



**EMPANELMENT OF AGENCIES
FOR RECRUITMENT SERVICES**

REQUEST FOR PROPOSAL

(01 November 2021)
RFP: ReBIT/CPO/2021/067

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**Reserve Bank Information Technology Pvt. Ltd.
502, Building No 1, Mindspace Juinagar, Nerul, Navi Mumbai - 400706**

Disclaimers and Disclosures

ReBIT has prepared this document to give background information to geed parties for participating in this RFP. While ReBIT has taken due care in the preparation of this RFP document and believes it to be accurate, neither ReBIT nor any of its authorities or agencies nor any of their respective officers, employees, agents or advisors give any warranty or make any representations, express or implied as to the completeness or accuracy of the information contained in this document or any information which may be provided in association with it. The information is not intended to be exhaustive.

Interested parties are required to make their own inquiries and respondents will be required to confirm in writing that they have done so, and they do not rely only on the information provided by ReBIT in submitting a bid. The information is provided on the basis that it is non-binding on ReBIT or any of its authorities or agencies or any of their respective officers, employees, agents or advisors. ReBIT reserves the right to modify the requirements as well as add or delete, as the case may be, to meet ReBIT's requirements at any point of time. ReBIT reserves the right not to proceed with the RFP, to alter the Schedule of Events reflected in this document or to change the process or procedure to be applied. It also reserves the right to decline to discuss the matter further with any party expressing interest. No reimbursement of cost of any type will be paid to persons or entities expressing interest. ReBIT reserves the right to accept or reject, in full or in part, any or all the offers without assigning any reason whatsoever. ReBIT does not bind itself to accept the lowest or any tender and reserves the right to reject all or any bid or cancel the tender without assigning any reason whatsoever. ReBIT also has the right to re-issue the tender without the Bidder having the right to object to such reissue.

The proposal in response to RFP should be signed and submitted by a person duly authorized to bind the Bidder to the details submitted in the proposal. The signatory should give a declaration and through authenticated documentary evidence establish that he/she is empowered by the competent authority to sign the necessary documents and bind the bid. All pages of the bid documents are to be signed by the authorized signatory.

This RFP is neither an offer from ReBIT nor does it constitute any binding obligation or commitment on ReBIT. This RFP is only a document that invites interested parties to, on a non-exclusive basis, express an interest with no obligation, commitment or liability of any manner devolving on ReBIT, either on account of the issue of this RFP to the interested parties, or upon receipt of any response from the interested parties thereto, or any meetings or presentations made. All expenses incurred by the interested parties as a result of responding to, or further to this RFP, are to their own account and ReBIT will not be liable in this respect whatsoever. No reimbursement of cost of any type will be paid to persons or entities proposing a solution.

Please note that any part or the whole of information, directly or indirectly learnt, for any other purpose, other than for conducting work under the ambit of the RFP issued by ReBIT is not authorized. Any clarification sought can be mailed to email address specified in the RFP included in this document. All clarifications sought should be concluded prior to the last date of submission of queries specified in the RFP.

Schedule of Events

The following is an indicative timeframe for the overall process. ReBIT reserves right to vary from this timeframe at its absolute and sole discretion and without providing any notice/termination or reasons thereof. Changes to the timeframe will be communicated.

Tender inviting authority	Reserve Bank Information Technology Pvt. Ltd. (ReBIT)
RFP BID reference number	RFP: ReBIT/CPO/2021/067
Purpose of RFP	Empanelment of Agencies for providing Recruitment Services to ReBIT
Method of selection	Based on Evaluation Criteria indicated in RFP document
Availability of RFP documents	01-November-2021 RFP document shall be available on ReBIT's website (URL: https://rebit.org.in/procurement) and CPP Portal (URL: https://eprocure.gov.in/eprocure/app) Bidder shall refer Annexure – L: Instructions to Bidder for Online Bid Submission
Last date and time for submission of pre-bid queries	10-November-2021 upto 15:00 Hrs Queries should be submitted in the format prescribed in Annexure - E of this RFP and sent to procurement@rebit.org.in along with NDA
Pre-bid meeting	11-November-2021 at 12:00 Hrs through Video Conferencing. The video conferencing link will be shared with those bidders who are interested to participate in the meeting. The bidders who are interested to participate in the pre-bid meeting are requested to send an e-mail request for the same with their details at procurement@rebit.org.in along with their queries, if any, as per the last date and time specified above for submission of the pre-bid queries.
Date of communication of responses to pre-bid queries and corrigendum, if any	16-November-2021 through ReBIT's website (URL: https://rebit.org.in/procurement) and CPP Portal (URL: https://eprocure.gov.in/eprocure/app)
Last date and time for bid submission (on or before)	24-November-2021 upto 12:00 Hrs through CPP Portal (URL: https://eprocure.gov.in/eprocure/app)
Technical Bid Opening	25-November-2021 at 13:00 Hrs through CPP Portal (URL: https://eprocure.gov.in/eprocure/app)
Proposal validity	Proposals must remain valid up to 180 (One hundred and eighty) days from the last date of submission.
Name and address for communication	Head CPO (Centralised Procurement Office), Reserve Bank Information Technology Private Limited, 502, Building No 1, Mindspace Juinagar, Nerul, Navi Mumbai – 400706 Email: procurement@rebit.org.in

Purpose

1. The Reserve Bank Information Technology Pvt. Ltd. hereinafter also referred to as 'ReBIT', issues this Request for Proposal, hereinafter called 'RFP'.
2. ReBIT proposes for the Empanelment of the Recruitment Agencies for providing Recruitment Services and issues this Request for Proposal (RFP) for inviting responses from prospective bidders to express their interest for the aforementioned purpose.
3. This RFP does a fair amount of detailing of the requirements to enable quality and detailed responses. However, these requirements are subject to modification/addition/deletion and the final specifications will only be prescribed in the Request For Proposal (RFP).
4. A vendor submitting a response to RFP for Empanelment of the Recruitment Agencies for providing Recruitment Services shall hereinafter be referred to as 'respondent' or 'bidder'.
5. This RFP document is neither an offer letter nor a legal contract, but an invitation for Proposal.
6. No contractual obligation on behalf of the ReBIT whatsoever shall arise from this RFP.
7. ReBIT subsequently shall be floating a Request for Proposal (RFP) to those bidders who qualify in RFP process for selection of bidder for providing recruitment services. The said RFP will be broadly covering the scope of work and detailed specialisation / skillset required for the bidder which gives an overview of the entire requirement.
8. The Empanelment for Recruitment Services through this RFP will be treated under process unless and until a formal contract is signed and executed by duly authorized officers of the ReBIT and the selected respondent / bidder.

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1. About ReBIT

Reserve Bank Information Technology Private Limited (ReBIT) has been set up by the Reserve Bank of India (RBI), to take care of the IT requirements, including the cyber security needs of the Reserve Bank and its regulated entities. ReBIT advises, implements and monitors internal or system-wide IT projects (both existing & new) of the Reserve Reserve Bank of India and manages its critical IT systems as mutually decided. It ensures the cyber security of RBI's IT systems through implementation of universal frameworks and best practices to manage cyber risk. ReBIT also assists RBI in the IT Systems examination and cyber resilience assessment of regulated entities, advises on emerging threats in cyber security, supports in cyber security incident analytics and undertakes cyber security risk assessments both for existing regulated entities and new entrants. ReBIT also engages with key stakeholders to promote best practices, engage in technology policy research and promotes innovation in use of technology.

