



Clarification of Pre- bid queries raised during the meeting held on March 14, 2023

**For submission of Techno - Commercial Proposals (TCP) by HR Recruitment
Consultants for engagement of specialist's officers on contractual basis (full time)- HRV/L001287050/Rec(Spl)-2022-23**

Sl. No.	Clarification sought	Bank's reply/clarification
1.	Mode of Presentation	The mode of presentation shall be online. The exact date and time of the presentation shall be communicated to the eligible applicants in due course.
2	Submission of Bids and presentation	<p>The bidder shall submit TCP separately for engagement of each position i.e, i) Chief Human Resource Officer (CHRO), (ii) Chief Technical Advisor (CTA) and (iii) Economic Advisor (EA), and clearly state which of the three positions it is submitting the bid (s) for. Similarly, presentations shall be made for each positions separately.</p> <p>Bidders shall also kindly ensure that for all the applied posts, the Technical Proposal and Commercial Proposal are submitted in separate sealed envelopes post – wise, failing which, the proposal will stand rejected</p>
3	Contract Duration	The term of this assignment shall be for a period of 1 month from the date of the contract and / or can be extended for further period on mutual agreement.
4	Documents submission for complying with Eligibility Criteria for all positions	The bidder shall submit only one common set of documents for satisfying the eligibility criteria.
5	Mode of Submission of Bid Documents	The Bid Documents shall be submitted in physical mode. The same may be sent by courier or hand delivery to the address indicated in the RfP.
6	Submission of Database of Prospective candidates and Background verification methods	<p>Indicative Detail (Numbers) of Database of Prospective candidates.</p> <p>Regarding Background Verification, the consultant shall be asked to assist the client in Background Verification of the candidates, if required.</p>



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7	Scope of work for the position of Chief Technical Advisor (CTA)	Scope of work for the position of CTA may be collaborated from 'Key Skills' mentioned in Annexure I-B on page no 32 relating to Job Description of CTA.
8	The Bidder should have an established business / practice of providing recruitment services of Specialized Executive / Domain Experts in Senior Management Positions on Contractual Basis.	Recruitment services of Specialized Executive / Domain Experts in Senior Management Positions on Full time / On Roll basis shall also be accepted.
9	Payment terms	The payment invoice shall be raised by the consultant on completion of the assignment (i.e. joining of the finalized candidate). The Client shall make the payment to the consultant not later than 30 days of the date of invoice.
10	Bids to be submitted on Letter Head or Plain paper	The bidder shall submit Technical and Financial bids on its letter head only.
11	Timelines for completion of the assignment	The above assignment has to be completed within a period of 1 month from the date of the contract. The indicative schedule of completion of assignment shall be shared separately with selected bidders.
12	Any restrictions on the number of assignments which can be awarded to a consultant	The Bidder can submit bids for either one / two / all the three positions. Further, the assignments shall be awarded based only on the criteria mentioned in the RfP and there shall be no restrictions on the number of assignments which can be awarded to a consultant. Same consultant can be appointed for one / two / all the three positions subject to it scoring the maximum combined score under each position



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13	Age limit restriction for the position of Chief Human Resource Officer	As mentioned in the Indicative Job Description for the position of CHRO in Annexure I-A on page no 30.