

To,
All concerned.

Subject: - Call for Human Resource Management Consultation Quotation.

With reference to subject cited above we herewith are seeking for the Human Resources management consultation for our 500 beds hospitals. Human Resources consulting services to review and make recommendations on our 300 & 250 beds hospital's current Human Resources management practices, Policy and Procedures Manual, and Other Human Resources Functions, Programs and procedures.

Scope of Services:- Shri Saibaba Sansthan Trust, Shirdi (SSST) desires to appoint a consultant to provide general human resources support to both hospital management. Services would include consultation/strategy designing for recruiting/staffing, employee orientation, employee relations, performance management and salary administration, oversee the exit of employees and analyze exit interviews, compliance with Trust's, state and local laws and regulations related to employment, and compliance with internal policies and procedures. Services would also include reviewing hospital's employees' health Insurance benefits program and will serve as a liaison to the appropriate consultants.

The selected consultant also will need to coordinate the development and maintenance of SSST's HR Policies and Procedures handbook. The consulting firm selected through this process will work with SSST's appointed coordinator.

Director and/or his designee would expect from consulting company to perform services in the following areas:

Specific Aspects of the Proposed Scope of Services: - Comprehensive human resources service to include the following:

· ***Organogram***

Study the needs & future expansions of hospital and propose the changes in Organogram, if necessary.

· ***Recruiting, Selection and Orientation Design and Delivery***

Design recruiting, selection and orientation programs. Provide support to concerns in implementing such programs.

· ***Job Descriptions***

Review existing job descriptions and revise as needed. Develop new job descriptions, if necessary.

· ***Operational Policies and Procedures***

Review of existing human resources, infrastructure & process flow; provide recommendations and strategies for development of revised and/or new processes, programs and practices on Human Resources matters.

· ***Performance Management Practices***

Develop performance appraisal process and train concerns on goal setting, leadership and communication as they relate to SSST operational values.

· ***Staff Training***

A. Determine appropriate training and provide administrative support to deliver training.

B. Recommend, facilitate and/or provide training classes.

· ***Ongoing Human Resources Support***

Human Resources planning strategy for implementation of different new/old policies and procedures and to support authorities. It is SSST's desire that a primary consultant be identified to coordinate this work plan and that the identified consultant work at SSST offices on a routine basis/ as and when require. The schedule will vary based on assignments and workload.

Compensation/Benefits Study

Review current and historical overall compensation programs/philosophies and complete compensation study update based on current market data and propose new structure to retain existing talent/ attract new talent.

SSST CEO/Collector/ Director and/or his designee will be available to provide overall direction to the consultant.

Monthly status reports describing activities and progress will be developed by the consultant and presented to SSST's CEO/ Dy Collector/and/or his designee.

This scope of work will be discussed in detail with the selected proposer to develop an agreed upon project scope that incorporates the proposer's approach and SSST's desired objectives and monetary constraints. The proposer may submit a proposal in its entirety or for individual sections as described in the Specific Aspects of the Proposed Scope. Changes in scope may allow if necessary in order to allow the selected proposer to meet the contractual project scope within available funding.

Proposer should submit his proposal till 10/08/2018 in closed envelope.

(Smt. Rubal Agrawal, I.A.S.)
Chief Executive Officer
Shri Saibaba Sansthan Trust, Shirdi