

## **EXPRESSION OF INTEREST (EOI) FOR CONDUCT OF**

### **JOB FAIR FOR EX-SERVICEMEN FOR FY 2025-26**

1. Directorate General Resettlement invites interested and qualified service providers/ consultants to submit quotations for the planning and execution of Job Fairs for Ex-Servicemen at various locations in India during FY 2025-26. The purpose of these Job Fairs is to provide employment opportunities and career development resources to veterans transitioning into civilian careers.

#### **Scope of Services**

2. The selected Consultancy/ Agency will be responsible for the following services:-

(a) **Registration of ESM.**

(i) Online registration of the ESM on the Job Placement platform/ website prior and during the job fair.

(ii) The required fields must be captured during registration of ESM for identification, skill mapping and report preparation.

(b) **Registration of Employers.**

(i) Online registration of the Employers on the Job Placement platform prior and during the job fair.

(ii) Required fields must be captured during registration of Employer prior to and during the job fair to identify the details of the Employers, jobs offered and location of jobs.

(c) **Resume Preparation for ESM.** The Consultancy/ Agency must be able to generate the resume of the ESM with the data captured during registration. There will be no cost incurred on the ESM for preparation of resume.

(d) **Skill Mapping of ESM.** The Consultancy/ Agency must map the skills of the ESM with the Job Roles provided by the Employers through the process of resume generation/ updation.

(e) **Sharing of Resume with Employer.** The Consultancy/ Agency must be able to share the resume of the shortlisted ESM with the Employers online against the respective Job Roles prior and during the Job Fair.

(f) **Arranging of Interview of ESM with Employer.** The Consultancy/ Agency will arrange the interview of the ESM shortlisted by the Employer during and after the job fair.

(g) **Conduct of the Job Fair.** The Consultancy/ Agency must be able to develop the venue for conduct of job fair according to the scope of work. Following aspects will be included for conduct and venue development:-

- (i) Preparation of layout for the Job Fair as per items/ specifications in **Annexure A.**
- (ii) Provision of lunch for dignitaries, corporate guests and ESM as per menu given at **Annexure B.**
- (iii) Prepare the layout of Job Fair setting as per sketch given at **Annexure C.**

(g) **Preparation of Report.** The Consultancy/ Agency will prepare a detailed report on the job fair and submit to DGR within one week of the conduct of job fair. The report will include the following details:-

- (i) Data of ESM and Employers registered for the job fair.
- (ii) Data of ESM placed and shortlisted during the job fair.
- (iii) Data of ESM interviewed by the Employers.
- (iv) Follow up actions for employment of ESM.

### **Sequence of Actions**

3. The sequence of actions for the selected consultant through GeM would be as follows:-

- (a) Create a portal for ESM on the company's/ agency's website for registration by ESM and Employer companies for DGR Job Fairs. The link of registration/ portal will be shared with DGR for publicity and hosting on DGR website.
- (b) The registration for a particular Job Fair will open at least one month before the Job Fair and will continue till the conduct on given date.
- (c) Sharing of resume of registered ESM with the registered Employers by matching the skills of ESM with the Job Roles posted by the Employers.
- (d) DGR will be informed of the state of registrations initially one week before the scheduled Job Fair and finally on the day preceding the Job Fair.
- (e) Conduct of the event on the day of the Job Fair.

- (f) Submission of the report of Job Fair within one week of the conduct of Job Fair with complete data in the given format given as **Annexure D**.

### **Miscellaneous Issues**

4. The dates of the event may change by one to two weeks and the vendor must be prepared to conduct the events accordingly without any change in quoted price.
5. Non-Disclosure Agreement will be signed by the vendor with DGR to not share the data of ESM to any agency other than the registered employers wanting to employ ESM for the posted job roles.

### **Submission Requirements**

6. Interested parties should submit their Expression of Interest, including:-
- (a) Company profile and experience.
  - (b) Proposed methodology and approach.
  - (c) Budget estimate and cost breakdown.
  - (d) Timeline and key milestones/ deliverables.

