



**भारतीय लघु उद्योग विकास बैंक (सिडबी)
Small Industries Development Bank of India**

**सिडबी के लिए
अनुबंध के आधार पर विशेषज्ञ अधिकारियों की नियुक्ति (पूर्णकालिक) हेतु
मानव संसाधन भर्ती सलाहकारों द्वारा टेक्नो-वाणिज्यिक प्रस्ताव प्रस्तुत करने के लिए
आमंत्रण पत्र (एलओआई)**

**LETTER of INVITATION (LoI)
FOR SUBMISSION OF TECHNO - COMMERCIAL PROPOSALS BY HR RECRUITMENT
CONSULTANTS FOR
ENGAGEMENT OF SPECIALISTS OFFICERS ON CONTRACTUAL BASIS (FULL TIME)
FOR SIDBI**

**स्वावलंबन भवन
सी-11, जी-ब्लॉक,
बान्द्रा कुर्ला कॉम्प्लेक्स,
बान्द्रा ईस्ट
मुंबई 400 051**

**Small Industries Development Bank of India
Swavalamban Bhavan
C-11, G-Block,
Bandra Kurla Complex,
Bandra East
Mumbai 400 051
भारतीय लघु उद्योग विकास बैंक**

**Appointment of HR Recruitment Consultant for
engagement of Specialist Officers in SIDBI on contract basis (Full Time)
RfP No.HRV/L001287050/Rec(Spl)-2022-23 dated February 28, 2023**

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यह दस्तावेज़ भारतीय लघु उद्योग विकास बैंक (SIDBI) की संपत्ति है। सिडबी की लिखित अनुमति के बिना इसे इलेक्ट्रॉनिक या अन्य किसी भी माध्यम से कॉपी, वितरित या रिकॉर्ड नहीं किया जा सकता है। इसलिए, यहां निर्दिष्ट उद्देश्य के अलावा किसी अन्य उद्देश्य के लिए अधिकृत कर्मियों/एजेंसियों द्वारा भी इस दस्तावेज़ की सामग्री का उपयोग सख्त वर्जित है और यह कॉपीराइट उल्लंघन के बराबर होगा और भारतीय कानून के तहत दंडनीय होगा।

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SECTION I

HRV/L001287050/Rec(Spl)-2022-23

February 28, 2023

LETTER of INVITATION (LoI)

Attn. _____

Madam / Dear Sir,

**Subject: LETTER of INVITATION (LoI)
FOR SUBMISSION OF TECHNO - COMMERCIAL PROPOSAL FOR ENGAGEMENT OF
SPECIALISTS OFFICERS ON CONTRACTUAL BASIS (FULL TIME) FOR SIDBI**

You are hereby invited to submit Techno - Commercial Proposals (TCP) required for the captioned assignment, which would form the basis for future negotiations, subject to meeting minimum eligible criteria and if found suitable for selection, by the Small Industries Development Bank of India (SIDBI) [hereinafter referred to as SIDBI / Bank / Client].

2. The purpose of this is to invite TCPs from intending & eligible HR Recruitment Consultants for engagement of Specialist Officers viz., **(i) Chief Human Resource Officer (CHRO), (ii) Chief Technical Advisor (CTA) and (iii) Economic Advisor (EA)** on contractual basis (full time) at SIDBI. The objective of recruitment consultant firms is to render their consultancy services for engagement of above Specialist Officers on Contractual Basis (full time).
3. The indicative job profile & key skills required for eligible / suitable candidates to be engaged as CHRO, CTA and EA is given at **Annexure I-A, I-B and I-C** respectively.
4. The Bank, for this purpose, invites proposals from competent firms who are interested in participating in this Request for Proposal (RfP). Such firms must fulfil the eligibility criteria mentioned under S.N.1.4 of Section II and should also be in a position to comply with the technical requirement mentioned therein and submit the required proposal as per the RfP. Apart from the above, the bidder must also agree to all the terms & conditions mentioned under this RfP. The scope of such work may include, but not limited to, following aspects:
 - a) Sourcing of suitable candidates on contract basis to SIDBI (hereinafter to be referred as "SIDBI / Bank / Client") to be engaged as (i) Chief Human Resource Officer (CHRO), (ii) Chief Technical Advisor (CTA) and (iii) Economic Advisor [EA].
 - b) Managing the complete engagement process from registering a vacancy to the arrival of the successful recruit (s).
 - c) Advertising the post, if required, on discretion of the Client, sourcing, collection and scrutiny of application and identification of suitable candidates, application handling

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and storage, screening, tests / interviews exercise, negotiations, etc.

- d) Tasks related to on - boarding of such candidates including handling references, clearances and professional background checks and criminal records etc.
 - e) The candidate selection shall be finalized by the Client and the Client reserves the right to select / reject the candidates sourced by the Consultant without assigning any reasons whatsoever.
 - f) The selected candidate shall be on the rolls of the Client and the payroll of the selected candidates shall be managed by the Client only.
 - g) In consideration of the service to be rendered by the successful consultant / bidder, the Client shall pay the consolidated service fee, as finalized by way of bidding process, inclusive of applicable taxes and shall not be liable to pay any other expenses / fees to the Consultant.
 - h) The Consultant has to envisage all necessary services to be provided to achieve the objective for which the proposal is sought and ensure that the same is delivered to the Client.
 - i) Omission of details in the proposal of the services required to be provided by the Consultant or mis - description of details generally acknowledged to be customary and / or necessary to carry out such services or which the Consultant knows or reasonably should have known will not relieve the Consultant from performing such omitted details of the services and they must be performed, as if fully and correctly set forth and described in this proposal.
5. The TCP includes the following documents:
- Section I - Letter of Invitation
 - Section II - Instruction to Consultants (ITC)
 - Section III - General Terms & Conditions (GTC)
 - Section IV – Techno Commercial Proposals – formats
6. Pre - Bid Meeting will take place at **1600 hours** on **March 14, 2023** through online video conferencing.
 7. The proposals, complete in all respects, can be submitted up to **1500 hours** on **March 21, 2023** in hard copy.
 8. Opening of the Technical Proposal will take place at **1600 hours** on **March 21, 2023** through online video conferencing. Details and exact timing of the Presentations shall be shared in due course.
 9. Opening of the Financial Proposal will take place at **1600 hours** on **March 27, 2023**



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through online video conferencing.

10. Address for Communication:

The General Manager,
Human Resource Development Vertical,
Small Industries Development Bank of India,
Swavalamban Bhavan, 6th Floor, C-11, G- Block,
Bandra Kurla Complex, Bandra East,
Mumbai - 400 051

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Contact persons:

Shri Deepak Verma
Assistant General Manager
Phone: 022 - 67531338
Mobile: +91 - 8146312362
Email: deepakverma@sidbi.in

Shri Rahul Kenkre
Manager
Phone: 022 - 67531124
Mobile: +91 - 9811068492
Email: rkenkre@sidbi.in

11. Details of Independent External Monitor (IEM) appointed by the CVC:

Shri Nageshwar Rao Koripalli, IRS (Retd.)
38, The Trails,
Manikonda,
RR District,
Hyderabad – 500 089.
Mobile no.9788919555
Email: knageshwarrao@gmail.com

12. The Bank reserves the right to accept or reject any or all the proposals in whole or part without assigning any reasons.
13. You are requested to hold your proposal valid for 60 days from the last date of submission without change in your proposed price. The Client will make its best efforts to select a Consultant firm / company within this period. The Client may solicit your consent to an extension of Proposal validity (but without any modification in the Proposal).
14. Please note that the remuneration which you receive from this assignment will be subject to applicable tax liability as per rules. Kindly contact the concerned tax authorities for further information in this regard, if required.
15. We would appreciate if you inform us by Email:
- your acknowledgement of the receipt of this Letter of Invitation and
 - whether or not you will be submitting a proposal.

