



NIIF Limited

RFP for HR Consultant Selection

# REQUEST FOR PROPOSAL (RFP)

## SELECTION OF HR CONSULTANT



**NATIONAL INVESTMENT AND INFRASTRUCTURE FUND LIMITED (NIIF Ltd)**

**DATE:18/05/2016**



## DISCLAIMER

1. This Request for Proposal (RFP) document is not an agreement or offer by NIIF Ltd to the Bidders or any other party. The purpose of this RFP is to provide interested parties with information to assist the formulation of their Bid. This RFP is based on material and information available in public domain.
2. This RFP, along with its formats, is not transferable. The RFP and the information contained therein is to be used only by the person to whom it is issued; it shall not be copied or distributed by the recipient to third parties. In the event that the recipient does not continue with its involvement in the bidding process in accordance with this RFP, this RFP must be kept confidential.
3. While this RFP has been prepared in good faith, neither NIIF Ltd nor its employees or advisors/ consultants make any representation or warranty express or implied as to the accuracy, reliability or completeness of the information contained in this RFP.
4. Neither NIIF Ltd, its employees nor its advisors/ consultants will have any liability to any Prospective Bidder/ Bidders or any other person under the law of contract, tort, the principles of restitution or unjust enrichment or otherwise for any loss, expense or damage which may arise from or be incurred or suffered in connection with anything contained in this RFP, any matter deemed to form part of this RFP, the information supplied by or on behalf of NIIF Ltd or its employees, any advisors/ consultants or otherwise arising in any way from the process for selection of HR Consultant.



## Table of Contents

DISCLAIMER .....	2
1. INTRODUCTION .....	5
2. GOVERNANCE.....	5
3. PROPOSED FUND STRUCTURE.....	5
4. STATUS OF FUND FORMATION .....	5
5. OBJECTIVE OF THE ENGAGEMENT.....	6
SCOPE OF WORK .....	6
5.1 Planning.....	6
5.2 Recruitment.....	6
5.3 Establishment of Processes & Systems .....	8
6. CONFLICT OF INTEREST .....	8
7. IMPORTANT TIME LINES & CONTACT PERSON .....	8
7.1 Important Timelines.....	8
7.2 Contact Details.....	8
8. INSTRUCTION TO BIDDERS.....	9
8.1 Minimum Eligibility Criteria for the Bidders .....	9
8.2 Pre-Bid Queries .....	9
8.3 Amendment to RFP Document .....	9
8.4 General Terms.....	9
8.5 Submission of Bids .....	10
8.6 Termination of Contract .....	10
8.7 Confidentiality.....	10
8.8 Other Terms and Conditions.....	11
9. SELECTION PROCESS AND CRITERIA .....	11
9.1 Evaluation Table.....	13
9.2 Professional Fee Amount .....	18
9.3 Professional Fee Payment Schedule .....	19
9.4 Supporting Information/ Experience Certificate .....	21
10. ADDITIONAL POINTS TO BE NOTED .....	24
SCHEDULE 1 - Covering note for resume .....	25
SCHEDULE 2 - List of resume sent to NIIF Ltd .....	26



SCHEDULE 3 – Basic data for benchmarking exercise ..... 27



## 1. INTRODUCTION

National Investment and Infrastructure Fund (“NIIF” or “Fund”) is an Alternative Investment Fund (“AIF”) set up by Government of India. NIIF has been set up to pool financial resources from both domestic and international sources to finance infrastructure projects through equity investments.

The objective of NIIF is to catalyze infrastructure development by investing in commercially viable projects, both green field and brown field, including stalled projects. It could also consider other nationally important projects, for example, in manufacturing, if commercially viable.

It is envisaged that initial authorized corpus of NIIF would be INR 40,000 Crores, which may be increased from time to time, as decided by the Ministry of Finance.

Please note that term “Bidders” is used for HR consultancy firms who participate in the bidding process and submit their proposal against this RFP. The selected Bidder is referred to as “HR Consultant”.

## 2. GOVERNANCE

Governing Council of NIIF comprises of government representatives and professionals/ experts in finance, economics and infrastructure. It could also include representatives of non-government contributors to the Fund. The Governing Council would approve guidelines for investment of NIIF’s corpus, parameters for appointment and performance of investment managers/ advisors, and any other matters related or incidental thereto.

NIIF would be supported by one or more Chief Executive officer (CEO) (depending upon the number of funds created) and a small investment team consisting of limited number of expert staff, at arm’s length from the Government. Their salaries would be market-linked. It would be possible for the Trustee of the Fund to appoint one or several Fund Managers.

NIIF would have full autonomy for project selection for investments. NIIF would formulate guidelines and would follow due processes for selection criteria for Asset Management Companies (AMCs) and Non-Banking Financial Companies (NBFCs) / Financial Institutions (FIs).