### **Submission Deadline**

7. All EOIs must be submitted by 07 Mar 2025 online at [diredgr@desw.gov.in](mailto:diredgr@desw.gov.in) or addressed to:-

Director (Self Employment)  
Directorate General Resettlement  
West Block – IV, RK Puram  
New Delhi - 110066

### **Contact Information**

8. For further details or clarifications, please contact Director (Self Employment), DGR at the above email address or on mobile at 6376074001.
9. We look forward to receiving your proposals and collaborating to support our ESM in their career transition.

## Annexure A

**ITEMS FOR LAYOUT OF THE VENUE FOR JOB FAIR**

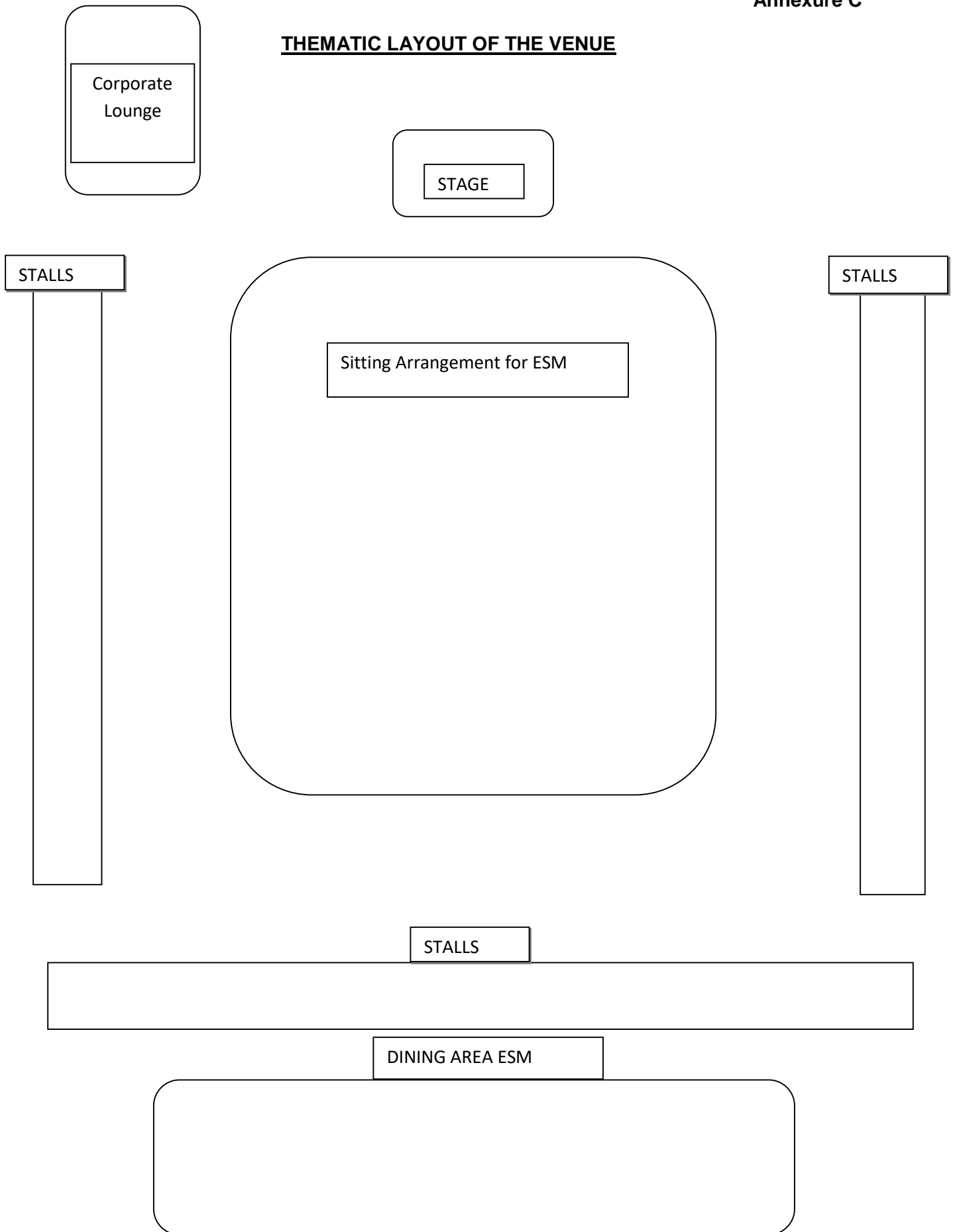
Ser	Description of Items
01	<p><b><u>Main Gate Arch</u></b></p> <p>Box type metal frame gate of size 10' height, 6' wide and 2' thickness with wrapped flex design as per flow of event</p>
02	<p><b><u>Covered Sitting Arrangement</u></b></p> <ul style="list-style-type: none"> <li>- Heavy duty Shamiyana for 10000 Sqft</li> <li>- Two rows of four white VIP sofa two seater</li> <li>- 500 chairs with white cloth cover</li> <li>- Carpeted area from stage to sitting area</li> <li>- 10 heavy duty farratta fans</li> <li>- 04 Heavy duty Mist Fans/ Coolers</li> </ul>
03	<p><b><u>Stage</u></b></p> <ul style="list-style-type: none"> <li>- Stage size 10m L X 7m Width X 1 m Height</li> <li>- 24 feet Backdrop Flex printing on metal Frame</li> <li>- Two Podium/ rostrum with mike</li> <li>- 07 White Sofa Chairs on stage</li> <li>- 03 Glass Centre tables</li> <li>- 02 Heavy duty Mist Fans/ Coolers on stage</li> </ul>
04	<p><b><u>PA System</u></b></p> <ul style="list-style-type: none"> <li>- Sound System in a distribution pattern for the entire area</li> <li>- 04 corded mikes</li> <li>- Allied power sockets and cabling.</li> </ul>
05	<p><b><u>Stalls</u></b></p> <ul style="list-style-type: none"> <li>- 45 Vendor/ corporate stalls of size 3m x 2m having one table and four chairs</li> <li>- One pedestal fan for each of the above 45 stalls</li> <li>- Name display of all stalls to be mounted on stalls</li> </ul>
06	<p><b><u>Dining Area – Corporate Lounge</u></b></p> <ul style="list-style-type: none"> <li>- Covered Shamiana enclosure size 25m x 10m</li> </ul>