Yours faithfully,
Sd/-
(Sunil S)
Deputy General Manager
Human Resource Development Vertical

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SECTION II

INSTRUCTIONS TO CONSULTANTS (ITC)

1. Terms of Reference:

- The Client intends to appoint a competent HR consultant for engagement of (i) Chief Human Resource Officer (CHRO), (ii) Chief Technical Advisor (CTA) and (iii) Economic Advisor (EA) on contract basis (full time). In this regard, the Client intends to appoint a competent HR consultant who has an established track record of providing services in either one or all of the above positions.
- In view of the above, Client requests proposals from HR consultants for assisting the Client in the above engagement.
- The Client may, at its sole and absolute discretion, choose to avail all services or part thereof. Such decision may be advised during the course of the project. The area of consultancy shall include, but not limited to, as under:
 - 1.1 The indicative terms of engagement of (i) Chief Human Resource Officer (CHRO), (ii) Chief Technical Advisor (CTA) and (iii) Economic Advisor [EA] for the Client shall be as per **Annexure I-A, I-B and I-C**.
 - 1.2 Keeping in view the above, the following would be the broad scope of work for the appointed Consultant:
 - a. Managing the complete engagement process from registering a vacancy to the onboarding of the successful candidates.
 - b. Provide IT infrastructure to receive the online applications from the candidate.
 - c. Sourcing, collection and scrutiny of application and identification of suitable candidates, application handling and storage, screening, tests / interviews exercise, negotiations, performance matrix etc.
 - d. Tasks related to on - boarding of such candidates, including handing references, clearances and professional background checks and criminal records etc.
 - e. Any other specific job or engaging related services as required by Client.
- The Consultant has to envisage all necessary services to be provided to achieve the objective for which the proposal is sought and ensure that the same is delivered to the Client. Omission of details in the proposal of the services required to be provided by the Consultant or mis - description of details generally acknowledged to be customary and / or necessary to carry out such services or which the Consultant knows or reasonably should have known will not relieve the Consultant from performing such omitted details of the services and they must be performed as if fully and correctly set forth and described in this proposal.

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1.3 Schedule for completion of the tasks:

- 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 bidder.
- Post the evaluation process, the selected consultant would be initially contracted by the Client for a period of 1 month post signing of the agreement. The Client reserves the right to reduce or extend the stipulated timeframe of 1 month for an additional period as it may deem appropriate, at the same commercial terms and condition without any additional compensation payable by the Client, on month - to - month basis.

1.4 Prequalification:

- a. This enquiry is in the nature of RfP intended to result in the selection of a HR Consultant (s) who has an established track record of providing all of the services relating to engagement of contractual / specialist and as defined in the Scope of Work as at S.N.1.2 of SECTION II.
- b. The consultant firm (s) satisfying the eligibility criteria to apply for the assignment is / are eligible and invited to submit proposal for RfP as per formats given in F1 to F8 of SECTION IV.
- c. A list of the eligibility criteria is given below.
- d. All responses shall be evaluated to validate compliance of the bidders according to the eligibility criteria as mentioned above, as per the format and supporting documents mentioned against each clause.
- e. SIDBI reserves the right to enhance any of the eligibility criteria to arrive at a ranking of bidders as per these criteria to restrict the number of consultants.

Eligibility Criteria

S.N.	Details	Supporting documents to be submitted
1	The Bidder should have been in operations in India for at least 5 years. The Bidder should be a Government Organization / Public Sector Undertaking / Public Limited Company / Private Limited Company / Limited Liability Partnership / Partnership Firm / Proprietorship concern. It should be registered or incorporated in India.	Certificate of Incorporation / Documents of Constitution / Certificate of Registration.
2	The Bidder should have an established business / practice of providing recruitment services of Specialized	Please indicate number of years of recruitment services, number of executives in the team and number /

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	Executive / Domain Experts in Senior Management Positions on Contractual Basis.	list of assignments handled (details may be provided as per formats given in F-2 and F-3.
3	The Bidder should have tangible positive net worth during the last 3 financial years (2019-20, 2020-21, 2021-22).	Certified copies of Audited Financial Statements (and Annual Reports, if applicable) for the last three financial years with audit reports and notes to accounts.
4	The Bidder should not be owned or controlled by any Director or Employee of SIDBI (or their Relatives).*	Self – declaration by the Bidder on its letter head (As per Form F-7 annexed).
5	The Bidder should not have been penalized or found guilty in any court of law and the bidder shall not have been blacklisted / debarred by any Central Government Ministry / Bank / RBI / IBA / any regulatory authority and not involved in any major litigation from April 2015 onwards and up to the date of submission of the Proposal, that may have impact or compromise the delivery of services required. * \$	Self - certification by the Bidder on its letter head to be provided. However, SIDBI would have the right to independently verify the same. (As per Form F-8 annexed).
6	The bidder has not defaulted to any Bank within the jurisdiction of India. \$	CIBIL report of the bidder firm. Alternatively, auditor certificate may be submitted at the time of bidding and upon selection, CIBIL report may be submitted.
7	The bidder should submit Pre - Contract Integrity Pact as per format provided in `100/- non - judicial stamp paper.	Duly signed by authorized signatory of the bidder as per Format Annexure II .
8	The bidder should submit non - disclosure Agreement (NDA) as per format provided in `100/- non - judicial stamp paper.	Duly signed by authorized signatory of the bidder as per Format Annexure III .

* *SIDBI reserves its right to cancel the appointment immediately, without any notice, if any false declaration / certification is given by the Bidder and in such circumstances, SIDBI shall not be liable for any damages, loss to the bidder on account of cancellation.*

\$ *Banks refer to Banks in India only and exclude RRBs and Cooperative Banks.*

Note:

- Government - owned and semi - government enterprises may participate, only if they are legally and financially autonomous.
- Cut - off date for the eligibility criteria mentioned above to be taken as March 21, 2023 (last date of submission of proposal), unless otherwise specified.
- Documentary evidence must be submitted for each criterion.

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- Apart from the above minimum criteria, the bidder is also required to give the following information:

S.N.	Documents required
1	Ownership and nature of entity (public, partnership, subsidiary, etc.) details.
2	Income Tax returns for past three years.
3	Board Resolution (in case of company) or Power of Attorney authorizing the authorized signatory to discuss / sign on behalf of the bidder.
4	Proof of address of Registered office.
5	Service Tax Registration Certificate / GST Registration Certificate / Registration with Central / State Labour Office, if applicable.

- Non - submission of any of the specified documents by the bidder would result in rejection of the proposal.
- SIDBI reserves the right to ask for additional documents from the bidder.
- The evaluation of technical criteria, as stated under S.N.3 of SECTION II shall be undertaken only if the bid submitted is substantially responsive.

2. Submission of proposals

- 2.1 The Bidder can submit bids for either one / two / all the three positions. However, the bidder shall submit Technical Proposal and Commercial Proposal 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.
- 2.2 Same consultant can be appointed for one / two / all the three positions subject to it scoring the maximum combined score under each position.
- 2.3 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.
- 2.4 The sealed envelope should be labelled “TECHNICAL / COMMERCIAL PROPOSAL FOR ENGAGEMENT OF _____ ON CONTRACT BASIS” SUBMITTED BY M/s.... ON.....AT MUMBAI, DUE DATE_____” respectively.
- 2.5 All envelopes should be securely sealed and stamped. All envelopes must be super - scribed with Name of the Consultant, contact number and e - mail ID.

Envelope I (Technical Bid): The Technical Bid should be complete in all respects and contain all information asked for, except prices.

The Technical bid should not contain any price information. The Technical Bid should be complete and should be submitted in the specified format only.

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ENVELOPE II (Financial Bid): The Financial Bid should give all relevant price information and should not contradict the Technical Bid in any manner.

The Financial Bid should be submitted in specified format only. The prices quoted in the Financial Bid should be without any conditions. Please note that if any envelope is found to contain both Technical and Financial Bid, then that offer will be rejected out - rightly.

