



Indian Institute of
Corporate Affairs

Indian Institute of Corporate Affairs

Plot No. P- 6, 7 & 8, Sector-5, IMT Manesar, Distt. Gurugram- 122050, (Haryana)

Phone: + 91-124-2640000, E-mail: anil.kmr1976@gov.in,

Website: www.iica.in

**Request for Expression of Interest
for Hiring HR Agencies for
Recruitment of Faculty**

Opening Date : 19.09.2018

Closing Date : 10.10.2018

1 INTRODUCTION

1.1 Background

- 1.1.1 The Indian Institute of Corporate Affairs, a registered society functions under the administrative control of Ministry of Corporate Affairs (MCA) has been established to act as a think tank and a centre of excellence to support the growth of corporate sector in India through an integrated multi-disciplinary approach.
- 1.1.2 Indian Institute of Corporate Affairs intends to appoint Faculty including, Professors, Associate Professors, Assistant Professors or other positions as per requirements.
- 1.1.3 Indian Institute of Corporate Affairs now invites reputed HR Agencies to indicate their interest in providing the CVs of suitable candidates for the posts mentioned in the Scope of Work.
- 1.1.4 The selection will be made by following Fixed Budget System of procurement.

1.2 Scope of the Work and Tasks

The HR Agencies will recommend dedicated, well qualified and experienced personnel as per the qualifications, job profile and experience described against each position for the IICA and perform following tasks:

- 1.2.1 Provide methodology for selection of candidates.
- 1.2.2 Undertake all necessary due diligence regarding the educational and technical/experience claims of the candidates.
- 1.2.3 Provide panel of 4 to 6 shortlisted candidate against each post. The panel should be accompanied by HR summary details indicating strengths and weaknesses of empanelled candidates who will be interviewed by the Selection Panel (Later Remuneration Committee) of the IICA.
- 1.2.4 The eligibility criteria shall be shared with the empanelled agencies.

The eligibility criteria of the personal to be appointed are given under:

S.No.	Name of Post	Field	Essential Experience & Qualification	Pay
A	B	C	D*	E
1	Professor	(i) Finance, (ii) Corporate	Essential : Ph.D with 55% marks in the preceding degree or equivalent in	As per UGC

		Law (iii) Competition Law (iv) Corporate Governance (v) Business Environment	the relevant field Experience: 10 years experience in teaching at Graduate/Post Graduate or in industry in the relevant field or related discipline ii) publication of research papers in national or international journals and experience of conducting sponsored research projects/training programmes	
2	Associate Professors	(i) Corporate Law (ii) Business Environment	PhD. With 55% in the preceding degree or equivalent in the relevant field. Essential: 8 years' experience in teaching at graduate/ post graduate or in industry in the field or related discipline. Desirable: Publications of research papers in national or international journals and experience of conducting sponsored research projects/ training programs	As per UGC
3	Assistant Professor	(i) Finance (ii) Competition Law (iii) Business Environment	PhD. With 55% in the preceding degree or equivalent in the relevant field Essential: 3 years' experience in teaching at graduate/ post graduate or in industry in the field or related discipline. Desirable: Publications of research papers in national or international journals and experience of conducting sponsored research projects/ training programs	As per UGC

*Detailed Recruitment Rules, age, mode of recruitments, etc. shall be shared by IICA with the qualified HR Agencies after empanelment. However, in addition to the above, empanelled HR Agencies will perform to recruit other posts as per the Scope of work as defined at 1.2 above as per requirements.

1.3 Validity of Applications

The Application shall be valid for a period of not less than 120 (one hundred and twenty) days from the Application Due Date hereinafter called "**Application Validity Period**". IICA reserves the right to reject any Application, which does not meet this requirement.

1.4 Qualification of HR Agencies

1.4.1 Past experience of at least three years in the relevant field.

- 1.4.2 Minimum average annual turnover of Rs. 40 in the preceding three financial year.
- 1.4.3 Proven track record of hiring at least 10 personnel for similar posts in Academic Institutes with at least one against each position as indicated in para 1.2.4.
- 1.4.4 Reference from at least three clients for successful completion of the assignments with at least one from a academic institute.

1.5 Payment Terms

- 1.5.1 The salary of each position mentioned in para 1.2.4 is as per UGC pay scales or as per prevailing norms of IICA.
- 1.5.2 The HR Agency will be paid fee for successful recruitment of the recommended candidate.
- 1.5.3 The amount of one time success fee will be paid to HR Agency upon successful recruitment. The rate of success fee shall be decided by the Competent Authority, IICA after empanelment of HR Agencies or financial bids may also be invited from the empanelled HR Agencies.
- 1.5.4 Detailed scope of work and activities will be provided at the time of empanelling.

