Jharkhand State Agriculture Development Corporation Ltd.
4th Floor, Krishi Bhawan, Kanke Road, Ranchi - 834008
Email ID: jsadc2017@gmail.com

EXPRESSION OF INTEREST (EOI)

Engagement of Professional Consultancy Firm / Corporate Entity for Preparation of Comprehensive Human Resource (HR) Policy and Delegation of Powers (DOP)

EOI Reference No.: 01/JSADCL/185/2026-244

Date: 25/11/2026

Jharkhand State Agriculture Development Corporation Limited (JSADCL), Ranchi, invites Expressions of Interest from reputed, experienced and professionally competent consultancy firms, Limited Liability Partnerships (LLPs), companies and other legally recognized entities for preparation, drafting and finalization of a comprehensive **Human Resource (HR) Policy and Delegation of Powers (DOP)** for the Corporation.

The engagement is intended to establish a transparent, systematic, legally compliant and professionally structured framework for human resource administration, institutional governance and financial and administrative decision-making.

The procurement process shall be governed by the applicable provisions of the **Jharkhand Financial Rules, 2025, Jharkhand Procurement of Goods and Services Manual, 2024 (as amended), and other applicable Government instructions and procurement regulations adopted by JSADCL.**

1. Scope of Assignment

The selected consultancy agency shall undertake the following:

(i). Review the existing organizational framework, administrative procedures, service conditions, financial practices and applicable statutory provisions.

(ii). Prepare a comprehensive HR Policy covering personnel administration, service conditions, human resource management and allied institutional requirements.

(iii). Formulate a Delegation of Powers framework specifying administrative, financial, operational and managerial authorities, responsibilities and approval limits.

(iv). Undertake necessary consultations with the Management and concerned officials of JSADCL.

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(v). Submit draft policies, incorporate observations and finalize the documents with supporting schedules, annexures and implementation guidelines.

(vi). Provide necessary presentations, clarifications and professional assistance during consideration and approval by the competent authority/Board of Directors.

2. Minimum Eligibility and Qualification Criteria

The applicant must satisfy the following minimum eligibility conditions:

(i). **Legal Status and Office Establishment**

The applicant shall be a duly registered consultancy firm, LLP, company or other legally recognized entity under applicable Indian laws, possessing valid PAN, GST registration wherever applicable, and other necessary statutory registrations. The applicant shall preferably have an established office in Ranchi, Jharkhand. In all cases, the selected agency shall ensure adequate local coordination, availability for consultations and timely delivery of the assignment.

(ii). **Minimum Professional Experience**

The applicant must possess at least ten (10) years of continuous professional experience in corporate consultancy, management advisory, organizational development, institutional governance, HR advisory or allied professional consultancy services.

(iii). **Government/PSU Experience**

The applicant must have demonstrable professional consultancy experience with at least **five (5) distinct Government Companies, Public Sector Undertakings, Government Corporations, Statutory Bodies or Government-controlled institutions**.

(iv). **Relevant Assignment Experience**

The applicant must have successfully completed at least **four (4) assignments** relating to formulation, drafting, review or restructuring of HR Policies, Service Rules, Delegation of Powers, Financial and Administrative Powers Frameworks or comparable institutional governance policies. At least **one (1) such assignment must have been executed for a Government Company, PSU, Government Corporation or Statutory Body**.

(v). **Financial Capability**

The applicant must demonstrate satisfactory financial standing, supported by financial statements for the immediately preceding three completed financial years. Positive net profit in each of the said financial years shall be considered an additional indicator of financial soundness during technical evaluation.

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(vi). **Qualified Professional Team**

The applicant must have access to a multidisciplinary team comprising at least **three (3) qualified professionals**, each possessing a minimum of **five (5) years of relevant professional experience**, collectively covering corporate governance, human resource management, finance, administration, corporate laws and allied disciplines.

(vii). **Non-Blacklisting**

The applicant must not be under any subsisting order of blacklisting or debarment by a Central/State Government Department, Government Corporation, PSU or statutory authority as on the last date of submission.

(viii). **Documentary Verification**

All claims relating to eligibility, experience, qualifications and financial capability must be supported by appropriate documentary evidence. Unsupported or materially misleading claims may result in rejection of the application.

3. Maximum Consultancy Fee

The maximum permissible consultancy fee for the complete assignment shall be **₹10,00,000/- (Rupees Ten Lakh Only), inclusive of GST, applicable taxes, incidental expenses and all other charges.** The financial ceiling shall apply to the entire assignment, including consultation, drafting, revision, finalization, presentations and assistance during approval.

Financial proposals exceeding the prescribed ceiling shall be rejected.

