



Issue Date: 22 June 2019
Closing Date: 05 July 2019

(Reference No. NABCONS/ CO-Admin/327/PA/2019-20)

Inviting Expression of Interest (EOI)
for
Shortlisting of Placement Agencies

About NABCONS:

NABARD Consultancy Services (NABCONS) Pvt Ltd is a wholly owned subsidiary promoted by National Bank for Agriculture and Rural Development (NABARD) and is engaged in providing consultancy in all spheres of agriculture, rural development and allied areas. The Company is registered under the Company's Act, 1956, with an authorized capital of Rs 2500 Lakh and paid up capital of Rs 500 Lakh. In tune with NABARD's mission to bring about rural prosperity, NABCONS has more than just commercial interest in the assignments it undertakes. The broad areas of specific competence in which the consultancy assignments are taken up by NABCONS are feasibility studies, project formulation, appraisal, project management and monitoring, concurrent and impact evaluation, restructuring of Agri. business units, vision documentation, development administration and reforms, institution development and turnaround of rural financial institutions, performance rating of rural agencies, bank supervision, policy and action research studies, seminars on rural development themes, micro finance related training, exposure visits and capacity building, training of trainers and building up training institutions etc. The corporate office of NABCONS is at New Delhi. NABCONS also has Zonal Offices at Mumbai (which is also its registered office), Guwahati and Hyderabad. Apart from these NABCONS has nodal officers in all offices of NABARD.

Brief background:

NABARD Consultancy Services (NABCONS) is seeking Expressions of Interest (EOI) from eligible HR Placement agencies who can help provide right people for various positions as required by NABCONS from time to time. The Placement Agency **must have presence in New Delhi/NCR** and must have sound professional work experience in the area of placing high quality of staff and related services with particular experience in the development and consultancy sector. The maximum of top 10 eligible placement agencies will be shortlisted based on scrutiny of documents submitted and supplementary information, if required as may be considered

necessary. The shortlisting of various agencies will be based on criteria indicated in Annexure I. The empanelment will be valid for 3 years, which can be further extended for a period of 01 year at a time for 2 years. NABCONS will invite Request for Quotation (RFQ) from the shortlisted placement agencies separately.

Scope of Services:

NABCONS is expected to deliver on various developmental consultancy projects with highest standards of work inter alia by recruiting the best possible expertise to deliver on the complex development agenda.

NABCONS is looking for highly competent Placement Agencies to support NABCONS Human Resources in providing high quality of staff.

The broad scope of work will include:

- Based on Candidate Requirement Brief as spelt by NABCONS, the Agency will send CV’s of candidates suitable for the post(s)
- To provide fair and accurate information about NABCONS and its requirements to the candidates
- Communicate and coordinate between NABCONS and potential candidate(s) for fixing of venue, time or other such matters relating to interviews/meeting
- Ensure that antecedents of the candidates referred to NABCONS have been duly verified by the police and are medically fit in all respects

Eligibility Criteria:

List of attributes	Criteria
Vendor Type and General qualification	The service provider must have a presence in New Delhi/NCR and should have specialization and experience (minimum 3 years) in the area of HR Placement related services, preferably in the development sector.
Legal Registration	The Service provider must have <ul style="list-style-type: none"> • Registration with EPF • Registration with ESI • Registration under Contract Labour (Regulation & Abolition) Act 1970 and must comply with other legal requirements.
Relevant experience	<ul style="list-style-type: none"> • Well experienced with evidence of good track record in servicing medium to large organizations including development organizations. • The organization should have performed at least three (3) contracts within the last 3 years in similar placement

	services and be of a minimum contract value of INR 20 Lakh per year.
Financial Soundness	<ul style="list-style-type: none"> • Financial statements should demonstrate financial soundness of the service provider in order to undertake high profile/value contracts. • The vendor should have a minimum average annual turnover of INR 1 Crore during the past 3 years.

In submitting their Expression of Interest, the prospective Placement Agencies shall provide the following information as per format mentioned in Annexure-II:

1. Vendor Type & General Qualification :

- a. Company Profile, which should not exceed fifteen (15) pages, including: printed brochures and product catalogues relevant to the services being procured; ownership (sole proprietorship, partnership, or corporation); list of name(s) (if any) and address(s) of branch office(s) worldwide and in the region; company structure and number of personnel employed (CVs of relevant personnel are not requested at this stage).

2. Legal Registrations:

- a. Certificate of Registration of the company
- b. GST Registration Details
- c. PAN Card details
- d. Registration with EPF
- e. Registration with ESI
- f. Registration under Contract Labour (Regulation & Abolition) Act 1970

3. Relevant Experience:

- a. Major Clients: To be provided in a table showing [minimum] three ongoing or completed contracts for same or similar services executed in the last 3 years. For each contract, provide details of: client name, contract dates, contract values, contract focal point name and email, work location. [Note: NABCONS reserves the right to conduct reference checks with one or more of the listed clients of the Vendor]
- b. Average number of Skilled Manpower and Unskilled Manpower deployed/placed with clients in last 3 years.
- c. Letter or statement of Satisfactory Performance from the Top two clients in terms of Contract Value during the last 3 years.