1.6 Communications

All communications including the submission of Application shall be addressed to

ATTN. OF: Shri Anil Kumar,
 Administrative Officer
 Indian Institute of Corporate Affairs
 P-6, 7, 8, Sector-5, IMT Manesar,
 Distt. Gurgaon-122052

1.7 Schedule of Empanelment Process

Sr. No.	Event Description	Indicative Dates
1.	Date of Issue of REOI	19.09.2018
2.	Last Date of Submission of EOI	08.10.2018

1.8 Application Preparation Cost

The Applicant shall be responsible and shall bear all costs and expenses associated with the preparation of its Application and its participation in the

empanelment. It is clarified that IICA shall be not responsible or in any way liable for such costs, expenses regardless of the conduct or outcome of the empanelment.

1.9 Right to Accept or Reject any of the Applications

1.9.1 Notwithstanding anything contained in this REOI Document, IICA reserves the right to accept or reject any Application or to annul the Empanelment Process or reject all Applications at any time, without assigning any reasons thereof and without any liability or any obligation, of any nature whatsoever, for such rejection or annulment.

1.9.2 IICA reserves the right to reject any Application if:

- a. At any time, a material misrepresentation is made or discovered; or
- b. The Applicant does not respond promptly and diligently to requests for additional information or clarification required for evaluation of the Application.

Rejection of the Application by IICA, as aforesaid, would lead to the disqualification of the Applicant.

1.10 Amendment of REOI Document

1.10.1 At any time prior to the Application Due Date, IICA may, for any reason, whether at its own initiative or in response to clarifications requested by an Applicant, modify the REOI Document by the issuance of Addenda posted on the website: www.iica.in.

1.10.2 Any Addendum thus issued will also be posted on the website: www.iica.in.

1.10.3 In order to provide the Applicants a reasonable time to examine the Addendum, or for any other reason, IICA may, at its own discretion, extend the Application Due Date.

1.11 Clarifications

A) Clarification to the Queries

An Applicant requiring any clarification on the REOI Document may request IICA online through mail at Email: anil22mail@gmail.com. Applicants should send in their queries latest by 25.09.2018. IICA would endeavour to respond to the queries by 28.09.2018. The responses may be uploaded on the website: www.iica.in or the same may also be sent through email.

1.12 Language

The Application and all related correspondence and documents should be furnished by the Applicant with the Application may be in any other language provided that these are accompanied by appropriate translations of the pertinent passages in the English language. Supporting material, which are

not translated into English, may not be considered. For the purpose of interpretation and evaluation of the Application, the translated in English language shall prevail.

1.13 Confidentiality

- 1.13.1** Information relating to the examination, clarification, evaluation, and recommendation for the Empanelled Applicants shall not be disclosed to any person not officially concerned with the Empanelment Process. IICA will treat all information submitted as part of Application in confidence and would require all those who have access to such material to treat the same in confidence. At the conclusion of the evaluation process, IICA may inform by email/letter or publish list of applicant in website www.iica.in.
- 1.13.2** IICA shall not divulge any such information unless it is ordered to do so by any authority pursuant to applicable law or order of a competent court or tribunal, which requires its disclosure.

1.14 Clarifications to Facilitate Evaluation

- 1.14.1** To facilitate evaluation of Applications, IICA, at its sole discretion, seek clarifications in writing from any Applicant regarding its Application. Such clarifications shall be provided within the time specified by IICA, as the case may be, for this purpose. Any request for clarifications and all clarifications shall be in writing.
- 1.14.2** If an Applicant does not provide clarifications sought under Sub-Clause above within the prescribed time, its Application shall be liable to be rejected. In case the Application is not rejected, IICA may proceed to evaluate the Application by construing the particulars requiring clarification to the best of its understanding, and the Applicant shall be barred from subsequently questioning such interpretation.
- 1.14.3** The Application shall contain the following (check-list):
- Appendix 1: Format for Details of Applicant
 - Appendix 2: Format for Affidavit Certifying that Entity / Director/s of Entity are not Blacklisted
 - Appendix 3: Aggregated turnover of the firm during last 3 financial years (2014-15, 2015-16, 2016-17)
 - Appendix 4 : Authority Letter

a) Miscellaneous

- a. The Empanelment Process shall be governed by, and construed in accordance with, the laws of India and the Courts at New Delhi shall have exclusive jurisdiction over all disputes arising under, pursuant to and/or in connection with the Empanelment Process.

