



EXPRESSION OF INTEREST - (EOI) FOR ENGAGEMENT OF HR CONSULTANT

EOI ISSUE DATE: 20.07.2024 at 05:00 PM

LAST DATE FOR SUBMISSION: 05.08.2024, at 05:00 PM

DATE OF BID OPENING: 06.08.2024 at 03.00 PM

**Sealed envelope by eligible applicant should be
forwarded to:**

**Chief Operating Officer
PNB Cards & Services Limited, 6th Floor,
PNB Tower, 7 Bhikai Ji Cama Place
New Delhi-110066**

1. INTRODUCTION:

PNB Cards and Services Limited (hereinafter referred as PNBCSL) has been incorporated under Companies Act, 2013, is a wholly owned subsidiary of Punjab National Bank (PNB) having its Registered Office at Plot No. 4, Sector - 10, Dwarka, New Delhi -110075 and Corporate Office at 6th Floor, PNB House 7, Bhikaji Cama Place, New Delhi-110066. PNB is one of the largest Public Sector Banks in India, which provides a range of banking products through its network of branches in India and overseas, including products aimed at non-resident Indians (NRIs).

2. OBJECTIVE:

This Expression of Interest ["EOI document" or "EOI"] has been prepared exclusively for the purpose of inviting proposals from HR Consulting Firms hereinafter referred to as "The Consultant" for engagement with PNBCSL for sourcing candidates for different verticals in the company considering the emerging business scenario".

3. DURATION OF ENGAGEMENT

The engagement shall be for a period of One (01) year extendable for further 1 Year at the discretion of PNBCSL.

4. SCOPE OF WORK:

- I. Understanding of company's requirement Brief, a clear and comprehensive description of the requirement it seeks in a potential candidate – this would include description of the position for which recruitment is sought, person and qualification specification, relevant organizational details, CTC bracket per position, etc.
- II. Provide suitable profiles based on their experience, skill set, academic qualification as per the requirements of the company.
- III. Ensure that the potential candidates are given fair and accurate information.
- IV. Communicate and coordinate between the company and the potential candidate in fixing the venue, time or such other matters relating to interviewing / interacting with the candidate by the company.
- V. Respond to the relevant queries from applicants, over phone/email.
- VI. Assist the company with the coordination of acceptance of job offer by the potential candidates.

5. Eligibility Criteria:

PNBCSL invites EOI from reputed HR Consultants having proven track record and demonstrable credentials to get engaged with the company for meeting company's requirement for future hirings of professionals at entry level to mid-level & senior level in all its three verticals namely Corporate, Retail assets Vertical and Credit Card & CASA Vertical. The HR Consultants having prior experience & exposure of handling such assignments and having existing engagements/ service agreement with reputed companies/ PSUs will be preferred.

The detailed eligibility criterion for engagement is mentioned below:

S. No.	Basic Requirement	Specific Requirements	Documents Required
1.	Legal Entity	The HR Consultant should be a consulting firm/company / partnership registered and incorporated in India.	Certificates of incorporation OR LLP, Registration Certificates
2.	Experience	The HR Consultant must have completed at least three HR consulting works/assignments of Government Organization/ PSU / preferably BFSI Organisations in last 3 financial years.	Copy of Certificates from the client
3.	Annual Turnover	The HR Consultant should have an average annual turnover of Rs 50 lacs and above from HR consulting works during the last 3 financial years, 2021-22 ,2022-23 & 2023-2024.	Certificate from Statutory Auditor indicating the annual turnover of the HR Consultant or Audited Balance Sheet

6. SUBMISSION OF PROPOSALS:

The HR Consultant should submit their proposal in Form I along-with documentary evidence. Only those who fulfil all the eligibility criteria are eligible to participate in the selection procedure for Empanelment of HR Consultants by PNBCSL.

The HR Consultant submitting EOI for participating in the selection process for engagement with PNBCSL shall bear all costs associated with preparation and submission of its proposal. The Consultant should ensure that all the Forms and Annexures should be serially numbered, and all pages duly signed by the Authorized Signatory. Any deviation from the prescribed Forms and Annexures will entail the automatic disqualification. However, the HR Consultants are free to produce any additional evidence or testimonial other than the ones asked for in this EOI which may be relevant.

The engagement of finally selected HR Consultants shall be valid for a period of 1Year, which may be extended further if required, at the discretion of PNBCSL.

The HR Consultants may produce any additional evidence or testimonials other than the ones asked for in this EOI which may be relevant.

7. TIME - LINE FOR SUBMISSION OF THE PROPOSAL:

Proposal should be submitted during office hours (10.00 AM to 5.30 PM) but not later than 5:00 pm IST on 05.08.2024, in hard copies in a sealed cover superscribed as "Proposal for HR Consultant" within the stipulated timeline to Chief People Officer,PNB Cards & Services Limited, PNB House,6th Floor,7 Bhikaiji Cama Place New Delhi -

110067 through speed-post, courier, Regd. AD. PNBCSL will not be responsible for delay in postal or courier delivery.

