<u>Eligibility Criteria</u>
<u>for</u>
<u>Expression of Interest</u>
<u>for</u>
<u>Agencies applying for Outsourcing of pay rolling, management and administration of the existing</u>

<u>network of consultants deployed for the Revised National Tuberculosis Control Programme</u>

<u>(RNTCP)</u>

WHO Country Office for India is looking for a Human Resource outsourcing agency which has the required infrastructure and capacity to take over the existing network of consultants and manage their pay rolling and day-to-day administration including field travel arrangements.

Firms/agencies interested in expressing their interest in this assignment should fulfill the following minimum eligibility criteria:-

1. The agency should a registered legal entity e.g. under the Companies Act

2. The agency should be a ISO 9001:2008 accredited company or with an equivalent quality certification

3. The agency should have a country-wide presence (should indicate the number and States in which they physically operate) with a strong office presence in Delhi/NCR (Should provide the detailed contact address in Delhi).

4. The Agency should have a minimum annual financial turnover of INR 100 million (should provide audited financial statements for the last three years)

5. The Agency should possess a minimum experience of 10 years in outsourcing of human resources in India with three satisfactory client references

6. The Agency should be registered with statutory authorities i.e. mainly Income Tax and Provident Fund

7. The Agency should not have been black listed by any organization / institution. (Self-certified declaration to be attached)

8. The Agency should have prior experience of handling manpower outsourcing assignments of over 1000 persons per assignment

Only the agencies fulfilling the minimum eligibility criteria may respond, clearly listing down the relevant details. Responses from Agencies not meeting the minimum eligibility criteria shall not be considered.

WHO reserves the right to accept/reject any or all applications without specifying reasons thereof. WHO's decision shall be final and binding.