

Request for Expression of Interest [Eoi]

EOI No.: BL/EOI/CHRD/21-23/01

Date: 03-03-2021

Due Date: **19-03-2021, 18:00 Hours**

Subject: Invitation for submission of Expression of Interest - Empanelment of Recruitment Consultants

Balmer Lawrie & Co. Ltd. [BL] started its Corporate Journey as a Partnership Firm on 1st February, 1867. Today, Balmer Lawrie is a Mini-Ratna I Public Sector Enterprise, under the Ministry of Petroleum & Natural Gas with its Corporate Office at 21, N. S. Road, Kolkata. It has several Joint Ventures in India and abroad, Balmer Lawrie is a diversified conglomerate with presence in both Manufacturing and Service Sectors. For details on the organization and its Strategic Business Units (SBU) please visit www.balmerlawrie.com.

The Company recruits personnels with professional experience in its regular rolls as well as engages professionals on Fixed Term and/ Direct Contract (renewable periodically). The Company wishes to empanel Recruitment Consultants for providing quality experienced manpower to our different businesses and corporate functions. Accordingly, established Recruitment Consultants with capability of handling talent sourcing requirements across India and willing to partner with BL are invited to submit their Expression Of Interest [Eoi].

Interested Recruitment Consultants are requested to submit their applications for empanelment to "Associate Vice President (HR), Balmer Lawrie & Co. Ltd., 21, Netaji Subhas Road, Kolkata - 700001. Phone No. 9830723496" which must reach us by **18:00 Hours on 19th March, 2021 [Friday]**.

Any query on the matter should be sent to us through email only at chrd@balmerlawrie.com with the subject line "Empanelment of Recruitment Consultants". Queries without the appropriately prescribed subject line, ie. "Empanelment of Recruitment Consultants" or sent after **18:00 Hours on 17th March, 2021** may not be answered.

1. Objective

Empanelment of Recruitment Consultants (RCs) for a period of two (2) years (may be further extended for 1 year, without any change in terms &/or conditions) for catering to the manpower requirements of the Company in the underlisted categories:

- a) Regular Rolls of the Company
- b) Fixed Term Employment(FTE)
- c) Direct Contract (DC)

2. Procedure for Operation

The procedure for operation to be followed in BL for sourcing, selection and appointment/ engagement of talent from RCs is detailed in Annexure 1. Only those RCs who are willing to abide by the prescribed procedure should apply. For any RC who submits the Eoi it will be assumed that they agree to the terms specified by BL in Annexure 1 and in other areas of this Invitation for Eoi.

3. Payment Terms

The payment particulars are detailed as under:-

- a. The maximum fees payable to the RCs shall be as follows:
 - i. The Fees Payable for each position shall be dependent on Billable Salary of the position, refer Table - 1 for Billable Salary

Sl. No.	Category	Billable Salary	Remarks
1.	On Regular Rolls of the Company	Basic + Dearness Allowance [DA] + HRA	DA shall be paid at the rate it shall be payable in the month of joining and is payable as per DA circular issued by Department of Public Enterprises [DPE] from time to time HRA (is payable as per classification of cities basis circular issued by DPE]
2.	Fixed Term Engagees	Base Pay + Fixed Allowance + HRA	Allaownce paid @ 70% of Base Pay HRA paid @ 30% of Base Pay
3.	Direct Contract Engagees	Base Salary + Fixed Allowance + HRA	Allaownce paid @ 35% of Basic Salary HRA paid @ 30% of Basic Salary
Note	The quantum of billable salary for all payable items (Basic Salary/ Base Pay, DA, HRA) shall be calculated as amount payable for full month working in the month of joining		

- b. The payment will be made in two parts: 75% of the maximum fees payable as detailed in Table - 1 above, will be paid once the selected incumbent joins and 25% will be paid after the candidate completes 6 (six) months of continuous service with the Company.
- c. The RC shall have the liability to raise the invoice. Payment shall be made within 50 days from the receipt of the correct invoice. Invoices with errors will be returned forthwith within 15 days of receipt.
- d. If a candidate resigns before completion of 45 days from the date of joining, no payment for such appointment/ engagement against a candidate shall be effected.
- e. In case a candidate resigns before completion of 06 (six) months of continuous service in the Company the remaining 25% shall be forfeited.

