



**Empanelment of Agencies Under Dynamic Panel
for FTE Recruitment Services**

Request for Proposal (RFP)

(May 20, 2026)

RFP: ReBIT/CPO/2026-27/732/190

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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 provide background information for interested parties who wish to participate 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 must confirm in writing that they have done so and that they do not rely solely on information provided by ReBIT when submitting a bid. The information is provided on the basis that it is non-binding on ReBIT or any of its authorities, 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 in 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 the 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 the 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 authorised.

Purpose

1. The Reserve Bank Information Technology Pvt. Ltd., hereinafter also referred to as 'ReBIT'
2. ReBIT proposes 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 authorised 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 cybersecurity 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 a wholly owned subsidiary of the Reserve Bank.

2. Invitation of Bids

ReBIT is seeking proposals for the empanelment of the service provider for FTE recruitment services.

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 a duly authorised 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 a purpose other than for which it is specifically issued.

3. Minimum Eligibility Criteria

Only those Bidders who fulfil the eligibility criteria mentioned in 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 the Financial Criteria.

4. Scope of Work and Project Milestone

4.1 General Terms of the Scope of Work

- ReBIT intends to form a 'Dynamic Panel' to empanel Human Resource Recruitment Agencies on a fixed fee basis for providing end-to-end recruitment services for recruiting skilled resources/employees regularly in ReBIT. ReBIT requests proposals from renowned and experienced specialised agencies/consultants for undertaking the above assignment.
- The primary scope of this engagement is to select a pool of Recruitment Agencies / Service Providers who can provide recruitment services for ReBIT for a 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 descriptions (JD) for various positions which ReBIT intends to hire, incorporating details like roles and responsibilities, key result areas, qualifications and experience on which the agency will base its sourcing.
 - The agency should identify and provide suitable potential candidates from their own databases or from the open market (online / offline) with a 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 requirements fully.
 - The agency shall be one point of contact to identify potential candidates and should respond to their queries via email/calls, or any modes of communication pertaining to the requirements of the job, as the nature of the 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 with the JD.
 - The agency shall share the complete list of applicants clearly indicating their eligibility for the interview process.
 - The submitted resumes should be scrutinised 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 the interview of shortlisted candidates, such as mentioned below, but not limited to same:
 - Ensuring complete coordination with shortlisted candidates,
 - Verification/validation of the submitted documents for relevant experience, skillset in accordance with the JD, before forwarding profiles to ReBIT
 - Ensuring consent of the sourced / prospective candidate with respect to the job description/requirement and the selection process before forwarding profiles to ReBIT. The agency should be able to furnish the proof of the same with the profile.
 - Arranging for the screening process and administering the assessment for the sourced candidates, including sharing the login ID for the assessment, giving a brief background of the assessment, and 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 the job to them, clarifying their doubts, helping them in scheduling interviews, both telephonic and in-person, and engaging with the candidates from the date on which ReBIT makes the offer to the candidate till the date of joining ReBIT.
 - The agency shall support in facilitating the 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 the 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' resumes 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 the 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

4.2 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.

Sr #	Role	Grade Range	Incentive Payable (Fixed % Fee)
1	Associate/Engineer/Consultant	P0 - P1	8%
	Sr Associate/ Sr Engineer/ Sr Consultant		
2	Lead Associate/ Lead Engineer/ Lead Consultant	P2 -P3A	10%
	Manager/ Chief Manager		
3	Assistant Vice President	P4 - P6	12%
	VP / SVP		

The Incentive Payable (Fixed % Fee) mentioned in the above grid is the fixed payable to all empanelled agencies on successful onboarding of a candidate in the respective category.

The Incentive (Fixed Fee) offered shall remain the same for the empanelment 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 agencies), payment will be made to the agency that has shared the profile first.

The Payment Terms in line with the above-mentioned fees, are defined in Section 6.

4.3 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 any other recruitment agency on duplicate/overlapping profiles

4.4 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

5. Empanelment Process:

5.1 Authorization to Bid

The proposal/bid being submitted would be binding on the Bidder. As such, it is necessary that the authorised signatory of the firm or organisation sign the bid documents. The signatory should be either the CEO or authorised by the CEO or the Board of the organisation. 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 the board resolution/ copy of the power of attorney (POA wherever applicable, showing that the signatory has been duly authorised to sign the Bid document.

5.2 Submission of Bids

- i. Interested Bidders are required to submit their bid, accompanying all supporting documents mentioned in the empanelment documents to 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.

5.3 Bid Evaluation

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

5.4 Notification of Empanelment

On completion of the 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 a change in the terms and conditions of purchase.

ReBIT will empanel a 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 the execution of the 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.

5.5 Performance Review

Quarterly performance review will be conducted for all the empanelled vendors, and based on the performance matrix, the vendor will be evaluated. The evaluation will be based on, among other things, participation history, conversion rate, etc.

Based on a performance review, ReBIT may remove the name of any empanelled vendor from the panel if, in the opinion of ReBIT, the performance is not satisfactory.

The decision of ReBIT in this regard shall be final.

5.6 Contract Period/Agreement term:

This contract period shall be effective from the date contract execution period and subject to the provisions of the Agreement for its earlier termination, shall continue in effect till May 31st, 2027 and based on performance of the service providers, duration can be extended for another 1 year (upto May 31st, 2028) based on the Both Parties may mutually agree to extend the term of this Agreement at the expiry of the Term.

6. 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 ReBIT's action.

7. Payment Terms and Milestone

The recruitment agency can submit the invoice to ReBIT for each onboarded resource only after the onboarded 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 authorized 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 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". The bidder should ensure that the project does not suffer for this reason.

