



दुनिया बदली,
भरोसा वही

Changed World,
Unchanged Promises

REQUEST FOR PROPOSAL FOR
ENGAGING HR CONSULTANT FOR
RECRUITMENT OF VARIOUS
MANAGERIAL POSITIONS



The Life Insurance Corporation of India a statutory Corporation established under LIC Act 1956

Organizational Structure	
Central Office	1
Zonal Offices	8
Divisional Offices	113
Branch Offices	2,048
Satellite Offices	1,546
Employees	1,04,212
Agents	Over 13 lakhs





International Operations

Life Insurance Corporation of India has its overseas operations in 14 countries through its Branch Offices, Joint Venture Companies and Wholly Owned Subsidiary	
Branch Offices:	Fiji Branch, Mauritius Branch and UK Branch
Joint Venture Companies:	1. LIC (International) B.S.C (c) Bahrain: The Company operates in GCC countries of Bahrain, Qatar, Kuwait, U.A.E (Dubai & Abu Dhabi) and Oman. 2. LIC (Nepal) Ltd. 3. LIC (Lanka) Ltd. 4. LIC (Bangladesh) Ltd. 5. Kenindia Assurance Co. Ltd.
Wholly Owned Subsidiary:	LIC (Singapore) Pte Ltd.





RFP FOR ENGAGING “Human Resource Consultant” for Recruitment of following positions on fixed term contractual basis

- i) **Chief Technical Officer**
- ii) **Chief Digital Officer**
- iii) **Chief Information Security Officer**
- iv) **Chief Risk Officer**
- v) **Consulting Actuary**





SCOPE OF WORK

(FOR FULL DETAILS REFER RFP)

- Preparation of job specification
- Undertake compensation survey and finalize the compensation structure in consultation with LIC of India for this position.
- Sourcing of suitable candidates
- Short-listing of applications
- Arranging for various screening process
- Background Verification & other verifications





•Eligibility Criteria for Bidders

#	Criteria	Documents to be submitted
1	Bidder should be a registered company in India under Companies Act and should have been in operation for at least TEN years as on date of RFP.	Copy of the Certificate of Incorporation and Certificate of Commencement of Business.
2	The bidder should have maintained operating profit during any two of the last three financial years (2018-19, 2019-20 and 2020-21).	Audited Financial statements or Copy of financial statement certified by Authorised Signatory
3	The bidder must have a minimum annual turnover in India, of Rs. 10 Crore in the past two years	Copy of the audited Balance Sheet and / or Certificate of the Chartered Accountant for preceding two years
4	Power of Attorney	Duly executed Power of Attorney by the Company's Board/Managing Director/Director or Board resolution in the name of the Authorized Signatory.
5	The Bidder should have an experience of minimum 5 years in the field of assisting recruitments (in India) for large organizations with employee strength of minimum 10000 and/ or annual turnover of at least Rs.700 Cr.	Letters from clients/ copy of engagement letters/ contracts.





#	Criteria	Documents to be submitted
6	The bidder should have relevant experience of recruiting manpower in India for Junior/ Senior Management/ Executive Level positions in BFSI Sector/PSU Organizations/Govt. for a minimum period of 10 years	Letters from clients/ copy of engagement letters/ contracts
7	Bidders should not be under debarment/blacklist period for breach of contract/fraud/corrupt practices by any Scheduled Commercial Bank/ Public Sector Undertaking / State or Central Government or their agencies/ departments on the date of submission of bid for this RFP. Bidder should also not have been disqualified/ debarred/ terminated on account of poor or unsatisfactory performance and/or blacklisted by any Scheduled Commercial Bank/ Public Sector Undertaking/ State or Central Government or their agencies/departments, at any time, during the last 3 years.	Self-declaration
8	The Bidder should have an experience recruiting atleast 1 person for the specified position, to which the bidder submits bid, for large organizations with employee strength of minimum 10000 and/ or annual turnover of at least Rs.700 Cr.	Letters from clients/ copy of engagement letters/ contracts.
9	Atleast five Successful placement in senior Managerial Positions	Letters from clients/ copy of engagement letters/ contracts.
10	Bidder should not have any litigation against LIC which may materially impact the bidders' responsibility to implement the scope of this RFP	Undertaking signed by the Authorized Signatory.





#	Criteria	Documents to be submitted
11	Past/present litigations, disputes, if any (Adverse litigations could result in disqualification, at the sole discretion of LIC)	Brief details of litigations, disputes related to services being procured under this RFP or infringement of any third party Intellectual Property Rights by prospective Bidder or disputes among Bidder's board of directors, liquidation, bankruptcy, insolvency cases or cases for debarment/blacklisting for breach of contract/fraud/corrupt practices by any Public Sector Undertaking / State or Central Government or their agencies/ departments or any such similar cases, if any are to be given on Company's letter head
12	Bidder must comply with the requirements contained in O.M. No. 6/18/2019-PPD, dated 23.07.2020 order (Public Procurement No. 1), order (Public Procurement No. 2) dated 23.07.2020 and order (Public Procurement No. 3) dated 24.07.2020	Self-declaration
13	Should be a professional Management Consulting Company / firm of international repute / standing HR consulting company. (The team exclusively assigned to the project allotted should consist of sufficient number of persons not less than 3 persons of requisite caliber)	Details of Team members (Name, Qualification, Experience, contact details of members)
14	Bid Fee of Rs.25,000/-	Pay Order / Demand Draft, issued by a Scheduled Commercial Bank in India, drawn in favour of Life Insurance Corporation of India, payable at Mumbai
15	All bidders are required to submit an earnest bid money amount (EMD) of Indian Rupees Two lacs with their response to RFP.	Bank Guarantee issued by a Scheduled Commercial Bank in India, drawn in favour of Life Insurance Corporation of India, payable at Mumbai.