2. Invitation of Bids

Reserve Bank Information Technology Pvt. Ltd. hereinafter also referred to as 'ReBIT', issues this Request for Proposal, hereinafter called 'RFP'. The purpose of this document is to invite responses from prospective bidders / reputed consulting organisations who have proven experience and necessary expertise for Empanelment to render Recruitment Services (to handle complete end to end recruitment cycle which includes preparing, sourcing, screening, hiring and on-boarding of the selected candidates) to ReBIT.

This RFP is an invitation for responses from eligible bidders. No contractual obligation on behalf of ReBIT whatsoever shall arise from the RFP process unless and until a formal contract is signed & executed by duly authorized official of ReBIT and the successful Bidder. However, until a formal contract is executed, this RFP together with ReBIT's written acceptance & notification of award shall constitute a binding contract with the successful Bidder.

Bidder(s) are expected to examine all instructions, forms, terms, specifications, and other information in the RFP document. Failure to furnish any information required by the RFP document or to submit a bid not substantially responsive to the RFP document in every respect will be at the Bidder's risk and shall result in the rejection of its bid. The procedure and terms & conditions for submission of bid are enumerated in this RFP.

All offers of the Bidders shall be unconditional and once accepted (with or without modifications) by ReBIT shall be binding between ReBIT and such Bidder. This document shall not be transferred, reproduced or otherwise used for purpose other than for which it is specifically issued

3. Definition of terms

Throughout this RFP, the following terms shall be interpreted as indicated below unless inconsistent with the subject matter or context:

- i. **Bidder / Service Provider / Agency** – An eligible entity/firm submitting a Proposal/Bid in response to this RFP. The legal entity who signs and submits the bid.
- ii. **ReBIT/ Purchaser** - Reference to "ReBIT", "the ReBIT" and "Purchaser" shall be determined in context of this RFP.
- iii. **Proposal/ Bid** – the Bidder's written reply or submission in response to this RFP.
- iv. **RFP** – The Request for Proposal (this document) in its entirety, inclusive of any addenda/corrigendum that may be issued by ReBIT.
- v. **Services** – All services, scope of work and deliverables to be provided by a Bidder as described in this RFP.
- vi. **Authorised Signatory** – The authorised signatory should give a declaration and through authenticated documentary evidence establishing that he/she is empowered to sign the bid documents and bind the Bidder.

4. Minimum Eligibility Criteria

Only those Bidders who fulfil the eligibility criteria mentioned at Annexure – G are eligible to respond to this RFP. Document(s) in support of eligibility criteria are required to be submitted along with the Technical Bid. Bids received from the Bidders who do not fulfil any of the eligibility criteria mentioned are liable to be rejected. Any misrepresentation, facts hiding or false declaration will lead to disqualification. For MSEs and Startups relaxation will be given in terms of Financial Criteria.

5. Scope of Work and Project Milestone

5.1 General Terms of the Scope of Work

The ReBIT wishes to empanel Human Resource Recruitment Agencies for recruiting skilled resources/employee in on regular basis in ReBIT on fixed fees. ReBIT requests proposals from renowned and experienced specialized agencies / consultants for undertaking the above assignment.

ReBIT, at its sole and absolute discretion, may choose to avail all services or part thereof. Such decision may be advised even during the course of the assignment. The areas covered under this tie-up arrangement are given in the project scope outlined in sub-section 5.2 below.

A description of the envisaged scope is enumerated in sub-sections below. However, ReBIT reserves its right to change the project/ assignment scope considering the size and variety of the requirements and the changing business conditions. Notwithstanding what is mentioned in sub-sections, the Empanelled Agency(ies) will be required to facilitate recruitment of manpower to ReBIT in full compliance of all existing Govt. / Statutory Authority guidelines, within a specified time frame.

The Empanelled Agency(ies) will facilitate recruitment of manpower to ReBIT as per the specifications enumerated below and for implementation of the same within the stipulated timeframes. The ReBIT expressly stipulates that Empanelment of applicants under this document is on the understanding that this Invitation document contains only the principal provisions for the entire assignment and that any other services which may be required in connection with the successful implementation of the assignment shall be deemed to be a part of the assignment. The Empaneled Agency(ies) shall be required to undertake to perform all such tasks, render requisite services as may be required for the successful completion of the entire assignment at no additional cost to the ReBIT.

5.2 Scope of Work

The detailed scope of this project shall include, but not limited to:

- The primary scope of this RFP is to select a pool of Recruitment Agencies / Service Providers who can provide recruitment services for ReBIT for specific and different set of skills and services but not limited to the same.
- The Service Provider should be able to work on the positions requested by ReBIT and should be able to provide resources to ReBIT within the defined timelines (as per the skill requirement defined in the respective RFP/RFQ etc.) as per the defined evaluation process for the selection of the candidates and on-board them accordingly.
- The Service Provider will receive the requirement details as and when the need arises.
- The requirement details may consist of Total no. of Positions, Designation, Location, Engagement Timeline, Experience Level for each position, Detailed Job description (Primary and Secondary Skills and Responsibilities) and shortlisting Process along with the defined target date to fulfil the required position.
- The main activities to be performed by empanelled agency(ies) are as follows but not limited to the following:
 - The ReBIT will share prepare job description (JD) for various positions which ReBIT intends to hire, incorporating details like roles and responsibilities, key result areas, qualifications and experience as per which the agency will base it's sourcing.
 - The agency should identify and provide suitable potential candidates from their own

- databases or from open market (online / offline) with close fit to the JD based on their experience, skill sets, academic qualification etc. for positions specified by ReBIT.
- The agency should be coordinating with the prospective / sourced candidate for their participation ensuring the prospective candidate understands the job description and requirement fully.
 - The agency shall be one point of contact to identified potential candidates and should respond to their queries over the email/calls or any modes of communication pertaining to the requirements of job, as the nature of job requires.
 - The empanelled agency shall provide inputs to ReBIT before shortlisting of suitable candidates based on their experience, skill sets, academic qualification etc. in accordance to the JD.
 - The agency shall share the complete list of applicants clearly indicating their eligibility for the interview process.
 - The submitted resumes should be scrutinized by the agency for basic HR and Technical skills before submitting to ReBIT. Each submission should have HR and Technical Feedback attached to it.
 - The agency should be able to provide administrative support for interview of shortlisted candidates such as mentioned below but not limited to same:
 - Ensuring complete co-ordination with shortlisted candidates,
 - Verification / validation of the submitted documents for relevant experience, skillset in accordance to JD before forwarding profiles to ReBIT
 - Ensuring consent of the sourced / prospective candidate with respect to job description / requirement and selection process before forwarding profiles to ReBIT. Agency should be able to furnish the proof of the same with profile.
 - Arranging for screening process and in administrating the assessment for the sourced candidates, including sharing of the login ID for the assessment, giving brief background of the assessment, following up with candidates to complete the assessment.
 - Arranging for salary documents, mandatory information and all other mandatory declarations / documents as required by ReBIT as a part of the final selection process within the timelines.
 - The agency is expected to focus on candidate experience during engagement with ReBIT's selection process. This would involve regular calls for any updates from ReBIT's end, explaining them the job, clarifying their doubts, helping them in scheduling interviews both telephonic and in-person, engaging with the candidates from the date on which ReBIT makes the offer to the candidate till the date of joining in ReBIT.
 - The agency shall support in facilitating conduct of interview by the Interview Committee (IC) constituted by ReBIT.
 - The agency shall ensure that his/her team signs NDAs & other HR related checks. Suitable information needs to be shared with ReBIT team.
 - The agency should maintain data of all candidates (sourced for/introduced to) ReBIT in a proper format, which should capture the details of the candidates resume in an excel format. The agency should be able to support ReBIT in case of any Audit related data requirement. ReBIT reserves the right to change the format of the template as per its description.
- The bidders are required to submit their corporate profile with following details.
 - Company Profile, Strategy, Mission
 - Leadership Team Structure
 - Client list / Domain and Industry expertise
 - Capability Matrix
 - Technologies Serviced
 - Recruitment Teams
 - Capacity and Hiring Volume
 - Geography Spread
 - Areas of Operations

5.3 Deliverables

- a. The empanelled agency(ies) will provide the complete recruitment services - end to end recruitment cycle which includes preparing, sourcing, screening, hiring and on-boarding of the selected candidates to ReBIT as defined above in sub-section 5.2.

