



**STOCK HOLDING CORPORATION OF INDIA LIMITED
301, CENTRE POINT
OPP.BHARATMATA CINEMA,
PAREL
MUMBAI 400012**

Request for Short listing (RFS) of HR Agencies for carrying out a holistic review of the HR Manual, devise an organogram, and reporting hierarchy including promotion and succession policies.

This Request for Short listing (RFS) document, its appendices, and Annexures are the property of StockHolding. Use of contents of this document, its appendices, and Annexures is, provided to you for the sole purpose of responding to this RFS. It may not be otherwise copied, distributed or recorded on any medium, electronic or otherwise, without StockHolding's express written permission.

RFS01/2023//HWD	Issued on September 14, 2023
-----------------	---------------------------------

(RFS No : RFS01/2023//HWD dated September 14, 2023)

Table of Contents

Sr.No.	Particulars	Page No
1	Terms of RFS Response	5
2	Background	8
3	Terms of Short listing	9
4	Process of Selection	15
5	Submission of Proposals	18
6	Evaluation of Proposals	20
7	Technical Evaluation	21
8	Annexure(s)	
	Annexure I : Proposal Format	23
	Annexure II : Undertaking regarding agreement of all terms of RFS	24
	Annexure III : Format for Relevant Engagements	26
	Annexure IV : Declaration: No Ownership or Control of STOCKHOLDING Directors/ Employees(or relatives)	27
	Annexure V : Not penalized or Found Guilty in any Court of Law	28
	Annexure VI: Conformity Letter	29

IMPORTANT INFORMATION

(RFS No : RFS01/2023//HWD dated September 14, 2023)

1.	Name of the Company	Stock Holding Corporation of India Limited (hereinafter referred to as "StockHolding" or "the Company")
2	Address for Communication	Head- Human Wealth Development(HWD) Stock Holding Corporation Of India Limited 301, Centre Point Opp. Bharatmata Cinema Parel Mumbai-400012
	Website of StockHolding	www.StockHolding.com

	Activity	Date, Time & Place
3	Date of Issuance of RFS	September 14, 2023
4	Pre-Proposal Meeting	September 21, 2023 at 03.00 p.m. On a virtual platform
5	Last date for written request for any clarifications	September 22, 2023 at 5.00 p.m.
6	Last Date for submission of proposals	September 29, 2023 at 3.00 p.m. Stock Holding Corporation of India Limited 301, Centre Point Opp.Bharatmata Cinema Parel Mumbai – 400012
7	Opening of Proposals	September 29, 2023 at 04.00 p.m. Stock Holding Corporation of India Limited 301, Centre Point Opp.Bharatmata Cinema Parel Mumbai – 400012
8	Discussion / Presentation of eligible respondents with the selection committee	Will be communicated later.

Note:

1. StockHolding reserves the right to change / extend the dates without assigning any reasons thereof. Intimation of the same shall be notified on StockHolding's website
2. This proposal document is not transferable.
3. If a holiday is declared on the dates mentioned above, the proposals shall be received / opened on the next working day at the same time specified above and at the same venue unless communicated otherwise.

RFS01/2023//HWD	Issued on September 14, 2023
-----------------	------------------------------

4. Stock Holding also reserves the sole right for carrying out any amendments/ modifications / changes including any addendum to this RFS. Such amendments/modifications/changes including any addendum to this RFS shall be notified on Stock Holding's website www.StockHolding.com and these will be binding on the respondents.

RFS01/2023//HWD	Issued on September 14, 2023
-----------------	---------------------------------

1. Terms of RFS

This Request for Short listing (RFS) document has been prepared solely to inform potential respondents and to solicit proposals for **carrying out a holistic review of the HR Manual, devise an organogram, and reporting hierarchy including promotion and succession policies.**

- 1.1. This RFS document is not a recommendation, offer or invitation to enter into contract, agreement or any other arrangement in respect of the services. The provision of the services is subject to observance of selection process and appropriate documentation being agreed between StockHolding and any successful Respondent as identified by StockHolding after completion of the selection process as detailed in Section 6 of this document.
- 1.2. **StockHolding will release the Expression of Interest (Eoi) / Letter for Invitation (Loi)/ Terms of Reference (ToR) / Request for Proposal (RFP) as and when required, to the short listed respondents only for the Scope of Work as specified in the EOI/LOI/ToR/RFP.**
- 1.3. While this document has been prepared in good faith, neither StockHolding nor any of its employees make any representation or warranty or shall have any responsibility whatsoever in respect of this document.
- 1.4. This document is meant to provide information only and upon the express understanding that the recipients/respondents will use it only for the purpose set out herein.
- 1.5. The respondent shall bear all costs associated with the preparation and submission of the proposal including but not limited to additional information required by StockHolding, attendance of meeting etc. and StockHolding will in no case be held responsible or liable for these costs, regardless of the conduct or outcome of the short listing process.
- 1.6. The respondents must apply its own care and conduct and analysis while responding to this RFS.
- 1.7. This document constitutes no form of commitment on the part of StockHolding. Each consultancy firm / respondent acknowledges and accepts that StockHolding may, in its sole and absolute discretion, apply whatever criteria it deems appropriate in the selection of organisations, not limited to those selection criteria set out in this RFS document. The issuance of RFS document is merely an invitation to offer and must not be construed as any agreement or contract or arrangement nor would it be construed as material for review to be carried out by the respondents..
- 1.8. StockHolding reserves the right to reject any or all the proposals without assigning any reasons thereof without thereby incurring any liability to the Agencies /respondents or any obligation to inform the affected Agencies / respondents on the grounds for