## 3. PROPOSED FUND STRUCTURE

For the proposed structure of the Fund, please refer to the figure provided on the next page.

## 4. STATUS OF FUND FORMATION

NIIF has been set up as a Trust under Indian Trust Act 1982 registered with SEBI as a Category II AIF under SEBI (Alternate Investment Fund) Regulations, 2012 on 28 December 2015. National Investment and Infrastructure Fund Trustee Ltd and National Investment and Infrastructure Fund Ltd have been incorporated as public limited companies to act as the trustee and investment manager of the Fund, respectively.



## 5. OBJECTIVE OF THE ENGAGEMENT

The objective for this engagement is to work out the organogram for NIIF Ltd, formulate suitable compensation structures, recruitment of CIO and team and set up policies and processes for human resources (HR) function of NIIF Ltd Under this engagement, NIIF Ltd shall engage with the selected HR Consultant for:-

- a) Preparation of organogram with roles and responsibilities
- b) Formulation of compensation structures after benchmarking with the market
- c) Recruitment of CIO, fund management team and other employees for NIIF Ltd
- d) Documentation of HR processes and policy
- e) Selection and operationalization of IT systems for implementation of HR policies and processes
- f) Review of HR processes and policies based on operational feedback by NIIF Ltd

Though NIIF Ltd intends to appoint a single HR Consultant for all the sub-objectives mentioned above, however, it may be decided to appoint different HR Consultants for one or more sub-objectives, as per NIIF Ltd's internal assessment to meet its requirements.

## SCOPE OF WORK

### 5.1 Planning

- a) The HR Consultant shall conduct a market study and suggest various team structures containing details of organograms of various private equity firms in India and abroad (including sovereign wealth funds) and recommend optimum HR structure with detailed roles & responsibilities/ job descriptions of each position for NIIF Ltd
- b) The HR Consultant shall share draft 'Market Study Report - Team Structures/ Organograms' with NIIF Ltd and shall finalize the report after discussions with NIIF Ltd
- c) The HR Consultant shall carry out skill set analysis for each position in terms of educational qualifications and experience.
- d) The HR Consultant shall arrange (based on 'Market Study Report – Team Structures/ Organograms') for compensation mapping (including carried interest structuring) for each role(s)/ position(s) and recommend suitable compensation structures aligned with market practice (including performance metrics for variable pay and carried interest) and as per NIIF Ltd's requirements.
- e) The HR Consultant shall share draft 'Market Study Report – Compensation' with NIIF Ltd and shall finalize the report after discussions with NIIF Ltd
- f) The HR Consultant, if required shall make presentation to the Board of Directors for approval of organogram, job descriptions, roles & responsibilities and compensation structure.

### 5.2 Recruitment



- a) The HR Consultant shall prepare Skill Metrics (skillsets, experience, etc.) and other qualifications for selection of CIO, fund management team members and other employees in consultation with NIIF Ltd
- b) The posts will be advertised in two national and business newspaper advertisements and put on websites as agreed. It will be the responsibility of the HR consultant to take this forward as agreed with the NIIF Ltd
- c) The HR Consultant shall be responsible for screening of candidates discreetly and professionally according to their qualifications and experience in conformity with NIIF Ltd's requirements and as per the job descriptions approved by the Board of NIIF Ltd
- d) During the engagement, the HR Consultant shall provide a list of minimum [10] candidates for each role. Apart from this, the HR Consultant is also required to gather headline information on the candidate as mentioned in Schedule 1. This information will form a covering note for each and every short listed resume that will be sent to NIIF Ltd Criteria for shortlisting will be agreed with NIIF Ltd in line with the job description.
- e) The HR Consultant shall also advertise the vacancies through websites and its existing networks.
- f) The HR Consultant shall prepare and maintain a database of all applications received in response to the advertisements and keep NIIF Ltd updated on a weekly basis on the number and profile of applications received.
- g) The HR Consultant shall receive completed application forms for the roles and sift them.
- h) The HR Consultant shall facilitate the interview process of these roles including scheduling with all interview panel members.
- i) The HR Consultant shall submit a list of total applications received in all categories for the posts and hand over the applications to NIIF Ltd at the end of the engagement or as and when required by NIIF Ltd
- j) The HR Consultant shall notify NIIF Ltd of such eligible candidates who are ready for final interview and selection.
- k) The HR Consultant shall brief the candidates about the nature of business of NIIF Ltd, nature of job, etc. and such other details as may be relevant with regard to the job requirements placed by NIIF Ltd before referring the candidate(s) to NIIF Ltd. This has to be only in writing. Also any query will be answered only through email and sent to all the candidates who are applying. It has to be ensured by the HR Consultant that all relevant information for the purpose of the application process is disseminated impartially to all the candidates.
- l) A shortlist of pre-screened candidates shall be endorsed by the HR Consultant for NIIF Ltd together with their application papers/ curriculum vitae. The covering templates for sending short listed resumes are specified in Schedule 2 of this agreement.
- m) Without prior written approval of NIIF Ltd, the HR Consultant shall neither use NIIF Ltd's name, nor place advertisements regarding recruitment on behalf of NIIF Ltd in the print or electronic media or in any other manner whatsoever.
- n) The HR Consultant shall not make any false or unauthorized representations to the prospective