- b. The empanelled agency(ies) will be required to execute a contract with ReBIT for a period of 2 years for providing such recruitment services.

5.4 Fees, Commission and Expenses

ReBIT intends to pay the empanelled agency / service provider an Incentive (Fixed Percentage Fee) for rendering such services as defined in section 5.2 (but not limited to) as per the grid below applicable to the CTC (Fixed-Cost) of the employees provided successfully by the agency to ReBIT during the relevant month.

x	Roles	Experience Range	Incentive Payable (Fixed % Fee)
A	i. Associate	0 - 6 Years	8
	ii. Associate Manager		
B	i. Manager	6 - 10 Years	10
	ii. Senior Manager	10-15 Years	
C	i. AVP	15 – 20 Years	12
	ii. VP	20+ Years	
	iii. SVP	20+ Years	

The Incentive Payable (Fixed % Fee) mentioned in the above grid is the fixed payable to all empaneled agencies on successful on-boarding of candidate in the respective category. ReBIT will select the Top 5 to 10 technically qualified agencies for Empanelment under each Category/Roles as per the evaluation criteria outlined in Section 6.10.1.

The Incentive (Fixed Fee) offered shall remain same for the empanellement duration and there shall not be any revision to it.

The Incentive payable will be the Fixed % Fee of the CTC payable. The CTC shall be calculated as the sum total of all fixed allowances paid by ReBIT to the candidate. Variable compensation like bonus (guaranteed or joining), incentives and stock options are not included in CTC.

It is to note that in case of duplicate/overlapping profiles proposed (same candidate profile proposed by different recruitment agency), payment will be made to the agency who has shared the profile first.

The Payment Terms in line to above mentioned fees are defined in Section 8.

5.5 Replacement Requirement

If the selected candidate resigns, or if a particular employment contract is terminated on the account of pre-employment reference checks conducted by ReBIT within three (03) months from the employment commencement date, recruitment agency shall find a replacement acceptable to ReBIT within 30 days of such resignation or termination or in the inability to do by the recruitment agency, the payment received against invoice raised for such candidate shall be refunded to ReBIT within 15 days of the lapse of 30 days of resignation / termination.

In such cases, ReBIT reserves the right to select the replacement candidate from any other empanelled recruitment agency and no claims shall be entertained from the any other recruitment agency on duplicate / overlapping profiles.

6. Bidding Process:

6.1 Language of Bid

The language of the bid response, supporting documents and any communication with ReBIT must be in written English only.

6.2 Locations to be covered

The services are required at ReBIT's office in Navi Mumbai. However, ReBIT reserves the right to change locations/add new locations (with mutual agreement if required) as per ReBIT's requirement within India.

6.3 Cost of Bidding

The Bidder shall bear all the costs associated with the preparation and submission of its bid and ReBIT will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

6.4 Authorization to Bid

The proposal / bid being submitted would be binding on the Bidder. As such, it is necessary that authorized signatory of the firm or organization sign the bid documents. The signatory should be either CEO or authorised by the CEO or the Board of the organization. The Bidder shall provide proof of signature identification for the above purposes as required by ReBIT

- i. All pages of the bid shall be initialled by the person or persons signing the bid.
- ii. Bid form shall be signed in full & official seal affixed.
- iii. Any inter-lineation, erasure or overwriting shall be valid only if they are initialled by the person or persons signing the Bid.
- iv. All such initials shall be supported by a rubber stamp impression / digital signature of the Bidder's firm.

A copy of board resolution along with a copy of power of attorney (POA wherever applicable) showing that the signatory has been duly authorized to sign the Bid document.

6.5 Bid Security / EMD

The Bidder should deposit bid security of ₹20,000/- (Rupees Twenty Thousand Only) in the form of a demand draft in favour of Chief Executive Officer, Reserve Bank Information Technology Pvt. Ltd., payable at Mumbai or a Bank Guarantee issued from any Scheduled Commercial Bank. Bank Guarantee should be valid for minimum 6 months from the date of issuance of RFP with claim period of one month. The scanned copy of DD/ BG should be submitted along with technical bid and the original DD/BG shall be couriered to the below address so as to reach us on or before the date of opening of technical bid:

Address: The Chief Executive Officer, Reserve Bank Information Technology Pvt Ltd (ReBIT502, Building No 1, Mindspace Juinagar, Nerul, Navi Mumbai - 400706)

The failure or omission to deposit or keep deposited the Earnest Money shall disqualify the Bidder.

No interest shall be payable by ReBIT in respect of the EMD amount. The EMD is refundable after signing of the contract.

The EMD of an unsuccessful Bidder shall be refunded within 30 days after the final decision on the Bids or on expiry of the bid validity period whichever is earlier.

The unsuccessful Bidders should submit the Letter for Refund of EMD/Bid Security for returning the bid security amount.

Micro & Small Enterprises (MSE) units are exempted from payment of EMD and tender fee provided the products and/or services they are offering, are manufactured and/or services rendered by them. Exemption as stated above is not applicable for selling products and/or services, manufactured/ rendered by other companies. Bidder should submit supporting documents issued by competent Govt. bodies to become eligible for the above exemption.

The Earnest Money Deposit (EMD) may be forfeited:

- If the successful bidder withdraws/revokes offer or modifies/changes the same.
- Additionally, ReBIT at its discretion may also cancel the contract awarded to the

- selected Bidder without giving any notice.
- If the successful bidder makes any statement or encloses any form/document which turns out to be false/incorrect/misrepresentation at any time during the RFP / Contract finalization of successful bidder / signing of the contract.
 - Where the Bidder, withdraws after opening of Part I / Technical Bid at any time before finalization of successful bidder without any satisfactory / valid reasons.

6.6 Pre-Bid Meeting

For the purpose of clarifications of doubts of the Bidders on issues related to the RFP, ReBIT intends to hold a pre-bid meeting on the date & time as indicated in the RFP. Only authorized representative of Bidder(s) (maximum two) will be allowed to attend the Pre-bid meeting.

Any modification of the RFP, which may become necessary as a result of the Pre- bid meeting will be made available by ReBIT exclusively through the issue of a Corrigendum which will be published on ReBIT's website www.rebit.org.in/procurement and CPP Portal.

One or more pre-bid conferences may be held for clarifying issues/clearing doubts (if any), about the specifications and other allied technical/commercial details of the equipment, product and services projected in the tender document and for ensuring that the technical requirements provide a level playing field. The date, time and place of the pre-bid conference will be as indicated in the RFP document.

ReBIT shall not be obligated to respond to any or all of the queries.

6.7 Clarifications and Amendment in RFP Documents

Queries / clarifications will not be entertained over the phone. Bidders requiring any clarification of the RFP may notify ReBIT in writing strictly as per the format given in **Annexure-E** at the address/by e-mail given in this document within the date/time mentioned in the schedule of events.

It may be noted that no query of any Bidder shall be entertained / received after the mentioned date. Queries raised by the prospective Bidder(s) and ReBIT's response will be available at ReBIT website.

The Bidder is requested to collate and submit queries together to seek clarifications / responses from ReBIT. The Bidder should ensure that all the queries and clarifications are communicated in email on or before the date given in the schedule of events of this RFP document. Bidders are requested to visit ReBIT's website or check mails for clarifications and other communications.