RFS01/2023/HWD	Issued on September 14, 2023
----------------	---------------------------------

Stock Holding's action or without assigning any reasons, whatsoever. The decision of Stock Holding shall be final, conclusive and binding on all the Respondents .

- 1.9. Stock Holding may be notified of any omission / discrepancy in the RFS before the closure of proposal. If required, Stock Holding may thereafter modify the RFS. The modified RFS would be hosted on Stock Holding's website.
- 1.10. Stock Holding reserves the sole right to cancel the RFS at any stage without assigning any reason.
- 1.11. Before submitting the Proposal, the respondents are requested to carefully examine the Proposal Documents, Terms & Conditions of RFS, Specifications and if there is or appears to be any ambiguity therein; they should immediately refer the matter to Stock Holding, for clarification.
- 1.12. Any Proposals received by Stock Holding after the deadline for submission of proposal prescribed by Stock Holding will be summarily rejected and returned unopened to the consultancy firm/ Respondents. Stock Holding shall not be responsible for any delay or non-receipt/ non -delivery of the documents.
- 1.13. From the time the proposals are opened, respondents should not contact Stock Holding or any of its employees or representatives on any matter related to the proposal with a view to influence the examination, evaluation, ranking and appointment. Such an effort shall result in rejection of the proposals.
- 1.14. All submissions, including any accompanying documents, will become the property of Stock Holding. The respondent shall be deemed to have licensed, and granted all rights to Stock Holding to reproduce the whole or any portion of their submission for evaluation, to disclose the contents of the submission and/or use the contents of the submission as the basis for any resulting RFS process, notwithstanding any copyright or other intellectual property right of the recipient / respondent in the submission or accompanying documents.
- 1.15. Stock Holding reserves the right to short list any Agency(s) whose proposal is deemed to be appropriate in meeting the specifications of the RFS.
- 1.16. **Communication on the RFS:** Recipients are required to direct all communications for any clarification related to this RFS, to the RFS Coordinator mentioned below:

Mr. Satyananda Choudhuri, Sr.Manager-HWD- +91-99877 76238
Mr. Shantaram Khandeshe- Dy.Manager-HWD-+91-99877 76181
Email id---- hwd_rfp@StockHolding.com

All queries relating to the RFS, technical or otherwise, must be by email only and will be entertained by Stock Holding only in respect of the queries received upto the date and time specified in the section

RFS01/2023//HWD	Issued on September 14, 2023
-----------------	---------------------------------

'Important Information for RFS'. StockHolding will respond to all the queries in the pre-proposal meeting.

StockHolding may, in its absolute discretion seek, but being under no obligation to do so, additional information or material from any respondents after the closure of RFS and all such information and material provided will be taken to form part of that respondent's response.

RFS Validity period: RFS responses will remain valid and open for evaluation according to their terms for a period of at least 12 months from the RFS opening date. In exceptional circumstances, STOCKHOLDING may solicit the Respondent's consent to an extension period of validity without any modification in proposals.

RFS01/2023//HWD	Issued on September 14, 2023
-----------------	---------------------------------

2. Background

2.1. The Organisation

Stock Holding Corporation of India Limited was incorporated as a Public Limited Company in 1986. StockHolding is promoted by leading Financial Institutions and Insurance Majors such as IFCI Ltd, Specified Undertaking of Unit Trust of India (SU-UTI), Life Insurance Corporation of India (LIC), General Insurance Corporation of India (GIC), New India Assurance (NIA), National Insurance Company Limited (NIC), The Oriental Insurance Company Limited (TOICL) and United India Insurance Company Limited (UIC), all leaders in their respective fields of business. StockHolding is a subsidiary of IFCI Ltd. StockHolding has Pan India network of more than 200 branches with a staff strength of around 1500 employees spread across more than 150 cities/towns having providing financial services to Institutions, Corporate and Retails Clients.

StockHolding has been a major player in providing Custodial Services in India to its Institutional Clients. It provides Depository Services, Sub-Broking, Professional Clearing Member, Third Party Distribution Services and other services. It provides services to Institutional investors, Mutual Funds and retail clients.

Also StockHolding acts as a Central Record Keeping Agency for collection and payment for stamp duty and also provides services like E- Registration, E-Court Fees In various States/UTs.

StockHolding has promoted the following subsidiaries.