4. Financial soundness:

- a. Audited financial statements for the last three years.

This EOI does not entail any commitment on the part of NABCONS, either financial or otherwise. NABCONS reserves the right to accept or reject any or all EOI without incurring any obligation to inform the affected applicant/s. The Placement Agency will be selected for empanelment based on criteria indicated in Annexure I. NABCONS will invite Request for Quotation (RFQ) from the shortlisted placement agencies separately.

Period of Empanelment: The empanelment will be valid for 03 years, which can be further extended for a period of 01 year at a time for 02 years.

Contact person for any clarifications: **Priyanka Singh at priyanka.singh@nabcons.in**

The Expression of Interest and accompanying documents must be received not later than **05th July 2019 at 4:00 P.M (Indian Standard Time)** and be forwarded to the following address in one sealed envelope:

Admin Department
NABARD Consultancy Services Pvt. Ltd.
(NABCONS), Corporate Office,
7th Floor, NABARD Tower, 24,
Rajendra Place,
New Delhi - 110008.

Criteria for Empanelment of Placement Agencies

Sr No.	Criteria	Max Marks	Sub-Criteria	Marks
1	Years of Incorporation	10	More than 7 years in operation	10
			More than 5 to 7 Years in operation	7
			3 to 5 years in operation	4
2	Average Annual Turnover during last 3 years	10	More than 6 Crores	10
			More than 3 Crores to 6 Crores	7
			1 Crores to 3 Crores	4
3	Work Orders attached	20	More than 5 Work Orders	20
			3 to 4 Work Orders	15
4	Work Orders from Govt Depts./PSUs	20	3 or more Work Orders	20
			2 Work Orders	15
			1 Work Order	10
5	Letters of Satisfactory Performance	20	2 or more Letters of which atleast 1 from Govt Dept./PSU	20
			2 Letters from Private Sector Clients	15
			1 Letter from Govt Dept./PSU	12
			1 Letter from Private Sector Client	10
6	Average number of Skilled Manpower deployed in last 3 years (2016-17, 2017-18, 2018-19)	10	Above 20	10
			10 to 19	7
			1 to 09	4
7	Average number of Unskilled Manpower deployed in last 3 years (2016-17, 2017-18, 2018-19)	10	Above 20	10
			10 to 19	7
			1 to 09	4
	Total	100		

Placement Agency's Profile & Experience matrix

Sl. No.	Particulars	Compliance
1.	Name of Company/Firm	
2.	Address of Company/Firm	
3.	Phone No.	
4.	Fax No.	
5.	Website (Yes/No) If Yes, URL address	
6.	Official Email	
7.	Delhi Address, Ph., Fax & Email of Company/Firm	
8.	Premises owned/lease/on rent at Delhi (Attach proof)	
9.	Memorandum and Article of Association showing objectives of the Company / Firm (Attach documents)	
10.	Registration Certificates from EPF, ESI, Contract Labor (Regulation & Abolition) Act , 1970 etc. (Attach documents)	
11.	GST Registration No. (Attach Document)	
12.	PAN (Attach Copy)	
13.	Name & Designation of CEO/Director/Managing Director	
14.	Mobile No. and Email of the CEO/Director/MD	
15.	Name & Designation of Contact Person	
16.	Mobile No. and Email of the Contact Person	

17.	Average number of Skilled Manpower placed in last 3 years (attach supporting documents)				
18.	Average number of Unskilled Manpower placed in numbers (attach supporting documents)				
19.	Balance Sheet, Income Tax Return and Service Tax/GST Returns for last 3 years (Attach documents)				
20.	Annual Turnover (in reverse chronological order) (Rs. Lakh)				
Sl.No	Year	Turnover	Profit as per ITR		
(i)	2018-19				
(ii)	2017-18				
(iii)	2016-17				
21.	Work awarded during the last 3 years (Attach Copies of Work Orders/Purchase Order mentioned in below table)				
	Name and address of the Organization issuing Job Award / Purchase Order with phone number	Duration (From date – To date)	Brief details of services provided	Approx. Value of Work Order (Rs. Lakh)	Contact Person with the contact details (For Reference)
22.	Letter or statement of Satisfactory Performance from the Top two clients in terms of Contract Value of the past 3 years (Attach Documents)				

We confirm that all the information/statements/documents submitted herewith are true and correct.

Place:

**Authorized Signatory of
Company/Firm**

Date:

Name & designation