Any modification of the RFP, which may become necessary as a result of the queries, shall be made available by ReBIT exclusively through the issue of an Addendum/Corrigendum, will be published on ReBIT's website <https://rebit.org.in/procurement> and on the CPP Portal.

Prior to the last date for bid-submission, ReBIT may, for any reason, whether at its own initiative or in response to clarification(s) sought from the prospective Bidders, modify the RFP contents/ covenants by amendment. Clarification /amendment, if any, will be notified on ReBIT's website. No individual communication would be made in this respect. In order to provide Bidders reasonable time to take the amendment into account for preparing their bid, the ReBIT may, at its discretion, extend the last date of submission of bids.

6.8 Submission of Bids

- i. Interested Bidders are required to submit their bid, accompanying all supporting documents mentioned in RFP documents in the CPP Portal. Original DD/BG for EMD must be submitted physically in sealed cover at the following address on or before scheduled date and time.
- ii. ReBIT may, at its discretion, extend the deadline for submission of bids by releasing corrigendum to this tender document.

- iii. All submissions will become the property of ReBIT. Recipients shall be deemed to license and grant all rights to ReBIT to reproduce the whole or any portion of their submission for the purpose of evaluation, to disclose the contents of the submission to other Recipients who have registered a submission and to disclose and/or use the contents of the submission as the basis for any resulting RFP process, notwithstanding any copyright or other intellectual property right that may subsist in the submission.
- iv. The Bid / Technical Bid submitted should be complete in all respects and contain all information asked for in this document. The following original documents are required to be submitted along with the technical bid:
 - a. The documents as requested in **Annexure-A** are to be submitted.
 - b. All the Annexures should be submitted on letter head of Bidder's company and duly signed with seal of the company. Self-attested photocopies of relevant documents / certificates are to be submitted as proof in support of various information submitted in aforesaid annexure and other claims made by the Bidder.
 - c. The Bidder should ensure that all the annexures are submitted as prescribed by the ReBIT. In case it is not in the prescribed format, it is liable to be rejected.

6.9 Modification and Withdrawals of Bid

No modification in the Bid shall be allowed, after the deadline for submission of Bids. No Bid shall be withdrawn in the interval between the deadline for submission of Bid and the expiration of the contract.

6.10 Bid Opening and Evaluation Process

1. Technical bids will be opened as per the date and time mentioned in the schedule of events.
2. Bids of those bidders which meet the Minimum Eligibility Criteria as per **Annexure - G** will be considered for technical evaluation.
3. During the period of evaluation, Bidders may be asked to provide more details and explanations about information provided in the proposals. Bidders should respond to such requests within the time frame indicated in the letter/e-mail seeking explanation, if the Bidder does not comply or respond by the date, their bid will be liable to be rejected.
4. ReBIT may, at its discretion, waive any minor informality, nonconformity or irregularity in a bid which does not constitute a material deviation and financial impact, provided such waiver does not prejudice or affect the relative ranking of any Bidder. Wherever necessary, observations on such minor issues (as mentioned above) ReBIT may conveyed to the Bidder, asking them to respond by a specified date also mentioning therein that, if the Bidder does not respond by the specified date, their bid will be liable to be rejected.
5. The Bidder at no point of time can excuse themselves from any claims by ReBIT whatsoever for their deviations in conforming to the terms and conditions, payment schedules, timeframe for implementation/service deliverables, etc. as mentioned in this RFP.
6. The selection of Successful Bidders for Empanelment will be based on **Technical Evaluation Score** achieved by MEC qualified bidder.
7. ReBIT will empanel **Top 5-10 – Technically Qualifying Bidders for each Service Category** for the scope outlined in the RFP.

6.10.1 Technical Bid Evaluation

- i. Initial proposal scrutiny will be held and proposals will be treated as non-responsive and rejected, if proposals are:
 - Not submitted in the format specified in this RFP
 - Received without letter of authorisation
 - Non-compliant with any of the clauses specified in this RFP
 - Have lesser than prescribed validity period
 - Submitted with incomplete information, subjective, conditional offers and partial offers
 - Submitted without the documents required under this RFP including EMD.
- ii. Eligible technical proposals shall be evaluated by ReBIT according to the technical evaluation process defined in this RFP. ReBIT may, at its discretion, seek clarifications or ask the Bidder to make technical presentations on any aspect.

- iii. The evaluation will be undertaken by a Committee formed for the purpose by ReBIT which consists of senior ReBIT officials and may also contact external experts. The decision of ReBIT regarding the evaluation and selection of the Bidder would be final.
- iv. The following criteria and weightage system shall be used for evaluation of technical proposals.

Sr No.	Parameters	Max. Weightage
1	Bidder's Profile & Experience	
a	Tenure of the Company (Total Active no. of years in the <u>IT Recruitment Services</u>) Experience - 0-3 years - 5 marks, Experience - 3-5 years - 8 marks Experience - more than 5 years - 10 marks • Details are to be provided for each client in Annexure F .	30
b	Profiles & Numbers of Clients similar to ReBIT - 15 Marks (Client Names, Industry / Sector, brief description of work, Value of services provided, and Total No. of Resources onboarded & their duration in last 3 FY) • Details are to be provided for each client in Annexure H .	
c	Process document for Shortlisting, Replacement Process for Absconding or Early Leavers - 05 Marks • Process Documents to be enclosed.	
2	Number of Active Clients (IT/BFSI), Resources provided & Credential / Feedback Letters from Clients	
a	Active Clients - 20 to 30 - 03 Marks Active Clients - 31 to 40 - 05 Marks Active Clients - more than 40 - 07 Marks • PO of each active client (IT/BFSI) is to be enclosed.	20
b	No. of IT Resources provided from April 2020 till September 2021 - No. of IT Resources - 50 to 70 - 03 Marks No. of IT Resources - 70 to 90 - 05 Marks No. of IT Resources - more than 90 - 07 Marks • PO for each client (IT/BFSI) is to be enclosed.	
c	Feedback / Credential - Good - 02 Marks Feedback / Credential - Satisfactory - 04 Marks Feedback / Credential - Excellent - 06 Marks • Feedback / Credential Letters from IT / BFSI Clients to be enclosed.	
4	Areas of Operations / Technologies / Skillsets Serviced - • List of Technologies / Skillsets / Specialised Area of Operations to be enclosed.	10
5	ReBIT Commercial / Rate Grid Compliance - 10 Marks • Compliance as per Annexure I to be enclosed.	10
6	Any accreditations / Quality Certifications - 05 marks	05
7	Past Performance / Mega Drive Performance with ReBIT Average - 05 Marks, Good / Satisfactory - 10 Marks Excellent - 15 Marks	15
8	Registration / Active member of various Job Boards / Portals / Forums No. of Portals - less than 3 - 03 Marks No. of Portals - 3 to 5 - 06 Marks No. of Portals - more than 5 - 10 Marks	10
	Total	100

- v. Bidders may be called to provide presentations to the ReBIT Committee as per the above scoring matrix to assess the bidder's capability.
- vi. Bidders, whose technical proposals are responsive, fully compliant and score 60% in technical evaluation shall be considered technically qualified.
- vii. **All technically qualified Bidders on the basis of their scores achieved, would be ranked and Top 5 to 10 scorers (bidders) would be considered for the Empanelment.**

- viii. The technical bid evaluation decision of ReBIT shall be final. No correspondence shall be entertained in this regard.
- ix. In preparing the response to Technical Criteria, the Bidders are expected to examine the documents comprising this RFP in detail. Material deficiencies in providing the information requested may result in rejection of a Proposal.
- x. The technical proposal should clearly demonstrate the Bidders understanding of the assignment requirements and capability and approach for carrying out the tasks set forth in the RFP.