- 2.6 The Consultant is expected to submit the Financial Bid separately for each position as per **Form F - 6** inclusive of the applicable taxes and costs, if any. The Financial Bid should be on the Consultant's letter head and the total amount should be mentioned in both numerals and words.
- 2.7 The Financial Bid shall be prepared as per **Form F – 6**. The covering letter as per **Form F - 1** shall indicate the name and address of the Consultant to enable the proposal to be returned in case it is declared late, and for matching purposes.
- 2.8 The cost of proposal and submission of the proposals is entirely the responsibility of the Consultant, regardless of the conduct or outcome of the evaluation process.
- 2.9 Proposals received after the scheduled closing time will not be accepted by the Client under any circumstances. The Client will not accept proposals delivered late for any reason whatsoever including any delay or delayed proposals sent by any other means.
- 2.10 The proposals will be opened as per the proposal schedule indicated in letter of invitation.
- 2.11 The Consultants or their authorized representatives shall attend pre - bid / online bid opening of proposals through video conferencing at Microsoft teams or any other mode as preferred by the Client. Maximum of 2 persons per Consultant will be allowed to be present. No proposal shall be rejected at proposal opening stage, except for proposals received late. Representatives of the Consultant will have to produce an authorization letter from the Consultant to represent them at the time of opening of Financial Bid.
- 2.12 List of documents to be submitted as part of the proposal:

Form F - 1	Covering letter for submission of Proposal
Form F - 2	<u>Form of submission of Technical Proposal:</u>
	Details of Assignments completed for recruitment of senior officials / C - Suite in BFSI other than (i) Chief Human Resource Officer (CHRO), (ii) Chief Technical Advisor (CTA) and (iii) Economic Advisor (EA).
Form F - 3	<u>Form of submission of Technical Proposal:</u>

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RfP No.HRV/L001287050/Rec(Spl)-2022-23 dated February 28, 2023**

सिडबी में अनुबंध के आधार पर विशेषज्ञ अधिकारियों की नियुक्ति के लिए
मानव संसाधन भर्ती सलाहकार की नियुक्ति (पूर्णकालिक)
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	Detail of Assignments completed for recruitment of senior officials viz., (i) Chief Human Resource Officer (CHRO), (ii) Chief Technical Advisor (CTA) and (iii) Economic Advisor (EA).
Form F - 4	Proposed list of Key Personnel and Team Details
Form F - 5	Database of Prospective candidates and Background verification methods
Form F - 6	Form of Submission of Financial Proposal
Form F - 7	<u>Declaration</u> : No ownership or control of SIDBI Directors / Employees (or relatives)
Form F - 8	<u>Declaration</u> : Not penalized or found guilty in any court of law.

3. Experience / qualification:

1. The Consultant who has relevant experience and capability in engaging for similar positions / roles as specified, to the satisfaction of SIDBI shall only be eligible for commercial evaluation.
2. During evaluation, the Bank, at its discretion, may ask the Bidder for clarification in respect of its proposal. The request for clarification and the response shall be in writing, and no change in the substance of the proposal shall be sought, offered, or permitted. The Bank reserves the right to accept or reject any reply to the above proposal in whole or in parts without assigning any reason thereof. The decision of the Bank shall be final and binding on all the vendors to this document and bank will not entertain any correspondence in this regard.
3. The proposals received by the Bank will be technically evaluated to arrive at the technical scoring as per the scoring methodology specified below under the TECHNICAL PROPOSAL EVALUATION CRITERIA. The Bids which are securing the technical score of 70 or more marks out of a total of 100 marks are considered as technically qualified and only those technically qualified Bids will be further processed to find "Highest scoring Firms" as per evaluation methodology under TECHNO COMMERCIAL EVALUATION CRITERIA. The Bank however retains the right to lower the cut off score by 10 marks, if adequate number of bids does not qualify with the minimum score specified above.

TECHNICAL PROPOSAL EVALUATION CRITERIA:

- The technical evaluation will have 80% weightage and commercial evaluation shall have 20% weightage. These weightages shall be taken into consideration for arriving at the successful bidder.
- The Technical evaluation for each post shall be based on the following criteria in addition to the information provided in **Form F - 2 to Form F - 5** and would be arrived as under:
 - A. For the Post of Chief Human Resource Officer (CHRO):

S.N.	Criteria	Maximum Marks
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1	Understanding of SIDBI's requirement and job profile of the proposed engagement and its strategic context (Total – 05 Marks)	5
2	Presentation to the Committee. The evaluation shall also include the proposed timeline for completion of the assignment and quality of the similar recruitments made in the past (Total – 20 Marks)	20
3. Experience		
i	Past Experience of recruitment of senior officials / C - Suite in BFSI other than senior HR Officials (Total – 25 Marks) Details to be submitted as per Form F - 2 <u>Number of assignments in the past 5 years:</u> 1 st – 5 th assignment - 2 marks per assignment 6 th – 10 th assignment - 3 marks per assignment	25
ii	Past Experience of recruitment of senior HR officials (Total – 30 Marks) Details to be submitted as per Form F – 3 <u>No. of Assignments in past 5 years:</u> 2 marks per assignment	30
4. Team Profile		
i	Profile of the Team Leader and Team Members leading the assignment. Details to be submitted as per Form F - 4 Team Leader Experience (Total 10 marks) – < 3 years - 0 Marks 3 to 8 years – 5 Marks > 8 years – 10 Marks	10
ii	Team Members (Average Experience) (Total 10 marks) - < 3 years - 0 Marks 3 to 5 years – 5 Marks > 5 years – 10 Marks	10
Total		100

B. For the Post of Chief Technical Advisor (CTA):

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S.N.	Criteria	Maximum Marks
1	Understanding of SIDBI's requirement and job profile of the proposed engagement and its strategic context (Total – 05 Marks)	5
2	Presentation to the Committee. The evaluation shall also include the proposed timeline for completion of the assignment and quality of the similar recruitments made in the past (Total – 20 Marks)	20
3. Experience		
i	Past Experience of recruitment of senior officials / C - Suite in BFSI other than CTA (Total – 25 Marks) Details to be submitted as per Form F - 2 <u>Number of assignments in the past 5 years:</u> 1 st – 5 th assignment - 2 marks per assignment 6 th – 10 th assignment - 3 marks per assignment	25
ii	Past Experience of recruitment of CTA (Total – 30 Marks) Details to be submitted as per Form F – 3 <u>No. of Assignments in past 5 years:</u> 2 marks per assignment	30
4. Team Profile		
i	Profile of the Team Leader and Team Members leading the assignment. Details to be submitted as per Form F - 4 Team Leader Experience (Total 10 marks) – < 3 years - 0 Marks 3 to 8 years – 5 Marks > 8 years – 10 Marks	10
ii	Team Members (Average Experience) (Total 10 marks) - < 3 years - 0 Marks 3 to 5 years – 5 Marks > 5 years – 10 Marks	10
Total		100

C. For the Post of Economic Advisor (EA):

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S.N.	Criteria	Maximum Marks
1.	Understanding of SIDBI's requirement and job profile of the proposed engagement and its strategic context (Total – 05 Marks)	5
2.	Presentation to the Committee. The evaluation shall also include the proposed timeline for completion of the assignment and quality of the similar recruitments made in the past (Total – 20 Marks)	20
3. Experience		
i	Past Experience of recruitment of senior officials / C - Suite in BFSI other than Economic Advisor (Total – 25 Marks) Details to be submitted as per Form F - 2 <u>Number of assignments in the past 5 years:</u> 1 st – 5 th assignment - 2 marks per assignment 6 th – 10 th assignment - 3 marks per assignment	25
ii	Past Experience of recruitment of Economic Advisor (Total – 30 Marks) Details to be submitted as per Form F – 3 <u>No. of Assignments in past 5 years:</u> 2 marks per assignment	30
4. Team Profile		
i	Profile of the Team Leader and Team Members leading the assignment. Details to be submitted as per Form F - 4 Team Leader Experience (Total 10 marks) – < 3 years - 0 Marks 3 to 8 years – 5 Marks > 8 years – 10 Marks	10
ii	Team Members (Average Experience) (Total 10 marks) - < 3 years - 0 Marks 3 to 5 years – 5 Marks > 5 years – 10 Marks	10
Total		100

