



RfE for Empanelment of Human Resources Consultants for Recruitment Services

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

Addendum - Clarification of Pre-proposal queries

Sl. No.	Particulars as mentioned in RfE	Clarification sought	Bank's reply/ clarification
1	<p>3.1 Scope of Work for Consultants (page no.9)</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">a. Managing the recruitment process in full from registering a vacancy to the arrival of the successful recruit.b. Drawing up of Job Profile of the post(s) for which recruitment is being proposed,c. Determining essential attributes like experience, skills & qualifications, KRAs, suggesting compensation package including bench marking of CTC etc.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.e. Tasks related to on-boarding of such candidates including handing references, clearances and professional background checks and criminal records etc.f. Any other specific job or recruitment related services as required by SIDBI.	<p>Whether SIDBI will advertise open positions in print or consultant will manage and bear the cost</p>	<p>The clause implies that advertising the post is a part of the Scope of Work for Consultants. Consultant shall be managing the advertisements for the post in consultation with the Bank. The cost of advertisement should be included in the commercial bid.</p>



4.1 Pre-qualification			
2	<p><u>Sub clause 3 (page no.14)</u></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>Average Capitalised Billing (Gross billing based on placed candidates' CTC) over the last 3 years will be about @ `10 crore per annum and our final average billing is about `2 crore.</p>	<p>The applicant Consultant should have an average annual turnover of at least INR 5 crore during the last three years from its Indian Operations. Waiver of the condition may not be accepted and applicant Consultants may abide by the condition.</p>
3	<p><u>Sub clause 4 (page no.14)</u></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>	<p>Our annual turnover on an average will be INR 1.2 Cr appx. We have operational profit year on year for last 7-8 years while after adjusting carried forward substantial losses that is pre 2009, our net profit comes negative year on year.</p>	<p>The applicant Consultant should have an average profitable track record for the last three years. Waiver of the condition may not be accepted and applicant Consultants may abide by the condition.</p>
		<p>Does the firm need to have positive PBT in all three years?</p>	<p>The firm's average PBT in last three financial years should be positive.</p>
4	<p><u>Sub clause 7(page no.15)</u></p> <p>The company / firm has not defaulted to any Bank within the jurisdiction of India <u>Supporting Documents to be Submitted</u> CIBIL report of the company / firm. A certificate that the company / firm has not defaulted to any Bank from Statutory auditor may be provided. Empanelment, if done, will be subject to submission of the satisfactory CIBIL report.</p>	<p>Does CIBIL report need to be submitted with this RFP response? As response need to submit the certificate from statutory auditor- is there any format for this certificate?</p>	<p>If the Company/ organization have not borrowed any money from any institution, a statutory auditor's Certificate to this effect will suffice. Else, the CIBIL report or Statutory Auditor's certificate may be furnished.</p>



5	4.2 Technical Evaluation (page no.16 & 17)	In Technical Evaluation Section (page no.16/17 of document in marking scheme, SIDBI has mentioned (no. of position), need to check whether this is for position closed and is there any period required like positions closed in last 1 year or last 3 years	Here no. of positions implies those where recruitment has since been successfully closed in last 5 years.
<i>General Queries</i>			
		Query	Bank's reply/ clarification
6	Can Bidder put email confirmation of work order as all the requirements come through e-mail		Work order confirmation from an organization's official mail id shall be accepted.
7	What would be the approx number of hiring in this financial year/ during the tenure of the contract		There is no fixed number of hiring proposed in near future. However, as we are transforming, there may be substantial new openings in the organization in future. The assignments shall be floated accordingly among the empanelled consultants.
8	Will there be any written examination offline or online for short listing candidates?		Though, any written examination offline or online for short listing of the candidates at senior or middle level candidates is not envisaged, however, the detailed scope of project of any specific recruitment/eligibility criteria including selection procedure shall be as per the requirement of the Bank.
9	Is there any format for power of attorney for authorized signatory or consultant can use their own format		There is no specific format for the power of attorney for authorized signatory. Consultant can use their own format for the same.
10	Compensation Brackets for each Class/ Grade		Compensations shall vary from assignment to assignment.
11	Location of Hires & Functions like: HR, Finance, Analytics etc		The location and function of hires shall vary from assignment to assignment and shall be as per the requirement.