6.11 Notification of Empanelment

On completion of evaluation as defined, ReBIT will notify the empaneled bidders and publish the list of empanelled agencies on ReBIT website concluding the RFP process and shortlisting of the bidders.

However, ReBIT shall be under no obligation to accept the lowest incentive bid or any other offer received in response to this Tender notice and shall be entitled to reject any or all offers including those received late or incomplete offers without assigning any reason whatsoever. ReBIT reserves the right to make any changes in the terms and conditions of purchase. ReBIT will not be obliged to meet and have discussions with any Bidder, and / or to listen to any representations unless there is change in the terms and conditions of purchase.

ReBIT shall award the Contract, subject to approval from the approval authority to the Bidder whose bid has been determined to be substantially responsive and has been determined to be the shortlisted Bidder. Provided further that the Bidder is determined to be qualified to perform the contract satisfactorily and their credentials have been verified.

Prior to the expiration of the period of bid validity, the successful Bidder shall be notified in writing by letter or by email. Within 15 days of receipt of the notification of award, the successful Bidder shall execute a contract with ReBIT in accordance with the terms and conditions of this RFP. For execution of contract agreement promptly after the successful Bidder is notified, the Bidder will be sent the contract incorporating all agreements between the parties. The supplier should acknowledge and unconditionally accept, sign, mention the date and return the contract within 5 days from the date of issue of contract.

The selected Bidder at his own expense will register the contract agreement by paying the appropriate amount of stamp duty. The first page of the contract agreement shall be on a stamp paper of appropriate value. The stamp paper and franking needs to be done in Mumbai only.

7. Rejection of Bid

ReBIT reserves the right to accept or reject any Bid in part or in full or to cancel the RFP process and reject all Bids at any time prior to contract award, without incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for the ReBIT's action.

8. Payment Terms and Milestone

The recruitment agency can submit the invoice to ReBIT for each onboarded resource only after on-boarded resource / employee completes One (01) month of his/her employment with ReBIT. The payment of said Invoice will be taken up, once the selected employee completes three (03) months of employment with ReBIT.

Should any candidate be rejected by ReBIT in the first instance and the same candidate applies directly to ReBIT for employment after a duration of six (06) months from the date of his rejection by ReBIT, the recruitment agency will not have any right to any fees or any other consideration whatsoever for the candidate so recruited.

Terms of payment indicated in the Contract that will be issued by ReBIT to the selected Bidder will be final and binding on the Bidder and no interest will be payable by the ReBIT on outstanding

amounts under any circumstances. If there are any clauses in the Invoice contrary to the terms of the Contract, the Bidder should give a declaration on the face of the Invoice or by a separate letter explicitly stating as follows “Clauses, if any contained in the Invoice which are contrary to the terms contained in the Contract will not hold good and the Invoice would be governed by the terms contained in the Contract concluded between ReBIT and the Bidder”. Bidder should ensure that the project should not suffer for this reason.

9. Taxes and Duties

The Bidder shall solely be responsible for all payments (including any statutory payments) to its employees and shall ensure that at no time shall its employees, personnel or agents hold themselves out as employees or agents of ReBIT, nor seek to be treated as employees of ReBIT for any purpose, including claims of entitlement to fringe benefits provided by ReBIT, or for any kind of income or benefits. The Bidder alone shall file all applicable tax returns for all its personnel assigned hereunder in a manner consistent with its status as an independent contractor of services and the Bidder will make all required payments and deposits of taxes in a timely manner.

The amount payable by ReBIT to Bidder shall be inclusive of all costs such as insurance, taxes (GST, as per the rates applicable), that may be levied, imposed, charged or incurred and REBIT shall pay the due under this RFP and subsequent agreement after deducting any tax deductible at source (“TDS”) and GST-TDS* as applicable.

*As per GST Notification No.33/2017 read with Notification No. 50/2018, ReBIT being a 100% subsidiary of Reserve Bank of India would be required to deduct TDS under the GST regime. Therefore, ReBIT would be required to deduct additional TDS as under:

Nature of Supply	Name of GST	Rate of GST - TDS
Location of service provider and place of supply is in Maharashtra	CGST	1%
	SGST	1%
Location of the service provider and place of supply are outside Maharashtra	IGST	2%

ReBIT agrees to file GST TDS returns for the amount deducted as TDS under GST laws. The Bidder will need to provide the details for the GST deposited with the authorities for the GST component to be paid off by ReBIT.

The Bidder will need to provide the details for the tax rates as considered in the pricing. This will be used for subsequent tax changes. REBIT shall pay each undisputed invoice raised in accordance with this RFP and subsequent agreement, after its receipt unless otherwise mutually agreed in writing, provided that such invoice is dated after such amounts have become due and payable under this RFP and subsequent agreement provided that such invoice is dated after such fees have become due and payable under this RFP and subsequent agreement.

Any variation (upward) in Government levies/ GST (as per the rates applicable) which has been included as part of the price will be borne by ReBIT. Any variation (downward) in Government levies/ GST (as per the rates applicable) which has been included as part of the price, the benefit will be passed to the ReBIT and adjusted in the payment milestones. If the Bidder makes any conditional or vague offers, without conforming to these guidelines, ReBIT will treat the prices quoted as not in conformity with these guidelines and proceed accordingly.

If ReBIT has to pay taxes for any of the items or supplies made in terms hereof by the Bidder, for any reason including the delay or failure or inability of the Bidder to make payment for the same, ReBIT has to be reimbursed such amounts paid, on being intimated to the Bidder along with the documentary evidence. If the Bidder fails to reimburse the amount within a fortnight, ReBIT shall adjust the amount out of the payments due to the Bidder from REBIT along with the interest calculated as per the rate prevailing at the time of actual payment

The Bidder shall be liable to pay all applicable corporate taxes and income tax that shall be levied according to the laws and regulations applicable from time to time in India. Wherever the laws

and regulations require deduction of such taxes at the source of payment, Purchaser shall effect such deductions from the payment due to the Bidder. The remittance of amounts so deducted and issuance of certificate for such deductions shall be made by Purchaser as per the laws and regulations in force. Nothing in the Contract shall relieve the Bidder from his responsibility to pay any tax that may be levied in India on income and profits made by the Bidder in respect of this Contract.

10. Termination

- i. ReBIT reserve the right to terminate the contract in case of any the following (but not limiting to):
 - Breach of terms & conditions in NDA
 - Non-adhering to regulatory compliance.
 - Leakage of any confidential information.
 - In case of the bidder going insolvent, getting blacklisted, involvement in fraud, etc.
- ii. ReBIT reserves its right to cancel the Empanelment / Contract at any time by assigning appropriate reasons and recover expenditure incurred by ReBIT in addition to recovery of liquidated damages in terms of the contract, in the event of one or more of the following conditions:
 - a. Delay in completion of contracted Services.
 - b. Serious discrepancies noted in the inspection.
 - c. Breaches in the terms and conditions of the Order / Empanelment.
- iii. ReBIT reserves the right to cancel the empanelment of contracted Bidder and recover expenditure incurred by ReBIT on the following circumstances:
 - a. Non submission of signed Agreement within 7 days of order / notification of award.
 - b. Failure of the successful Bidder to accept the contract.
 - c. Delay in delivery beyond the specified period.
 - d. The selected Bidder commits a breach of any of the terms and conditions of the bid.
 - e. The Bidder goes in to liquidation voluntarily or otherwise.
 - f. An act of omission by the Bidder, its employees, its agents, or employees of the consortium in the performance of the services provided by this contract.
 - g. Selected Bidder is found to be indulging in frauds.
 - h. ReBIT suffers a reputation loss on account of any activity of successful Bidder and penalty is levied by regulatory authority.
 - i. In the event of sub contract or assignment contrary to the terms of agreement.
- iv. ReBIT will serve the notice of termination to the Bidder at least 30 days prior, of its intention to terminate services.
- v. ReBIT reserves the right to recover any dues payable by the selected Bidder from any amount outstanding to the credit of the selected Bidder, including the pending bills and security deposit, if any, under this contract.