candidates for or on behalf of NIIF Ltd.

### 5.3 Establishment of Processes & Systems

- a) The HR Consultant shall draft HR processes, policy, performance metrics, human resource development plan/ strategy for NIIF Ltd and finalize them after discussion and consultation with NIIF Ltd.
- b) The HR Consultant shall assist in procurement and customization of suitable IT systems (including software) in consultation with NIIF Ltd for operationalizing the processes, policies and HR systems of NIIF Ltd.
- c) The HR Consultant shall periodically review HR processes and their effectiveness based on operational feedback as laid down in the HR policy and give recommendations.

## 6. CONFLICT OF INTEREST

To avoid conflict of interest, each Bidder shall warrant that neither they, nor any of their officers, directors or employees with the authority to bind the Bidder, has any financial or personal affiliation with any board member of NIIF Ltd and/ or any employee/ proposed employee of NIIF Ltd.

## 7. IMPORTANT TIME LINES & CONTACT PERSON

### 7.1 Important Timelines

INFORMATION	DATE	TIME
ISSUE OF RFP DOCUMENT	18-05-2016	5.00PM
SUBMISSION OF QUERIES	23-05-2016	5.00PM
CLARIFICATION OF QUERIES AND RELEASE OF AMENDED RFP	26-05-2016	5.00PM
SUBMISSION OF TECHNICAL AND FINANCIAL PROPOSAL	01-06-2016	5.00PM
PRESENTATION AND INTERACTIONS WITH THE WORKING TEAMS OF THE BIDDERS (IF REQUIRED BY NIIF Ltd)	03-06-2016	10.00AM -5.00 PM
RESULT DECLARATION	08-06-2016	5.00 PM
EXPECTED DATE FOR ENGAGEMENT KICK-OFF	10-06-2016	9.00 AM

### 7.2 Contact Details

CONTACT PERSON FOR QUERIES	Mr. P.S. Prakash Rao, OSD, NIIF Ltd
EMAIL ADDRESS FOR PROPOSAL SUBMISSION	<a href="mailto:prakash.rao@niifindia.in">prakash.rao@niifindia.in</a>
NIIF Ltd ADDRESS	National Investment & Infrastructure Fund Ltd





	C/o State Bank of India 8 <sup>th</sup> Floor, NDMB Building, C Block, 11 Sansad Marg New Delhi -110001
CONTACT NUMBER/ EMAIL ADDRESS FOR ANY QUERIES	011-23407892/23407895 <a href="mailto:prakash.rao@niifindia.in">prakash.rao@niifindia.in</a> <a href="mailto:Kishore.singh@niifindi.in">Kishore.singh@niifindi.in</a>

## 8. INSTRUCTION TO BIDDERS

### 8.1 Minimum Eligibility Criteria for the Bidders

S.no	Eligibility Criteria	Documentary Proof to be submitted
1.	Experience in HR consultancy in private equity domain in India	Duly signed scanned certificate from authorized signatory (with relevant documentary proofs, viz. engagement letters, contracts, feedback letters etc.)
2.	Bidder should not be banned/ blacklisted/ de-listed by any organization/ government agency/ quasi-government agency/ PSU to participate in their tenders for empanelment	Duly signed scanned certificate from authorized signatory
3	No bankruptcy/ liquidation proceedings have been initiated against it by any entity/ government agency/ quasi-government agency/ PSU against the Bidder.	Duly signed scanned certificate from authorized signatory

### 8.2 Pre-Bid Queries

The Bidders should send their queries as per timelines mentioned in the Section 7 to the contact address mentioned in the same section. NIF Ltd shall respond to the queries as per timeline mentioned in section 7.

### 8.3 Amendment to RFP Document

At any time prior to the last date for receipt of bids, NIF Ltd may, for any reason, whether at its own initiative or in response to a clarification requested by a Bidder, modify the RFP document by an amendment. NIF Ltd may, at its sole discretion, also extend the deadline for submission of proposals by issuing a notice on the website on which this RFP has been uploaded.

