

**IIPMB invites application FOR the EMPANELMENT OF HUMAN  
RESOURCE RECRUITMENT CONSULTANT FIRM**

Tender No. : IIPMB/HLSC/HR/2023-2024/001 Tender date: 02.01.2025

Last Date of submission of bids: 17<sup>th</sup> JAN 2025 at 3.00 PM

Date of opening of bids: 17<sup>th</sup> JAN 2025 at 4:00 PM

**IIPM** 

**CONVENER, HLSC**

**INDIAN INSTITUTE OF PLANTATION MANAGEMENT**

JNANA BHARATHI CAMPUS

POST. MALLATHAHALLI

BENGALURU – 560 056

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## BACKGROUND

***Indian Institute of Plantation Management is an Autonomous Organization by the Ministry of Commerce and Industry – Govt. of India***, constituted a core group in 1990 to set up a strategic institution of management education in the plantation sector. Accordingly a blue-print for the Indian Institute of Plantation Management, (IIPM) Bangalore was prepared. This blue-print envisaged the Institute as a center of excellence, to act as a think tank and an intellectual resource base for the plantation sector. It also envisaged the Institute as an exclusive sectoral school of management based on a new model intensive institute-industry interaction. After the acceptance of the blueprint by the Government, a steering committee of the Ministry of Commerce provided the initial thrust for setting up the Institute. In November 1993, the Institute was registered as an autonomous educational institution of higher learning, under the Karnataka Society Registration Act. It is jointly sponsored by the plantation sector and the Commodity Boards viz. Coffee Board, Tea Board, Rubber Board, Spices Board and Plantation Associations, viz. UPASI and Indian Tea Association (ITA).

The Institute is today a center of excellence which acts as a think tank and an intellectual resource base for the plantation and associated agri-business sector. It is an exclusive sectoral school of management based on a new model of intensive institute-industry interaction.

This Request for Proposal document [“RFP document” or “RFP”] has been prepared exclusively for the purpose of enabling Indian Institute of Plantation Management, Bengaluru [hereinto referred as “IIPM, the Institute”] to hire competent Human Resource Recruitment Consultant for **“Recruitment for the position of Director on Regular/Deputation basis”**.

It is hereby explicitly stated that this RFP document is not a recommendation, offer or invitation to enter into a contract, agreement or any other arrangement in respect of the services identified and sought herein. Selection, appointment and consequent recruitment is subject to observance of selection process, signing of Integrity Pact and appropriate documentation in accordance with the terms herein in this RFP being agreed between the Institute and any successful Auction-goer as identified by the institute after completion of the selection process.

### 1. **Scope of Service:**

The selected recruitment agency will be responsible for the following services:

1. Coordinate with IIPM High Level Selection Committee (HLSC) convener and understand the recruitment process of the Director Position.
2. Talent Sourcing and Identification, Proactively source potential candidates through various channels including, but not limited to job portals, social media, referrals, and the agency’s own data base. To obtain maximum number of suitable applications.
3. Target suitable candidates based on specific job requirements provided by the institute.
4. Screening and Shortlisting: Conduct preliminary screenings, such as resume evaluations and initial interviews, to ensure candidates meet the minimum experience and qualification as per the requirements and criteria of IIPM.
5. Shortlist candidates based on predefined criteria, including educational qualification, experience, skillsets, and sectoral/cultural fit for the institute.
6. Ensure compliance with all applicable labor laws and organization policies.
7. Adhere to organizations recruitment process and requirements for the position.
8. Conduct thorough verification of candidate credentials, references, and background check as required.
9. IIPM Convener will inform the consultant about received CV and if required, may also ask for more CV’s.
10. Ensure transparent and regular communication with the organization’s HLSC Convener on the status of ongoing requisitions.

## 2. Eligibility / Qualification Criteria:

- 2.1 The agency should be registered company under Indian Companies Act.
- 2.2 The agency net worth should be positive.
- 2.3 The agency or its holding company is working in this field of recruitment for the last five year (i.e. 2019-20 to 2023-24).
- 2.4 The agency have dealt with at least one recruitment during the last five years for a PSU/Government Organizations (i.e. 2019-20 to 2023-24).
- 2.5 The agency have dealt with at least one recruitment during last three years (i.e. 2021-22 to 2023-24) in which minimum 2000 candidates have participated.