BID SUBMISSION

Bid Price, NDA, Pre bid Integrity Pact and Bank Guarantee for EMD—
The Demand Draft for Bid price, Non-Disclosure Agreement, Pre-bid Integrity Pact and the Bank Guarantee for EMD should be submitted in an envelope superscribed as:

**“Bid Price, NDA, Integrity Pact & EMD for RFP Ref:
LIC/CO/Personnel/MPPR/HR Consultants/RFP-2022 Dated:
29/03/2022, For Selection of Empanelled Human Resource
Consultant.**

SUBMITTED BY _____ (Bidder’s Name)”





Eligibility Bid –The Hardcopy of the Eligibility Documents should be submitted in a sealed envelope superscribed as:

“ELIGIBILITY BID for RFP for Selection of Human resource Consultant

Ref: LIC/CO/Personnel/MPPR/HR Consultants/RFP-2022” dated 29-03-2022,

SUBMITTED BY _____ (Bidder’s Name)”





Technical Bid –The Hardcopy prepared towards the response of Technical Bid should be submitted in a separate envelope super-scribed as:

“TECHNICAL BID for RFP for Selection of Human resource Consultant for the position -----

Ref: LIC/CO/Personnel/MPPR/HR Consultants/RFP-2022” dated 29-03-2022,

SUBMITTED BY _____ (Bidder’s Name)”





Commercial Bid – Hardcopy for the Commercial Bid should be in a separate sealed envelope super-scribed as:

“COMMERCIAL BID for RFP Ref: LIC/CO/Personnel/MPPR/HR Consultants/RFP-2022” dated 29-03-2022, For Selection of Human resource Consultant for the position -----

SUBMITTED BY _____ (Bidder's Name)”





BID OPENING EVALUATION

- The Eligibility Bid along with the technical bid shall be opened as stated in the activity schedule
- The commercial bids of technically short listed bidders will be opened
- Quality and Cost Based Selection (QCBS)
- Technical Proposal will have 80% weightage and Financial Proposal shall have 20% weightage
- H1 SCORER WILL BE AWARDED.





ACTIVITY SCHEDULE

Sl.No	Activity	Details
1	RFP Reference & date	Ref: : Ref: LIC/CO/Personnel/MPPR/HR Consultants/RFP-2022 dated 29 th March, 2022
2	Bid Processing Fee (non-refundable)	Rs.25,000/- (Rs. Twenty Five thousand only) In the form of a Demand Draft drawn on Nationalized/Scheduled bank in favour of Life Insurance Corporation of India payable at Mumbai.
3	Address of Communication and Address for submission of Bid	The Executive Director (Personnel) Life Insurance Corporation of India, Central Office, Personnel Department, 5th Floor, West Wing, J B Marg, Nariman Point Mumbai – 400021.
4	Last date and time for sending Pre-bid Queries	Monday, 4 th April 2022 by 11.00 am Pre-bid Queries to be submitted in the format as per Annexure VIII
5	Pre Bid meeting (by pre-registration only)	Monday, 4 th April 2022 at 12.00 noon Venue: Life Insurance Corporation of India, Central Office, – Personnel Department, 5th Floor, West Wing, j. B Marg, Mumbai – 400021. Only 2 representatives per bidder will be allowed to attend the meeting and the names of the attendees will have to be informed to the mail id as mentioned in column 13 of this schedule, one business day in advance.





ACTIVITY SCHEDULE

Sl.No	Activity	Details
6	Last Date and time for receiving queries on Bid	Monday, 4 th April 2022 latest by 3.00 pm Queries to be submitted in the format as per Annexure VIII
7	Last Date for response from LIC for Bid queries	All clarifications/results related to this bid will only be communicated through our website https://licindia.in/Bottom-Links/Tenders
8	Earnest Money Deposit	Rs. 2, 00,000/- (Rs. Two Lakh Only) In the form of a Bank Guarantee as given in Annexure - VI of the RFP.
9	Last Date & Time for Bid Submission	Monday, 18 th April 2022 latest by 5.30 pm
10	Eligibility & Technical Bid opening date/time/ venue	The Eligibility & Technical Bids will be opened by LIC in the presence of the bidders/ representatives who choose to attend the Technical Bid opening on Tuesday, 19 th April 2022 at 11.00 AM at the above mentioned address.

Important: The above schedule is tentative only and subject to change. Any change to the Activity Schedule will be notified through website <https://licindia.in/Bottom-Links/Tenders> only.



Sl.No	Activity	Details
11	Commercial Bid	The Commercial Bids of the technically qualified bidders will be opened on the notified date by LIC in the presence of the bidders/ their representatives who choose to attend.
12	Website Address	https://licindia.in/Bottom-Links/Tenders
13	Contact Email-id	Any Mail Communication regarding this RFP must be sent to email-id co_personnel@licindia.com only. The subject line must contain “RFP-For HR Consultants”. Any mail communication not sent as above is likely to get missed, for which LIC will not be responsible.

Important: The above schedule is tentative only and subject to change. Any change to the Activity Schedule will be notified through website <https://licindia.in/Bottom-Links/Tenders> only.





THANK YOU