### 8.4 General Terms

1. Bidders are advised to study all instructions, forms, requirements, appendices and other information in the RFP document carefully. Submission of the Bid/ proposal shall be deemed to have been done after careful study and examination of the RFP document with full understanding of its implications.



2. Bidders are responsible for any discrepancy in the submitted proposals, as re-submission of any of the documents shall not be allowed.
3. Any proposal received by NIIF Ltd after timelines mentioned in the section 7 shall be rejected.
4. Failure to comply with the requirements specified in this RFP may render the proposal non-compliant and the proposal may be rejected. Bidders must (i) comply with all requirements set out within this RFP, (ii) submit the proposals as specified in this RFP and respond to each element in the order set out in this RFP, and (iii) include all supporting documentations specified in this RFP.
5. While every effort has been made to provide comprehensive and accurate background information and requirements and specifications, Bidders must form their own conclusions about any advice required by them. Bidders and recipients of this RFP may wish to consult their own legal advisers in relation to this RFP.
6. All information supplied by Bidders may be treated as contractually binding on the Bidders, on successful award of the assignment by the NIIF Ltd on the basis of this RFP.
7. No commitment of any kind, contractual or otherwise, shall exist unless and until a formal written contract has been executed by or on behalf of the NIIF Ltd. Any notification of the preferred Bidder status by NIIF Ltd shall not give rise to any enforceable rights by the Bidder. NIIF Ltd reserves the right to cancel this public procurement at any time prior to formal written contract being executed by or on behalf of NIIF Ltd.
8. NIIF Ltd may terminate the RFP process at any time without assigning any reason. NIIF Ltd makes no commitments, express or implied, that this process will result in a business transaction with anyone.
9. Bidders shall comply with internationally accepted standards of ethics and integrity. Any violation of provisions of the Prevention of Corruption Act, 1988 or the Indian Penal Code, 1860 in an effort to secure the Bid would result in immediate forfeiture against such person and such person will be barred from contesting the Bid.

### **8.5 Submission of Bids**

1. Bidders shall submit their techno-commercial bids in sealed envelopes
2. Proposals are required to be sent NIIF Ltd's address mentioned in Section 7.2.

### **8.6 Termination of Contract**

The NIIF Ltd may, in its sole discretion and for any reason whatsoever, either terminate the entire contract, or a part of contract. Such termination shall be preceded by a written notice of (15) days to HR Consultant.

### **8.7 Confidentiality**

1. Selected Bidders shall not disclose to third parties any information relating to the examination, clarification, comparison and evaluation of the proposals submitted to NIIF Ltd or its representatives to any other person not officially concerned with such process until the selection process is over. The undue use of confidential



information by any Bidders related to the process may result in rejection of their proposal.

2. Selected HR Consultant shall undertake to return all the infrastructure items, if any, (e.g. storage media etc.) or any other device/ data/ material/ etc. received during the process of execution of this contract to NIIF Ltd.
3. Selected HR Consultant shall not copy, reproduce, store, or record any data at any time for any purpose. All the data/ information on any media shall remain under the control of the NIIF Ltd. The HR Consultant shall be provided access to data, as necessary and on a need to access basis, solely to perform the services. Any breach of the foregoing covenant shall be treated as a material default liable for immediate termination of the contract, without prejudice to any other action, as may be liable to be taken against the firm under the extant law and the contractual obligations.

### **8.8 Other Terms and Conditions**

The other terms and conditions relevant to this assignment shall be detailed post the selection process and once the HR Consultant has been finalized. The selected HR Consultant's opinion on the terms and condition shall be sought; however, NIIF Ltd reserves the right to take a final call on the clauses of the contract.

## **9. SELECTION PROCESS AND CRITERIA**

The following is an outline of the process by which the Bidders shall be approached, evaluated and shortlisted by NIIF Ltd for the engagement:

1. In addition to being uploaded on the website of Ministry of Finance MOF/ NIIF Ltd, this Request for Proposal is also being shared by NIIF Ltd with a set of HR/ recruitment consultants.
2. The list of Bidders participating in this process is confidential in nature, and shall not be disclosed to any of the Bidders.
3. The Bidders are requested to submit their final proposals against this Request for Proposal as per the timelines specified under Section 7.1.
4. The proposals received from the Bidders shall be evaluated by NIIF Ltd, and shortlisted by means of a single-stage bidding and evaluation process, viz. techno-commercial evaluation stage.
5. Under the techno-commercial evaluation stage, the Bidders are required to submit information as per the table provided under the following section (Section 9.1, Evaluation Table), which also indicates the scoring system to be used for evaluation of the Bids/ proposals.
6. The Bidder who obtains the maximum total weighted score (row no. 14 under the Evaluation Table) shall be shortlisted for the engagement (HR Consultant).
7. In case two or more Bidders obtain the same total weighted score, NIIF Ltd reserves the right to resolve the tie by any means at its discretion, including by way of requesting the concerned Bidders to re-submit more competitive financial quotes.
8. An engagement letter/ contract detailing the terms of appointment and roles and responsibilities of the parties shall be executed between NIIF Ltd and HR Consultant.
9. The information to be provided under the Evaluation Table distinctly covers the scope of work for



planning (split between organogram and compensation structure), recruitment and establishment of processes & systems.