## 3. TERMS & CONDITIONS:

### General Terms:

- 3.1 Applicants for EOI shall be submitted in a sealed cover super-scribing **“EOI FOR EMPANELMENT OF AGENCY AND FINANCIAL BID FOR PROVIDING RECRUITMENT SERVICES FOR POSITION OF DIRECTOR”**
- 3.2 IIPM reserves the right to verify/confirm all documentary evidence submitted by the responder(s) in support of above-mentioned clauses of eligibility criteria. The responder has to submit specific documents to support the credentials, experience etc. Each page of the documents should be signed by authorized signatory with official seal affixed.
- 3.3 Empanelment shall be for a **period of maximum 2 months or as described/informed by the convener HLSC (High Level Selection Committee).**
- 3.4 Empanelment with IIPM does not confer any exclusive right to the agencies to be invited for participating in any bid, tender etc., floated by IIPM
- 3.5 IIPM convener reserves the right to accept or reject any or all requests for empanelment without assigning any reason thereof.
- 3.6 IIPM convener reserves the right to waive off any shortfalls; accept the whole, accept part of or reject any or all responses to this EOI.
- 3.7 IIPM convener reserves the right to cancel or annul the Expression of Interest (EOI) at any stage and call for fresh EOI.
- 3.8 IIPM convener reserves the right to call for fresh participants at any stage even if the EOI is in evaluation stage or the responders have been empaneled.
- 3.9 IIPM convener reserves the right to avail services of any item in any task from sources other than those empaneled with IIPM during the period of empanelment.
- 3.10 The firm shall bear all costs associated with the preparation and submission of its response, and institute no convener will in no case be responsible or liable for these losses, regardless of the conduct or the outcome of the EOI process.
- 3.11 Mere submission of application does not, in any way, constitute guarantee for allotment of work. After empanelment, the work would be allotted as and when need arises at the sole discretion of IIPM convener.
- 3.12 No communication will be sent by IIPM convener in respect of firms who have not been short-listed for empanelment.
- 3.13 The applicants will have to submit the signed copy of this EOI document with official seal affixed along with their applications as acceptance of its all the terms & conditions.

## 4. Termination of Contract:

- 4.1 The selected agency is expected to comply with the scope of work mentioned above along with respective timelines. In case of unsatisfactory service or non-compliance of the scope of work and/or timelines, IIPM reserves the right to terminate the contact/ empanelment at any stage.

4.2 In the event of such termination of contract, IIPM shall be entitled to:

- Penalize the selected agency by imposition of liquidated damages;
- Debarring/Back-listing of the agency;
- Get the work done from alternative arrangement as deemed necessary and recover from the selected agency, any extra expenditure incurred by the institute in getting the work done and damages which institute may sustain as a consequence of such action.

5. Documents to be submitted for EOI:

Firm qualifying under the above criteria should submit documents in support of the eligibility criteria as mentioned above along with the following documents.

- 5.1 A covering letter addressed to **“THE CONVENOR”, HLSC, INDIAN INSTITUTE OF PLANTATIONMANAGEMENT, JANANA BHARATHI CAMPUS,POST. MALLATHAHALLI, BENGALURU – 560 056”** on the official letter head of the company duly signed and sealed by authorized signatory.
- 5.2 Profile of the agency with details regarding staff strength and complete address/details of registered office and Branch office of the Agency.
- 5.3 Copy of Certificate of Incorporation of Company.
- 5.4 Copy of Memorandum of Association (MOA) and Article of Association (AOA)
- 5.5 Copy of Audited Financial Statement for last two years.
- 5.6 Certificate of net worth certified issued by a CA as on 31<sup>st</sup> March 2024.
- 5.7 CA certificate certifying the bidding entity is the holding of the agency, wherever applicable.
- 5.8 Copy of letter of award issued to the agency, which testify that the agency or its holding company is working in the field for recruitment for the last three years (i.e. 2021-22 to 2023-24).
- 5.9 Completion certificate issued to the agency, which testify that the agency has dealt with at least one recruitment during last three years (i.e. 2021-22 to 2023-24) for a PSU/Government organization.
- 5.10 Documentary evidence that the agency has dealt with at least one recruitment during last three years (i.e. 2021-22 to 2023-24) in which minimum 2000 candidates have participated.
- 5.11 Confidentiality undertaking as per Annexure-A
- 5.12 Undertaking of qualification/debarment as per Annexure-B
- 5.13 Filled Performa to be provided with EOI as per Annexure-C
- 5.14 Valid documentary proof of Goods & Service Tax Registration and PAN number.
- 5.15 EOI documents duly signed by authorized signatory and official seal affixed.
- 5.16 A certificate shall be submitted on letterhead of the agency declaring that.
  - i. The information furnished is complete and entirely true and correct to their best of knowledge and belief and nothing has been concealed.
  - ii. That they have read and understood the terms and conditions and shall abide by the same and are acceptable.
  - iii. In case any information/documents is found as untrue/misleading, IIPM may take necessary action, including penalizing/debarring/back-listing of the agency, as it may deem fit.