4. Documents to be Submitted

Applicants shall submit:

a) Covering letter and organizational profile, including registration details and year of establishment.

b) PAN, GST registration and proof of registered/operational office.

c) Details of Government/PSU consultancy engagements and similar completed assignments, supported by work orders, completion certificates or client confirmations.

d) Financial statements for the immediately preceding three completed financial years.

e) Details, qualifications and experience of the proposed professional team.

f) Self-declaration regarding non-blacklisting and authenticity of submitted information.

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g) Any additional documentary evidence relevant to the applicant's professional capability.

5. Evaluation and Selection Procedure

The selection process shall be conducted in accordance with the applicable provisions governing procurement of consultancy services.

Stage I — Eligibility Scrutiny and Shortlisting

Applications shall first be examined against the prescribed minimum eligibility criteria. Only applicants satisfying the eligibility requirements shall qualify for further consideration. JSADCL shall ordinarily shortlist at least three eligible consultancy agencies for the subsequent selection process.

Stage II — Technical Evaluation

Shortlisted applicants shall be invited to submit detailed technical proposals and make presentations before a duly constituted Consultancy Evaluation Committee.

The technical evaluation shall carry a maximum of **100 marks**, distributed as follows:

Sl. No.	Evaluation Parameter	Marks
1	Professional experience and institutional standing of the applicant	10
2	Experience with Government Companies, PSUs and Statutory Bodies	15
3	Experience in preparation/revision of HR Policies, Service Rules and allied frameworks	15
4	Experience in Delegation of Powers, financial and administrative governance frameworks	15
5	Qualifications and relevant experience of the proposed professional team	15
6	Technical presentation, understanding of assignment, proposed methodology and implementation approach	30
	Total	**100**

Minimum Qualifying Technical Score: 70 out of 100 marks.

The technical presentation shall assess the applicant's understanding of JSADCL's institutional requirements, proposed approach, regulatory awareness, implementation strategy and capability to deliver the assignment. The detailed scoring methodology and supporting documentation requirements shall be specified in the RFP.

Stage III — Financial Evaluation and Final Selection

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Financial proposals of technically qualified applicants shall be evaluated through the **Quality and Cost Based Selection (QCBS)** method, with the following weightage:

- Technical Score: **70%**
- Financial Score: **30%**

The financial score shall be calculated as:

Financial Score = (Lowest Evaluated Financial Quote / Applicant's Evaluated Financial Quote) × 100

The final combined score shall be calculated as:

Combined Score = (Technical Score × 0.70) + (Financial Score × 0.30)

The technically qualified applicant obtaining the highest combined score shall ordinarily be recommended for selection, subject to responsiveness, verification, applicable procurement requirements and approval of the competent authority.

6. Submission of Expression of Interest

Interested and eligible applicants shall submit their EOI with the prescribed supporting documents through Hard Copy at the Registered office of the Company or at the designated Government e-Procurement platform, in accordance with the instructions specified in the published notice.

Government e-Procurement Portal: www.sameti.org

Date of Publication: 27.11.2026

Last Date and Time for Submission: 07.12.2026

Date of Opening: 08.12.2026

Contact Address:

The Managing Director
Jharkhand State Agriculture Development Corporation Limited
4th floor, Krishi Bhawan, Kanke Road, Ranchi – 834006, Jharkhand

Email: jsadclranchi@gmail.com

The technical and financial proposals shall be invited from shortlisted applicants through a subsequent RFP, following the applicable procurement procedure.

7. General Terms and Conditions

a) Submission of an EOI shall not confer any right upon the applicant for shortlisting, selection or award of the assignment.

b) JSADCL reserves the right to seek clarifications, verify credentials and reject applications containing incomplete, incorrect or misleading information.

c) JSADCL may accept or reject applications, modify the process or cancel the EOI, subject to applicable procurement rules and approval of the competent authority.

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d) The selected consultancy agency shall maintain strict confidentiality of all information and records made available by JSADCL.

e) All final documents, policies, reports, schedules and deliverables prepared under the assignment shall become the property of JSADCL upon completion and acceptance, subject to the agreed contractual terms.

f) The selected agency shall complete the assignment within the prescribed period, and payment shall be linked to satisfactory completion and acceptance of agreed milestones.

g) Any conflict of interest shall be disclosed by the applicant, and no applicant shall attempt to influence the evaluation or selection process.

h) The engagement shall be subject to the Jharkhand Financial Rules, 2025, Jharkhand Procurement of Goods and Services Manual, 2024, as amended, applicable Government directions and the procurement regulations governing JSADCL.

i) The decision of the competent authority shall be taken in accordance with applicable rules and the published evaluation criteria.

Managing Director

Jharkhand State Agriculture Development Corporation Limited
Ranchi, Jharkhand

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