11. Sub-Contracting

The Bidder shall not subcontract or permit anyone other than its personnel and the parties enlisted in the response to this RFP, to perform any of the work, service or other performance required of the Bidder under the contract without the prior written consent of ReBIT.

12. Confidentiality

The Bidder must undertake that they shall hold in trust any Information received by them, under the Contract/Agreement, and the strictest of confidence shall be maintained in respect of such Information. The Bidder has also to agree:

- i. To maintain and use the Information only for the purposes of the Contract/Agreement and only as permitted by ReBIT
- ii. To only make copies as specifically authorized by the prior written consent of ReBIT and with the same confidential or proprietary notices as may be printed or displayed on the original;
- iii. To restrict access and disclosure of Information to such of their employees, agents, strictly on a "need to know" basis, to maintain confidentiality of the Information disclosed to them in accordance with this Clause and
- iv. To treat all Information as Confidential Information.
- v. The Bidder shall submit a **Non-Disclosure Agreement** with ReBIT as per prescribed format provided in **Annexure – K**.

13. Limitation of liability

Neither party shall, in any event, regardless of the form of claim, be liable for any indirect. Special, punitive, exemplary, speculative or consequential damages, including, but not limited to any loss of data, business interruption, and loss of income or profits, irrespective of whether it had an advance notice of the possibility of any such damages. Subject to the above and notwithstanding anything to the contrary elsewhere contained herein, the maximum liability, of selected Bidder (vendor) and purchaser (ReBIT) shall be, regardless of the form of claim, restricted to the total of bill of material received by vendor from ReBIT for the event that gave rise to such liability, as of the date such liability arose, during contract period.

Limitation of liability will not be applicable to any legal injuries suffered by ReBIT due to the Service Provider in following scenarios:

- a. fraud, wilful misconduct or gross negligence;
- b. breach of intellectual property with respect to third party claims; and
- c. breach of confidentiality, cybersecurity breach or data losses.

14. Non-Solicitation

The Bidder, during the term of the contract and for a period of one year thereafter shall not without the express written consent of the ReBIT, directly or indirectly:

Recruit, hire, appoint or engage or attempt to recruit, hire, appoint or engage or discuss employment with or otherwise utilize the services of any person who has been an employee or associate or engaged in any capacity, by the ReBIT in rendering services under the contract; or

Induce any person who is / have been an employee or associate of the ReBIT at any time to terminate his/ her relationship with the ReBIT.

15. No Employer-Employee Relationship

The Bidder or any of its holding / subsidiary / joint-venture / affiliate / group / client companies or any of their employees / officers / staff / personnel / representatives / agents shall not, under any circumstances, / be deemed to have any employer-employee relationship with the ReBIT or any of its employees /officers / staff / representatives / personnel / agents.

A self-declaration is required from the Bidder as part of the technical bid.

16. Ownership

The RFP and all supporting documentation are the sole property of ReBIT and should NOT be redistributed without written consent of ReBIT.

Violation of this would be breach of trust and may, inter-alia causes the Bidders to be irrevocably disqualified.

Forthwith upon expiry or earlier termination of this Contract and at any other time on demand by ReBIT, the Bidder shall deliver to ReBIT all documents provided by or originating from ReBIT and all documents produced by or from or for the Bidder in the course of performing the Services, unless otherwise directed in writing by ReBIT at no additional cost.

The Bidder shall not, without the prior written consent of ReBIT, store, copy, distribute or retain any such documents.

The bid proposal and all supporting documentation submitted by the Bidder shall become the property of ReBIT. Unless ReBIT agrees to the Bidder's specific requests, in writing, the proposal and documentation are not to be returned.

17. Tender/RFP Cancellation

ReBIT reserves the right to cancel the Tender/RFP at any time without assigning any reasons whatsoever.

18. Publicity

Any publicity by the Bidder in which the name of ReBIT is to be used, will be done only with the explicit written permission of ReBIT.

19. Dispute Resolution

In the event of any dispute, disagreement or differences between the parties relating to the "Contract or LOI (Letter of Invitation) whichever is issued later", ReBIT and the vendor shall make every effort to resolve amicably, by direct informal negotiation.

If after thirty days from the commencement of such informal negotiations, ReBIT and the Vendor have been unable to resolve amicably a contract dispute, either party may require that the dispute be referred for resolution by formal arbitration to be conducted in accordance with the Arbitration and Conciliation Act, 1996 and the venue of arbitration shall be at Mumbai, India. In the event of failure to resolve the differences through arbitration, either of the parties shall be free to undertake necessary further legal course with the Courts of Law in Mumbai who shall have jurisdiction for preventive, interlocutory and other incidental relief applied for by any party under or in relation to Agreement.

20. Jurisdiction

Notwithstanding anything contained herein above, in case of any dispute, claim and legal action arising out of this RFP, the parties shall be subject to the jurisdiction of courts at Mumbai, Maharashtra State, India only.

Annexure A: Submission Checklist

Submission Checklist for Technical Bid

The Bidder must ensure that the all the required documents as per the RFP are submitted as a part of the Technical Bid. Failure to provide any of the documents could lead to the disqualification of the Bidder from the bid. An indicative list of the required documents is provided below. The bidders shall review and provide any other documents required as per the RFP.

Items	Submitted (Bidder)	Verified (REBIT)
Index of all the documents, letters, signed RFP etc. submitted in response to this document along with page numbers.	<input type="checkbox"/>	<input type="checkbox"/>
Annexure B: Proposal Submission Covering Letter	<input type="checkbox"/>	<input type="checkbox"/>
Annexure C: Self Declaration of Relatives in ReBIT	<input type="checkbox"/>	<input type="checkbox"/>
Annexure D: Self Declaration to comply with Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013	<input type="checkbox"/>	<input type="checkbox"/>
Annexure E: Bidders Queries Format	<input type="checkbox"/>	<input type="checkbox"/>
Annexure F: Bidder's Profile	<input type="checkbox"/>	<input type="checkbox"/>
A copy of board resolution along with a copy of power of attorney (POA wherever applicable) showing that the signatory has been duly authorised to sign the Bid document.	<input type="checkbox"/>	<input type="checkbox"/>
Annexure G: Minimum Eligibility Criteria	<input type="checkbox"/>	<input type="checkbox"/>
Annexure H: Bidder's Experience	<input type="checkbox"/>	<input type="checkbox"/>
Annexure I: Compliance to Commercial / Fixed Incentive Payable Rate Grid mentioned in section 5.4	<input type="checkbox"/>	<input type="checkbox"/>
Annexure J: Bidder's Team Profile & Escalation Matrix		
Annexure K: Confidentiality and Non-Disclosure Agreement Undertaking	<input type="checkbox"/>	<input type="checkbox"/>
Copy of the Bid document along with all clarifications released by ReBIT duly stamped and signed on all the pages of the document for having noted the contents and testifying conformance to the terms and conditions set out therein. The proposal should be prepared in English in MS Word / PDF format.	<input type="checkbox"/>	<input type="checkbox"/>

Annexure B: Bid Submission Form

[Insert: Location, Date]

To:

The Chief Executive Officer
Reserve Bank Information Technology Pvt Ltd. (ReBIT),
502, Building No 1, MindSpace Juinagar,
Nerul, Navi Mumbai – 400706

Dear Sir / Madam,

We, the undersigned, hereby offer for **Empanelment of Recruitment Agencies for providing Recruitment Services** in accordance with your **Request for Proposal (RFP) # ReBIT/CPO/2021/067** dated **01 November 2021** and our Proposal. We are hereby submitting our Proposal, which includes the Technical Proposal.

