

NOTIFICATION

Request for Proposal - Empanelment of Human Resource Recruitment Consultants for Hiring Manpower / Capacity Building for Junior and Middle Management Positions in Bank of Baroda & Bank's wholly owned subsidiaries.

RFP: REF: RFP: HRM: 116: 1662 dated 23.07.2024

We refer to the Request for Proposal (RFP) on the captioned matter published in leading newspapers & notification on our Bank's website inviting proposals from interested recruitment consultant firms.

In terms of the above mentioned RFP, a Pre-Bid Meeting was held on August 01, 2024 (Online over Microsoft Teams). During the Pre-Bid meeting, the responses to the queries raised by a few prospective applicants / firms was provided and has also been sent to the individual applicant / firm through email.

However, for the benefit of all concerned, Bank's responses to the above said queries are appended as Annexure A.

This notification shall be treated as intimation to all concerned.

05.08.2024

Manoj Kr Bakshi
Dy. General Manager (HRM)
& RFP Coordinator

Sr	Section / Clause	Query	Bank's Response
1	Clause no. 6 of Section A (Important dates)	Mode of bid submission	<p>The Bids may be submitted in Hard Copy in sealed envelop to the address of RFP coordinator</p> <p>OR</p> <p>Through email on recruitment@bankofbaroda.com. Scanned copies of the Bid (Signed in original or Digitally) and annexures thereof with all the supporting documents in a password protected file should be sent on above email address by 5:00 PM on 12.08.2024. The password should be shared with the RFP coordinator on the date of 'Eligibility cum Technical Bid Opening' on the following email:</p> <p>manoj.bakshi@bankofbaroda.com</p>
2	Annexure 3	Is specific experience with banks with respect to the Scope of RFP is mandatory?	Kindly refer to Annexure 02 – Evaluation Terms (Evaluation Process & Eligibility Criteria) wherein under "Technical Eligibility Criteria" it is mentioned that Bidder should have a minimum 3 years' experience (in India) in filling Junior & Middle Management positions in BFSI Sector / Large Organisations.
3	Annexure 3	Clarification regarding Certifications Which types of certifications are relevant?	<p>Certifications issued by any Government /its agencies or any other agency. Examples of Certifications:</p> <ol style="list-style-type: none"> 1. ISO Certification 2. Certification from National Accreditation Board for Certification Bodies (NABCB), etc.
4	Annexure 3	Example of the name and awarding agency for the Awards/ Accolades/ Recognition won by the Bidder	Copy of relevant Certificate of Any Awards/Accolades/Recognition won by the bidder for any work similar to the Scope of this RFP may be submitted.
5	2 (2.2)	Any specific skills or qualifications that are particularly important for these positions that should be highlighted in the proposal? Kindly clarify any specialized requirements for candidates.	Specific Skills / Qualification / Job Role of the positions required to be hired as and when required by the Bank will be enumerated in the Term of Reference (TOR) / Work Order which will be issued to the empanelled recruitment consultant/s.
6	6 (6.1 – c)	How does BOB define and measure the success of the recruitment services provided? Are there any specific metrics or performance indicators?	As per the terms of RFP dated 23.07.2024 and Empanelment Agreement.

7	9	Are there any standard procedures or common issues related to the execution of the NDA (Non-Disclosure Agreement) that we should be aware of?	Draft Empanelment agreement is annexed with the RFP document dated 23.07.2024 as Annexure 11.
8	10	Please specify which specific licenses, permits, or approvals are expected to be obtained and maintained throughout the project?	As per the terms of RFP dated 23.07.2024 and Empanelment Agreement.
9	10	What are the expected protocols or documentation required to demonstrate compliance with the code of wages and other labor welfare legislations	Please refer to the para 10.1 of RFP dated 23.07.2024 stating: The Bidder shall promptly and timely obtain all such consents, permissions, approvals, licenses, etc., as may be necessary or required for any of the purposes of this project or for the conduct of their own business under any applicable Law, Government Regulation/Guidelines and shall keep the same valid and in force during the term of the project. Also, the bidder shall comply with the provisions of the code of wages, and other labor welfare legislations.
10	15	Please specify the required documentation or format for authorizing signatories, and are there any specific requirements for the resolution or Power of Attorney?	Please refer to para 15 of RFP dated 23.07.2024.
11	19	More details on the Bank's Code of Ethics and any specific requirements or expectations related to ESG, BRSR, and human rights compliance?	Please refer to our Bank's website through the following link: https://www.bankofbaroda.in/customer-support/policy-documents
12	Annexure A 1. Project Scope	Will there be a need for any specialized recruitment services or assessments beyond traditional recruitment? This could include psychometric testing, specialized interviews, etc.	Please refer to Scope of RFP.
13	Annexure 11	Could you clarify any particular provisions or obligations within the NDA (Annexure-11) that are critical for compliance?	All provisions or obligations mentioned in RFP document and Empanelment Agreement are critical for compliance.
14	Annexure 11 3	Please clarify whether candidates selected under this contract will be employed directly by BOB or is there any Scope to employed by our company (the third-party)?	Please refer to RFP document and Empanelment Agreement.
15	Annexure 11 20 20.4	Are there any anticipated changes to the scope of work during the contract period that bidders should be aware of?	Please refer to RFP document and Empanelment Agreement.

16	Annexure 11 23	Can you provide specific examples of the types of specialized services that may be permissible for subcontracting under this RFP?	Please refer to RFP document and Empanelment Agreement.
17	Annexure 11 23	What criteria will BOB use to evaluate and approve subcontractors if they are included in our proposal?	Please refer to RFP document and Empanelment Agreement.
18	Annexure 11 23	Will BOB provide a standardized process or template for seeking approval for subcontracting?	Please refer to RFP document and Empanelment Agreement.
19	Annexure 02 – C 2	Clarification on the term "Large Organizations"	Term 'Large organisations' mentioned in Annexure –2 refers to the organisations which are large in terms of its size, operations and geography (able to provide required services on all India basis).
20	Annexure A – 1. Project Details/Scope of Work	Specifications or examples for the following tasks mentioned in Annexure A: undertaking compensation surveys	Details of the Compensation survey as and when required by the Bank will be enumerated in the Term of Reference (TOR) / Work Order which will be issued to the empanelled recruitment consultant/s.
21	Annexure 09- Performance Bank Guarantee	In Annexure 9, the format of the performance bank guarantee is mentioned. Please specify the exact value or percentage of the contract value that this guarantee should cover.	Bid Security (Earnest Money Deposit) INR 3,00,000/- (Rupees Three Lakh Only) Please refer to para 6.1 of RFP document dated 23.07.2024 for details regarding submission of Bid Security (Earnest Money Deposit)
22	Annexure 02 – 1.A.A	Kindly confirm can we apply for this tender as we are a proprietorship	"The Bidder should be a firm/company/body registered or incorporated in India It must be a Government Organization / PSU / PSE / partnership firm / LLP or private / public limited company in India for last 5 years. It should not be Individual/Proprietary Firm/HUF etc"
