

Date: 15-05-2024

Empanelment of Human Resource Recruitment Consultant(s) for Facilitating Engagement of Specialist/Domain Experts at Junior, Middle and Senior Management Positions on Contractual Basis

ADVERTISEMENT NO: HO/HRM/RECR/2024-25/COM-08

ONLINE APPLICATION & PAYMENT OF FEES FROM 15-05-2024

UCO Bank invites application for empanelment of Human Resource Recruitment Consultants from eligible recruitment agencies subject to fulfilment of eligibility conditions mentioned herein. Interested consultants are requested to apply Online as per the application format enclosed herewith and uploaded on Bank's website www.ucobank.com

1. Before applying, Applicants are requested to ensure that they fulfil the eligibility criteria for empanelment as on advertisement issuance date.
2. The Applicants to deposit application fee with the Bank through online payment after filling up of online application form.
3. Applicants are advised to check Bank's website www.ucobank.com regularly for details and updates (including the list of shortlisted/ selected applicants). **ALL REVISIONS/ CORRIGENDUM (IF ANY) WILL BE HOSTED ON THE BANK'S WEBSITE ONLY.**
4. **Applications to be submitted ONLINE** on our website and print out of the application along with the Annexures (Hard copy) to be sent to us immediately through first class courier mentioning the Application ID generated online.

The eligibility as on (15-05-2024) is furnished hereunder:

Sl. No.	Eligibility Criteria	Supporting Documents to be submitted
1	Applicant must be a Government Organization / PSU / PSE / partnership firm / LLP or private / public limited company in India for last 3 years. Applicant/Partner/Investor must adhere to cross border sharing/FDI/FEMA and other regulatory guidelines of Govt. of India.	Documentary Proof to be attached (Certificate of Incorporation/PAN/TAN etc).
2	Applicant should be in line of business for which advertisement is issued and should have minimum 3 preceding years' experience (in India) as on advertisement issuance date of providing consultancy services for engagement of Specialized Executives/ Domain Experts with specialized/technical skills to BFSI/Govt./ PSBs/PSU/ Pvt. Organizations.	The engagement letters/ work orders/ letters of award along with Project Completion Certificate (Annexure- C) with relevant details for each assignment. Profile of the employees allotted to the Bank along with name, qualification, experience should be furnished on the company's letter head (Annexure D)

3	The Applicant's Organization should not be owned or controlled by any Director/ Key Management Personnel as well as Relatives of Director/Key Management Personnel of UCO Bank, both present and those who have retired in the last one year.	A Self-Declaration to be furnished by the Applicant on the Company's letterhead for the same.
4	Applicant should not have been debarred/ black-listed by any Bank or RBI or any other regulatory authority as on date of advertisement issuance.	A Self-Declaration to be furnished by the Applicant on the Company's letterhead as per Annexure – B should be submitted.
5	The Applicant should ensure that there are no legal proceedings / inquiries / investigations have been commenced / pending / threatened against service provider by any statutory or regulatory or investigative agencies or any other for which performance under the contract will get adversely affected / may get affected.	Self-declaration to this effect on the company's letterhead should be submitted.

Terms & Conditions:

The recruitment consultants, if empanelled by the Bank, shall have to enter into formal service level agreement with the Bank. Draft agreement format will be shared with the interested applicants on request in writing.

Fee Payment

The recruitment consultant is required to submit a non-refundable fee of **Rs. 1000/- (Rupees One Thosand Only)** through online link provided on website, failing which the application of the concerned applicant will not be considered.

Scope of Work:

The scope of the project shall be as per mentioned in **Annexure-I**.

Duration of the empanelment:

Post the evaluation process, the successful applicants will be empaneled/selected for a period of 3 years during which Bank may, at its discretion, issue a work order with the Empaneled/Selected Applicant/s for recruitment of Specialist/Domain Experts at Junior/ Middle and Senior management positions on contractual basis in the Bank.

Procedure for Application: ONLINE

1. The applicant shall appoint a single point of contact, with whom Bank will deal, for any activity pertaining to the requirements of this empanelment.
2. **Mode of Application:** No application shall be entertained offline. The supporting documents to be uploaded in the link provided in the online application and print out of the completed application along with the Annexures (as per the enclosed format) to be sent through first class courier mentioning Application ID generated in an appropriate envelope super scribing **“Application for Empanelment of Recruitment Consultant on contractual Basis”** & addressed to:

**Deputy General Manager,UCO Bank, Head Office, 4th Floor, H. R. M Department,
10, BTM Sarani, Kolkata, West Bengal – 700 001**

3. Incomplete applications or non-supported documents shall be rejected.

GUIDELINES FOR FILLING ONLINE APPLICATION:

1. Applicants should visit Bank's website www.ucobank.com ->Tender>Notices and submit online application and pay the application fee using online payment facility.