4. Bid Securing Declaration [BSD]

- a. RCs are required to submit **Bid Security Declaration** as per format attached as Annexure - 4.
- b. **Eols received without Bid Security Declaration shall be rejected.**

5. Submission of Offer

- a) EOI should be submitted in a sealed envelope containing application for empanelment, in prescribed format along with all the relevant documents mentioned and EMD. The envelope should be super-scribed as “EOI for Empanelment of Recruitment Consultant” and should be submitted at **Balmer Lawrie & Co. Ltd., 21, Netaji Subhas Road, Kolkata - 700001**. The envelop must contain all documents listed in Eligibility Criteria in Sl. No. 6 below.

- b) No Application submitted after the due date and time i.e. **18:00 Hours on 19th March, 2021** will be accepted.
- c) Application not submitted in the prescribed format (Annexure - 2) may be rejected summarily.
- d) The RC may choose to cater to all or any of the the categories of manpower requirement mentioned in Table - 1 above. The choice of the same should be clearly indicated in the prescribed format (Annexure - 2) in the absence of which, it will be assumed that the RC is seeking empanelment for sourcing talent for all categories of manpower. The Company reserves the right to consider &/or reject that Eols specifying interest in catering to only specifc category of manpower requirement(s) of the Company.

6. Eligibility Criteria for Empanelment of Recruitment Consultants

The eligibility criteria for empanelment and the documents required for the same are detailed in Annexure - 3. The Company may ask for any other additional document(s) in the future, if required.

7. Empanelment Procedure

- All documents, credentials and details submitted by the RCs shall be tabulated and scoring shall be done based on the scoring mechanism detailed in Annexure - 3.
 - Based on the tabulation, a shortlist of all RCs meeting the eligibility criteria & required cut-off score shall be prepared. The Company may decide to empanel the shortlisted RCs for the assignment and issue the Contract Letter. The Company shall decide on the cut-off score and the decision of the Company in this regard shall be final.
 - In case a large number of RCs get shortlisted based on the cut-off score as mentioned above, the Company may, call the shortlisted RCs to make further presentations. Such invitations, for presentations, shall be sent to all shortlisted RCs. However the matter of calling for any such presentation shall be strictly based on the need felt by the Company, and shall not be a necessary requirement of the empanelment process.
 - In case presentations are required to be made, the Company, will take final decision on empanelment based on quality of presentations, the documents and credentials asked for, the data submitted by RCs and their suitability to Company's requirements.
 - Balmer Lawrie will not bear any cost incurred regarding the preparation of presentations, travel if any required or any other cost that the RC may incur during the process of empanelment.
8. The Company reserves the right to accept or reject any or all offers without assigning any reasons at any stage. Incomplete offers are liable to be rejected and decision of Balmer Lawrie in this regard shall be binding on the RCs.
9. The last date of submission of offer is **18.00 hours of 19th March, 2021**.

10. Procedure of Arbitration

Any dispute or difference arising out of this Contract shall be referred to adjudication at Kolkata to a sole arbitrator to be appointed by the Chairman & Managing Director of Balmer Lawrie & Co. Ltd. The fees of the arbitrator, if any, shall be shared equally by both the parties.

Procedure for Operations with Recruitment Consultants (RCs)

1. The Company would raise an indent for Manpower requisition, detailing the role and experience profile of the personnel required. The same shall be mailed to the empanelled RCs and/or* also published on the Company's E-Recruitment Portal. All RCs empanelled with BL shall have access to the Company's E-Recruitment Portal with individual Login Details. * Vacancies on regular rolls of the Company will always be advertised in National/ Regional dailies while being made open to RCs for sourcing of profiles.
2. The RCs shall be required to submit profiles of the candidates having relevant experience & qualification strictly as per experience & qualification mentioned in the indent raised by the Company in BL's E-Recruitment Portal along with uploading of CVs & applications in BL prescribed format on or before the date(s) specified by the Company in its indent. Time provided for submission of profiles may vary from indent to indent. If so specified by the Company the CVs may be required to be sent through e-mail also so as to ensure time and date stamp of receipt.

