



RfE for Empanelment of Human Resources Consultants for Recruitment Services

RfE No.: T00001106958/ BYO/ HRV dated 12/05/2018

**2<sup>nd</sup> Addendum - Clarification of Pre-proposal queries**

Sl. No.	<u>Particulars as mentioned in RfE</u>	<u>Query</u>	<u>Bank's reply/ clarification</u>
1	<p><b>3.1 Scope of Work for Consultants (page no.9)</b></p> <p>The purpose of this RfE is to invite proposals for empanelment of one or more Recruitment Services Consultants to advise/ provide consultancy to SIDBI about various aspects relating to recruitment at various levels in general or specialised areas on regular / contract deputation basis. The scope of such work may include, but not limited to, following aspects:</p> <ul style="list-style-type: none"><li>a. Managing the recruitment process in full from registering a vacancy to the arrival of the successful recruit.</li><li>b. Drawing up of Job Profile of the post(s) for which recruitment is being proposed,</li><li>c. Determining essential attributes like experience, skills &amp; qualifications, KRAs, suggesting compensation package including bench marking of CTC etc.</li><li>d. Advertising the post, sourcing, collection and scrutiny of application and identification of suitable candidates, application handling and storage, screening, Tests / Interviews exercise, CTC Negotiations, Performance matrix etc.</li><li>e. Tasks related to on-boarding of such candidates including handing references, clearances and professional background checks and criminal</li></ul>	<p>The design/ release/ cost of the advertisement for positions will be borne by SIDBI and not by Consultants.</p>	<p>In partial modification to our earlier addendum dated May 30, 2018, it is proposed that the advertisement for positions shall be issued by the Bank and not Consultants.</p>



	records etc. f. Any other specific job or recruitment related services as required by SIDBI.		
<b>4.1 Pre-qualification</b>			
<b>2</b>	<p><b><u>Sub clause 2 (page no.14)</u></b></p> <p>The Respondent must have experience in providing recruitment services during the last 3 years to Indian Public Sector Banks/ Public Sector Enterprises of Central Govt/ Private Sector Banks/ Foreign Banks / Financial Institutions / NBFCs/ Insurance Companies/ Small Finance Banks.</p> <p><b>Supporting Documents to be submitted</b></p> <p>Relevant details of the engagement for past 3 years with Client Certificate &amp; copy of work.</p>	<p>As a company policy, we do not have the authority of sharing any Client communication with a third party for references like Completion Certificate or Copy of Work Order. However, we can provide references via email (Client Contacts), in order to complete your Due Diligence as per the set procedure</p> <p>It will be very difficult for the consultants to give completion certificates from the client, for the various relevant searches done over past several years, as the client representatives typically move out of their positions. Instead we will give you signed terms of contract wherever possible, as a proof of actual delivery of work</p>	<p>While copies of orders or completion certificates are preferable, in case those are not available, references with adequate communication details (in particular, official e-mail addresses) would be accepted.</p>
<b>3</b>	<p><b><u>Sub clause 3 (page no.14)</u></b></p> <p>The Applicant should have an average annual turnover of at least INR 5 crore during the previous - 3- financial years from its Indian Operations.</p>	<p>Please confirm if the above two points relate to tax year ending 2014-15, 2015-16 and 2016-17.</p>	<p>Both the conditions are with reference to the financial results of FY 2014-15, FY 2015-16 and FY 2016-17</p>
<b>4</b>	<p><b><u>Sub clause 4(page no.14)</u></b></p> <p>The Respondent should have average positive profit in the last 3 consecutive financial years (2014-15, 2015-16 and 2016-17). The profitability at Profit Before Tax levels would be considered for evaluation</p>		