Respondents may seek clarifications, quires, question etc through e-mail i.e hr@pnbcsl.co.in or may contact 011-43061779.

8. EVALUATION PROCESS:

The HR Consultant must meet all the eligibility criteria as mentioned above point no 5 along with all supporting documents for t pre – qualification evaluation.

➤ Financial Bid Evaluation:

Successful qualifier of “pre – qualification bid evaluation “will qualify for financial bid evaluation and the HR Consultancy firm who will quote the lowest financial bid will be selected for HR Consultant of the company.

The Evaluation Committee reserves the right and therefore may waive any minor insufficiency, non- conformity or irregularity in the response to the EOI that does not constitute a significant material deviation provided such waiver does not prejudice or affect the shortlisting of any Consultant. No query shall be entertained from any unsuccessful Bidder by PNBCSL.

9. CONFIDENTIALITY OF DATA AND DOCUMENTS:

- I. The intellectual Property Rights (IPR) of the data collected as well as deliverables produced for PNBCSL shall remain with PNBCSL.
- II. The Consultant engaged, shall utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or information collected
for the purpose of his assignment or during the course of assignment for PNBCSL, without the express written consent of the Company.
- III. The consultant shall be bound to return/hand-over all the records of assignment to authorized officer/ authority before the expiry of the contract and before the final payment is released by PNBCSL.

10. TERMINATION OF ENGAGEMENT:

PNBCSL reserves the right to terminate the engagement by serving 15 days written notice on the consultant. Termination shall be affected on the day right after the completion of 15 days of delivery of such notice.

FORMAT FOR EOI RESPONSE

Following details may be furnished by the interested companies:

Note: Separate sheets may be used wherever necessary.

1. Name & Address of the Organisation:
2. Type of Organisation :
3. Name & Designation of the concerned officer to whom all references shall be made :
4. Fax nos / E- Mail ID :
5. Phone nos. / Mobile Nos. :
6. Chief of the Organization :
E-mail Id:
Telephone:
7. Manpower: Total No. of Employees/Manpower Strength:
8. Documents to be attached as per Annexure-A
9. Educational Qualification, Certification in HR Competencies & Experience: Educational Qualification and Experience of the Project Team Members to be furnished.
10. Additional Information: Additional information may be provided if any.
11. Name & address of local representative, if any:

Place:

Date:

Signature of Party:

Name in Full:

Designation/Status:

Company Seal:

DOCUMENTS REQUIRED TO BE SUBMITTED FOR FULFILLING – ELIGIBILITY CRITERIA

S. No.	Criteria	Documents Required
1	The HR Consultant should be a consulting firm/company/ registered and incorporated in India.	Certificates of incorporation OR Registration Certificates
4	The HR Consultant must have completed/assigned at least five HR consulting works/assignments of Government Organization/ PSU / reputed Private / preferably BFSI Organizations in last three years from the last date of submission of the EoI.	Copy of Certificates from the client.
6	The Consultant should not have been blacklisted by any Central /State Govt. /PSU /Autonomous body of the Govt. in last 03 years as on the last date of submission of proposal	Undertaking on Consultant's letterhead as per Annexure "B".
7	The selected Consultant shall not be allowed to assign the work under this EOI to any other party.	Self-Declaration on Consultant's letterhead.

Note:

- Supporting documents must be attached wherever applicable.
- All pages of bid documents must be signed by authorized person.
- All bid documents should be numbered in serial no i.e 1,2,3 and so on.

(On Letterhead of the Agency)

Annexure "B"

Certificate of Authorisation & No Blacklisting

I.....son/wife of Shri.....am the Proprietor/Director/Partner/ Authorized Signatory of M/sand do hereby solemnly affirm and declare as under:

- i. That I am the Authorized Signatory of M/s.....
- ii. That we M/s have not been blacklisted and/or debarred by any Central /State Govt./PSU/ Autonomous body of the Govt. in last 03 years as on the date of submission of the proposal.

In case the above declaration is found to be incorrect or wrong, the contract, if awarded to us, shall be terminated immediately and the Organisation shall be liable to be blacklisted/debarred for future works/contract with PNBCSL. Any such action shall, however, be without prejudice other rights of PNBCSL including indemnifying losses under the law.

The above declarations are given in accordance with Proposal conditions.

(Authorized Signatory)
(Name of the signatory along with seal)

Note: - The signatory should not affect any variation in the text of declaration. Declaration in any other form shall not be acceptable and shall render the Consultant for disqualification of the Proposal.