The RCs should ensure zero error in the details filled into the E-Recruitment Portal related to the candidates and that the CVs and filled in BL Application Formats are updated when uploaded. In case of any information found inconsistent/ incorrect with respect to a candidate, the profile of such candidates shall not be considered for further selection process. In case a profile is received from multiple RCs with one having correct and complete details, the one that is complete with all and/ or more information shall be accepted and the other(s) shall be rejected even if it/ they are received earlier.

3. In terms of Govt. of India guidelines, Balmer Lawrie is required to recruit candidates from specified reserved categories: Scheduled Tribe (ST), Scheduled Caste (SC), Other Backward Class- Non Creamy Layer (OBC-NCL), Economically Weaker Sections (EWS) & Persons with Disability (PwD). Accordingly, all empaneled RCs must provide suitably qualified candidates from reserved categories as well.
4. The consultant will facilitate interview of the short-listed candidates. The interview schedule will be informed to RCs by Balmer Lawrie representative. The lead time between communication and date of the interview may vary, however, BL will ensure a notice of minimum one (1) working day.
5. In case an application is received against an advertisement directly, then the application, if received from RC (single or many) shall stand rejected. Only where an applicant's profile is received directly from RC shall credit be granted to an RC.
6. In case, the profile of a candidate has already been received by Balmer Lawrie through alternate means, ie. direct application against advertisement, it will be considered as a direct application and Balmer Lawrie will inform the RC of the same within 7 working days from the last date of receipt of applications.
7. In matters of crediting a profile sourced by an RC, for a specific position credit to an RC shall always be on first submission basis, unless it is rejected on account of insufficiency/ incompleteness/ inaccuracy of information.
8. On an applicant being found suitable, Balmer Lawrie will extend an Offer of Appointment/ Engagement to the said applicant. Balmer Lawrie will communicate the remuneration within 5 working days of joining of the candidate. Subsequently, the RC can raise the invoice(s) for payment. Payment terms are mentioned in EOI document Sl.No.3.

Application for Empanelment of Recruitment Consultant

1. General Particulars of the Recruitment Consultants

a. Name of the Recruitment Consultant:

b. Full Address:

c. Phone/Fax:

d. Email:

e. Contact Person:

- i. Name:
- ii. Mobile No.:
- iii. Email Id:

f. Registered Office (Address):

g. Website:

h. Date of Incorporation (Attach Self Attested copy Certificate of Incorporation):

i. Financial Standings

Audited Financial details →	Audited Turnover	Audited Profit/Loss
2018-19		
2019-20		

j. Details of the following items:

S.No.	Particulars	Details	Attach a copy of Certificate (Strike off which is not applicable)
I.	Trade License/ Other License		Yes/No
II.	Income Tax (give PAN No.)		Yes/No
III.	GST No. (GST Registration Certificate)		Yes/No

- k. List of PSUs/ Govt. Depts/ Govt. Projects where the RC has prior experience in servicing or empanelment during the last 5 financial years.

S.No.	PSUs/ Govt. Depts/ Govt. Projects	Name of Client	Category: Executive/ Front-line personnel/ Unionized	Period for which Supplied (in terms of Fin. Year)	No. of Person Supplied in the last 5 Financial years (Nos/ FY)	Designations in which placed (in case of multiple designations, please attach separate sheet to provide details)

- l. List of Companies (Private/ Public) operating in Industries/ Sectors related to Balmer Lawrie (Greases & Lubricants/ Continuous Chemical Processing, Steel Manufacturing &/ or Shaping, Travel & Vacations, Logistics) where the RC has prior experience in servicing or empanelment.

S.No.	Operation Sector / Industry related to Balmer Lawrie	Name of Client	Category: Executive/ Front-line personnel/ Unionized	Period for which Supplied (in terms of Fin. Year)	No. of Person Supplied in the last 5 Financial years (Nos/ FY)	Designations in which placed (in case of multiple designations, please attach separate sheet to provide details)

- m. List of major cities where RC has offices in India:

Sl. No.	Name of the City	RC Team Strength in numbers	GST Registration Number for the City (Attach Certificate)

- n. List of Key Personnel and their details

S. No.	Name	Designation	Qualification	Telephone/Mobile No./Email IDs	Location

- o. Details of Skills/Competencies/Jobs for which the RC is keeping/maintaining Updated/Extensive Manpower Data bank