8. 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 the contracted Bidder and recover expenditure incurred by ReBIT under 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 the successful Bidder and a penalty is levied by the regulatory authority.
 - e. In the event of subcontract or assignment contrary to the terms of the agreement.
- iii. ReBIT will serve the notice of termination to the Bidder at least 30 days before it intends 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.

9. Confidentiality

The Bidder must undertake that they shall hold in trust any Information received by them, under the Contract/Agreement, and the strictest 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 the prescribed format provided in **Annexure – K**.

10. 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 the bill of materials received by the 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 apply to any legal injuries suffered by ReBIT due to the Service Provider in the 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.

11. 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 utilise 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.

12. 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.

13. Ownership

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

Violation of this would be a breach of trust and may, inter alia, cause 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.

14. 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.

15. 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 a contract dispute amicably, 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, which shall have jurisdiction for preventive, interlocutory and other incidental relief applied for by any party under or in relation to the Agreement.

16. 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 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 documentation.

Items	Submitted (Bidder)	Verified (REBIT)
Annexure A: Submission Checklist	☐	☐
Annexure B: Bid submission form	☐	☐
Annexure C: Self Declaration of Relatives in ReBIT	☐	☐
Annexure D: Self Declaration for Prevention, Prohibition and Redressal to comply with Sexual Harassment of Women at Workplace as per the Act, 2013	☐	☐
Annexure F: Bidder's Profile	☐	☐
A copy of the board resolution/copy of power of attorney (POA) wherever applicable, showing that the signatory has been authorised to sign the Bid document.	☐	☐
Annexure G: Minimum Eligibility Criteria	☐	☐
Annexure H: Bidder's Experience	☐	☐
Annexure I: Compliance with Commercial / Rate Grid	☐	☐
Annexure J: Bidder's Team Profile & Escalation Matrix	☐	☐
Annexure K: Confidentiality and Non-Disclosure Agreement Undertaking	☐	☐
Copy of the empanelment document duly stamped and signed on all the pages of the document, 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.	☐	☐

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 **the Empanelment of Agencies under Dynamic Panel for FTE Recruitment Services, ReBIT/CPO/2026-27/732/190** dated __/__/2026 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 at 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 recognise 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 terms and conditions of the document.

We attach here to 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 ReBIT and us 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 an 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/organisation 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.

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 the details mentioned below 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

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 D: Self Declaration for Prevention, Prohibition and Redressal for Sexual Harassment of Women at Workplace as per the 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 the Dynamic 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 “Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013”. In case of any complaint of sexual harassment against any of our employees 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 an employee of the ReBIT shall be taken cognisance 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 the prevention of sexual harassment in the 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
	Organization's Details	
1	Bidder's Organisation 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 locations, 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 2021 till date of submission of the bid	
14	Credentials/Feedback letters from the client for the above-mentioned resources provided.	
15	Technologies / Skillsets / Specialised Area of Operations / Services	
16	Resource Back Up/ Contingency Plan (Please submit the process document)	

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 G: Minimum Eligibility Criteria

(On Bidders Organisation's Letterhead)

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

Sr. NO	REQUIREMENTS	List of Documents to be Submitted
1	The Bidder must be an entity registered with the Registrar of Companies under the Companies Act, 1956/2013	- 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 at the time of bidding.	- Copy of Audited Balance Sheet with Profit & Loss Statements of last three financial years, i.e., 2022-23, 2023-24 and 2024-25. - Certificate from CA must be submitted mentioning Average Annual turnover, positive net worth and positive profit after tax for the last three financial years, i.e., 2022-23, 2023-24 and 2024-25..
3	The bidder should have a positive PAT (Profit After Tax) in 02 out of the last three (3) financial years, i.e. 2022-23, 2023-2024, 2024-2025	
4	The bidder should have an Average Annual Turnover of at least Rs 50 Lacs in the last three (3) financial years, i.e. 2022-23, 2023-2024, 2024-2025.	
5	Registration / Subscriptions/Active member of various Job Boards / Portals / Forums	A declaration is required on the bidder's letterhead.
6	Bidder must have expertise in IT recruitment and have proven the same across their client base with at least 8-10 hires in the last year.	Bidders need to submit the relevant supporting documents.
7	The Statutory compliance with 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 letterhead on adherence to statutory compliances.
8	The bidder should not be currently blacklisted from any of the government, semi-government institutions, public/ private companies, etc. in India and abroad.	A declaration is required on the bidder's letterhead.
9	The Bidder must warrant that there is no legal action taken against them for any cause in any legal jurisdiction. If such an action exists and the Bidder considers that it does not affect its ability to deliver the requirements as per the RFP, it shall provide details of the action.	A declaration is required on the bidder's letterhead. 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. Nos. 2 to 4 in the 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 the 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 has a "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 the 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 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 the 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 with 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 accept 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.

Sr #	Role	Grade Range	Incentive Payable (Fixed % Fee)
1	Associate/Engineer/Consultant	P0 - P1	8%
	Sr Associate/ Sr Engineer/ Sr Consultant		
2	Lead Associate/ Lead Engineer/ Lead Consultant	P2 -P3A	10%
	Manager/ Chief Manager		
3	Assistant Vice President	P4 – P6	12%
	VP / SVP		

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

(Bidder has to share the Team Profile and Escalation Matrix on his letterhead)

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 the Public Sector Unit / Public Sector / ReBIT / Large Government Department / Private Sector

Signature:

Name of the signatory

Designation

Company Seal

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 the Implementation of Agencies under the 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 your 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 the 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 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 after our acquisition, other 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 the Company

[Authorised Signatory (same as signing the proposal) -

Name:

Position:

Date:

Annexure L: Escalation Matrix

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

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

Signature:

Name of the signatory

Designation

Company Seal