The applicants should enclose self-attested documentary evidence in support of their credentials above chronologically and separately.

6. Evaluation of Empanelment Process:

- 6.1 On receipt of the application of EOI, IIPM convener along with institute nominated committee members will evaluate the suitability of the agency based on the evaluation of documents furnished with EOI and will consider empanelment of the agencies, IIPM convener along with institute nominated committee members may thereafter evaluate the financial bid of the empaneled firms in the format prescribed in the said communication along with relevant terms and conditions.

**Confidentiality Undertaking**

Indian Institute of Plantation Management (IIPM), having its registered office at Jnana Bharathi Campus, Post. Mallathahalli, Bengaluru – 560 056 (the Institute) is willing to make available to M/s..... with its office at..... subject to the terms of this Confidentiality Undertaking (the undertaking), certain non-public information in respect of the institute for providing recruitment services.

Any such information & documents received, acknowledged, accessed by M/s. ....or its representatives for providing the services related to recruitment will be deemed to be confidential.

M/s..... will hold the above information & documents confidential and will not divulge or disclose the information, or make the information & documents available to any person or entity, other than officials working on behalf of M/s. ....

M/s..... will make appropriate arrangements to ensure that all its officials will be covered by the provisions of this undertaking. M/s.....will not use the information for any purpose other than for providing services of recruitment.

This undertaking will not apply to any information or material, which is in the public domain without any breach of this undertaking.

The agency & its representatives shall also be bound by the applicable regulations and Company's policies, including insider trading policy. This undertaking shall be governed by and construed in accordance with the laws of India.

Signature with official seal for and on behalf of

M/s. ....

Authorized Signatory

Date: .....

Place. ....

**Annexure 'B'**

**Undertaking**

To,

Indian Institute of Plantation Management  
Jnana Bharathi Campus,  
Post. Mallathahalli, Bengaluru – 560 056

It is hereby certified that our Company/Directors associated with the Company are not disqualified under the provisions of the Companies Act, 2013 and/or no action is pending against the Company/Directors associated by any statutory body. Further, the Company/Directors associated have not been debarred by any Government Organization/PSU.

Signature with official seal for and on behalf of

M/s.....

Authorized Signatory

Date: .....

Place: .....

## Performa For Submission of EOI

Sl.No	Particulars	Details
1.	Name	
2.	Address	
3.	Year of Establishment	
4.	Staff Strength	
5.	Copy of audited financial Statement (Attach Document Proof) for previous 02 years (i.e. 2022-23 and 2023-24)	
6.	Certificate of Net Worth at the end of 31.03.2024 as per Audited Financial Statement (C.A Certificate)	
7.	The agency or its holding company is working this field for recruitment for the last three years (i.e. FY 2021-22 to 2023-24) (attach copy of award of the work to the agency)	
8.	The Agency dealt with at least one recruitment during the last three years (i.e. FY 2021-22 to 2023-24) for a PSU/Government Organization (attach completion certificate)	
9.	The Agency dealt with at least one recruitment during last three years (i.e. FY 2021-22 to 2023-24) in which minimum 2000 candidates have participated (attach Certificate from the Company/Department to whom service Provided)	



## ANNEXURE-D

### Financial Bid

**1. Name of Agency**

(Full Name and address with Tel No)

**2. Fee**

Particulars	Total Rs. (Inclusive of all)
Fixed Fee (The agency is required to quote for a fixed fee, based on the scope of work listed in <b>Point No. 1</b> ) The fee will include all the expenses listed in the Table B. The GST shall be exclusive of the fee indicated.	

### Table B

<b>The agency fee would include the below mentioned expenditures and not further bills has to be granted for any of these expenses.</b>
All cost of executive/secretarial time.
All travel expenses for Consultant's staff within the city where the Consultant has offices.
All communications expenses viz, postage, mail, telephone, mobile, internet and fax charges.
All administration costs covering photocopy, local travel and office expenses.

**SIGNATURE OF KEY OFFICIALS**

**Date:**

**Place:**