10. In addition to information to be provided under Sections 9.1, 9.2 and 9.3, the Bidders are also required to furnish supporting information/ experience certificate as provided under Section 9.4.



### 9.1 Evaluation Table

1	2	3	4	5	6
Sr. No.	Evaluation criteria & scoring guidance	Figure for evaluation criteria (to be provided by the Bidder)	Score (0-2)	Weightage	Weighted score
1	<p>Cumulative experience of the Bidder in private equity domain in India for advising clients on organogram structuring/ reviewing</p> <p><u>Scoring guidance</u></p> <ul style="list-style-type: none"><li>• Less than [5] years: 0</li><li>• [5-10] years: 1</li><li>• Greater than [10] years: 2</li></ul>	[ ] years		5%	[Score under column no. 4 DIVIDED by 2] MULTIPLIED by weightage under column no. 5
2	<p>Cumulative advisory experience of one of the officials of the Bidder who holds the maximum experience in private equity domain for advising clients on organogram structuring/ reviewing and who shall be head/ member of the team proposed to be staffed on this engagement.</p> <p><u>Scoring guidance</u></p> <ul style="list-style-type: none"><li>• Less than [5] years: 0</li><li>• [5-10] years: 1</li><li>• Greater than [10] years: 2</li></ul>	[ ] years		5%	[Score under column no. 4 DIVIDED by 2] MULTIPLIED by weightage under column no. 5
3	<p>Total number of completed assignments of advisory (on end-to-end basis*) in which the proposed team members for this engagement have been involved for structuring/ reviewing private equity firm's organograms operating in India and having a corpus of INR 500 Crores or higher.</p> <p><u>Scoring guidance</u></p> <ul style="list-style-type: none"><li>• Less than [2] assignments: 0</li><li>• [2-5] assignments: 1</li><li>• Greater than [5] assignments: 2</li></ul>	[ ] assignments		5%	[Score under column no. 4 DIVIDED by 2] MULTIPLIED by weightage under column no. 5



4	<p>Cumulative experience of the Bidder in private equity domain in India for benchmarking and designing compensation structure</p> <p><u>Scoring guidance</u></p> <ul style="list-style-type: none"><li>• Less than [5] years: 0</li><li>• [5-10] years: 1</li><li>• Greater than [10] years: 2</li></ul>	[ ] years		5%	[Score under column no. 4 DIVIDED by 2] MULTIPLIED by weightage under column no. 5
5	<p>Cumulative advisory experience of one official of the Bidder who holds the maximum experience in private equity domain for benchmarking and designing compensation structure and who shall be head/ member of the team proposed to be staffed on this engagement.</p> <p><u>Scoring guidance</u></p> <ul style="list-style-type: none"><li>• Less than [5] years: 0</li><li>• [5-10] years: 1</li><li>• Greater than [10] years: 2</li></ul>	[ ] years		5%	[Score under column no. 4 DIVIDED by 2] MULTIPLIED by weightage under column no. 5
6	<p>Total number of completed assignments of advisory (on end-to-end basis*) for benchmarking and designing compensation structure in which the proposed team members for this engagement have been involved for private equity funds operating in India and having a corpus of INR 500 Crores or higher.</p> <p><u>Scoring guidance</u></p> <ul style="list-style-type: none"><li>• Less than [2] assignments: 0</li><li>• [2-5] assignments: 1</li><li>• Greater than [5] assignments: 2</li></ul>	[ ] assignments		5%	[Score under column no. 4 DIVIDED by 2] MULTIPLIED by weightage under column no. 5
7	<p>Cumulative experience of the Bidder in private equity domain for recruitment of CIO and other fund management personnel(s) in India</p> <p><u>Scoring guidance</u></p> <ul style="list-style-type: none"><li>• Less than [5] years: 0</li></ul>	[ ] years		5%	[Score under column no. 4 DIVIDED by 2] MULTIPLIED by weightage under column no. 5



