

## **Sub: Request for proposal for Gratuity system at SAATHII.**

Solidarity and Action Against the HIV Infection in India (SAATHII) is inviting proposals from professional firms and agencies for providing Employee Gratuity to SAATHII employees (in compliance with the Gratuity Act of 1972 and the 2017 Amendment passed on March 22, 2018), and to provide suggestions of feasible alternatives. This request for proposal consists of two phases. Short-listed agencies from the first phase will be provided with the confidential employee census so that they are able to provide contractual quote for gratuity.

**Brief note on SAATHII:** Established in 2002, SAATHII is a non-profit non-governmental organization, currently operating in 32 states and union territories of India, working towards the advancement of universal access to healthcare in India, with a focus on sexual and reproductive health, HIV/AIDS, maternal, neonatal and child health services for vulnerable and difficult to reach populations. SAATHII works with various sectors (civil society, affected communities, government, UN organizations and private sector) and employs the strategies of technical assistance, knowledge management, research, and advocacy to advance its mission. SAATHII's operations are managed from its head office in Chennai and 12 project offices.

SAATHII is registered as a Charitable Trust (Registration No.637, August 2002) with the Sub-Registrar of Charities, Chennai. It is also registered with the Income Tax Department with Permanent Account No. AAETS3446C, and the Directorate of Income Tax Exemptions under Sections 12AA and 80G of the Income Tax Act 1961. SAATHII is registered with the Ministry of Home Affairs, Government of India, under the Foreign Contribution (Regulation) Act, 1976.

**You are requested to submit your proposal as per the scope detailed below.**

SAATHII is functioning as a registered organization for almost 16 years. It has had limited turnover of employees eligible for Gratuity during this period. However, SAATHII has witnessed a significant growth in the past three years. This growth is also leading to a significant increase in the number of employees eligible for Gratuity. This significant increase is one of the reasons for SAATHII to consider a professional, and business centric approach to Gratuity. Towards that, SAATHII would like to hire an agency/firm to submit a proposal on the current system of Gratuity scheme available in market and suggest feasible scheme which will be suitable for SAATHII.

Given below is a brief overview of SAATHII's employee data, which the agencies can use to calculate the "ball-park" quote: (total premium)

<b>Total Number of Employees</b>	<b>217</b>		
	<b>Average</b>	<b>Max</b>	<b>Min</b>
Age of employees	37 years	61 Years	22 Years
Salary Per month (Basic + DA)	₹ 24,000.00	₹ 1,35,000.00	₹ 3,700.00
Tenure	2.5 Years	16 years	1 month
<b>Employees Eligible for Gratuity (&gt;5 years as on Oct 6, 2018)</b>			
<b>Total Number of Employees</b>	<b>28</b>		
Age of employees	41 Years	53 Years	32 Years
Salary	₹ 35,500.00	₹ 1,05,000.00	₹ 3,900.00

Tenure	9 Y	16 years	5 years
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**Proposal Format:** Though there is no specific format for the proposal, it is expected that the proposal includes the following details:

- a) Profile of the agency
- b) List of relevant current and past assignments and details of the clients
- c) List of available options for providing employee gratuity
- d) Process of using those options
- e) Roles and responsibilities of the agency and SAATHII for each of these options
- f) Total premium (ball park quote) to be paid by SAATHII as per its current number of employees eligible for Gratuity.

### **Selection Process**

1. In Phase I, SAATHII will shortlist agencies based on the details provided in the proposals.
2. The shortlisted agencies will be requested to submit a contractual proposal for which they will be provided with the complete employee data

Should you be interested in the assignment, your proposal should be submitted as per detail below:

The proposal should be submitted to **Sr. Admin, Finance & Grant Manger** by post, hand delivery, or courier in a sealed envelope to the following address: **SAATHII, E-228, Greater Kailash II, New Delhi – 110048, India by 26th October, 2018\*** on and before 18.00.

The electronic version of the proposal should be submitted to [procurement.delhi@saathii.org](mailto:procurement.delhi@saathii.org).

Short-Listed bidders will be contacted to provide the final Quote by 1<sup>st</sup> November, 2018 based on the ACTUAL EMPLOYEE DATA THAT WILL BE SHARED AT THAT TIME.

SAATHII intends to finalize the award of the Gratuity contract by Nov 8<sup>th</sup>, 2018.

If there is any query or clarification, please write to us on and before **22nd October 2018** by email to: [procurement.delhi@saathii.org](mailto:procurement.delhi@saathii.org)

### **Disclaimer**

SAATHII reserves the right to cancel the bidding before or after the receipt of bids or also after opening of the bids, and also call for fresh bids. SAATHII has the right to reject any bids without assigning any reason(s).