4. Techno-commercial evaluation criteria:

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- This will be a techno commercial evaluation and accordingly the Technical evaluation will have 80% weightage and Commercial evaluation shall have 20% weightage. These weightages shall be taken into consideration for arriving at the successful bidder. The evaluation methodologies vis – a - vis the weightages are as under:
 - The overall score will be calculated for all technically qualified firms using the following formula:

$S = [(T / T \text{ High}) \times 80] + [(C \text{ Low}/C) \times 20]$ Where:

S	Score of the Firm
T	Technical score of the firm
T High	Highest Technical score among the firms
C	Quote as provided by the firm (please refer to F-6)
C Low	Lowest Quote of C among the firms

- The firm securing the highest score becomes the successful firm.
- For example – There are three bidders A, B and C.
- Technical score will be arrived at treating the marks of the bidder scoring the highest marks (A) in Technical evaluation as 100. Technical score for other bidders (B, C, etc.) will be computed using the formula Technical score = (Marks of B / Marks of highest scorer A) *100.
- Similarly, Commercial Score of all technically cleared bidders will be arrived at taking the cost quoted by L1 bidder i.e., the lowest quote from all technically qualified bidder (say C) as 100. Marks for other bidders will be calculated using the formula Commercial Score = (Cost of L1 bidder / Cost quoted by bidder) * 100.
- A “Combined score” will be arrived at, taking into account both marks scored through Technical Proposal evaluation and the nominal commercial quotes with a weightage of 80% for the Technical Proposal and 20% for the Financial Proposal as described below.
- The combined score is arrived at by adding Technical Score and Commercial Score. The successful bidder will be the one who has highest Combined Score.

Sr. No.	Bidder	Technical Evaluation marks (T)	Nominal Bid Price in INR(C)	Technical Score	Commercial Score	Combined Score (out of 100)
1	A	95	69	$(95/95)*80 = 80.0$	$(60/69)*20 = 17.3$	$80.0+17.3 = 97.3$
2	B	85	65	$(85/95)*80 = 71.5$	$(60/65)*20 = 18.4$	$71.5+18.4 = 89.9$
3	C	90	60	$(90/95)*80 = 75.7$	$(60/60)*20 = 20.0$	$75.7+20.0 = 95.7$

- In the above example Bidder A with highest score becomes the successful bidder.

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- In case two bidders score equal marks after final evaluation, the bidder offering lower financial proposal shall be declared successful.
 - For the purpose of Technical Proposal and Financial Proposal, the comprehensive proposal (covering domestic presence) as submitted by the Bidders will be considered for evaluation purposes.
 - However, the Bank reserves the right to finalize and if deemed necessary, focus on only the domestic presence of the Bidder from the scope of work, as decided by the Bank. The Bank's decision is FINAL in this regard. The fees payable to the selected Bidder will be determined as per the scope of work finalized by the Bank.
- 5. Guidelines:**
- 5.1 The offers should be made strictly as per the formats specified.
 - 5.2 The proposal should contain no interlineations, erasures or over - writings except as necessary to correct errors made by the Consultant. In such cases, the person / s signing the proposal should initial such corrections.
 - 5.3 The Consultant is expected to examine all instructions, forms, terms and conditions and technical specifications in the Proposal Documents. Failure to furnish all information required by the Proposal Documents or submission of a proposal not substantially responsive to the Proposal Documents in every respect will be at the Consultant's risk.
 - 5.4 Proposals with insufficient information and proposals which do not strictly comply with the stipulations given in this Proposal, its Annexure/ Forms etc. are liable for rejection.
 - 5.5 Information collected or provided to the Consultant would be confidential and shall not be used by it for any other purpose. The work / study carried out by the Consultant would be the sole property of the Client.
 - 5.6 At no point should the Consultant use the name of the Client without prior written permission to advertise itself.
 - 5.7 Consultants are not permitted to modify, substitute, or withdraw Proposals after its submission.
- 6. Conflict of Interest:** The Client requires that the Consultant should provide professional, objective, and impartial advice and at all times hold the Client's interests paramount, strictly avoid conflicts with other assignments / jobs or their own corporate interests and act without any consideration for future work.
- 7. Validity of Proposals:** Proposals shall remain valid for a period of 60 (Sixty) days from the date of submission of bids without change in the personnel proposed for the assignment and the proposed price. The Client will make its best efforts to select a Consultant firm within this period. The Client may solicit the consent of the Consultants'

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for an extension of validity of proposal (but without any modification in the Proposal). A Proposal valid for a shorter period may be rejected as non - responsive.

8. Evaluation of Financial Proposals and Deciding the Awarding of Contract:

- 8.1 The Financial Proposals shall be opened by the Client publicly in the presence of the Consultants' representatives who choose to attend online opening of financial proposals through video conferencing at Microsoft teams or any other mode as preferred by the Bank. The name of the Consultant and the offered prices shall be read aloud and recorded when the Proposals are opened. The Client shall prepare minutes of the public opening.
- 8.2 The Financial Proposal will contain the financial quote covering total price / fees / cost of undertaking the assignment inclusive of all out – of - pocket expense of the Consultant. The price should be quoted in absolute value and not in percentage/ proportion.
- 8.3 During evaluation, the Consultant must be prepared to furnish the detailed cost break - up and other clarifications to the proposals submitted by it, as may be required to adjudge the reasonableness of its Proposal.
- 8.4 The Client may call for clarifications / particulars / documents required if any, on the proposals submitted, during any stage of the evaluation process. The Consultant has to submit the clarifications / additional particulars in writing within the specified date and time. The Consultant's offer may be disqualified, if the clarifications / additional particulars sought by the Client are not submitted within the specified date and time.
- 8.5 Commercial proposal valuation shall be considered in discrepancy in case of the following:
 - If there is a discrepancy between words and figures, the amount in words shall prevail.
 - If there is a discrepancy between percentage and amount, the amount re - calculated as per the stipulated percentage basis shall prevail.
 - If there is a discrepancy in the total, the correct total shall be arrived at by the Client.
- 8.6 Client reserves the right to renegotiate the prices in the event of changes in market conditions and / or technology, etc.

In all the above cases, the Consultant shall be informed and the Consultant would require to confirm and accept the Client's position in writing within the date and time specified by the Client. In case the Consultant does not accept the correction of the errors as stated above, the proposal shall be rejected.

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- 8.7 It is estimated that the whole assignment will be completed in about 1 month from the date of the award of contract and generally the Consultant should base their proposals accordingly.
- 8.8 Please note that the cost of preparing a proposal and of negotiating a contract including visits or any other expenses, if any, is not reimbursable as a direct cost of the assignment.
- 8.9 The selected Consultant would be expected to take up/commence the assignment within 2 days from the date of the contract. The contract needs to be signed within five days from the award of work.
- 8.10 The selected Consultant shall indicate the authorized signatories who can discuss and correspond with the Client, with regard to the obligations under the Contract. The selected Consultant shall submit at the time of submission of the proposal, a certified copy of the resolution of their Board, authenticated by Company Secretary, authorizing an official or officials of the company to discuss, sign agreements / contracts with the Client. The Consultant shall furnish proof of signature identification for above purposes as required by the Client. Any change in authorized signatory, till the contract is signed, is required to be intimated to the Client along with documentary evidence.
- 8.11 The Client and the selected Consultant will sign the Contract Agreement. After signing of the Contract Agreement, no variation in or modification to the terms of the Contract shall be made except by written amendment signed by both the parties.