- 1) StockHolding Services Limited (SSL)
- 2) StockHolding Document Management Services Limited (SDMS)
- 3) StockHolding Securities IFSC Limited (SSIL)

RFS01/2023//HWD	Issued on September 14, 2023
-----------------	---------------------------------

3. Terms of Short listing

3.1. Scope of Work for Agency (s)

The purpose of this RFS is to invite proposals for shortlisting of one or more external HR Agency having relevant experience to carry out a holistic review of the HR Manual, devise organogram, and reporting hierarchy including Promotion and Succession policies.

The shortlisted agency(ies), whenever assigned a particular work may be required to study the existing process in the StockHolding, do a comparative study with that followed in the industry and suggest the best practices to improve the process .

The scope of such work may include, but not limited to, following:-

- Holistic review of the HR Manual
- Devise an organogram and reporting hierarchy including Promotion and Succession policies.

StockHolding intends to short list firms who have an established track record of providing services in either one or all of the above categories. The fields identified above are only for the purpose of illustration. As and when specific tasks for consultancy services are identified, the short listed agencies shall be asked to submit their offers for the same.

StockHolding seeks proposals from reputed competent Agencies to enable StockHolding to short list such Agencies, based upon review and evaluation of proposals offered in response to this RFS, for providing assistance for specific consultancy assignments, as and when assigned, as per requirements. StockHolding, at its discretion, can approach the shortlisting **agencies as and when the requirement arises for specific work**. The quotes will be invited at material time from the agencies short listed.

3.2. Methodology for Assignment to Short list the HR Agencies

The scope identified above is indicative only. The nature, quantum and scope of work for specific HR related activities projects will evolve depending upon the requirements of StockHolding or its associates / subsidiaries. As and when specific tasks for consultancy services are identified in StockHolding and/or its associates/subsidiaries, the short listed HR Agencies/ firms shall be asked to submit their Proposals. The Agencies, to work with StockHolding on a specific project, will be selected after an evaluation of the proposals received pursuant

RFS01/2023//HWD	Issued on September 14, 2023
-----------------	---------------------------------

to such an EoI /ToR /LoI/ RFP for specific assignments.

3.3. Subcontracting

The services offered to be undertaken in response to this RFS shall be provided by the Agency directly employing their employees, and there shall not be any subcontracting done by the Agency unless StockHolding specifically consents to it in writing.

3.4. Substitution of Programme Team Members

The short listed Agency(s) is expected to deploy sufficient number of appropriately qualified resources for providing services to StockHolding. The strength and quality of team will be specifically evaluated during the evaluation for each assignment. Any substitution or change in the team members shall be done with the prior permission of StockHolding and the Agency shall be required to provide suitable alternatives agreeable to StockHolding at its own cost.

3.5. Confidentiality

This document contains information confidential and proprietary to StockHolding. Additionally, the short listed Agencies shall be exposed by virtue of the contracted activities to the internal business information of StockHolding. Disclosures of any part of the aforementioned information to parties not directly involved in providing the services requested could result in the disqualification of the Agencies, premature termination of the engagement, and/or legal action against the Agencies for breach.

Short listed Agency(s) shall have to sign a legal non-disclosure agreement with StockHolding before starting any project.

The Agency(s) (and its employees) shall not, unless StockHolding gives permission in writing, disclose any part whole of this RFS document, of the proposal and/or contract, or any specification, plan, drawing, pattern, sample or information furnished by StockHolding (including the users), in connection therewith to any person other than a person employed by the respondent in the performance of the proposal and/or contract. Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance. The employees or the third party engaged by the respondent shall maintain strict confidentiality.

The Agency(s), its employees and agents shall not, without prior written consent from StockHolding, make any use of any document or information given by StockHolding or its Authorized personnel, except for purposes of performing the contract award. In case of breach, StockHolding shall take such legal action as it may be advised. The Agencies has to maintain confidentiality even after completion/ termination of the short listing.

RFS01/2023//HWD	Issued on September 14, 2023
-----------------	---------------------------------

3.6. Single Point of Contact

The Respondent should have a local office in Mumbai and has to provide details of single point of contact viz. Name, designation, address, e-mail address, telephone/ mobile no., etc.

3.7. Authorised Signatory

The selected Agency (s) shall indicate the authorized signatories who can discuss and correspond with StockHolding, with regard to the obligations under the process. The selected Agency(s) shall submit at the time of submitting the proposal, a certified copy of the resolution of their Board, authenticated by Company Secretary/ Director, authorizing an official or officials of the company or a Power of Attorney copy to discuss, sign agreements/ contracts with StockHolding. The Agency(s) shall furnish proof of signature identification for above purposes as required by StockHolding.

3.8. Publicity

Any publicity by the Agency (s) in which the name of StockHolding is to be used should be done only with the explicit prior written permission of StockHolding.

3.9. Expenses

StockHolding shall not pay any amount/expenses / charges / fees / travelling expenses / boarding expenses / lodging expenses / conveyance expenses / out of pocket expenses etc.

3.10. Adherence to Standards

The respondent should adhere to laws of the land and rules, regulations and guidelines issued by the various regulatory, statutory and Government authorities. It should also ensure that it has complied with all required legal compliances and it also has the necessary permission and licenses to provide the services herein.

