

INDBANK HOUSING LIMITED

480, 3rd floor, Khivraj Complex,
Annasalai, Nandanam, chennai-35

1. Preamble

Ind Bank Housing Ltd, a subsidiary of Indian Bank, established in the year 1991, is registered with National Housing Bank as a housing finance company. Ind Bank Housing Ltd (IBHL) is listed on Bombay Stock Exchange Ltd.

Currently, Ind Bank Housing Ltd is only a “ going concern “ operating only from Registered Office at No.480,3rd Floor, Anna Salai, Nandanam, Chennai – 600 035 and it is under Capital restructuring .

2. Scope:

It is an assignment for recruitment of position/s in top and middle management having high standards of professionalism, transparency, accountability and integrity from open market.

The scope is on end to end basis from providing a 360 degree of the candidate and their performance in the previous assignments in the form of dossiers of such candidates till the stage of negotiations, documentations and drawing of the service contract. The above process inter alia encompasses the following:

- Shortlisting of candidates against each post with a complete list of candidates who have applied for that particular post with their evaluation and sorting chart along with an HR summary detail with strengths and weaknesses of the candidates.
- Put forward a proposal on the recruitment process, methodology of selections and work plan which must be approved from IBHL which will have to be

adhered to by the selected agency.

- A clear procedure for recruiting individuals from the open market need to be adhered.
- The schedule of the recruitment will be finalized by the recruitment agency in consultation with IBHL.
- The agency will have to advertise the call for application that would be robust and effective enough to reach out to as many suitable and competent applicants as possible.
- The agency has to advertise positions prominently in the leading media; in addition the agency should also solicit interest from individual professionals through its direct and indirect networks (including the professional networks used by HR agencies).
- The agency will screen the applications received in response of call for applications. The screening process must be able to filter the best applicants for the posts. The selected Agency shall keep IBHL posted of all developments

3. Venue & Deadline for submission of proposal

- 3.1. EOI in its complete form in all respects in the prescribed format must be submitted to Ind Bank Housing Limited (IBHL) at the address specified above. IBHL may at its sole discretion extend the deadline for submission of EOI. Addendum or corrigendum, if any in this connection would appear on company's website and would not be published.

4. Eligibility Criteria of HR Consultants/ Agencies

- The applicant shall be a firm/ company/ partnership/ proprietorship firm registered under the Indian Companies Act 1956/ 2013/ the Partnership Act 1932 and should have their registered office in India

- The applicant shall have experience of providing similar dully completed consultancy services to Central Govt./ State Govt. / Govt. bodies / PSU/ PSB/ Companies offering financial services forat least 3 years as of 31.01.2018
- The applicant should not be black listed by the above entities.

5. Method of Evaluation for Empanelment

- 5.1. Screening of EOIs shall be carried out as per eligibility conditions mentioned in this document and based on verification of testimonials submitted.
- 5.2. Post screening of the EOI's, the evaluation of EOI will be inter alia based on their past experience of handling similar type of recruitment, strength of their man power and proposal.
- 5.3. The agencies will be required to make a presentation before a committee of Directors,showcasing their proposals, which will shortlist.
- 5.4. Shortlisted agencies, whose presentations are approved by the selection committee shall be asked to participate in a limited tender and submit their price proposal / commercials in a sealed envelope.

6. Response

- 6.1. Application shall be submitted in a sealed envelope super scribed, as "Expression of Interest for the empanelment of HR Agency"

7. Submission requirement

- 7.1. The Expression of Interest is to be submitted in the manner prescribed below:
- 7.2. All information as detailed below is to be submitted in one original and two copies in separately sealed envelopes and one soft copy in CD.
 1. Applicant's Expression of Interest (Format-1).

2. Organizational Details (Format-2)
3. Experience in related fields (Format-3)
4. List of experts / consultants on payroll at least 3 (Format-4)
5. Additional information (Format-5)
6. Declaration (Format-6)

8. Conflict of Interest

- 8.1. Where there is any indication that a conflict of interest exists or may arise, it shall be the responsibility of the Bidder to inform IBHL, detailing the conflict in writing as an attachment to this Bid.
- 8.2. IBHL will be the final arbiter in cases of potential conflicts of interest. Failure to notify IBHL of any potential conflict of interest will invalidate any verbal or written agreement.
- 8.3. A Conflict of Interest is where a person who is involved in the procurement has or may be perceived to have a personal interest in ensuring that a particular Bidder is successful. Actual and potential conflicts of interest must be declared by a person involved in a Bid process.

9. Condition under which EOI is issued

- 9.1. The EOI is not an offer and is issued with no commitment. IBHL reserves the right to withdraw EOI and or vary any part thereof at any stage. IBHL further reserves the right to disqualify any bidder, should it be so necessary at any stage, without assigning any reason thereof.

10. Last date of submission of EOI

The last date of submission of EOI is 17/02/2018 (04.00PM)