- b. IICA, in its sole discretion and without incurring any obligation or liability, reserves the right, at any time, to:
 - a. Suspend and/or cancel the Empanelment Process and/or amend and/or supplement the Empanelment Process or modify the dates or other terms and conditions relating thereto;
 - b. Consult with any Applicant in order to receive clarification or further information;
 - c. Retain any information and/or evidence submitted to IICA by, on behalf of and/or in relation to any Applicant; and/or
 - d. Independently verify, disqualify, reject and/or accept any and all submissions or other information and/or evidence submitted by or on behalf of any Applicant.
- c. It shall be deemed that by submitting the Application, the Applicant agrees and releases IICA, its employees, agents and advisers, irrevocably, unconditionally, fully and finally from any and all liability for claims, losses, damages, costs, expenses or liabilities in any way related to or arising from the exercise of any rights and/or performance of any obligations hereunder, pursuant hereto and/or in connection herewith and waives any and all rights and/or claims it may have in this respect, whether actual or contingent, whether present or future.
- d. All documents and other information supplied by IICA or submitted by an Applicant shall remain or become, as the case may be, the property of IICA. IICA will not return any submissions made hereunder. Applicants are required to treat all such documents and information as strictly confidential.
- e. IICA reserves the right to make inquiries with any of the clients listed by the Applicants in their previous experience record.
- f. After empanelment a contract shall be executed between IICA and HR Agencies. Copy of the contract shall be provided at the time of empanelment.
- g. Conditional REOI shall be outrightly rejected.
- h. Change in the content of this REOI shall not be allowed.
- i. Interested parties are required to send all the pages of this documents duly signed and stamped by the authorised signatory by post to IICA within due date.

Appendix 1: Format for Details of Applicant

1. Details of Applicant

a.	Name of applicant with full address	:	
b.	Tel. No.	:	
c.	Fax No.	:	
d.	Email	:	
e.	Year of Incorporation. (Attach copy of incorporation certificate)	:	
f.	Name and address of the person holding the Power of Attorney.	:	
g.	(i) Place of Business.	:	
	(ii) Date of Registration.	:	
h.	Name of Bankers with full address.	:	
i.	Turn Over for the Last 3 years 2014-15 2015-16 2015-16 duly Certified by CA.		
j.	No. of Academic position filled so far	:	
k.	No. of none-academic positions filled so far	:	
l.	Service Tax Registration Number((Attach copy of incorporation certificate).	:	
m.	Are you presently debarred / Black listed by any Government Department /Public Sector Undertaking /Any Employer? (If Yes, please furnished details)	:	
n.	If any criminal proceeding is pending against any of the partners/directors of the firm/company. If yes, give reasons	:	
o.	Name and details (Tel / Mobile / E mail) of contact persons	:	

Appendix 2: Format for Affidavit Certifying that Entity / Director/s of Entity are not Blacklisted

(On a Stamp Paper of relevant value)

Affidavit

I, M/s. (Sole Applicant / Lead Member/ Other Member /s)), (the names and addresses of the registered office) hereby certify and confirm that we or any of our promoter/s / director/s are not barred or blacklisted by any state government or central government / department / agency/PSU in India from participating in Project/s, either individually as on _____.

We further confirm that we are aware that our Application would be liable for rejection in case any material misrepresentation is made or discovered.

Dated thisDay of, 201....

Name of the Applicant

.....
Signature of the Authorised Person

.....
Name of the Authorised Person

Appendix 3: Aggregated turnover of the firm during last 3 financial years (2014-15, 2015-16, 2016-17)

Financial Year	Turn Over (in Crores)
2014-15	
2015-16	
2016-17	

(To be certified by the Chartered Accountant)

Certified that the above information is correct to the best of our knowledge and no relevant information is concealed. If at any time during or after the Empanelment, it is proved that the information furnished by us is wrong, IICA reserves the right to take necessary action against our firm as per applicable Laws/Rules of the land.

Signature of Authorized Representative of the Firm/Company

Appendix 4: Authority letter
(On the letter head of the Firm/Company)

Authority letter

Know all men by these presents, we (name and address of the registered office) do hereby constitute, appoint and authorise Mr. / Ms..... (name and residential address) who is presently employed with us and holding the position of As our authorised representative, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our application for **Empanelment as HR Agency**", including signing and submission of all documents and providing information / responses to ROEI of Indian Institute of Corporate Affairs ("IICA"), representing us in all matters before IICA, and generally dealing with IICA in all matters in connection with our bid for the same.

For

(Signature)

(Name, Title and Address)

Accepted

..... (Signature)

(Name, Title and Address of the Authorised Representative)