	<ul style="list-style-type: none"> <li>[5-10] years: 1</li> <li>Greater than [10] years: 2</li> </ul>				
8	<p>Cumulative recruitment and/ or working experience of one official of the Bidder who holds the maximum experience in private equity domain for recruitment of CIO and other fund management personnel(s) in India and who shall be head/ member of the team proposed to be staffed on this engagement.</p> <p><u>Scoring guidance</u></p> <ul style="list-style-type: none"> <li>Less than [5] years: 0</li> <li>[5-10] years: 1</li> <li>Greater than [10] years: 2</li> </ul>	[ ] years		5%	[Score under column no. 4 DIVIDED by 2] MULTIPLIED by weightage under column no. 5
9	<p>Total number of completed recruitment assignments (on end-to-end basis*) in which the proposed team members for this engagement have been involved for recruitment of CIO and other fund management personnel(s) for private equity firms operating in India and having a corpus of INR 500 Crores or higher.</p> <p><u>Scoring guidance</u></p> <ul style="list-style-type: none"> <li>Less than [2] assignments: 0</li> <li>[2-5] assignments: 1</li> <li>Greater than [5] assignments: 2</li> </ul>	[ ] assignments		5%	[Score under column no. 4 DIVIDED by 2] MULTIPLIED by weightage under column no. 5
10	<p>Cumulative experience of the Bidder in private equity domain in India for compiling HR policies, processes and integrating IT systems for private equity firms</p> <p><u>Scoring guidance</u></p> <ul style="list-style-type: none"> <li>Less than [5] years: 0</li> <li>[5-10] years: 1</li> <li>Greater than [10] years: 2</li> </ul>	[ ] years		5%	[Score under column no. 4 DIVIDED by 2] MULTIPLIED by weightage under column no. 5
11	Cumulative advisory experience of one of the officials of the	[ ] years		5%	[Score under column



	<p>Bidder who holds the maximum experience in private equity domain for creating HR policies, processes and integrating IT systems for private equity firms and who shall be head/member of the team proposed to be staffed on this engagement.</p> <p><u>Scoring guidance</u></p> <ul style="list-style-type: none"> <li>• Less than [5] years: 0</li> <li>• [5-10] years: 1</li> <li>• Greater than [10] years: 2</li> </ul>				no. 4 DIVIDED by 2] MULTIPLIED by weightage under column no. 5
12	<p>Total number of completed assignments of advisory (on end-to-end basis*) for creating HR policies, processes and integrating IT systems for private equity firms in which the proposed team members for this engagement have been involved for private equity funds operating in India and having a corpus of INR 500 Crores or higher.</p> <p><u>Scoring guidance</u></p> <ul style="list-style-type: none"> <li>• Less than [2] assignments: 0</li> <li>• [2-5] assignments: 1</li> <li>• Greater than [5] assignments: 2</li> </ul>	[ ] assignments		5%	[Score under column no. 4 DIVIDED by 2] MULTIPLIED by weightage under column no. 5
13.	<p>Total Professional fee amount quoted by the Bidder</p> <p><u>Scoring guidance</u></p> <ul style="list-style-type: none"> <li>• NIIF Ltd shall enter the figure under column no. 4 of this row based on the fee amounts and payment schedule quoted by the Bidder under Sections 9.2 and 9.3.</li> <li>• Score under column no. 4 shall be calculated as per the following formula: <math>2 \times (H-F)/(H-L)**</math></li> </ul>	To be calculated and entered by NIIF Ltd as explained under scoring guidance		40%	[Score under column no. 4 DIVIDED by 2] MULTIPLIED by weightage under column no. 5
14	<b>TOTAL</b>			100%	

\* Details corresponding to involvement in end-to-end completion: The Bidders may provide details suitably in their own format (on no names basis if they so desire).

\*\* H = highest fee quote received by NIIF Ltd from the Bidders, L = lowest fee quote received by NIIF Ltd from the Bidders, F = fee quote of the Bidders being evaluated







## 9.2 Professional Fee Amount

Sr. No	Particulars	Professional Fee
A	Profession fee for market study and suggest various team structures containing details of organograms of various private equity firms in India and abroad and recommend suitable organogram/ structure(s) with detailed role(s) and responsibilities/ job description for each position.	INR _____
B	Professional fee for market study on compensation structure of private equity firms for benchmarking and designing compensation structure for NIIF Ltd for each role(s) and position(s)	INR _____
C	Professional fee for running recruitment process for recruitment of CIO and other personnel(s) for NIIF Ltd	INR _____
D	Professional Fee for compiling and reviewing HR policies, processes and integrating IT systems for operationalization of HR processes for NIIF Ltd	INR _____
	TOTAL	INR _____



### 9.3 Professional Fee Payment Schedule

- A. Profession fee for market study and suggest various team structures containing details of organograms of various private equity firms in India and abroad and recommend suitable organogram/ structure(s) with detailed role(s) and responsibilities for each position.

Sr. No.	Break-up of Professional Fee	Timeline
1	[ ]% of Professional Fee#	Upon the commencement of the engagement
2	[ ]% of Professional Fee	On receipt of draft report
3	[ ]% of Professional Fee	Finalization of draft report in consultation with NIIF Ltd
4	[ ]% of Professional Fee	Approval of report/ organogram by the Board of Directors

# This fee component (under Sr. No. 1) can be up to [10] % and not higher.

- B. Professional fee for market study on compensation structure of private equity firms for benchmarking and designing compensation structure for NIIF Ltd for each role(s) and position(s).

Sr. No.	Break-up of Professional Fee	Timeline
1	[ ]% of Professional Fee#	Upon the commencement of the engagement
2	[ ]% of Professional Fee	On receipt of draft report on compensation structure of private equity Firms in India
3	[ ]% of Professional Fee	Finalization of draft report on compensation structure in consultation with NIIF Ltd
4	[ ]% of Professional Fee	Benchmarking and designing of compensation structure for NIIF Ltd.
5	[ ]% of Professional Fee	Approval of compensation structure for NIIF Ltd by the Board of NIIF Ltd

# This fee component (under Sr. No. 1) can be up to [10] % and not higher.



## C. Profession fee for running recruitment process for recruitment of CIO and other personnel(s) for NIIF Ltd

Sr. No.	Break-up of Professional Fee	Timeline
1	[]% of Professional Fee#	Upon the commencement of the engagement
2	[]% of Professional Fee	On joining date of the selected candidate, upon joining and induction
3	[]% of Professional Fee	On 90 <sup>th</sup> day of continued service of the selected candidate
4	[]% of Professional Fee	Upon the commencement of the engagement

# This fee component (under Sr. No. 1) can be up to [10] % and not higher.

## D. Professional Fee for compiling and reviewing HR policies, processes and integrating IT systems for operationalization of HR processes for NIIF Ltd.

Sr. No.	Break-up of Professional Fee	Timeline
1	[]% of Professional Fee#	Upon the commencement of the engagement
2	[]% of Professional Fee	On receipt of draft policies and Processes
3	[]% of Professional Fee	Finalization of draft policies and processes in consultation with NIIF Ltd
4	[]% of Professional Fee	Integration of IT systems for operationalization of HR policies and processes
5	[]% of Professional Fee	First review report on HR policies, HR processes and IT systems of NIIF Ltd with definitive and objective recommendations
6	[]% of Professional Fee	Finalization of review report in consultation with NIIF Ltd

# This fee component (under Sr. No. 1) can be up to [10] % and not higher.



### 9.4 Supporting Information/ Experience Certificate

- a. Bidders are requested to provide details of cumulative experience in the private equity domain in India (as provided in the tabular format provided below:

**A. Experience related to market study of organograms of various private equity firms in India and abroad and advisory on organogram/ structure(s) with detailed role(s) and responsibilities/ job description to private equity firms**

Time period	Official in charge of market study and advisory for Organogram	No. of mandates obtained	Type of mandates	PE Firms which have awarded the mandate	Outcome of the mandate (in brief)
E.g. Jan 2007 – Apr 2010  Note: Please populate the rows of this table in chronological order	Mr. XXXX  Note: The Bidders need not provide names under this column if they so desire. However, details corresponding to separate officials should be provided in separate rows under this table	Note: In case the Bidder has not obtained any official mandates during the period, please mention zero in the cell against the period	E.g.  Market study on organizational structure/ advisory on designing organogram with roles and responsibilities/ review of organogram with roles and responsibilities of private equity firms in India etc.	E.g.  M/s ABC Ltd	E.g.  Organogram accepted/rejected/ reviewed by the firm



**B. Experience for market study on compensation structure of private equity firms for benchmarking and designing compensation structure each role(s) and position(s)**

Time Period	Official in charge of advisory on compensation structuring and benchmarking	No. of mandates obtained	Type of Mandates	PE Firms which have awarded the mandate	Outcome of the mandates (in brief)
E.g. Jan 2007 – Apr 2010  Note: Please populate the rows of this table in chronological order	Mr. XXXX  Note: The Bidders need not provide names under this column if they so desire. However, details corresponding to separate officials should be provided in separate rows under this table	Note: In case the Bidder has not obtained any official mandates during the period, please mention zero in the cell against the period	E.g.  Market study on compensation structure/ advisory on designing compensation structures/ review of compensation structure of private equity firms in India etc.	.E.g M/s ABC Ltd	E.g  Benchmarking completed/ accepted/rejected/ reviewed by the firm

**C. Experience for running recruitment process for recruitment of CIO and other fund management personnel(s) for private equity firms**

