



THE SINGARENI COLLIERIES COMPANY LIMITED  
(A Government Company)  
REGISTERED OFFICE: KOTHAGUDEM COLLIERIES - 507101  
CIN: U10102TG1920SGC000571

**EXPRESSION OF INTEREST - (EOI)  
FOR CONDUCTING MANPOWER OPTIMIZATION STUDY IN SCCL**

The Singareni Collieries Company Limited (SCCL), jointly owned by the Government of Telangana (51%) and the Government of India (49%), invites Expressions of Interest (EOI) from reputed and experienced consulting firms for conducting a Comprehensive Manpower Optimization Study covering all mines, departments, and future diversification projects of the Company.

The study aims to map existing cadre strength, assess workforce deployment, and benchmark performance standards across SCCL's operations.

**Eligibility Criteria:**

Interested firms must satisfy the following minimum eligibility conditions:

- A. Minimum of 10 years of consulting experience that includes minimum of five years in Mining and power projects, skill re-mapping, and optimization in large, multi-location organisations.
- B. Successfully completed at least one similar manpower optimization study in a comparable organization.
- C. Achieved a minimum average annual turnover of ₹500 Crore over the last three financial years.

**Submission of Offers:**

Eligible firms shall submit their offers in sealed cover, enclosing:

- 1. Documentary proof supporting eligibility.
- 2. Current business profile.
- 3. Financial turnover details for the last three financial years.
- 4. Details of manpower, infrastructure, and relevant past experience.

The sealed offer shall be addressed to:

**The Director (PA&W), SCCL Head Office, Kothagudem – 507101, Bhadradi District, Telangana, Phone: 08744235431, Email; per\_ee5@scclmines.com** before 10.11.2025 by 05:00 PM.

## **Evaluation Criteria:**

The selection shall be conducted in the following stages:

1. Short listing based on eligibility criteria.
2. Selected firms will be invited for technical presentation and vendor meeting to be intimated separately either through email or in writing.
3. Detailed Proposal Submission – qualified firms shall submit comprehensive proposals after the vendor meeting

## **Scope of Work for Manpower Optimization in SCCL**

### **1. Objective of Study**

To conduct a comprehensive study of Manpower in SCCL and recommend measures for right-sizing, redeployment, and skill optimization, ensuring alignment with the Company's long-term business strategy, productivity norms, technological changes and future diversifications.

### **2. Scope of Study**

The selected agency shall undertake the following activities:

#### **A. Assessment of Existing Manpower**

- Collect and analyze data of employees across all Categories / Grades and Discipline in each Mine & Departments of SCCL.
- Review sanctioned strength vs. actual strength (men-in-position) and future requirements in line with diversifications.
- Identify surplus, shortage, and mismatch of skills (Mine & Department Wise).

#### **B. Workload & Functional Analysis**

- Study job roles, responsibilities, and reporting structures (Actual Vs required).
- Assess work allocation in relation to manpower deployed.
- Benchmark manpower norms against best practices in comparable PSUs.

#### **C. Skill Mapping & Future Requirements**

- Map current skills of employees with actual requirements, future diversifications and technological requirements.
- Identify training needs of executive cadre employees at each level (Junior, Middle, and Senior Management) based on competency gaps and role requirements
- Identify areas requiring multi-skilling, up-skilling, or re-skilling.
- Forecast manpower requirements for the next 10 years.

#### **D. Optimization & Rationalization Plan**

- Recommend redeployment of surplus employees to areas of shortage.
- Suggest restructuring of roles, merging of overlapping functions.
- Recommend right-sizing measures through natural attrition, retirement planning, and productivity-linked deployment in line with the Policies of the Company / DoPT guidelines.
- Identify opportunities for inter-disciplinary deployment of executive cadre employees and propose abrogation of underutilized disciplines.

#### **E. Policy Recommendations**

- Suggest changes in recruitment based on present situation and future requirements,
- Recommend improvements in promotion policy and succession planning separately for executive and non-executive cadre employees.
- Suggest talent development strategies and capacity-building measures.
- Propose a reward system for best-performing employees at Unit, Area, and Corporate levels.
- Recommend a self-appraisal system for executive cadre employees to identify high performers across the organization.
- Conduct structured consultations with Directors, HODs, and executives at different levels to incorporate qualitative feedback into the study.

### **3. Deliverables**

The agency shall provide:

- Initiation Report shall be submitted within 15 days of awarding Contract.
- Draft Manpower Assessment Report capturing the current position, analysis, and initial findings.
- Final Rationalization Plan with actionable recommendations, implementation roadmap, and timelines for each recommendation.
- Presentation to Management before submission of final report with highlighting key outcomes and strategies.
- Monthly progress updates to SCCL's designated Nodal Officer for monitoring and review.

#### **4. Resource Deployment (1+2 Model)**

The Agency shall deploy one Senior Consultant as Team Leader and two Support Consultants/Analysts for the study along with supporting research staff. These resources shall remain deployed for the entire duration of the assignment.

##### **Resource-1 (Team Leader / Senior Consultant):**

- The Senior Consultant shall lead overall study and methodology.
- Conduct interactions with top management and Heads of Departments at Corporate and Area levels.
- Ensure quality assurance of all reports and deliverables.
- Present findings and final recommendations to top management and Submit final recommendations.

##### **Resource-2 (Support Consultant / Analyst):**

- The Supporting consultant shall Collect and validate manpower data from all three levels (Unit, Area and Corporate).
- Carry out workload analysis and benchmarking exercises at all levels.
- Prepare draft reports, Management Information System and analytical models.
- Support Team Leader in presenting draft report to management and preparing final recommendations.

#### **5. Time Frame**

The study shall be completed within **6 months** from the date of award of the contract.

#### **6. Methodology**

The study shall be carried out in the following phases:

##### **A. Inception Phase**

- Kick-off meeting with SCCL management.
- Finalization of methodology, timelines, and reporting structure.
- Submission of Inception Report.

## **B. Data Collection & Validation**

- Collection of manpower data from Corporate, Area, and Unit levels.
- Validation of data through cross-checking with records at IED, IR & PM Wing, Executive Establishment Cell and any appropriate department at Corporate and interactions with Head of the Departments.

## **C. Workload & Functional Analysis**

- Study of existing manpower deployment vs. workload.
- Identification of redundancies, surplus, and shortages.
- Comparison with benchmarks from similar PSUs/industry.

## **D. Skill Mapping & Gap Analysis**

- Mapping of existing employees skills with present and future requirements.
- Develop framework for training and capacity-building programs
- Identification of gaps for multi-skilling, up-skilling, and re-skilling.

## **E. Draft Report Preparation**

- Preparation of draft findings and rationalization options.
- Interim presentation to SCCL management for feedback.

## **F. Final Report & Recommendations**

- Incorporation of management feedback.
- Submission of Final Rationalization Plan with phased implementation strategy.
- Final presentation to SCCL management.

## **7. Saving Clause**

SCCL reserves the right to modify, expand, or include additional requirements related to manpower, training, or organizational assessment during the course of the study.

The selected agency shall incorporate such additional tasks within the overall scope, methodology, and deliverables, without affecting the primary objectives and timelines of the assignment, as mutually agreed upon in writing.

**EOI ISSUE DATE: 28.10.2025 at 12:00 Noon**

**LAST DATE FOR SUBMISSION: 10.11.2025 at 05:00 PM**

**Opening of Technical Bid: 11.11.2025 at 03:00 PM**

  
**Head of the Department  
Executive Establishment Cell**