GENERAL INFORMATION:

1. Applicants are required to provide duly authenticated supporting documents like work orders, details of its offices/ representatives at various locations, Audited balance sheets, completion/performance certificate clearly indicating the revenue from line of business of providing recruitment solutions etc. The documents are required to be signed by the authorized signatory of the company with the company's seal.
2. The applicant must comply with all above-mentioned criteria. Non-compliance of any of the criteria will entail rejection of the offer summarily. Documentary Evidence for compliance to each of the eligibility criteria must be enclosed along with the application together with references. Undertaking for subsequent submission of any of the required document will not be entertained under any circumstances. However, UCO Bank reserves the right to seek clarifications on the already submitted documents. Non-compliance of any of the criteria will entail rejection of the offer summarily. Any decision of UCO Bank in this regard shall be final, conclusive and binding upon the service provider.
3. The application of only those applicants who satisfy all the specified conditions will be considered for evaluation process.
4. To assist in the scrutiny, evaluation and comparison of offers, Bank may, at its discretion, ask some or all Applicants for clarification on their application. The request for clarification and the response shall be in writing and no change in the substance of the application shall be sought, offered or permitted.
5. Intimations, wherever required will be sent by email and/ sms only to the email ID and mobile number as mentioned in the application form. Bank shall not be responsible if the information/ intimations do not reach applicants in case of change in the mobile number, email address, technical fault or otherwise, beyond the control of Bank. Candidates are advised to keep a close watch on the authorized Bank's website www.ucobank.com for latest updates.

6. ANNOUNCEMENTS:

- All further announcements/ details pertaining to this process will only be published/ provided on Banks website www.ucobank.com from time to time.
7. In case it is detected at any stage of empanelment that applicant does not fulfil the eligibility norms and/ or that he/ she has furnished any incorrect / false information or has suppressed any material fact(s), his/her application will stand rejected. If any of these shortcomings is / are detected even after empanelment, the said empanelment is liable to be terminated without notice. Decision of bank in all matters regarding eligibility, selection would be final and binding on all applicants. No representation or correspondence will be entertained by the Bank in this regard. **Bank reserves all rights pertaining to this empanelment process and its decision on any aspect of the application would be final.**

Place: Kolkata
Date: 15.05.2024

Deputy General Manager
HRM Department

Scope of Work

The indicative scope of work of the empanelled consultant shall include the following, but not limited to:

- Designing suitable Job Specification with thorough understanding of the Job Descriptions in coordination with Bank for vacant positions as assigned to consultant.
- Analysing the market for compensation paid to peers in other organizations.
- Responding to the relevant queries from applicants, over phone/email, before the closing date in coordination with Bank,
- Coordination with the suitable candidates based on their qualifications and experience, for participation in the recruitment process.
- Compiling the list of applicants clearly mentioning about their eligibility or otherwise and taking appropriate corrective actions, if necessary, within the stipulated period and preparing the list of eligible candidates,
- Processing of the applications received and providing all the applications (soft and hard copies) to the Bank.
- Carry out the process of issuance of call letters for any test/interview after approval from Bank, and ensuring complete coordination with the shortlisted candidates,
- Devising and conducting various selection processes including Psychometric/ Integrity Test (if required) or any other test to judge the competency of the candidates, in consultation with Bank.
- Preparing assessment reports of various psychometric tests/cognitive tests and any other test conducted by bank in selection process.
- Scheduling of shortlisted candidates for interview as per date and time as decided by the Bank.
- Performing 360-degree reference check and educational qualification/ certification verification on the final candidates.
- Co-ordinating with the selected candidates for documents as required by the Bank.
- Continuous co-ordination with the candidates to ensure their joining on the agreed date.
- Handling and preparing answers for any recruitment related queries received under RTI act in consultation with Bank,
- Performing suitable background verification, caste verification (wherever applicable), credit check, credit history and police verification of each shortlisted candidate. The Consultants should ensure that the candidates identified should not have any police record/criminal record against them. The antecedent and caste report should be in prescribed format duly signed by Competent Authority.

- Informing the Bank of any deviation noticed about candidate in any part of offer or on-boarding.
- Any other Recruitment support as required by Bank during any part of the above recruitment process.
- If the recruitment process leads to litigation due to the shortcomings/ mala fide intention at the end of the consultant, Consultant will be solely liable and shall indemnify the Bank and keep the Bank harmless.
- In case the newly appointed candidate selected during the process, decides to resign from the position within 6 month of Joining the Bank or is asked to leave the organization within 6 months due to performance issues, the selected Consultants will carry out the search for replacement without any additional fees to the Bank, however the actual expenses incurred for the replacement search may be paid by the Bank.

Bank reserves its right to change the assignment scope considering the size and variety of the requirements and the changing business conditions. The Empaneled Applicant will be required to facilitate engagement of Specialized Officers/ Executives/ Domain Experts in Senior Management Positions in full compliance of all existing Govt./Statutory Authority guidelines, within a specified time frame.

Annexure – A (Application Format to be submitted online)

To,

Deputy General Manager
UCO Bank, Head Office
Human Resource Department
4th Floor, 10 BTM Sarani Kolkata-700001

Dear Sir,

Sub: Advertisement for Empanelment of Human Resource Recruitment Consultants for Facilitating Engagement of Specialist/Domain Experts at Middle and Senior Management Positions on Contractual Basis vide Advertisement No.: HO/HRM/RECR/2024-25/COM-08 Date: 15.05.2024

A. Profile of Applicant

1. Name of applicant:
2. Location
Regd. Office:
Controlling Office:
3. Constitution:
4. Date of incorporation & date of commencement of business:
5. Shareholding pattern:
6. Major change in Management in last three years:
7. Names of Banker /s:

B. Financial Position of applicant for the last three financial years:

	2020-21	2021-22	2022-23
Net Worth			
Turnover*			

Enclose copies of Audited Balance Sheets along with enclosures*

C. Proposed Service details in brief

- Description of service :

- Details of similar service provided to banks in India specifying the number of Banks and branches
 - In PSU banks:

 - In non-PSU banks:

Details of Experience in implementation of similar orders:

Sl. No.	Name of Organization	Description of application	Period during which services provided (last 3 Years)*	
			From	To

N.B. Enclose copies of Purchase Orders as references*

With reference to the above advertisement, having examined and understood the instructions including the annexures, terms and conditions forming part of the empanelment:

- We hereby intend to apply for Empanelment of Human Resource Recruitment Consultant for Facilitating Engagement of Specialist/Domain Experts at Middle and Senior Management Positions on Contractual Basis vide Advertisement No.: **HO/HRM/RECR/2023-24/COM-08 Date:15-05-2024**, the undersigned, offer to undertake the services in conformity with the said advertisement.
- We hereby undertake to participate in the empanelment process and will provide our services as empanelled applicant if selected, as per the Work Order/Empanelment Agreement signed by the successful applicants with the Bank.
- We confirm that we have not made any changes in the templates provided by the Bank as part of the empanelment advertisement, except for filling in appropriate columns.
- We confirm that our organization has not been black listed/ debarred by any Government or Regulatory bodies in India and overseas.
- We confirm that our organization does not have any pecuniary liability nor any judicial proceedings or any restraint restricting us in fulfilling the services.
- Until a formal contract is executed, this application, together with the Bank's written acceptance thereof and Bank's notification of award, shall constitute a binding contract between us. We also understand that the Bank is not bound to accept the application either in part or in full and that the Bank has the right to reject the offer in full or in part without assigning any reasons whatsoever.

We enclose the following Txn Ref No :

Txn No. Dated for Rupees ----- Only as application fees.

Signature:

(In the Capacity of)

Duly authorized to sign the tender offer for and on behalf of.....

Place:

Date:

Annexure – B (UNDERTAKING FOR NON-BLACKLISTING / NON-DEBARMENT OF THE APPLICANT)

To Be Stamped as A Declaration & Duly Attested by A Notary

Sub: Empanelment of Human Resource Recruitment Consultants for Facilitating Engagement of Specialist/Domain Experts at Junior, Middle and Senior Management Positions on Contractual Basis

- 1) I/We, Proprietor/Partner(s)/Director(s) of M/s..... hereby confirm that I/We have read and understood the eligibility criteria and fulfill the same.
- 2) I/We further confirm that all the information furnished by me/us, as per the requirement of the Bank, have been included in our application.
- 3) I/We further hereby undertake and agree to abide by all terms and conditions and guidelines stipulated by the Bank. We understand that any deviation may result in disqualification of our application.
- 4) *I/We further hereby declare that I/We have not been black-listed or otherwise debarred by any Bank/Financial Institution/Central Government/ State Government/any Central or State Undertaking or Corporation/ Reserve Bank of India or any other Regulatory Authority or any other Statutory Authority as on date of the publication of this advertisement.