Time Period	Official in charge of recruitment for PE funds	No. of mandates obtained	No. of professionals placed	Designation of the recruited professional in the PE fund	Annual CTC range of the professionals upon recruitment
E.g. Jan 2007 – Apr 2010  Note: Please populate the rows of this table in chronological order	Mr. XXXX  Note: The Bidders need not provide names under this column if they so desire. However, details corresponding to separate officials should be provided in separate rows under this table.	Note: In case the Bidder has not obtained any official mandates during the period, please mention zero in the cell against the period.	Note: In case the Bidder has not placed any official during the period, please mention zero in the cell against the period.	E.g. CIO, CIO, Analyst, Associate, Investment Officer, Principal/ Director, CIO/ COO/ CFO, Risk Officer, Compliance Officer, etc.  Note: Please do not include recruitment for secretarial posts under this table.	E.g. INR [ ] lakhs p.a.



**D. Experience for compiling and reviewing HR policies, processes and integrating IT systems for operationalization of HR processes for PE firms**

Time Period	Official in charge of advisory for compilation of HR policies, processes and integrating IT systems for private equity firms	No. of mandates obtained	Type of Mandates	PE Firms which have awarded the mandate	Outcome of the mandates (in brief)
<p><b>E.g. Jan 2007 – Apr 2010</b></p> <p>Note: Please populate the rows of this table in chronological order</p>	<p>Mr. XXXX</p> <p>Note: The Bidders need not provide names under this column if they so desire. However, details corresponding to separate officials should be provided in separate rows under this table</p>	<p>Note: In case the Bidder has not obtained any official mandates during the period, please mention zero in the cell against the period</p>	<p>E.g.</p> <p>Advisory on designing of HR policies/ procedures / operationalization of HR processes / review of HR processes/ procedures for private equity firms etc.</p>	<p>.E.g M/s ABC Ltd</p>	<p>E.g</p> <p>Status of the Assignment completed/ accepted / rejected/ reviewed by the client</p>

**NOTE:**

- Experience details of the official identified by the Bidder: For the sake of clarity, the experience in the private equity domain may be on a non-exclusive basis, i.e. private equity recruitment experience of the concerned official may be a sub-set of recruitment responsibilities in the larger BFSI vertical. The Bidders may provide details suitably in their own format (on no names basis if they so desire).
  - b. Details corresponding to Evaluation Table pertaining to involvement in end-to-end completion. The Bidders may provide details suitably in their own format (on no names basis if they so desire).



## 10.ADDITIONAL POINTS TO BE NOTED

- i. The Bidders shall submit their responses broadly answering the question that why the firm and Bidders are the right choice and how they can help NIIF Ltd achieve its objective. It should broadly cover Bidder's skill and experience, how Bidder's experience meets the scope of work mentioned in the RFP, approach and resource deployment plan of the Bidder.
- ii. The Bidders may submit their respective proposals along with a covering letter and any additional information/ document that they may wish to submit. NIIF Ltd shall keep a record of all the documents submitted by the Bidders by filing the documents as per its internal procedures.
- iii. NIIF Ltd reserves its right to interpretation of the information/ details submitted by the Bidders. NIIF Ltd's decision regarding the selection process shall be final and binding on all the Bidders.
- iv. NIIF Ltd reserves the right to suitably alter the qualification criteria and selection process at any time during the selection process, including extension/ termination of the selection process. However, NIIF Ltd would endeavor to communicate any such changes to all the Bidders appropriately.
- v. With respect to the information provided by the Bidders, NIIF Ltd reserves the right to request for further details from the Bidders for clarification purposes.
- vi. The Bidders shall also submit detailed execution plan for the mandate along with timelines for execution.





## **SCHEDULE 1 - Covering note for resume**

**Client**

**Position**

**Skills/ Technology**

**Date CV sent**

**Education**

**DOB/ Age**

**Current CTC**

**Expected CTC**

**Notice Period**

**Contact Nos.**

**Email id**

**Location Preference**

**Preferred time to call**



## SCHEDULE 2 - List of resume sent to NIIF Ltd

Sr. no.	Name of the candidate	NIIF Ltd	Current designation	Position applied for	Location



### **SCHEDULE 3 – Basic data for benchmarking exercise**

1. Names of private equity players (domestic and international separately, including sovereign wealth funds) and their profiles, including Assets Under Management, nature of funds, etc.
2. Market study on organograms prevalent in private equity market (private equity fund house wise) and trend analysis
3. Position wise educational qualifications, experience, skill set analysis of private equity industry and trend analysis
4. Compensation analysis (individual fund house wise, domestic and international funds separately) and trend analysis

Note: Compensation Analysis to include details on fixed & variable pay, carry structure, non-monetary compensations or any other compensation

5. Suitable compensation structure for NIF Ltd to attract and retain talent.