



**EMPANELMENT OF AGENCIES UNDER DYNAMIC PANEL  
FOR FTE RECRUITMENT SERVICES**

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(December 29, 2022)  
ReBIT/CPO/2022-23/137/052

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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 interested parties for participating in this empanelment process. While ReBIT has taken due care in the preparation of this 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 empanelment, 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.

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.

This empanelment is neither an offer from ReBIT nor does it constitute any binding obligation or commitment on ReBIT. This 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 empanelment to the interested parties, or upon receipt of any response from the interested parties thereto, or any meetings or presentations made.

No reimbursement of cost of any type will be paid to persons or entities expressing interest. All expenses incurred by the interested parties as a result of responding to, or further to this empanelment document, 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 empanelment issued by ReBIT is not authorized.

### **Purpose**

1. The Reserve Bank Information Technology Pvt. Ltd. hereinafter also referred to as 'ReBIT'
2. ReBIT proposes for the empanelment of the service provider for FTE recruitment services.
3. A vendor submitting a response to Empanelment of Agencies under Dynamic Panel for FTE for Recruitment Agencies for providing Recruitment Services shall hereinafter be referred to as 'respondent' or 'bidder'.
4. This document is neither an offer letter nor a legal contract, but an invitation for the empanelment.
5. No contractual obligation on behalf of the ReBIT whatsoever shall arise from this document.
6. The Empanelment for Recruitment Services 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 Bank of India and manages its critical IT systems as wholly owned subsidiary of Reserve Bank.

## 2. Minimum Eligibility Criteria

Only those Bidders who fulfil the eligibility criteria mentioned at Annexure – G are eligible to respond to this empanelment process. 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 Start-ups relaxation will be given in terms of Financial Criteria.

## 3. Scope of Work and Project Milestone

### 3.1 General Terms of the Scope of Work

- ReBIT intends to form a 'Dynamic Panel' to empanel Human Resource Recruitment Agencies on fixed fees basis for providing end-to-end recruitment services for recruiting skilled resources / employees on regular basis in ReBIT. ReBIT requests proposals from renowned and experienced specialized agencies / consultants for undertaking the above assignment.
- The primary scope of this empanelment 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 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 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 its 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**
  - Location - The services are required at ReBIT's / RBI office in Navi Mumbai / Mumbai / Bangalore / Hyderabad. However, ReBIT reserves the right to change locations/add new locations (with mutual agreement if required) as per ReBIT's requirement within India

### 3.2 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 3.1 (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.

Category	Roles	Experience Range	Incentive Payable (Fixed % Fee of CTC)
A	i. Associate	0 - 6 Years	8
	ii. Associate Manager		
B	i. Lead	6 - 8 Years	10
	ii. Manager/Architect	8 - 12 Years	
	iii. Senior Manager	12 - 15 Years	
C	i. Chief Manager	15-18 Years	12
	ii. AVP	15-20 Years	
	iii. VP	20+ Years	
	iv. 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.

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 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 6.

### 3.3 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

### 3.4 Empanelment Workflow

Submission of documents as per Minimum Eligibility Criteria (MEC)

01

Evaluation of the documents by ReBIT

02

Issuance of empanelment letter/email & contract signing

## 4. Empanelment Process:

### 4.1 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/ copy of power of attorney (POA wherever applicable) showing that the signatory has been duly authorized to sign the Bid document.

### 4.2 Submission of Bids

- i. Interested Bidders are required to submit their bid, accompanying all supporting documents mentioned in empanelment documents to [procurement@rebit.org.in](mailto:procurement@rebit.org.in)
- ii. 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 empanelment process, notwithstanding any copyright or other intellectual property right that may subsist in the submission.
- iii. 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.

### 4.3 Bid Evaluation

- i. Post submission of documents by service provider, ReBIT will evaluate all submitted documents.
- ii. Issuance of empanelment letter/Email and Contract signing.

### 4.4 Notification of Empanelment

On completion of evaluation as defined, ReBIT will notify the empanelled bidders.

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 will Empanel service provider 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.

The empanelled service provider shall execute a contract with ReBIT in accordance with the terms and conditions of the empanelment. For execution of contract agreement promptly, 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.



The selected service provider 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.

## 5. Rejection of Bid

ReBIT reserves the right to accept or reject any Bid in part or in full or to cancel the empanelment process and reject all Bids at any time prior to empanelment, 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.

## 6. 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 9authorized 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.

## 7. Termination

- i. 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. Breach of terms & conditions in NDA
  - b. Non-adhering to regulatory compliance.
  - c. Leakage of any confidential information.
  - d. In case of the bidder going insolvent, getting blacklisted, involvement in fraud, etc.
  - e. Delay in completion of contracted Services.
  - f. Breaches in the terms and conditions of the Order / Empanelment.
- ii. 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 1 month of order / notification of award.
  - b. Failure of the successful Bidder to accept the contract.
  - c. 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.
  - d. ReBIT suffers a reputation loss on account of any activity of successful Bidder and penalty is levied by regulatory authority.
  - e. In the event of subcontract or assignment contrary to the terms of agreement.
- iii. ReBIT will serve the notice of termination to the Bidder at least 30 days prior, of its intention to terminate services.
- iv. 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.

## 8. 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**.

## 9. 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.

## 10. 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.

## 11. 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.

## 12. Ownership

The empanelment 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.

### **13. 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.

### **14. 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.

### **15. Jurisdiction**

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

## Annexure A: Submission Checklist

The Bidder must ensure that the all the required documents as per the empanelment I are submitted. 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 emp12authorizeocuments.

Items	Submitted (Bidder)	Verified (REBIT)
Annexure A: Submission Checklist	<input type="checkbox"/>	<input type="checkbox"/>
Annexure B: Bid submission form	<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 F: Bidder's Profile	<input type="checkbox"/>	<input type="checkbox"/>
A copy of board resolution/copy of power of attorney (POA wherever applicable) showing that the signatory has b12authorized 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 / Rate Grid	<input type="checkbox"/>	<input type="checkbox"/>
Annexure J: Bidder's Team Profile & Escalation Matrix	<input type="checkbox"/>	<input type="checkbox"/>
Annexure K: Confidentiality and Non-Disclosure Agreement Undertaking	<input type="checkbox"/>	<input type="checkbox"/>
Copy of the empanelment document 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 to provide professional services for **FTE Recruitment Services under Dynamic Panel in accordance with your Request for Empanelment of Agencies**, ReBIT/CPO/2022-23/137/052 dated December 29, 2022 and our proposal. We are hereby submitting our Technical Proposal with confirmation to the terms stated under this document.

We hereby declare that all the information and statements made in this empanelment document 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 empanelment document, and the stated Terms and Conditions.

We agree to abide by this Proposal for the validity as mentioned in the empanelment 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 empanelment document 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 'empanelment document 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 term and condition of the 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.

This Bid, together with your written acceptance thereof and your notification of award/empanelment letter, 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 empanelment document 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: Empanelment of Agencies under Dyanamic panel for Recruitment services

Further to our proposal, in response to the **Empanelment of Agencies under Dynamic Panel for FTE Recruitment Services** 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 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
	<b>Organization's Details</b>	
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	
	<b>Experience Details</b>	
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 2021 till date of submission of the bid	
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"> <li>Copy of the Partnership deed/ Bye Law / Certificate of Incorporation issued by Registrar of Companies along with Memorandum &amp; Articles of Association and full address of the registered office.</li> <li>GST registration number, as applicable</li> </ul>
2	The Bidder should have a Positive Net Worth at the time of bidding.		Certificate of the Chartered Accountant specifying the Positive Net Worth for the specified period.
3	The bidder should have Positive PAT (Profit After Tax) in 02 out of last three (3) financial years, i.e. 2019-20, 2020-2021, 2021-2022		Audited financial statements including profit and loss statement to be submitted and Certificate of the Chartered Accountant for PAT and Average Annual Turnover for the specified period
4	The bidder should have an Average Annual Turnover of at least Rs 25 Lacs in the last three (3) financial years, i.e. 2019-20, 2020-2021, 2021-2022		
5	Registration / Subscriptions/Active member of various Job Boards / Portals / Forums		Declaration is required on bidder's letter head.
7	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.
8	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.
9	There is no court case or insolvency proceedings pending against the bidder.		Declaration is required on bidder's letter head.  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).

- 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 Start-ups 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 empanelment 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 where specific / similar IT Skilled Resources have been deployed 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 below 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.

Category	Roles	Experience Range	Incentive Payable (Fixed % Fee of CTC)
A	iii. Associate	0 - 6 Years	8
	iv. Associate Manager		
B	iv. Lead	6 - 8 Years	10
	v. Manager/Architect	8 -12 Years	
	vi. Senior Manager	12 - 15 Years	
C	v. Chief Manager	15-18 Years	12
	vi. AVP	15-20 Years	
	vii. VP	20+ Years	
	viii. SVP	20+ Years	

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 Empanelment of Agencies under Dynamic Panel for FTE recruitment services, 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 or during the contracted services.

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 empanelment 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
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 empanelment of agencies under dynamic Panel for FTE recruitment services.
  - 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:

\*\*\*\*\*