(OR)

I/We further hereby declare that the Proprietorship Concern/Partnership Firm/Company/..... (if any other entity) namely M/s was blacklisted/debarred by.....(Name of the Authority who blacklisted/debarred) from taking part in the empanelment for a period ofyears w.e.f.to..... The period is subsisting/over on.....and now I/We is/are entitled to take part in empanelment.

- 5) I/We declare that no proceedings/inquiries/investigations have commenced/pending against me/us by any Statutory Authority/Regulatory Agency/Investigating Agency which may result in liquidation of company/ firm/proprietorship concern and/or may act as deterrent on the continuity of business and/or may hamper in providing the said services, as envisaged in this document.
- 6) I/We further hereby declare that no legal action is pending against me/us for any cause in any legal jurisdiction.
- 7) I/We undertake that adequate number of resources, if required by the Bank, will be deployed for the project to complete the assignment within the stipulated time.

***STRIKE OUT WHICH IS INAPPLICABLE**

Signature (1)

(Duly authorized to sign)

Name:

Capacity in which as executed:

Name & registered address of the Applicant:

Annexure – C (COMPLETION CERTIFICATE)

Application ID:

(To be provided on letterhead of the issuing organization)

To,
Deputy General Manager
UCO Bank, Head Office
Human Resource Department
4th Floor, 10 BTM Sarani Kolkata-700001

Sir/Madam,

Reg: Empanelment of Human Resource Recruitment Consultants for Facilitating Engagement of Specialist/Domain Experts at Junior, Middle and Senior Management Positions on Contractual Basis in UCO Bank

This is to certify that M/s _____ has provided HR Consultancy Services/HR Project Management in regard of Engagement of Specialized Executive/ Domain Expert in Junior or/and Middle or/and Senior Management Positions on contractual basis to _____ for the period _____ to _____

The HR Consultancy/Project, for which this certificate is being issued, stands completed as on the date of this certificate.

Yours faithfully

Date:

Place:

Signature of Authorized Signatory Name of Signatory:

Designation:

Email ID:

Mobile No:

Telephone No.:

Seal of Company

Annexure – D (KEY PERSONNEL DETAILS)

Application ID:

Key personnel to be provided to UCO Bank with relevant educational background, qualifying experience and credentials for the duration of project should be detailed in the format given below:

S. No.	Name of the personnel	Educational Qualification & Certification along with name of university and Institution	Previous BFSI Organizations where team member was associated	Duration of team member association	No. of years of Experience
1					
2					
3					
4					
5					
6					

Signature:

Name:

Designation:

Date:

Annexure-E (Letter of Authorization For Submission Of Response)

Application ID:

(On the letterhead of the Applicant on whose behalf the application is submitted and should be signed by a competent authority/ person or the person having the power of attorney to bind the principal)

To,

**Deputy General Manager
UCO Bank, Head Office
Human Resource Department
4th Floor, 10 BTM Sarani Kolkata-700001**

Sub: Authorization Letter for submitting application along with documents for Empanelment of Human Resource Recruitment Consultants for Facilitating Engagement of Specialist/Domain Experts at Middle and Senior Management Positions on Contractual Basis in UCO Bank

Sir/Madam,

This has reference to your above advertisement for Empanelment of Human Resource Recruitment Consultants for Facilitating Engagement of Specialist/Domain Experts at Middle and Senior Management Positions on Contractual Basis in UCO Bank.

Mr./Ms is hereby authorized to submit the response documents and to sign any documents pertaining to the advertisement on behalf of our organization for all the services required by the Bank as called for vide the Bank's advertisement as referred to above, on behalf of our organization. He/ She is also authorized to take decisions on behalf of the company till the empanelment process is completed.

Certified photocopy of Power of Attorney (POA) of the person authorizing such person is duly submitted. We hereby extend our full guarantee and warranty as per Clauses of Contract for the services offered for supply by the Organization against this advertisement.

The specimen signature is attested below:

Specimen signature of the Representative

Signature of the Authorizing Authority

Name of the Authorizing Authority

(Certified Xerox copy of POA of authorized Signatory/authority is to be submitted)