



NOTIFICATION

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

REF: RFP:HRM:115/2630 dated 23.08.2023

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 September 02, 2023 (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.

04.09.2023

Dy. General Manager (HRM)

Sr	Section / Clause	Query	Bank's Response
1	Clause no. 10 of Section [A]	Mode of Submission of RFP	<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 12.09.2023. The password should be shared with the RFP coordinator on the date of 'Eligibility cum Technical Bid Opening' i.e. on 14.09.2023 on the following email: manoj.bakshi@bankofbaroda.com.</p>
2	Annexure A (B) (1)	As per GOI guidelines, relaxation to MSE/Start-ups Organizations in Minimum Turnover Mentioned in Eligibility Conditions in RFP	Relaxation with respect to Turnover clause will be considered as per the existing Government Guidelines in this regard subject to production of relevant documents / certificates.
3	6.1.1	As per GOI guidelines, exemption to MSE/Start-ups Organizations from EMD (Earnest Money Deposit) and bid processing fee.	For MSE / Startups, both Application money & EMD are exempted, subject to production of required certificates
4	Annexure A Point 1	Requirement of conducting Medical Test	We expect the Vendor to co-ordinate/facilitate with the prospective/selected candidate/s for conduct of Medical test
5	2 of Annexure A (Payment Terms)	What would be the Payment milestones? Would it be different for all engagements?	There will be Uniform Payment Milestones for all engagements which will be prescribed along with the Individual work order. However, Bank reserve the right to modify as per the requirement.
6	Annexure 02	<p>Criteria for technical evaluation:</p> <ul style="list-style-type: none"> • Documents for minimum how many years to be provided. • If documents / work orders are large in number, then what is to be furnished. Can selective work orders can be given, • Experience documents In BFSI only to be provided or other areas also. • Experience in India or abroad also will be considered. 	<p>The applicant firm is expected to furnish in detail their experience in the relevant field as detailed in point no. 1 to 4</p> <p>Relevant Data of a minimum of three (-3-) previous years is required.</p> <p>It will be in the interest of the applicant firm to submit as many relevant supporting documents to establish the eligibility in terms of RFP dated 23.08.2023.</p> <p>Details of exposure in Non BFSI Sectors may also be shared and shall be taken into consideration during the Technical Evaluation as per the table / matrix provided in Annexure A (Page no. 28)</p> <p>Work experience in India only will be considered</p>

7	Annexure 02	What all to be covered in this clause i.e. Methodology for 'undertaking the assignment for which Invitation Document is issued/customized to Bank's requirements in India.'	Detailed Methodology/process which is proposed to be adopted by the recruitment consultant in sourcing the candidates in case receipt of the search mandate for any position/s.
8	Annexure 02 - Evaluation Terms	Can the documents sought under following clause be submitted on the Recruitment Consultant's letterhead, signed and stamped by the authorized signatory: <i>"Information provided by the applicant as mentioned in the table above should be submitted with supporting documents like work orders/certificates strictly on client's letter head."</i>	It will be in the interest of the applicant firm to submit certificates on the clients letter head with supporting documents. However, certificates / work orders on Recruitment Consultant's letterhead, signed and stamped by the authorized signatory of the Client may also be considered.
9	Annexure 3	Please do share an example or kind of certification required to be submitted by the Firm	Examples of Certifications: 1. ISO Certification 2. Certification from National Accreditation Board for Certification Bodies (NABCB), etc.
10	Clause 18 of Annexure XI	Will there be any prior written notice for any audits and confidentiality of the Firm / Recruitment consultant to be maintained.	Bank will give prior notice to the firm before any such Audit / inspection of Data / records of the Recruitment Firm by the Bank or any Regulatory Authority. Bank's auditors would execute confidentiality agreement with the Consultant provided that the auditors would be permitted to submit their findings to the Bank, which would be used by the Bank.
11	Clause 28 Annexure XI	Just as for this RFP process, Recruitment Firm may be required to share details of experience / work done for other RFPs. In such a scenario the Bank name and work done (after masking any confidential information), may be allowed to be shared.	Subsequent to empanelment of the selected firm, Bank shall advise regarding usage of name and logo of the Bank & its wholly owned subsidiaries as per the Bank's policy.