	<ul style="list-style-type: none"> <li>- 10 Round Tables with 5 chairs each</li> <li>- 04 Mist coolers</li> <li>- 04 Food Counters of size 6' x 2') feet</li> <li>- 02 Water Dispensers</li> <li>- Adequate Waste bins</li> </ul>
07	<p><b><u>ESM Dining Area</u></b></p> <ul style="list-style-type: none"> <li>- 10 Food Counters of size 6' x 2'</li> <li>- 04 Mist coolers</li> <li>- Adequate Waste bins</li> <li>- 04 Water Dispensers with disposable paper glasses</li> </ul>
08	<p><b><u>Generator</u></b></p> <ul style="list-style-type: none"> <li>- Soundproof 125 KVA capacity trolley mount generator with operator for 12 hrs (0700h-1900h) to provide Power supply to entire Job Fair area</li> </ul>
09	<p><b><u>Porta Toilets</u></b></p> <ul style="list-style-type: none"> <li>- 04 Porta Toilets (02 Ladies &amp; 02 Gents)</li> </ul>
10	<p><b><u>Water Dispensers</u></b></p> <ul style="list-style-type: none"> <li>- 08 Water Dispensers with disposable glasses and adequate water bottles</li> </ul>
11	<p><b><u>Manpower</u></b></p> <ul style="list-style-type: none"> <li>- Adequate manpower to manage the services as mentioned</li> </ul>

**LUNCH MENU FOR JOB FAIR FOR 1000 PERSONS**

1. Hot Roti/ Poori.
2. Rice Pulao.
3. Dal Makhani.
4. Paneer Butter Masala.
5. Mix Vegetable.
6. Raita.
7. Green salad.
8. Gulab Jamun/ Rasgulla.
9. Disposable cutlery as per requirement.
10. Water bottles.

THEMATIC LAYOUT OF THE VENUE



**FORMAT OF JOB FAIR REPORT**1. **ESM Data.**

S.No.	Service No.	Rank	Name	Service	Mobile

2. **Employer Data.**

S.No.	Company Name	Name of Representative	Vacancies Offered	Mobile

3. **Summary.**

Job Fair Location	ESM Registered	Employers Registered	ESM Resume Shared with Companies	ESM Shortlisted for Employment	ESM Selected