

## NOTICE INVITING QUOTATIONS

### FOR

### *Study & Recommendations on the Pay Structure of APITCO*

#### A. Introduction

APITCO was incorporated, as a Public Limited Company under the provisions of the Companies Act 2013, in 1976 as a Technical Consultancy Organization (TCO) with IDBI as lead promoter. The organization is now jointly promoted by all-India financial institutions (SIDBI, IFCI, ICICI), Government Corporations (APIDC, APSFC) and Public-Sector Banks (State Bank of India, Andhra Bank, Indian Bank & Syndicate Bank).

APITCO provides diverse Technical, Management & Development Consulting services to Government & Industry. Since inception, it has been offering diversified consulting services for promotion and growth of micro and small & medium enterprises.

#### B. Need of the Study

Pay structure of APITCO is complex, deemed Government model, generally follows similar organizations, i.e, Technical Consulting Organization's pay model. APITCO plans to grow multifold in the coming years and addressing related HR issues. The pay revision is due and needs a structured reformatting comparable to the market and also taking into consideration of the Organization's needs.

#### C. Scope of the Study

i	Study and revision of the current compensation & benefits scheme/structure of the TCO and alignment to extent C&B structures for regular, contractual and project based-staff. This would entail study and benchmarking with two comparable state TCO's.
ii	Cadre restructuring to suit recommended pay structures including identification of feeder cadres to posts.
iii	Documentation of the HR Policy manual with the following: <ul style="list-style-type: none"> <li>• Policies governing employment</li> <li>• C&amp;B structure and future evolution guidelines.</li> <li>• Organization development.</li> <li>• Performance management system in line with PCMM model</li> </ul>
iv	Design of the Fy 2018-19 KRA's/ KPI's for the organization.

v	Presentation to the APITCO's sub-committee on remuneration policy.
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#### **D. Qualifications of the Agency**

Agency / Individual experts interested to quote and conduct the study

- I. Should have sound understanding of DPE/DoPT/State PSE pay structures, perks, performance incentives. Knowledge of PSU bank pay structures will be an added advantage.
- II. Should be in the field of HR Consultancy for the last ten years (please attach copy of the document)
- III. Should have conducted minimum three such C&B, PMS, OD studies in public sector undertakings in the last ten years and be well versed with its procedures (list the PSUs, state or central, with years of study).

#### **E. Time lines**

The study is to be completed within 45 days from the date of work order from APITCO.

#### **F. Payment terms**

- (i) No advance payments are possible.
- (ii) 50% of the awarded fee will be paid upon submission of draft report to Sub-Committee
- (iii) 40% of the awarded fee will be paid upon accepting the report by the accepting authority, BoD of APITCO or after 45 days of the first payment whichever is earlier.
- (iv) 10% of the awarded fee will be paid upon submission of the final report
- (v) Travel and hospitality costs will be reimbursed on actuals for one person, economy air fare based on APITCO norms. This cost should not be included and quoted in the price quote.**

#### **G. General Terms**

1. Last date for submission of quotations is 9<sup>th</sup> August 2018 up to 5.00pm in the APITCO Office, Hyderabad. Interested and qualified agencies are requested to submit their quotations before the last date in **sealed covers** addressed to

The Managing Director,  
APITCO Limited,  
8th Floor, ParisramaBhavanam,  
Basheerbagh,  
Hyderabad 500 004

2. Tender accepting authority is Managing Director, APITCO.
3. Study Report accepting authority is BoD, APITCO and their decision is final. The shortlisted agency, after conducting the study, should present the report to BoD, APITCO.
4. The quotation should contain documentary support for the qualification's part, financial quote and copy of this **NIQ duly signed by the authorized signatory confirming to acceptance of terms and conditions mentioned therein.**
5. The financial quote is a lumpsum contract amount including all applicable taxes. The fee and tax amounts are to be shown separately, if any. No variable costs are to be neither mentioned nor reimbursed
- 6. The financial quote to be submitted in a separate sealed cover**

7. Incomplete quotations with out proper documentary support or unclear/subjective financial terms will be rejected and no further correspondence is entertained with such agencies.

23<sup>rd</sup> July2018.

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