The Agency(s) will be responsible for the authenticity and genuineness of the work undertaken and will be liable for breach of contract if discrepancies/ violations are observed. StockHolding may ascertain information from the other institutions to which the respondents have rendered their services for execution of similar projects. Such feedbacks from high ranking officials may also form part of respondent selection and any strong adverse comment/action about product or service would make the respondent ineligible for further assessment/processing.

RFS01/2023//HWD	Issued on September 14, 2023
-----------------	---------------------------------

3.11. Professionalism

The short listed Agency (s) should provide professional, objective and impartial advice at all times and hold StockHolding's interests paramount and should observe the highest standard of ethics while executing the assignment. It should strictly avoid conflicts with other assignments/jobs or their own corporate interests and act without any consideration for future work.

3.12. Assignment

Any rights granted under the engagement shall not be assigned or otherwise transferred, in whole or in part, by the short listed Agency, and any such attempted assignment or otherwise transfer shall be void and of no effect without the prior written consent of StockHolding. If the short listed Agency undergoes a merger, amalgamation, takeover, consolidation, reconstruction, change of ownership, etc. the service level agreement executed with the Agency after award of purchase order shall be considered to be assigned to the new entity and such an act shall not affect the rights of StockHolding under the executed service level agreement.

3.13. Dispute Resolution

StockHolding and the short listed Agency shall make every effort to resolve amicably, by direct negotiation, any disagreement or dispute arising between them under or in connection with the short listing. If after 30 days from the commencement of such negotiations, StockHolding and the Agency have been unable to resolve the dispute amicably; either party may require that the dispute be referred for resolution by arbitration.

All questions, disputes or differences arising under and out of, or in connection with the short listing, shall be referred to sole Arbitrator appointed by StockHolding and the award of the arbitrator shall be final and binding on the parties. The arbitration and reconciliation act 1996 and revisions, if any, thereof, shall apply to the arbitration proceedings and the venue of the arbitration shall be at Mumbai only. The expenses incurred by each party with the preparation, presentation, etc. of its proceeding as also the fees and expense paid to the appointed arbitrator by such party or on its behalf shall be borne by each party itself.

3.14. Indemnity

The selected Respondent shall indemnify StockHolding, and shall always keep indemnified and hold StockHolding, its employees, personnel, officers, directors, (hereinafter collectively referred to as "Personnel") harmless from and against any and all losses, liabilities, claims, actions, costs and expenses (including attorneys' fees) relating to, resulting directly or indirectly from or in any way arising out of any claim, suit or proceeding

RFS01/2023//HWD	Issued on September 14, 2023
-----------------	---------------------------------

brought against StockHolding \ as a result of:

- an act or omission of the selected Respondent and/or its employees, in performance of the obligations under this RFS; and/or
- claims made by employees who are deployed by the selected Respondent, against StockHolding; and/or
- claims arising out of employment, non-payment of remuneration and non - provision of statutory benefits by the selected Respondent to its employees
- breach of any of the term of this RFS or breach of any representation or false representation or inaccurate statement or assurance or covenant or warranty of the selected Respondent under this RFS; and/or
- any or all Deliverables or Services infringing any patent, trademarks, copyrights or such other Intellectual Property Rights;and/or
- breach of confidentiality obligations of the selected Respondent contained in this RFS; and/or
- Negligence or gross misconduct attributable to the selected respondent or its employees.

Indemnity would cover damages, loss or liabilities suffered by StockHolding arising out of claims made by customer and / or regulatory authorities for reasons attributable to breach of obligations under this RFS and subsequent agreement by the selected Respondent.

3.15. Corrupt and Fraudulent Practices

As per Central Vigilance Commission (CVC) directives, it is required that selected Respondents/ Suppliers/ Contractors observe the highest standard of ethics during the procurement and execution of such contracts in pursuance of this policy:

- “Corrupt Practice” means the offering, giving, receiving or soliciting of anything of values to influence the action of an official in the procurement process or in contract execution AND
- “Fraudulent Practice” means a misrepresentation of facts in order to influence a procurement process or the execution of contract to the detriment of StockHolding and includes collusive practice among Advisory Firms (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive StockHolding of the benefits of free and open competition.

StockHolding reserves the right to reject a proposal if it determines that

RFS01/2023//HWD	Issued on September 14, 2023
-----------------	---------------------------------

the selected Respondent has engaged in corrupt or fraudulent practices in the process of engagement / competing for the contract.

StockHolding reserves the right to declare a firm ineligible, either indefinitely or for a stated period of time as per StockHolding's discretion, to be awarded a contract if at any time it determines that the firm has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

3.16. Violation of Terms

StockHolding shall be entitled to an injunction, restraining order, right for recovery, suit for specific performance or such other equitable relief as a court of competent jurisdiction may deem necessary or appropriate to restrain the selected Respondent from committing any violation or enforce the performance of the covenants, obligations and representations contained in this RFS. These injunctive remedies are cumulative and are in addition to any other rights and remedies StockHolding may have at law or in equity, including without limitation a right for recovery of any amounts and related costs and a right for damages.

3.17. Jurisdiction

All disputes between the parties shall be subject to the jurisdiction of the Courts situated at Mumbai only.

RFS01/2023//HWD	Issued on September 14, 2023
-----------------	---------------------------------

4. Process of Selection

4.1 Pre-Qualification

- This enquiry is in the nature of Request for Short listing (RFS) intended to result in the selection of a panel of Agencies. StockHolding intends to short list firms who have an established track record of providing all of the services as defined in the Scope of Work as at Clause No.3.1. The responses received pursuant to this RFS will be evaluated as per the criteria specified in this document and the qualified Agencies will be placed in the panel of Agencies.
- Firms and companies satisfying the Pre-qualification criteria to apply for short listing are eligible and invited to submit Proposal for RFS as per **Annexure I**, along with supporting documents related to Pre - Qualification Criteria, and Undertaking as per **Annexure II**.
- A list of the Pre -Qualification Criteria are given in table below: -

Sr No.	Criteria Details	Supporting documents by bidder
1	The bidder should be a Company registered under Companies Act, 1956/2013, partnership bidder registered under LLP Act 2008. The bidder should be registered for GST. It should not be an individual /proprietorship firm/HUF, etc. It should be in operations in India for atleast 3 financial years.	Copy of the Certificate of Incorporation issued by the Registrar of Companies for registered companies and LLP/registration certificate issued by registrar of firms. Copy of GST registration certificate.
2	The bidder should have an average annual turnover of Rs. 5 crores & more for the last 3 financial years	Audited financial statements for the last 3 financial years and turnover details. CA certificate for average turnover and net profit.
3	The bidder should be a profit –making company for the last 3 consecutive financial years. The profit before tax will be considered	Audited financial statements for the last 3 financial years and turnover details. CA certificate for average turnover and net profit.
4	The bidder should have experience of completion of at least one similar assignment in the last financial 5 years. The experience should be with a client in the BFSI sector having a minimum employee strength of 1500 employees and 200 branches/offices	Necessary documents should be attached. (PO/Sign off/ letter of satisfactory working from the reference provided). Bidder's subsidiary company's implementation experience or affiliated company' experience will not be considered as experience of the bidding company.
5	The bidder should have worked with at least 3 or more clients in the BFSI sector in the last 5 financial years.	Letter of engagement
6	The bidder should not be owned or controlled by any director or employee of StockHolding (or their relatives	Self- declaration by the bidder on Company's letter head

RFS01/2023//HWD	Issued on September 14, 2023
-----------------	------------------------------

7	The bidding company/firm./LLP or its group company/subsidiary company/holding company/affiliate/associate company/partner of bidder should not have been blacklisted and /or banned and /or disqualified and / or prohibited by SEBI and /or RBI and /or NCLT and /or NCLAT and /or any court of law and /or quasi-judicial authority and / or any other statutory and / or regulatory authority.	Self- declaration by the bidder on Company's letter head
8	The bidder should have neither failed to perform on any agreement during the last 3 financial years, as evidenced by imposition of a penalty by an arbitral or judicial pronouncement or awarded against the bidder or its affiliates/group companies/member firms and nor from any project or agreement nor had any agreement terminated for breach by such bidder or of its affiliates /group companies/member firms.	Self- declaration by the bidder on Company's letter head
9	The bidder should have service /support infrastructure at Mumbai and should be able to provide efficient and effective support	Letter from bidder with full address and details to be produced.

Note:

- a. *^ Government - owned and semi -government enterprises may participate, only if they are legally and financially autonomous.*
- b. *The parent company of any subsidiary company which is seeking qualification on the financial strength of its parent, would have to -*
 - i. *provide all the details/documents regarding itself as indicated in the list of the Pre-Qualification Criteria above.*
 - ii. *give a written undertaking that it would bear all financial or contractual liabilities of the subsidiary with regards to this RFS.*
 - iii. *give a written undertaking that its technical capabilities/ resources would be available to the subsidiary company as and when required by StockHolding.*

All responses shall be evaluated to validate compliance of the respondents according to the eligibility criteria as mentioned above as per format and supporting documents mentioned against each clause.

- StockHolding reserves the right to enhance any of the eligibility criteria to arrive at a ranking of applicants.

Note :

RFS01/2023//HWD	Issued on September 14, 2023
-----------------	------------------------------

- a. Cut-off date for the eligibility criteria mentioned at clause 4.1 to be taken as March 31, 2023 unless otherwise specified.
- b. Documentary evidence must be submitted for each criterion.
- c. Submission of Board Resolution (in case of Company) or Power of Attorney authorizing the Authorised Signatory to sign on behalf of the respondent.

- ✓ Stock Holding reserves the right to ask for additional / alternate documents from the respondent.
- ✓ Non - submission of any of the specified documents by the respondent would result in rejection of the proposal.

4.2 Liability to furnish the Information

Failure to furnish all the necessary information as required by the RFS or submission of a proposal not substantially responsive to all the aspects of the RFS shall be at Respondent's own risk and may be liable for rejection.

4.3 Adherence to terms and conditions

Respondents who wish to submit their responses to this RFS should note that they should abide (in true intent and spirit) by all the terms and conditions contained in the RFS. If the responses contain any extraneous conditions put in by the respondents, such responses may be disqualified and may not be considered for the selection process.

RFS01/2023//HWD	Issued on September 14, 2023
-----------------	---------------------------------

5. Submission of Proposals

5.1. The response to the RFS:

The response to the RFS should be submitted in sealed envelopes giving full particulars in the manner specified in the points below.

The envelope should reach on or before the timeline mentioned in the Important Information for RFS given at beginning of this RFS at page no 3 .

5.2. RFS response documents:

- The Respondents should submit printed copies of the proposal and containing the Proposal along with all Annexures and forms/letters .
- All pages of the proposal must be sequentially numbered and shall be initialed by the Authorized Representative of the Respondent.
- The proposal should not contain any pricing information whatsoever on the services offered.
- The envelope shall be addressed to
Head-Human Wealth Development (HWD)
Stock Holding Corporation of India Limited
301, Centre Point
Opp.Bharatmata Cinema
Parel
Mumbai – 400012

Marked clearly: ‘ Proposal for – “**Short listing of HR Agencies for carrying out a holistic review of the HR Manual, devise an organogram, and reporting hierarchy including promotion and succession policies** ”

- The e-mail address and phone/fax numbers of the Respondent should also be indicated on the sealed envelope and the Proposal.
- The proposal should be prepared in English in MSWord / Excel/ PDF format. All correspondence will be in English. All forms may please be filled in Arial 12 Font.
- The Proposal shall be typed in indelible ink and shall be signed by the Respondent or a person or persons duly authorized by the respondent to bind the respondent to the process. The person or persons signing the Proposals shall initial all pages of the Proposals. Any interlineations, erasures or overwriting shall be valid only if they are initialed by the person signing the Proposals.

Stock Holding reserves the right to reject the Proposals not conforming to the above.

RFS01/2023//HWD	Issued on September 14, 2023
-----------------	---------------------------------

- The Respondent shall submit the Proposal properly in a file ensuring that the papers are not loose. All the pages of the proposals including documentary proofs should be numbered as "Page #".
- Only one submission of the RFS response by each respondent will be permitted. In case of multiple submissions by the respondent, the first submission made will be given precedence.
- Submission by Fax transmission or emails is not allowed and will be considered invalid.

5.3. Rules for responding to this RFS

- i. The Respondents should use the formats prescribed by StockHolding in submission of the RFS Response.
- ii. All responses received after the due date/ time as per schedule mentioned in the 'Important Information for RFS' given in the beginning of the RFS would be considered late and would be liable to be rejected.
- iii. Documents not required as part of the RFS should not be provided.
- iv. Unsigned responses would be treated as incomplete and are liable to be rejected. The proposals once submitted cannot be withdrawn/ modified after the last date for submission of the proposals unless specifically permitted by StockHolding.
- v. StockHolding reserves the right to not to allow/ permit changes in the technical requirements and not to evaluate the offer in case of non-submission of the technical details in the required format or partial submission of technical details.
- vi. Respondents at no point in time can excuse themselves from any claims by StockHolding whatsoever for their deviations in confirming to the terms and conditions and other schedules as mentioned in the RFS circulated by StockHolding. Respondents shall be fully responsible for deviations to the terms & conditions etc. as proposed in the RFS.
- vii. If related parties (as defined below) submit more than one Proposal then both/all Proposals submitted by related parties are liable to be rejected at any stage at StockHolding's discretion:
 - a. Proposals submitted by the holding company and its subsidiary.
 - b. Proposals submitted by one or more companies having common director/s.
 - c. Proposals submitted by one or more Limited Liability Partnership (LLP) firms having common partners.

RFS01/2023//HWD	Issued on September 14, 2023
-----------------	---------------------------------

- d. Proposals submitted by one or more companies in the same group of promoters/ management .
- e. Any other proposal in the sole discretion of StockHolding is in the nature of multiple proposals.

6. Evaluation of Proposals

6.1. Opening of Proposals

The proposals received within the prescribed date and time will be opened as per schedule mentioned in the Important Information for RFS given in the beginning of the RFS. During the opening of the proposals, the Respondents can depute an authorized representative (only one) to attend the proposal opening process. No separate information will be given in this regard to the respondents for deputing their representatives. The representative has to submit an authority letter duly signed by the Consultancy firm, authorizing him to represent and attend the Proposal opening on behalf of Consultancy firm. The authorised representative, having photo identification, shall sign a register of attendance. However, proposals would be opened even in the absence of any or all representatives of the respondents.

6.2. Evaluation Committee

The proposals will be evaluated by StockHolding's Evaluation Committee based on the proposal submitted by the Respondents. The Evaluation Committee shall evaluate the responses to the RFS and all supporting documents / documentary evidence. Inability to submit requisite supporting documents / documentary evidence would lead to rejection of the proposal.

The decision of the Evaluation Committee in the evaluation of responses to the RFS shall be final.

6.3. Preliminary Scrutiny

Preliminary scrutiny of the Proposals for eligibility will be done to determine whether the Proposals are complete, whether the documents have been properly signed, whether any computational errors have been made, and whether the Proposals are generally in order. Proposals not conforming to such preliminary requirements will be *prima facie* rejected.

6.4. Conformance to eligibility criteria:

Proposals conforming to preliminary scrutiny requirements will be checked by a Committee for conformance with the eligibility criteria stated in the Chapter4. Non-conforming Proposals will be rejected.

6.5. Notification of Outcome

StockHolding will notify the Respondents who have been short listed either in writing or by email as soon as practicable. StockHolding is not obliged to provide any reasons for any such acceptance or rejection. The decision of StockHolding shall be final, conclusive and binding on all the Respondents/parties .

7. Technical Evaluation:

Technical Proposals would be opened only for those Respondents, who are qualified during the Pre -qualification of proposals. If a Technical Proposal is determined as not substantially responsive, the StockHolding will reject it. Technical Proposals conforming to eligibility criteria will be taken up for detailed technical evaluation. The Respondents may be required to make presentation before the Evaluation Committee. The parameters and weightages to be used for technical evaluation will be based upon:

- i. Relevant experience in consultancy (including domain experience) specified in Section 3, **Clause 3.1 (75%)**
- ii. Proposed Methodology for associating with **StockHolding and executing projects (25%)** .

Cut offs for short listing is 70 marks. However if the number of shortlisted respondents works out to be 2 or less, then the cut offs can be relaxed to 65 marks.

The following types of information are sought from the Respondents for each category:

1. Respondents' understanding of the work involved in HR Consultancy projects in the Public Sector
2. Relevant experience of the Respondents in providing HR Consultancy to the Public Sector
3. Domain/Subject specific experience in projects in a large organization
4. Proposed approach and methodology of Respondents for assignments pertaining to holistic review of HR Manual, devise an organogram and reporting

RFS01/2023//HWD	Issued on September 14, 2023
-----------------	---------------------------------

hierarchy including promotion and succession policies.

5. Profiles of key people involved

7.1 Technically Qualified Respondents

All the respondents who secure a Technical score of 70% or more will be declared as technically qualified for short listing with Stock Holding.

RFS01/2023//HWD	Issued on September 14, 2023
-----------------	---------------------------------

Annexure – I: Proposal Format

(To be submitted on Respondents company letter head)

Date

- A. Name
- B. Contact
 - a. Address
 - b. Telephone Number
 - c. Fax
 - d. Mobile
 - e. Email
 - f. Website
- C. Locations and Addresses of office
 - a. Indian
 - b. Overseas
- D. Turnover (wherever it is applicable)
 - a. Financial Turnover- 2020 -21, 2021-22, 2022-23
 - b. Net profits reported for 2020-21, 2021-22, 2022-23
- E. Number of Professionals in the Organization
 - a. Management
 - b. H R Consulting
 - c. Others
- F. Details of Authorized Person
- G. Legal Status
- H. H R Consultancy Projects Experience (use tabular form)
 - a. Name of Organization
 - b. Address
 - c. Contact Person
 - d. Project name and scope
 - e. Duration of Assignment - Start date/End date
 - f. Order value of the project

Annexure– II: Undertaking regarding agreement of all terms of RFS*(To be submitted on Respondent's letter head)*

Date:

To,
Head- Human Wealth Development (HWD)
Stock Holding Corporation of India Limited
301, Centre Point
Opp.Bharatmata Cinema
Parel
Mumbai – 400012

Dear Sir,

- 1) Having examined the RFS including all Annexures and Appendices, the receipt of which is hereby duly acknowledged, we, the undersigned qualify under the minimum eligibility criteria and offer to provide, deliver, implement and commission ALL the items mentioned in the "Request for Short listing" and the other schedules of requirements and services for StockHolding in conformity with this RFS.

Sr No	Particulars	Details
1.	Name of Consultancy	
2.	Registered Address	
3.	Website address	
4.	Nature of entity (partnership/private/public etc)	
5.	Name of Partners / Directors	
6.	Date of Incorporation	
7.	Details of authorized contact person	
	Name	
	Designation	
	Telephone nos	
	Mobile no	
	Email Address	
	Fax no	

- 2) We confirm that we have the in-house capabilities to complete the assignment as mentioned under this RFS on our own and not through any associate.
- 3) We confirm that we have the technical capabilities to deliver all the requirements of the above mentioned RFS.
- 4) We confirm that any subcontracting shall not be done without prior approval, in writing, from StockHolding, to obtain which proper reasons thereof shall be suitably provided. In all such cases, right to the acceptance of reasons/ prior approval/ decision to award the work shall be with StockHolding and binding on us.
- 5) We hereby certify that we have provided all the information requested by StockHolding in the format requested for. The information provided

RFS01/2023//HWD	Issued on September 14, 2023
-----------------	---------------------------------

is correct and true to the best of our knowledge. In case at any stage, it is found that the information given by us is false / not correct or in a different format, StockHolding shall have the absolute right to take any action as deemed fit without any prior intimation to us.