S. No.	Nature of Skills/Competencies/Job			

- p. The type of Manpower to be provided to BL:
- a) Personnel for employment on Regular Rolls of the Company Y/N
 - b) Personnel for engagement on Fixed Term Employment(FTE) Y/N
 - c) Personnel for engagement on Direct Contract (DE) Y/N
- q. Other Information
- a. Whether the RC is ISO certified: Y/N
 - b. Has the RC filed Income Tax Returns for the last two years Y/N
 - c. Has the organization been black listed by any other organization Y/N
 - d. Does the organization have business with any other unit(s)/JVs of Balmer Lawrie? (if yes, attach details) Y/N
 - e. Does any of the key personnel or their family members have any business/working relation with BL? Y/N
- r. Declaration:

I hereby certify that the information furnished above is full and correct to the best of our knowledge. We understand that in case of any false declaration, the RC will be blacklisted and will not have any dealing with Balmer Lawrie in future.

I hereby also agree to all terms & conditions mentioned in the EOI, the Payment Terms specified in Sl. No. 3 of the EOI Document & the procedures mentioned in Annexure 1 above.

(AUTHORISED SIGNATORY WITH STAMP)

Name:

Designation:

Date:

Place:

Annexure 3

Criteria	Document Required	Scoring Mechanism	Total Score	Qualifying Score
It must have Trade Licence/ License to operate at the Billing address	Self-attested copy of Trade License/ Other Licenses & PAN Card	Y/N - Not eligible if no	Y	Y
It must have GST Registration	Self-attested copy of GST Registration Certificate	Y/N - Not eligible if no	Y	Y
The RC should not be blacklisted by any Govt. Agency/ PSU or Statutory Body.	Self-Declaration in Annexure 2. Power of Attorney confirming the name of the Authorised person should also be made available.	Y/N - Not eligible if no	Y	Y
The RC must agree to the payment particulars of BL specified in Sl. No. 3 of the EOI Document.	Self-Declaration in Annexure 2	Y/N - Not eligible if no	Y	Y
Years of Existence as a Recruitment Consultant	Self-Attested copy Certificate of Incorporation	15 years and above - 20 10 - 15 + years - 10 5 - 10 + years - 5	20	The Company will decide on the minimum Cut-off score for shortlisting based on participation
Average Turnover during the last 2 Financial Years as Recruitment Consultant.	Audited Balance Sheet & Profit & Loss Statements for previous 2 financial years i.e. 2018 - 19 & 2019 - 20	Avg Turnover for last 2 years Above 1 Cr. - 20 Between 80 - 100 Lacs - 15 Between 40 - 79.9 Lac - 10 Beteen 20 to 39.9 lacs - 05 Less than 19.9 lac - 0	20	
Prior experience in servicing or Empanelment with PSU/ Govt. Dept/ Projects during the last 5 financial years.	Self-attested copy of list of Clients in Govt., Public sector where the RC has placed personnel along with self-attested copy of contract/ work order substantiating the same.	4 or more PSUs/ Govt. Dept. - 20 1 PSU and upto 3 PSUs - 10 None in PSU - 0	20	
Prior Experience in serving organisations with businesses in Greaser & Lubricants/ Continous Chemical Processing, Logistics, Travel & Vacations, Steel Manufactuirng and shaping, FMCG	Self-attested copy of list of Clients mentoing sectors where the RC has placed personnel along with self-attested copy of contract/ work order substantiating the same. Contracts signed during last 5 years only acceptable	All Sectors - 20 Any Four Sectors - 16 Any Three Sectors - 12 Any Two Sectors - 08 Any One Sector - 04	20	
Presence in Number of Location considered as Metro Locations in BL (Delhi, Mumbai, Kolkata, Chennai, Bangalore, Hyderabad)	GST Registration Certificate for each of such location where RC has its operations	All 6 Locations - 20 4 Locations - 15 2 Locations - 10 1 Location - 05 No Metro Location - 00	20	

Bid Security Declaration

Date: _____

Tender No. _____

To Balmer Lawrie & Co. Ltd.

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Security Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of **one year** from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We a) have withdrawn/modified my/our Bid during the period of bid validity specified in tender document or b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity, fail or reuse to execute the contract, as per tender terms.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: _____ in the capacity of _____

Bidders Name: _____

Date: _____

Corporate Seal:

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid)