in the web site.


ASSISTANT REGISTRAR
(HRD)

**PROCUREMENT OF HUMAN RESOURCE CONSULTANT ON PERFORMANCE
MANAGEMENT FOR NIZAM INSTITUTE OF MEDICAL SCIENCES, HYDERABAD**

- INVITATION OF EXPRESSION OF INTEREST -



**Date of Issue:
21st August, 2010**

Issued by:

**Nizam's Institute of Medical Sciences
(A University established Under the State Act)
Punjagutta, Hyderabad - 500 082, Andhra Pradesh, India.
Phone : +91-40-23489000, Fax : +91-40-3310076, E-mail : nims@ap.nic.in**

Title of Proposed Study:
**Procurement of Human Resource Consultant on Performance Management for Nizam
Institute of Medical Sciences, Hyderabad**

Document inviting Expression of Interest

This Document inviting Expression of Interest consists of 6 pages and has two sections:

Part-A: Terms of Reference for the proposed study

Part-B: Instructions to Interested Consultants

PART-A: TERMS OF REFERENCE

A1. Background

The Finance Committee of NIMS desires to appoint a Human Resources Consultant under the guidance of CGG. As part of this process, this invitation for Expression of Interest from consultant firms / organizations is being released.

A2. Introduction to Nizam's Institute of Medical Sciences, Hyderabad

Nizam's Institute of Medical Sciences (NIMS), Hyderabad, is a University established under the Act of Andhra Pradesh State Legislature. The objectives of the institute are:

1. to create a Centre of Excellence for providing medical care, educational and research facilities of high order in the field of medical science in the existing super specialties and such other super specialties that may develop in future, including continuing Medical Education and Hospital Administration
2. to develop patterns of teaching in post graduate level and in super specialties so as to set a high standard of medical education
3. to provide for training in paramedical and allied fields, particularly in relation to Super-Specialties
4. to function as a referral hospital and
5. to provide for post graduate teaching and conduct of research in the relevant disciplines of modern medicine and allied sciences, including interdisciplinary fields of physical and Biological sciences

At NIMS, several teaching courses have been organized under different disciplines. NIMS is recognized by University Grants Commission and Medical Council of India. The administration of NIMS is carried out under the supervision of Governing Council, Executive Board, Director and other statutory bodies.

NIMS is located at the prime centre of twin cities of Hyderabad and Secunderabad and is spread over an area of 23 acres. It has a constructed area of over 600000 sq. ft. The recently constructed giant structure, i.e. Millennium Block, itself has added an area of about one sixth of the total space.

This Institute extends its services through 25 Departments. Out of them, 16 are Super and Broad Specialties and others are Supporting Departments.

The Institute has bed strength of 985 beds, out of which 684 are in General Wards, 117 in private rooms and 184 in emergency and post operative care. The average number of out-patients visiting the hospital per day is about 1275, and the number of in-patients admitted per day is about 80. The average bed occupancy is over 89%.

As on date, this University has cadre strength of about 2219 staff members, which includes Faculty-139, Residents (students)-172, Junior and Senior Residents-43, Medical Officers & Senior Medical Officers-14, College of Nursing & School of Nursing-6, College of Physiotherapy-6, Officers-14, Ministerial-149, Paramedical-304, Nursing-426, Class IV-115, Consolidated Staff-21, unskilled workers about 810 and the remaining, in other categories. NIMS has consistently maintained a very good doctor patient ratio of about 1:3.

For a more detailed introduction to NIMS visit: www.nims.edu.in

A3. Background and Scope of the Study

With a view to examine the matters relating to pay scales of NIMS employees and to make appropriate recommendation, Government through G. O. Ms. No. 45, HM & FW (E2) Dept., Dt. 9-2-09 constituted a 3 men Committee. The Committee after due deliberations, submitted its recommendations, which were placed at the 51st Executive Board Meeting held on 1st September, 2009. The Executive Board resolved to implement “NIMS employees Revised Pay Scales 2009” to the employees of the institute with a monetary benefit from 01-01-2006, simultaneously the Government, as a pre-condition to the implementation of 6th Pay Review Committee Recommendations in NIMS, had directed NIMS to engage a Human Resources Consultant to do the following:

- Evolve a performance linked compensation system. The performance is to be monitored on a quarterly basis
- Develop the Key Performance Indicators (KPIs) for the Institution as a whole, for each department and for faculty and paramedical staff of various categories, as part of the performance system
- Study the terms and conditions of work prevailing in AIIMS, with appropriate support from NIMS
- Evolve a new Human Resources (HR) policy and suggest scales of pay and the frequency/manner of revision of pay scales.

In view of the above the Finance Committee of the Institute desires to appoint a HR consultant under the guidance of Centre for Good Governance

A4. Time Frame

The study would commence by the end of October 2010 and should be completed within a time frame of 4 months. The draft report of the study must be made available to NIMS within 3 months from the date of signing of the contract.

A5. Support to be provided by NIMS

1. NIMS shall provide contact details of important officials in the Institute to the contracted by the agency and also instruct them to provide access to necessary data.
2. NIMS shall also ensure that the agency receives copies of relevant government orders, policy documents, and reports of similar studies conducted in the past, if any.
3. NIMS shall also help the contracted agency in getting the necessary cooperation and approvals from concerned organizations and departments so as to facilitate the consultancy.

A6. Key Deliverables

Reports to be submitted by the consultant include the following:

1. Inception Report (to be submitted within 15 days of signing the contract)
2. Draft Final Report (with an Executive Summary and appropriate appendices)
3. Final Report (after the inclusion of comments received from NIMS)

PART-B: INSTRUCTIONS TO CONSULTANTS

In context of the aforesaid (PART-A: Terms Of Reference), Expression of Interest is hereby invited from qualified and experienced Human Resource Consultant Firms / Organizations (hereinafter called Consultants) who are to be considered for the consultancy assignment to advise and assist NIMS in Performance Management.

B1. Guiding Criteria for Selection of Consultants

It is proposed to short list the Consultants who either singly or in association with others will be capable of rendering high degree of professional services in the fields of work mentioned above and such short listed consultants may be invited later to submit their Consultancy proposals. Among others the following shall be the guiding criteria, broadly for the selection of a Consultant:-

- a. Should have been in existence for a minimum of three years
- b. Annual turnover of (90) Ninety Lakhs to One Crore in each of the last three financial years
- c. Consulting experience in HR issues. Organizations who have assisted public agencies like Hospitals etc., in implementation of HR practices will be preferred
- d. Presence of key professionals with 10 to 15 years experience in the areas of Human Resource Management / Organization Development

B2. Expected Contents of Expression of Interest

No standard format is prescribed for the submission of EoI. However, the interested parties are expected to furnish the following details in their proposals:

- a. Firm / Organization profile giving details of current activities and management structure including evidence of incorporation.
- b. Details of relevant experience of last five years including project name, cost, client, brief description of the project and other pertinent details
- c. Annual Report including audited Balance Sheet and Profit & Loss Account statement for past three years.
- d. Short CVs (two page maximum) of the key personnel expected to be deployed in the assignment
- e. A write-up on the understanding of the assignment
- f. Capability statement, illustrating the skills and experience of the firm in providing the services required under this advertisement

General Terms & Conditions

- a. Only short listed Consultants will be issued Request for Proposal document with an invitation to submit Technical and Financial Bid
- b. NIMS reserves the right to cancel /re-tender this consultant procurement process if the necessity so arises
- c. Firms / organizations, if found to have indulged in any corrupt or fraudulent practices will have their EOI document not taken up for consideration

Address for submitting Expression of Interest

The letter of Expression of Interest with supporting documents can be submitted to CGG in duplicate in a sealed cover super-scribed '**EoI for HR CONSULTANT ON PERFORMANCE MANAGEMENT**' on or before 13-09-2010 at the following address:

Executive Registrar

Nizam's Institute of Medical Sciences

(A University established Under the State Act)

Punjagutta, Hyderabad - 500 082,

Andhra Pradesh, India.

Phone : +91-40-23489000, Fax : +91-40-3310076, E-mail : nims@ap.nic.in