- 6) We agree to abide by the terms of this RFS from the date fixed for receiving the same or agreed extended period and it shall remain binding upon us and may be accepted at any time before the expiry of the period.
- 7) If our Proposal is accepted, we undertake to complete and deliver the whole of the works comprised as and when assigned in the RFS/RFP; comply with the delivery schedule as mentioned in the RFS/RFP and agree to abide by the General Terms and Conditions.
- 8) We agree to abide by this Proposal for 12 months from the date of the Proposal opening and our Offer shall remain binding on us and may be accepted by StockHolding any time before expiry of the offer.
- 9) Unless and until a formal Agreement is prepared and executed, this RFS together with our written acceptance thereof shall constitute binding Terms and Conditions between StockHolding and us
- 10) We understand that the RFS does not commit StockHolding to reimburse the Respondents for any costs incurred in submission of this proposal. All statements in RFS and any pre-proposal negotiations, understandings and agreements resulting from RFS are preliminary; consequently, StockHolding has no obligation to us until a written contract is executed.
- 11) We agree that StockHolding is not bound to accept any Proposal StockHolding may receive.
- 12) We understand that StockHolding has the right, without assigning reasons thereof, to
 - a) Reject, amend, and modify any condition contained in the RFS
 - b) Terminate this RFS
 - c) Negotiate with one or more Respondents
 - d) Not award the assignment to any of the Respondents and / or recommence the entire process.
 - e) Short listing one or more Respondents for any reasons whatsoever.
 - f) Modify the requirements and terms of this RFS and request revised proposals from some or all of the Respondents .

Signature of Authorised Person of respondent
--

Full Name & Designation of Authorised Person
--

Date:

Seal of Respondent

RFS01/2023//HWD	Issued on September 14, 2023
-----------------	---------------------------------

Annexure – III : Format for Relevant Engagements

Please use the format below to provide information for which your firm was contracted for carrying out Board Evaluation related assignment(s) -

Annexure-III: Format for Relevant Engagements

Please use the format below to provide information for which your firm was contracted for carrying out the assignments as defined in the Section-3.1

(Use separate sheet for each client)

Name of the Client	
Description of the assignment	
Duration of the assignment (in months) as per agreement:	
Start Date	
End Date	
Duration of all the consulting assignments for the client (in Months):	
Number of professional staff Provided for the consulting Assignments for the client	
Terms of Reference	
Impact achieved	
Contact Details of senior Executive of the Client (Name, Contact Number, emailid)	

(Copy of work order/PO/Sign Off/Letter of Satisfactory Working from the client may please be attached in support of the above)

Signature of the Authorized Signatory

Name:

Designation:

Date:

Seal of Respondent:

**Annexure– IV: Declaration: No Ownership or Control of
Stock Holding Directors/ Employees (or relatives)**

(On letterhead of the respondent duly stamped and signed)

DECLARATION-CUM-CERTIFICATE**TO WHOM SO EVER IT MAY CONCERN**

This is to certify that _____(Name of respondent) is
not a related party to Stock Holding as per the provisions of
Companies Act 2013, as amended from time to time.

Name:

Designation:

Date:

RFS01/2023//HWD	Issued on September 14, 2023
-----------------	---------------------------------

Annexure – V: Not penalized or Found Guilty in any Court of Law

(On letterhead of the respondent duly stamped and signed)

DECLARATION-CUM-CERTIFICATE**TO WHOM SO EVER IT MAY CONCERN**

This is to certify that the consulting firm/company has not been penalized or found guilty in any court of Law and the firm/ company has not been blacklisted / debarred by any Central Government Ministry / SEBI / RBI/ IBA / any regulatory authority since April 2018 till the date of submission of the Proposal

Further, this is to certify that _____ does not have any legal, civil, criminal, taxation and other cases pending against _____ that may have any impact affecting or compromising the delivery of services required.

Name:

Designation:

Date:

RFS01/2023//HWD	Issued on September 14, 2023
-----------------	---------------------------------

Annexure VI: Conformity Letter

To
Head- Human Wealth Development (HWD)
Stock Holding Corporation of India Limited
301, Centre Point
Opp.Bharatmata Cinema
Parel
Mumbai – 400012

Dear Sir,

Sub: RFS for Short listing of HR Agencies for carrying out a holistic review of the HR Manual, devise an organogram, and reporting hierarchy including promotion and succession policies

Further to our proposal dated..... , in response to the Request for Short listing issued by StockHolding we hereby covenant, warrant and confirm as follows:

We hereby agree to comply with all the terms and conditions / stipulations as contained in the RFS and the related addendums and other documents including the changes made to the original RFS issued by the StockHolding shall form a valid and binding part of the aforesaid RFS document. StockHolding 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 StockHolding's decision not to accept any such extraneous conditions and deviations will be final and binding on us.

Yours faithfully,

Signature of the Authorized Signatory

Name:

Designation:

Date:

Seal of Respondent:

RFS01/2023//HWD	Issued on September 14, 2023
-----------------	---------------------------------