SECTION III:

General Terms & Conditions

Broad Terms and Conditions: The following conditions shall apply to the proposal for engaging an HR consultant for above assignment:

1. The successful Consultant at his own expense will execute a contract with the Client by paying the appropriate amount of stamp duty. The first page of the Contract shall be on a stamp paper of appropriate value. The stamp duty and contract will be subject to Mumbai jurisdiction only.
2. The Client reserves the right to add, delete, modify or alter all or any of these terms and conditions in any manner as deemed necessary till the submission of proposals. Any such changes will be intimated to all the Consultants' through e-mail.
3. The successful Consultant should initiate work on the project within 2 working days from the date of execution of the Contract.
4. The term of this assignment will for a period of 1 month from the date of the contract and / or can be extended for further period on mutual agreement.
5. The Client will not accept any plea of the Consultant at a later date for omission of critical services on the pretext that the same was not explicitly mentioned in the Proposal. The Client reserves the right to modify any clause of the proposal till the last date for submission of proposals. All modifications / clarifications / amendments would be communicated to the Consultants.
6. The Client reserves the right to:
 - ✓ not accept any proposal, or to accept or reject a particular proposal at its sole discretion without assigning any reason whatsoever,
 - ✓ cancel / modify the proposal at any stage, without assigning any reason whatsoever,
 - ✓ waive or change any formalities, irregularities, or inconsistencies in this proposal (format and delivery). Such a change / waiver would be duly notified to all Consultants,
 - ✓ extend the time for submission of the proposals and such an extension would be duly notified to all Consultants,
 - ✓ share the information / clarifications provided in response to proposal by any Consultant, with all other Consultant (s) / others, in the same form as clarified to the Consultant raising the query.
7. No adjustment of the contracted price shall be made on account of variation of costs of labour and materials or any other cost component affecting the total cost in fulfilling the obligations under the contract. The Contract price shall be the only payment, payable by

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the Client to the Consultant for completion of the contractual obligations by the Consultant under the Contract, subject to the terms of payment specified in the Contract.

8. The prices, once offered, must remain fixed and must not be subject to escalation for any reason within the period of validity of the Proposal.
9. Any change of address / telephone numbers / email of the Consultant, should be promptly notified to:

The Deputy General Manager
Human Resource Development Vertical,
Small Industries Development Bank of India
6th Floor, C-11, G Block,
Bandra Kurla Complex,
Bandra East,
Mumbai – 400 051,
Maharashtra, India.
recruitment@sidbi.in

10. Adherence to Statutory Requirements: The Consultant should adhere to laws of the land and rules, regulations and guidelines prescribed by various regulatory, statutory and Government authorities.
11. Taxes and duties:
 - All applicable taxes on the consultancy fee will be paid by the Client. The Consultant shall be responsible for deposit of all taxes, duties, levies, fees or charges in respect of the works as required for the Assignment to concerned Government authorities. Also, TDS will be deducted from the payments to the Consultant as per applicable laws.
 - The Consultant is expected to submit the Commercial proposal inclusive of all the applicable taxes. Each tax component, along with its rate, will have to be mentioned as separate line item in the commercial proposal. Any mistake on the part of the Consultant in applicability / calculation / representation of any taxes/ duties, etc. in the proposal, in lieu of any change in existing tax laws or otherwise, shall be the sole responsibility of the Consultant and any amount or penalty levied in consequence of such mistake shall be payable by the Consultant.
 - The total amount payable by the Client to the Consultant shall be inclusive of Consultant's fee and taxes as applicable. The Client shall pay the amount due under this RfP after deducting any tax deductible at source (TDS), as required. The Client shall pay each undisputed invoice raised in accordance with this RfP and subsequent agreement, within 30 (Thirty) working days after its receipt unless otherwise mutually agreed in writing, provided that such invoice is dated after such Fees have become due and payable under this RfP.
12. Disqualifications: The Client may at its sole discretion and at any time during the evaluation of Proposal, disqualify any Consultant, if the Consultant has:

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- a. submitted the Proposal documents after the response deadline,
 - b. made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements,
 - c. exhibited a record of poor performance such as abandoning works, not properly completing the contractual obligations, inordinately delaying completion or financial failures, etc. in any project in the preceding 3 years,
 - d. submitted a proposal that is not accompanied by required documentation or is non-responsive,
 - e. failed to provide clarifications related thereto, when sought,
 - f. submitted more than one Proposal,
 - g. Submitted a proposal with price adjustment / variation provision.
13. Disclaimer: The Client and / or its officers and employees disclaim all liability from any loss or damage, whether foreseeable or not, suffered by any Consultant / person acting on or refraining from acting because of any information including statements, forecasts, estimates or projections contained in this document or conduct ancillary to it whether or not the loss or damage arises in connection with any omission, negligence, default, lack of care or misrepresentation on the part of the Client and/or any of its officers and/or employees.
14. Confidentiality:
- Information relating to the examination, clarification and comparison of the Proposals shall not be disclosed to any Consultant or any other persons not officially concerned with such process until the proposal process is over. The undue use by any Consultant of confidential information related to the process may result in rejection of its Proposal and blacklisting in terms of extant guidelines.
 - During the execution of the project, except with the prior written consent of the Client, the Consultant and its personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the Contract.
15. 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.
16. Performance assessment: If the work is either not complete or not completed satisfactorily as per the approved time schedule or the quality of deliverable and if the delay is beyond 2 weeks, then the Client may rescind the Contract and shall be free to get it done from other empanelled Consultants at the risk and costs of the appointed Consultant. Then a penalty of 1% of the Contract value per week (subject to maximum of 20%) may be imposed by the Client.



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SECTION IV

Techno Commercial Proposals Formats

FORM F - 1

COVERING LETTER FOR SUBMISSION OF PROPOSAL

Date.....

To
The General Manager
Human Resource Development Vertical,
Small Industries Development Bank of India
Swavalamban Bhavan
C-11, G Block,
Bandra Kurla Complex,
Bandra East
Mumbai – 400 051
Maharashtra, India

Dear Sir,

Subject: Proposal dated MM, DD, YYYY for _____ in Small Industries Development Bank of India

Having examined the proposal Document, we, the undersigned, offer to provide all the services mentioned in the 'Proposal' and the other Proposal Documents.

We attach hereto the Technical & Financial Response as required by the Proposal document, which constitutes our proposal.

We agree to abide by this Proposal response for a period of 30 days from the last day of proposal submission and it shall remain binding upon us, until within this period a formal contract is prepared and executed, this Proposal Response, together with your written acceptance thereof in your notification of award, shall constitute a binding contract between us.

We agree that you are not bound to accept the lowest or any Proposal Response you may receive. We also agree that you reserve the right in absolute sense to reject all or any of the services specified in the Proposal Response without assigning any reason whatsoever.

It is hereby confirmed that I/We are entitled to act on behalf of our corporation/company /firm/organization and empowered to sign this document as well as such other documents which may be required in this connection.

We undertake that in competing for and if the award is made to us, in executing the subject Contract, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988".



**Appointment of HR Recruitment Consultant for
engagement of Specialist Officers in SIDBI on contract basis (Full Time)
RfP No.HRV/L001287050/Rec(Spl)-2022-23 dated February 28, 2023**

सिडबी में अनुबंध के आधार पर विशेषज्ञ अधिकारियों की नियुक्ति के लिए
मानव संसाधन भर्ती सलाहकार की नियुक्ति (पूर्णकालिक)
RfP No.HRV/L001287050/Rec(Spl)-2022-23 दिनांक 28 फरवरी, 2023

Dated this Day of.....2023

.....

(Signature)

(In the capacity of)

Duly authorized to sign the Proposal Response for and on behalf of:

.....
.....

(Name and address of Consultant)

Seal/Stamp of bidder

Witness name:

.....

Witness address:

.....
.....

Witness signature:

.....

**Appointment of HR Recruitment Consultant for
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FORM F – 2

FORM OF SUBMISSION OF TECHNICAL PROPOSAL

**Details of Assignments completed for recruitment of senior officials / C - Suite in BFSI
other than (i) Chief Human Resource Officer (CHRO), (ii) Chief Technical Advisor
(CTA) and (iii) Economic Advisor (EA).**

1. Brief description of the Firm/Organization

S. N.	Particulars	Details
1.	Name of the Consultant	
2.	Nature of entity (partnership/ private/ public etc.)	
3.	Name of Partners / Directors	
4.	Date of Incorporation	
5.	Manpower on roll (nos.)	
6.	Details of authorized contact person	
	Name	
	Designation	
	Telephone no.	
	Mobile no	
	Email Address	

2. Outline of the recent experience on assignments of similar nature (along with supporting documents):

Sl. No	Name of assignment	Name of project	Client	Cost of assignment	Date of commencement	Date of completion	Was assignment satisfactorily completed
1	2	3	4	5	6	7	8

Kindly Submit Separate Forms for Each Position



**Appointment of HR Recruitment Consultant for
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FORM F – 3

FORM OF SUBMISSION OF TECHNICAL PROPOSAL

Detail of Assignments completed for recruitment of senior officials viz., (i) Chief Human Resource Officer (CHRO), (ii) Chief Technical Advisor (CTA) and (iii) Economic Advisor (EA).

1. Outline of the recent experience on assignments of similar nature (along with supporting documents):

Sl. No	Name of assignment	Name of project	Client	Cost of assignment	Date of commencement	Date of completion	Was assignment satisfactorily completed
1	2	3	4	5	6	7	8

Kindly Submit Separate Forms for Each Position

**Appointment of HR Recruitment Consultant for
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FORM F – 4

Proposed list of Key Personnel and Team Details

S.No.	Name	Age	Qualification	Experience relevant to RfP	Proposed Role in the Team
1					
2					
3					
4					

Profile of Proposed Team Leader and other Senior Team	
Name	
Present Designation	
Qualifications	
Total Work experience	

A list of key personnel to be deployed for the project to be furnished with details as per the table above. In addition, the list also includes alternate team members as suitable back-up, clearly indicating their status as 'Back-up', in case of exigency arising out of absence of key personnel. The experience of the Back-up team shall not be reckoned for technical evaluation.

The Bank shall reserve the right to seek the change of resource personnel in case on need.

We hereby acknowledge that the information provided by us is true and to the best of our knowledge.

Signature of the Authorized Signatory

Name:

Designation:

Date:

Seal of Bidder:



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Kindly Submit Separate Forms for Each Position

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FORM F – 5

Database of Prospective candidates and Background verification methods

1. Indicative Detail of Database of Prospective candidates

Sl. No.	Name of the Post	No of Database / Resources, other than available in Public Domain (\$)	Total No. of Candidates Readily available matching the criteria
1	Chief Human Resource Officer (CHRO)		
2	Chief Technical Advisor (CTA)		
3	Economic Advisor [EA]		

\$ Tick wherever applicable

We hereby acknowledge that the information provided by us is true and to the best of our knowledge.

Signature of the Authorized Signatory

Name:

Designation:

Date:

Seal of Bidder:

Kindly Submit Separate Forms for Each Position



**Appointment of HR Recruitment Consultant for
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Form F-6

FORM OF SUBMISSION OF FINANCIAL PROPOSAL

From:
(Name/address of Consultant)

To:
(Name/address of Client)

Dear Sir,

**SUBMISSION OF PROPOSAL FOR
ENGAGEMENT OF SPECIALIST OFFICERS VIZ., (I) CHIEF HUMAN RESOURCE OFFICER
(CHRO), (II) CHIEF TECHNICAL ADVISOR (CTA) AND (III) ECONOMIC ADVISOR [EA] ON
CONTRACTUAL BASIS (FULL TIME) FOR SIDBI**

Reference: Proposal No. Your letter dated

We herewith enclose Proposal for the above assignment. We undertake that, in competing for (and, if award is made to us, in executing) the contract for the above assignment, we will strictly observe the laws against fraud and corruption in force in India, namely "Prevention of Corruption Act 1988"

Yours faithfully,

Signature:.....
Name:
Address:.....
.....
(Authorized representative)

COST OF SERVICES: FOR PROVIDING SERVICES FOR PROPOSAL FOR ENGAGEMENT OF SPECIALIST OFFICERS ON CONTRACTUAL BASIS (FULL TIME) FOR SIDBI
(Total charges in lump sum rupees) **

S.No.	Name of the Post	Tick wherever applicable	Quoted Price in	Quoted Price in Words
1	CHIEF HUMAN RESOURCE OFFICER(CHRO)			
2	CHIEF TECHNICAL ADVISOR (CTA)			
3	ECONOMIC ADVISOR [EA]			

**The quoted price should include all expenses for travel, local transportation, per diem, communications, report preparation costs, any taxes, levies and duties and other costs as may be necessary for the satisfactory implementation of the assignment.

(i) We are aware that all the payments shall be subject to TDS, as applicable, at the time of payment.

(ii) I / We agree to undertake the work subject to terms and conditions stipulated by SIDBI at the price quoted above.

Date:



**Appointment of HR Recruitment Consultant for
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मानव संसाधन भर्ती सलाहकार की नियुक्ति (पूर्णकालिक)
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Signature

Name and Seal of firm / Company

Kindly Submit Separate Forms for Each Position



**Appointment of HR Recruitment Consultant for
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Form F- 7

Declaration: No Ownership or Control of SIDBI Directors/ Employees (or relatives)

(On letterhead of the respondent duly stamped and signed)

DECLARATION-CUM-CERTIFICATE

TO WHOM SO EVER IT MAY CONCERN

This is to certify that _____(Name of respondent) is not a related party to
SIDBI as per the provisions of Companies Act 2013, as amended from time to time.

Name:

Designation:

Date:

Kindly Submit Separate Forms for Each Position



**Appointment of HR Recruitment Consultant for
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(On letterhead of the respondent duly stamped and signed)

Form F- 8

Declaration: Not penalized or Found Guilty in any Court of Law

DECLARATION-CUM-CERTIFICATE

TO WHOM SO EVER IT MAY CONCERN

This is to certify that the consulting firm/company has not been penalized or found guilty in any court of Law and the firm/ company has not been blacklisted / debarred by any Central Government Ministry / Bank / RBI/ IBA / any regulatory authority since April 2013 till the date of submission of the Proposal

Further, this is to certify that _____ does not have any legal, civil, criminal, taxation and other cases pending against _____ that may have any impact affecting or compromising the delivery of services required.

Name:

Designation:

Date:

Kindly Submit Separate Forms for Each Position

**Appointment of HR Recruitment Consultant for
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Annexure I-A

Indicative Job Description

A.	Name of the Post	Chief Human Resource Officer (CHRO)
B.	Type of the Post	Contractual on full time basis
C.	No. of Posts	1 (One)
D.	Place of Posting	The CHRO will be posted at Mumbai . However, the Bank reserves the right to post the incumbent at other Centres viz. Lucknow or Delhi as the Bank may decide from time to time.
E.	Period of Contract	The term of the contract of CHRO would initially be for a period of five years , subject to an interim review after 3 years. The contract shall be extendable, at sole discretion of the Bank, for a further period of up to five years . The contract can be terminated at 1 months' notice on either side or Salary and allowances (if any) in lieu thereof.)
F.	Scope of Work	<p>The Chief Human Resource Officer (CHRO) will be broadly responsible for the following:</p> <ul style="list-style-type: none"> ✓ Lead Human resource Function, establish and implement HR efforts that effectively communicate and support the bank's mission and strategic vision, with direct reporting to Top Management. ✓ Provide overall leadership and guidance to the HR function by overseeing talent acquisition, talent retention, career development, succession planning, training, leadership development, compensation and benefits, performance incentives. ✓ Advising Top Management on topics such as organizational design, critical hiring, workforce planning, employee engagement, performance coaching, talent assessment, change management, organizational communications etc. ✓ Ensure Bank's onboarding and management procedures are effective for diverse groups. ✓ Lead employer branding efforts like recruitment marketing, etc. ✓ Develop an employee communications strategy, forum and cadence to ensure alignment with the vision, mission and evolving culture to ensure employees feel a strong sense of connection. ✓ Promote inclusion in the workplace and reinforce our position as an equal opportunity employer. ✓ Analyze the effectiveness of HR procedures and tools. ✓ Formulate career development plans of Bank Staff.