We hereby declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation contained in it may lead to our disqualification.

We confirm that we have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities required of us in this RFP, and the stated Terms and Conditions.

We agree to abide by this Proposal for the validity as mentioned in the RFP and our Offer shall remain binding on us and may be accepted by ReBIT any time before expiry of the offer.

We undertake, if our Proposal is accepted, to start the services within the timelines as mentioned in the RFP from the Contract signature date.

We fully understand and recognize that ReBIT is not bound to accept this proposal, that we shall bear all costs associated with its preparation and submission, and that ReBIT will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the evaluation.

Having examined the Bid Documents including Annexes, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply, deliver, implement and commission ALL the items mentioned in the 'Request for Proposal' and the other schedules of requirements and services for your ReBIT in conformity with the said Bid Documents in accordance with the schedule of Prices indicated in the Price Bid and made part of this Bid.

If our Bid is accepted, we undertake to comply with the delivery schedule as mentioned in the Bid Document.

We attach hereto the Bid Response as required by the Bid document, which constitutes my/our bid.

We undertake, if our Bid is accepted, to adhere to the implementation plan put forward in our Bid Response or such adjusted plan as may subsequently be mutually agreed between us and ReBIT or its appointed representatives.

If our Bid Response is accepted, we will obtain a performance bank guarantee in the format given in the Bid Document issued by a scheduled commercial bank in India for a sum mentioned in the RFP for the due performance of the contract.

This Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

We agree that you are not bound to accept the lowest or any Bid Response you may receive. We also agree that you reserve the right in absolute sense to reject all or any of the goods /products specified in the Bid Response without assigning any reason whatsoever.

We hereby agree to comply with all the terms and conditions / stipulations as contained in the RFP and the related addendums, other documents and if required including the changes made to the original bid documents issued by ReBIT.

ReBIT is not bound by any other extraneous matters or deviations, even if mentioned by us elsewhere either in our proposal or any deviations sought by us, whether orally or in writing, and ReBIT's decision not to accept any such extraneous conditions and deviations will be final and binding on us.

It is hereby confirmed that I/We are entitled to act on behalf of our corporation/company /firm/organization and empowered to sign this document as well as such other documents which may be required in this connection.

We undertake that in competing for and if the award is made to us, in executing the subject Contract, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988".

We certify that we have provided all the information requested by ReBIT in the format requested for.

We also understand that ReBIT has the exclusive right to reject this offer in case ReBIT is of the opinion that the required information is not provided or is provided in a different format.

Yours Sincerely,

Authorised Signature [In full and initials]:

Name and Title of Signatory:

Name of Company:

Contact Details:

[Please mark this letter with your company seal]

Annexure C: Self Declaration Relatives in ReBIT

(On letterhead of the Bidder)

We certify that below mentioned are the complete details of relatives of our employees working at ReBIT

Sr. No.	Relationship with the employee (Mother/Father/Sister/Brother/Etc.)	Name of Relative	Designation	Department

Annexure D : Self Declaration Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013

(On letterhead of the Bidder)

Strictly Private and Confidential

The Chief Executive Officer
Reserve Bank Information Technology Pvt Ltd. (ReBIT),
502, Building No 1, MindSpace Juinagar,
Nerul, Navi Mumbai - 400706

[Date]

Dear Sir / Madam,

Sub: Request for Proposal for **Empanelment of Recruitment Agencies for providing Recruitment Services** under Rate Contract with reference number **RFP: ReBIT/CPO/2021/067 dated 01 November 2021**.

Further to our proposal, in response to the Request for Proposal for **Empanelment of Recruitment Agencies for providing Recruitment Services** under Rate Contract with reference number **RFP: ReBIT/CPO/2021/067 dated 01 November 2021** (hereinafter referred to as “RFP”) issued by Reserve Bank information technology Pvt Ltd (hereinafter referred to as “ReBIT”) we hereby covenant, warrant and confirm as follows:

1. Full compliance with the provisions of the “the sexual harassment of women at workplace (Prevention, Prohibition and Redressal) Act, 2013”. In case of any complaint of sexual harassment against any of our employee within the premises of the ReBIT, the complaint will be filed before the Internal Complaints Committee constituted by the Bidder and the Bidder shall ensure appropriate action under said Act in respect to the complaint.
2. Any complaint of sexual harassment from any aggrieved employee of the Bidder against employee of the ReBIT shall be taken cognizance of by the Regional Complaints Committee constituted by the ReBIT.
3. The Bidder shall be responsible for any monetary compensation that may need to be paid in case the incident involves the employees of the Bidder, for instance any monetary relief to ReBIT’s employee, if sexual violence by the employee of the Bidder is proved.
4. The Bidder shall be responsible for educating its employees about prevention of sexual harassment at workplace and related issues.
5. The Bidder shall provide a complete and updated list of its employees who are deployed within the ReBIT’s premises.

Yours faithfully,

Authorised Signature [In full and initials]:

Name and Title of Signatory:

Name of Company:

Contact Details:

[Please mark this letter with your company seal]

Annexure E : Bidders Queries Format

Contact Details		
Name of Organization submitting request (Enter Full Legal Entity name)	:	
Full formal address of the organization	:	
Tel	:	
Fax	:	
Email	:	
Name & position of person submitting request		
Name	:	
Position	:	

#	Clause no.	Page no.	Clause	Query	ReBIT Response

Annexure F : Bidder's Profile

[The Bidder shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted.]

Date: [insert date (as day, month and year) of Proposal Submission]

Sr No.	Pointers	Details
	Organization's Details	
1	Bidder's Organization Name	
2	Bidder's Legal Name	
3	Bidder's Country of Registration	
4	Bidder's Year of Registration	
5	Bidder's Legal Address in Country of Registration:	
6	Bidder's Authorised Representative/s Information Name: Address: Telephone/Fax numbers/Cell Number: Email Address:	
7	Status of the firm (Company/ Firm/ Proprietary) enclose the supporting documents	
8	Bidder's PAN Card and GST Number	
9	Different office location along with address and contact details	
	Experience Details	
10	Total Experience / Tenure of Company in IT Recruitment Services	
11	Process document for Shortlisting, Replacement Process for Absconding or Early Leavers	
12	Number of Active Clients (IT/BFSI)	
13	No. of IT Resources provided from April 2020 till September 2021	
14	Credentials/Feedback letters from Client for above mentioned resources provided.	
15	Technologies / Skillsets / Specialised Area of Operations / Services	
16	Resource Back Up/ Contingency Plan (Please submit the process document)	

Name and Signature of authorised signatory and Seal of Company

Annexure G : Minimum Eligibility Criteria

(On Bidders Organisation's Letterhead)

The Bidder may note that the below criteria is of critical importance and non-adherence of the Bidders proposed solution to any would lead to disqualification from further bidding process

