

INVITING EXPRESSION OF INTEREST FOR EMPANELMENT OF MANPOWER RECRUITMENT AGENCY

Project Details

Introduction and Project Overview:

Central Bank of India is a leading Public Sector Bank, with Pan India Branch Network of 4500 plus branches having total business of more than Rs. 5,80,000 Crores and is driven by a committed team of 31000 plus employees.

Central Bank of India is a state-owned bank headquartered in Mumbai (Maharashtra). It has its corporate office at Chandramukhi, Nariman Point, Mumbai – 400021.

Cent Bank Home Finance Limited registered in May 1991 is a leading housing finance and mortgage company jointly promoted by institutions like Central Bank of India, National Housing Bank and Specified Undertaking of Unit Trust of India and Housing and Urban Development Corporation. CBHFL, though promoted by 4 PSIs, has been functioning as an independent company in terms of availing funds from borrowers (including the Bank & NHB), deposits from individuals and corporates as well as acquiring new customers through the DSAs, branch and DST.

REQUIREMENT

EOI is solely to enable the Bank to select Manpower Recruitment Agency having expertise in recruitment/engaging of manpower including executives in top management in Banking/ Financial Institution/ NBFCs.

Based on EOI, Bank on it's sole discretion may request the agency to participate in RFP.

RFP will be open to other agencies too who have not participated in EOI.

All communications from agencies are to be **in writing superscribed as “Expression of Interest for Empanelment of HR RECRUITMENT AGENCY”** and has to be sent to the **under mentioned address**

General Manager- HCM

Human Capital Management Department

17th Floor

Chandramukhi

Nariman Point

Mumbai – 400021

Email: cmrnp@centralbank.co.in/agmrnp@centralbank.co.in

Timelines

The schedule is given below:

Date of Commencement of submission of EOI	19.07.2023
Last Date and Time for receipts of EOI	31.07.2023
Contact details for Clarification	<ol style="list-style-type: none">1. Mr. Sunil Pandey, AGM Email :agmnp@centralbank.co.in2. Mr Ashok Kumar, CM Email :cmrnp@centralbank.co.in3. Mr Nikhil Jagtap, SM Email :smcornp@centralbank.co.in4. Nishit Minz, AM Email :managerrnp@centralbank.co.in
Address for Communication	<p>The Expression of interest are invited from agencies in writing super scribed as “Expression of Interest for Empanelment of HR Recruitment” and has to be sent to the under mentioned address</p> <p>General Manager- HCM Human Capital Management Department 17th Floor Chandramukhi Nariman Point Mumbai – 400021 Email: cmrnp@centralbank.co.in</p>

Conformity Letter

(This letter should be on the letterhead of the Applicant duly signed by an authorized signatory)

To
The General Manager HCM
Central Bank of India,
Chandramukhi,
Nariman Point Mumbai
400 021

Sir,

Sub: EOI FOR ENGAGEMENT OF HUMAN RESOURCES RECRUITMENT AGENCY HAVING EXPERTISE IN ENGAGING RECRUITMENT IN TOP MANAGEMENT EXECUTIVE

In response to the Expression of Interest hereinafter referred to as “EOI”) issued by Central Bank of India (“Bank”) we hereby confirm as follows:

We are submitting our Interest to be engaged as Human Recruitment agency with Central Bank of India. We undertake that this Expression of Interest is not any award of contract by the Bank and is only an Expression of Interest document taken by the Bank. We hereby agree to comply with all the terms and conditions / stipulations. The Bank is not bound by any other extraneous matters or deviations, even if mentioned by us elsewhere either in our proposal or any subsequent deviations sought by us, whether orally or in writing, and the Bank’s decision not to accept any such extraneous conditions and deviations will be final and binding on us.

Yours faithfully,

Authorized Signatory Name:

Designation:

Vendor’s Corporate Name Address

Email and Phone #

Applicant Profile Format

1	Name of the Company																									
2	Year of establishment																									
3	Turnover (in INR)																									
4	Profit after tax (in INR)	FY 2019-20: FY 2020-21: FY 2021-22 :																								
5	Major Activity of the Company																									
6	Additional Activities if any (description))																									
7	Head Office Address																									
8	Telephone No. (with ISD/STD Code)																									
9	Fax No. (with ISD/STD Code)																									
10	E-mail Address																									
11	Name of the Key representatives for this project																									
12	Any accreditations / Certifications (e.g. ISO, etc.)																									
13	Previous experience in Recruiting of Top Management executives at Scheduled Commercial Banks preferably PSBs/ Financial Institutions / MNCs	<p>Implementations in the last 3 years:</p> <table border="1"> <thead> <tr> <th>Name of the customer</th> <th>Total no. of Engagements</th> <th>Position at which Executives Engaged</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> </tbody> </table> <p>Implementations done prior to last 3 years:</p> <table border="1"> <thead> <tr> <th>Name of the customer</th> <th>Total no. of Engagements</th> <th>Position at which Executives Engaged</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> </tbody> </table>	Name of the customer	Total no. of Engagements	Position at which Executives Engaged										Name of the customer	Total no. of Engagements	Position at which Executives Engaged									
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		Please provide details for each past implementation in <u>Annexure</u>
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As of this date, the information furnished in all parts of this form is accurate and true to the best of my knowledge.

Authorized

Signatory

Name:

Designation:

Vendor's Corporate

Name Address

Email and Phone #

Format for Details of past implementations

Please provide details of prior experience in design, recruitment top management executives in Scheduled Commercial Bank preferably Public Sector Banks/Financial Institutions .

For each prior experience reference that the Applicant wants to highlight, one sheet in the below template must be submitted as part of the Application in the proposal.

Name of the Applicant for which client reference is being provided	
Name of the client	
Country	
Client address	
Description of the assignment and the scope of services delivered by the Applicant to the clients	
Details of assignment viz. No of resources recruited/level of resources etc	
Assignment duration (in months)	
Assignment start date (Month & Year)	
Assignment end date (Month & Year)	
Total no. of staff months in the assignment	
Approximate value of contract (in INR)	
Client Reference 1	Name: Designation: Address: Phone No: Mob No: Email ID:
Client Reference 2	Name: Designation: Address: Phone No: Mob No: Email ID:

Authorized
Signatory
Name:
Designation:
Vendor's Corporate
Name Address
Email and Phone #