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मानव संसाधन भर्ती सलाहकार की नियुक्ति (पूर्णकालिक)
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		<ul style="list-style-type: none"> ✓ Coordinate with Institutions and various Govt departments for all HR related matters at organizational level. ✓ Manage Industrial Relations and ensure cohesiveness among Bank Staff, various staff Associations and Top Management.
G.	Age limit	The candidate should not be less than 50 years old and more than 57 years old as on date.
H.	Educational Qualification	<ul style="list-style-type: none"> • The candidate must be holding a Bachelor/Master's Degree in any discipline from a recognized Indian/ Foreign University. • Graduation / Post Graduation in HR / Industrial Relation specialization shall be preferred. • Any Professional certification / course in HR specialization including HR analytics shall be added advantage.
I.	Experience	<p>(As on Date)</p> <ul style="list-style-type: none"> • Minimum 25 years of Work Experience, which may be in a Commercial Bank / FI OR other reputed Corporate Organizations / Government Bodies. • Out of above total work experience, minimum 10-12 years of experience in HR is compulsory. • Work Experience in PSBs/FI's/Banking domain specially in Reservation matters, Staff Accountability, Industrial Relations shall be preferred. <p>Note: Applications without relevant experience certificate would be rejected.</p>
J.	Remuneration	The remuneration would be at market linked compensation. The same shall not be a limiting factor for the right candidate and will be mutually decided on case-to-case basis.
K.	CTC and Increment	The CTC offered is negotiable. Annual CTC will depend upon Experience & Emoluments of candidates in the present employment and place of posting. Salary shall not be a constraint for the right candidate. Annual increment on CTC finalized initially, shall also be considered by the Bank based on the performance review.

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Annexure I-B

Chief Technical Advisor (CTA)

S.No.	Particulars	Details	
A.	Name of the Post	Chief Technical Advisor (CTA)	
B.	Post Code	01	
C.	Type of the Post	Contractual on full time basis.	
D.	No. of Posts	1 (One)	
E.	Place of Posting	Mumbai	
F.	Period of Posting	The term of the contract of CTA would initially be for a period of three years, extendable, at sole discretion of the Bank, for a further period of up to two years. The contract can be terminated at one months' notice on either side or salary and allowances (if any) in lieu thereof.	
G.	Key Skills	The Chief Technical Advisor (CTA) shall possess following skills: a) Extensive Experience in delivering large capital building projects b) Sound understanding of building /structure maintenance c) Track record of managing third-party suppliers and sub-contractors to deliver optimum performance d) Extensive experience in people management including mentoring, motivating and developing staff e) Forward looking, innovative thinker with an ability to identify the opportunities offered by technology to improve Premises Management and delivery of services.	
H.	Eligibility Criteria		
	a	Age Limit	The candidate should not be more than 50 years old as on date..
	b	Educational Qualification	Graduation in Engineering in Civil / Electrical with minimum 60% marks in aggregate or 1st Class from a recognized University. Postgraduates in the same discipline will be preferred.
c	Experience	Minimum 20 years in execution and supervision of civil construction work and /or civil maintenance of office buildings / commercial buildings / residential Complexes with basic knowledge of RCC design and other civil works, working knowledge of computers, experience in preparation of tenders for civil works etc. (as on December 31, 2022).	
I.	Remuneration	The remuneration would be at market linked compensation. The same shall not be a limiting factor for the right candidate and will be mutually decided on case to case basis.	
J.	CTC and Increment	The CTC offered is negotiable. Annual CTC will depend upon Experience & Emoluments of candidates in the present employment and place of posting. Salary shall not be a constraint for the right candidate. Annual increment on CTC finalized initially, shall also be considered by the Bank based on the performance review.	



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Annexure I-C

Economic Advisor

S.No.	Particulars	Details
A.	Name of the Post	Economic Advisor
B.	Post Code	10
C.	Type of the Post	Contractual on full time basis.
D.	No. of Posts	1 (One)
E.	Place of Posting	Mumbai
F.	Period of Contract	<ul style="list-style-type: none"> The term of the contract of Eco Adv would initially be for a period of five years, subject to an interim review after 3 years. The contract shall be extendable, at sole discretion of the Bank, for a further period of up to five years. The contract can be terminated at 1 months' notice on either side or Salary and allowances (if any) in lieu thereof.)
G.	Scope of Work	<ul style="list-style-type: none"> Providing strategic inputs on macroeconomic and banking developments - India and global to the Top Management of the Bank Providing inputs on strategy and policy of the Bank based on macroeconomic developments. Pivotal role in policy formulation, analysis and communication Should be conversant in Banking / financial / investment / economic policy domain Periodic analysis & presentation of the business profile of the Bank to its Stakeholders.
H.	Eligibility Criteria	
	a Age Limit	The candidate should not more than 50 years old as on date.
	b Educational Qualification	A Master's Degree in Economics with specialization in monetary economics or Econometrics from a recognized Indian / Foreign University. Doctorate degree in Economics / Banking / Finance from a recognized University will be preferable. In addition, the candidates should have, to their credit, relevant published work/research paper in Economics/Finance/Banking Area.
c Experience	Minimum post qualification work experience of 5 years in the field of banking and finance. The candidate is expected to have a sound knowledge in Economic research, Banking and Financial Sector, Budgeting, Forecasting etc. a leading role in policy formulation, analysis and communicating the Bank's thinking to the outside world. The person needs to be conversant with Banking/ financial scenario.	

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I.	Remuneration	The remuneration would be at market linked compensation. The same shall not be a limiting factor for the right candidate and will be mutually decided on case to case basis.
J.	CTC and Increment	The CTC offered is negotiable. Annual CTC will depend upon Experience & Emoluments of candidates in the present employment and place of posting. Salary shall not be a constraint for the right candidate. Annual increment on CTC finalized initially, shall also be considered by the Bank based on the performance review.

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Annexure II

PRE-CONTRACT INTEGRITY PACT

(To be submitted on ₹100 Stamp Paper duly signed by the bidder)

Between

Small industries Development Bank of India (SIDBI) hereinafter referred to as “The Principal”

And

..... hereinafter referred to as “The Bidder/ Contractor”

Preamble

The Principal intends to award, under laid down organizational procedures, contract/s for.....The Principal values full compliance with all relevant laws of the land, rules, regulation, and economic use of resources and of fairness /transparency in its relations with its Bidder(s) and/or Contractor(s).

In order to achieve these goals, the Principal will appoint Independent External Monitors (IEMs) who will monitor the tender process and the execution of the contract for compliance with the principles mentioned above.

Section 1 – Commitments of the Principal

- (1) The Principal commits itself to take all measures necessary to prevent corruption and to observe the following principles:-
 - a. No employee of the Principal, personally or through family members, will in connection with the tender for, or the execution of a contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.
 - b. The Principal will, during the tender process treat all Bidder(s) with equity and reason. The Principal will, in particular, before and during the tender process, provide to all Bidder(s) the same information and will not provide to any Bidder(s) confidential / additional information through which the Bidder(s) could obtain an advantage in relation to the tender process or the contract execution.
 - c. The Principal will exclude from the process all known prejudiced persons.
- (2) If the Principal obtains information on the conduct of any of its employees which is a criminal offence under the IPC/PC Act, or if there be a substantive suspicion in this regard, the Principal will inform the Chief Vigilance Officer and in addition can initiate disciplinary actions.

Section 2 – Commitments of the Bidder(s)/ Contractor(s)

- (1) The Bidder(s) / Contractor(s) commit themselves to take all measures necessary to prevent corruption. The Bidder(s)/ Contractor(s) commit themselves to observe the

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following principles during participation in the tender process and during the contract execution:

- a. The Bidder(s) / Contractor(s) will not, directly or through any other person or firm, offer, promise or give to any of the Principal's employees involved in the tender process or the execution of the contract or to any third person any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the tender process or during the execution of the contract.
 - b. The Bidder(s)/Contractor(s) will not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.
 - c. The Bidder(s)/Contractor(s) will not commit any offence under the relevant IPC/PC Act; further the Bidder(s)/Contractor(s) will not use improperly, for purposes of competition or personal gain, or pass on to others, any information or document provided by the Principal as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.
 - d. The Bidder(s)/Contractor(s) of foreign origin shall disclose the name and address of the Agents/ representatives in India, if any. Similarly, the Bidder(s)/Contractors(s) of Indian Nationality shall furnish the name and address of the foreign principals, if any.
 - e. The Bidder(s) /Contractor(s) will, when presenting their bid, disclose any and all payments made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract.
 - f. Bidder(s) /Contractor(s) who have signed the Integrity Pact shall not approach the Courts while representing the matter to IEMs and shall wait for their decision in the matter.
- (2) The Bidder(s) / Contractor(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.