Sr. NO	REQUIREMENTS	YES / NO	List of Documents to be Submitted
1	The Bidder must be an entity registered with the Registrar of Companies under Companies Act, 1956/2013		<ul style="list-style-type: none"> Copy of the Partnership deed/ Bye Law / Certificate of Incorporation issued by Registrar of Companies along with Memorandum & Articles of Association and full address of the registered office. GST registration number, as applicable
2	The Bidder should have a Positive Net Worth in last financial year of last two (2) financial years, i.e. 2019-20, 2020-2021.		Certificate of the Chartered Accountant specifying the Positive Net Worth for the specified period.
3	The bidder should be in Net Profit (Profit After Tax) in last financial year of last two (2) financial years, i.e. 2019-20, 2020-2021.		Audited financial statements including profit and loss statement to be submitted/ or Certificate of the Chartered Accountant for the specified period.
4	The bidder should have an Average Annual Turnover of atleast Rs 25 Lacs in the last two (2) financial years, i.e. 2019-20, 2020-2021.		
5	The Statutory compliance to Employees Provident Fund, Employees' State Insurance, Payment of Wages Act, 1936, Minimum Wages Act, 1948, Payment of Bonus Act, 1965', any other law of the land requirement / compliance.		Submission of Undertaking on Bidder's letter head on adherence to statutory compliances.
6	Bidder should not be currently blacklisted from any of the government, semi government institutions, public/ private companies etc. in India and abroad.		Declaration is required on bidder's letter head.
7	There is no court case or insolvency proceedings pending against the bidder.		<p>Declaration is required on bidder's letter head.</p> <p>If such an action exists and the Bidder considers that it does not affect its ability to deliver the requirements as per the Tender, it shall provide details of the case /action(s).</p>

- All documentary evidence should be duly signed and stamped by the Bidder.

Note: The Bidder should submit relevant documentation supporting the above eligibility/ qualification criteria. In case of non-compliance with any of the eligibility criteria mentioned above, the bidder shall be liable to be disqualified without any notice and the bids of the bidder may not be processed further. Any additional / irrelevant document enclosed with the bid, may lead to disqualification.

Eligibility criteria mentioned at Sl. No. 2 to 4 in table above are relaxed for Startups subject to their meeting of quality and technical specifications. Bidder to note the following:

- i. "Start-up" company should enclose the valid Certificate of Recognition issued by Department for Promotion of Industry and Internal Trade (DPIIT), (erstwhile Department of Industrial Policy and Promotion), Ministry of Commerce & Industry, Govt. of India with the technical bid.
- ii. Bidder who solely on its own, fulfils each eligibility criteria condition as per the RFP terms and conditions and who are having "Start-up" company status, can claim exemption for eligibility criteria as mentioned above.

Authorized Signature

Annexure H: Bidder's Experience

(On letterhead of the Bidder)

Bidder has to share Client References of 3 completed project of similar nature in last 3 years

Sr.No	Information Sought	Information
1	Client's name	
2	Industry Name	
3	Assignment/Job name	
4	Name and Contact Details of the Client	
5	Scope of Supply/Services as a provided under the contract	
6	Current Status	
7	Duration of Assignment/Job (months)	
8	Approx. value of the contract (in Rupees)	
9	Approx. Value of the assignment/job provided by your firm under the contract (In Rupees)	
10	Start date (month/year)	
11	Completion date (month/year)	
12	Number of Resources onboarded in last 3 FY	
13	Duration of the onboarded Resources	
14	Copy of Purchase/ Work Order / Invoice	
15	Any other Supporting Document	

Signature of Bidder

Date

Place

Annexure I : Compliance to Commercial / Rate Grid

(To be submitted on the Bidders Letter Head)

Date:

To,

The CEO,
Reserve Bank Information Technology Pvt. Ltd.
502, Building No 1, Mindspace Juinagar, Nerul,
Navi Mumbai - 400706

We _____ (Company Name)_____ have read all terms and conditions of this tender document, have understand the scope outlined herewith and the commercials / fixed incentive percentage offered by ReBIT with respect to each category / roles mentioned in Section 5.4.

We hereby declare that we accepts the fixed incentive payable / rate grid mentioned in section 5.4 for the empanelment duration and agree to abide by this Proposal for the empanelment duration as mentioned in the RFP and our Offer shall remain binding on us.

We confirm that we have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities required of us in this RFP, and the stated Terms and Conditions.

Signature:

Name of the signatory

Designation

Company Seal

Annexure J: Bidder's Team Profile & Escalation Matrix

(Bidder has to share Team Profile and Escalation Matrix on his letter head)

Sr No	Name of Proposed Account Manager / Team leaders / Proposed Team members	Professional qualifications	Certifications / Accreditations	IT Recruitment Expertise In terms of years and areas of expertise	Number of similar assignments involved In Public Sector Unit / Public Sector / ReBIT / Large Government Department / Private Sector

Bidder is required to share the Escalation Matrix on company's letter head.

Level	Name	Designation	Mobile # and Email Id
L1			
L2			
L3			
L4			
CEO / Head of Organisation			

Annexure K : Confidentiality and Non-Disclosure Agreement Undertaking

(Letterhead of the Bidder)

Strictly Private and Confidential

To,
The Chief Executive Officer
Reserve Bank Information Technology Pvt Ltd. (ReBIT),
502, Building No 1, MindSpace Juinagar,
Nerul, Navi Mumbai - 400706

[Date]

[Salutation]

Confidentiality Undertaking

We acknowledge that during bidding for -----, we shall have access to and be entrusted with Confidential Information. In this letter, the phrase "Confidential Information" shall mean any information (whether of a commercial, technical, scientific, operational, administrative, financial, marketing, business, or intellectual property nature or otherwise), whether oral or written, relating to REBIT and its business that is provided to us at any time before, during or after the implementation.

In consideration of you making Confidential Information available to us, we agree to the terms set out below:

1. We shall treat all Confidential Information as strictly private and confidential and take all steps necessary (including but not limited to those required by this Agreement) to preserve such confidentiality.
2. We shall use the Confidential Information solely for the preparation of our response to the RFP and not for any other purpose.
3. We shall not disclose any Confidential Information to any other person other than as permitted by item 5 below.
4. We shall not disclose or divulge any of the Confidential Information to any other client of **[name of product vendor / implementation partner]**.
5. This undertaking shall not prohibit disclosure of Confidential Information:
 - To our partners/ directors and employees who need to know such Confidential Information to assist with the bidding for RFP floated for Supply of Desktops, Laptops and other IT Peripherals under Rate Contract, with your prior written consent;
 - To the extent that such disclosure is required by law, in which case we undertake to duly notify you;
 - To the extent that such disclosure is required by any rule or requirement of any regulatory authority with which we are bound to comply, in which case we undertake to duly notify you; and
6. Upon your request we shall arrange delivery to you of all Confidential Information, and copies thereof, that is in documentary or other tangible form, except:
 - For the purpose of a disclosure permitted by item 5 above, subject to your prior written consent; and
 - To the extent that we reasonably require to retain sufficient documentation that is necessary to support any advice, reports, or opinions that we may provide subject to your prior written consent.
7. This undertaking shall not apply to Confidential Information that:
 - Is in the public domain at the time it is acquired by us;
 - Enters the public domain subsequent to our acquisition, otherwise than as a result of unauthorised disclosure by us; and
 - Is independently developed by us.
8. We warrant that we are acting as principal in this matter and not as agent or broker for any person;

We have read this Agreement fully and confirm our agreement with its terms.

Yours sincerely

Signature and Stamp of Company

[Authorised Signatory (same as signing the proposal) – Implementation Partner]

Name:

Position:

Date:

Annexure L : Instructions for Online Bid Submission

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION

- 1) Bidders are required to enrol on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “Online bidder Enrolment” on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / email in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the

bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

Note: My Documents space is only a repository given to the Bidders to ease the uploading process. If Bidder has uploaded his Documents in My Documents space, this does not automatically ensure these Documents being part of Technical Bid.

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.
- 6) The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener’s public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) Upon the successful and timely submission of bids (i.e. after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.