Section 3 – Disqualification from tender process and exclusion from future contracts

If the Bidder(s) / Contractor(s), before award or during execution has committed a transgression through a violation of Section 2, above or in any other form which put their reliability or credibility in question, the Principal is entitled to disqualify the Bidder(s) / Contractor(s) from the tender process.

Section 4 – Compensation for Damages

- (1) If the Principal has disqualified the Bidder(s) from the tender process prior to the award according to Section 3, the Principal is entitled to demand and recover the damages equivalent to Earnest Money Deposit / Bid Security.
- (2) If the Principal has terminated the contract according to Section 3, or if the Principal is entitled to terminate the contract according to Section 3, the Principal shall be entitled to demand and recover from the Contractor liquidated damages of the Contract value or the amount equivalent to Performance Bank Guarantee.

Section 5 – Previous transgression

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- (1) The Bidder declares that no previous transgressions occurred in the last three years with any other Company in any country conforming to the anti-corruption approach or with any Public Sector Enterprise in India that could justify his exclusion from the tender process.
- (2) If the Bidder makes incorrect statement on this subject, he can be disqualified from the tender process.

Section 6 – Equal treatment of all Bidders / Contractors/ Subcontractors

- (1) In case of Sub-contracting, the Principal Contractor shall take the responsibility of the adoption of Integrity Pact by the Sub-contractor.
- (2) The Principal will enter into agreements with identical conditions as this one with all Bidders and Contractors.
- (3) The Principal will disqualify from the tender process all bidders who do not sign the Pact or violate its provisions.

Section 7 – Criminal charges against violating Bidders(s) / Contractor(s)/ Subcontractor(s)

If the Principal obtains knowledge of conduct of a Bidder, Contractor or Subcontractor, or of an employee or a representative or an associate of a Bidder, Contractor or Subcontractor which constitutes corruption, or if the Principal has substantive suspicion in this regard, the Principal will inform the same to the Chief Vigilance Officer.

Section 8 – Independent External Monitor

- (1) The Principal appoints competent and credible Independent External Monitor for this Pact after approval by the Central Vigilance Commission. The task of the Monitor is to review independently and objectively, whether and to what extent the parties comply with the obligations under this agreement.
- (2) The Monitor is not subject to instructions by the representatives of the parties and performs his/ her functions neutrally and independently. The Monitor would have access to all Contract documents, whenever required. It will be obligatory for him / her to treat the information and documents of the Bidders /Contractors as confidential. He / she reports to the Chairman, SIDBI.
- (3) The Bidder(s)/Contractor(s) accepts that the Monitor has the right to access without restriction to all Project documentation of the Principal including that provided by the Contractor. The Contractor will also grant the Monitor, upon his/her request and demonstration of a valid interest, unrestricted and unconditional access to their project documentation. The same is applicable to Sub-contractors.
- (4) The monitor is under contractual obligation to treat the information and documents of the Bidder(s) /Contractor(s) / Sub-contractor(s) with confidentiality. The Monitor has also signed declarations on 'Non-disclosure of Confidential Information and of 'Absence of Conflict of Interest'. In case of any conflict of interest arising at a later date, the IEM shall inform Chairman, SIDBI and recuse himself/ herself from that case.
- (5) The Principal will provide to the Monitor sufficient information about all meetings among the parties related to the Project, provided such meetings could have an impact on the contractual relations between the Principal and the Contractor. The parties offer to the Monitor the option to participate in such meetings.

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- (6) As soon as the Monitor notices, or believes to notice, a violation of this agreement, he/she will so inform the Management of the Principal and request the Management to discontinue or take corrective action, or to take other relevant action. The monitor can in this regard submit non-binding recommendations. Beyond this, the Monitor has no right to demand from the parties that they act in a specific manner, refrain from action or tolerate action.
- (7) The monitor will submit a written report to the Chairman, SIDBI within 8 to 10 weeks from the date of reference or intimation to him by the Principal and, should the occasion arise, submit proposal for correcting problematic situations.
- (8) If the Monitor has reported to the Chairman, SIDBI, a substantiated suspicion of an offence under the relevant IPC / PC Act, and the Chairman, SIDBI has not, within reasonable time, taken visible action to proceed against such offence or reported it to the Chief Vigilance Officer, the Monitor may also transmit this information directly to the Central Vigilance Commissioner.
- (9) The word 'Monitor' would include both singular and plural.

Section 9 – Pact Duration

This Pact begins when both parties have legally signed it. It expires for the Contract or 12 months after the last payment under the contract, and for all other Bidders 6 months after the contract has been awarded. Any violation of the same would entail disqualification of the bidders and exclusion from future business dealings. If any claim is made / lodged during this time, the same shall be binding and continue to be valid despite the lapse of this pact as specified above, unless it is discharge/determined by the Chairman of SIDBI.

Section 10 – Other provisions

- (1) This agreement is subject of Indian Law, Place of performance and jurisdiction is the Head Office of the principal, i.e. Lucknow.
- (2) Changes and supplements as well as termination notices need to be made in writing. Side agreements have not been made.
- (3) If the Contractor is a partnership or a consortium, this agreement must be signed by all partners or consortium members.
- (4) Should one or several provisions of this agreement turn out to be invalid, the remainder of this agreement remains valid. In this case, the parties will strive to come to an agreement to their original intentions.
- (5) Issues like Warranty/Guarantee etc. shall be outside the purview of IEMs.
- (6) In the event of any contradiction between the Integrity Pact and its Annexure, if any, the Clause in the Integrity Pact will prevail.

(For & On behalf of the Principal)
(Office Seal)

(For & on behalf of the Bidder / Contractor)
(Office Seal)

Place:
Date:



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Witness 1: (Name &Address)

Witness 2: (Name &Address)

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Annexure III

Non-Disclosure Agreement
(To be submitted on ₹100 Stamp Paper duly signed by the bidder)

WHEREAS, we, _____, having Registered Office at _____, hereinafter referred to as the AGENCY, are agreeable to execute “.....”

for Small Industries Development Bank of India, having its Head office at SIDBI Tower, 15 Ashok Marg, Lucknow, 226001 (hereinafter referred to as the BANK) and, WHEREAS, the AGENCY understands that the information regarding the Bank's Infrastructure shared by the BANK in their Request for Proposal is confidential and/or proprietary to the BANK, and

WHEREAS, the AGENCY understands that in the course of submission of the offer for the said RfP and/ or in the aftermath thereof, it may be necessary that the AGENCY may perform certain jobs/ duties on the Bank's properties and/ or have access to certain plans, documents, approvals, data or information of the BANK;

NOW THEREFORE, in consideration of the foregoing, the AGENCY agrees to all of the following conditions, in order to induce the BANK to grant the AGENCY specific access to the BANK's property/information, etc.;

The AGENCY will not publish or disclose to others, nor, use in any services that the AGENCY performs for others, any confidential or proprietary information belonging to the BANK, unless the AGENCY has first obtained the BANK's written authorization to do so;

The AGENCY agrees that information and other data shared by the BANK or, prepared or produced by the AGENCY for the purpose of submitting the offer to the BANK in response to the said RfP, will not be disclosed to during or subsequent to submission of the offer to the BANK, to anyone outside the BANK;

The AGENCY shall not, without the BANK's written consent, disclose the contents of this Request for Proposal (Bid) or any provision thereof, or any specification, plan, pattern, sample or information (to be) furnished by or on behalf of the BANK in connection therewith, to any person(s) other than those employed/engaged by the AGENCY for the purpose of submitting the offer to the BANK and/or for the performance of the Contract in the aftermath. Disclosure to any employed/ engaged person(s) shall be made in confidence and shall extend only so far as necessary for the purposes of such performance.

Yours sincerely,

Authorized Signature:
Name and Title of Signatory:
Name of Firm and Address:



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