EXPRESSION OF INTEREST - (EOI) FOR ENGAGEMENT OF HR CONSULTANT

EOI ISSUE DATE: 01.11.2025 at 12:00 Noon

LAST DATE FOR SUBMISSION: 21.11.2025, at 05:00 PM,

Sealed envelope by eligible applicant should be forwarded to:

Chief Operating Officer,
PNB Investment Services Limited, 10th Rakeshdeep Building Gulmohar Enclave, Yusuf Sarai Marg NewDelhi-110049

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1. INTRODUCTION:

PNB Investment Services Limited (PNBISL), incorporated on 2nd of February 2009, is a 100% owned subsidiary of Punjab National Bank. PNBISL derives strength from Punjab National Bank which is one of the largest Nationalized Bank in the country with Pan-India network.

PNBISL is registered with SEBI as a Category- I Merchant Banker and offers Merchant Banking Services to Corporate, Institutional and Individual clients such as Issue Management for IPO/FPO/OFS/ Right Issue etc, Bond Issuance and other Merchant Banking Services. The company also offers Corporate Advisory Services on debt side including loan syndication advisory, project appraisal, structured finance, Debt resolution advisory, TEV Study, and Merger & Acquisition etc. The trusteeship vertical handles all Security Trustee, Debentures Trustee (Both Listed & Unlisted), AIF Trustee and Share Trustee Assignments.

The range of services include: -

- Merchant Banking & Issue Management
- Project Appraisal
- Corporate Advisory
- Loan Syndication
- Restructuring
- Placement of Debts/Equity
- Merger & Acquisition
- Debenture Trustee
- Security Trustee

2. OBJECTIVE:

This Expression of Interest ["EOI document" or "EOI"] has been prepared exclusively for the purpose of inviting proposals from HR Consulting Firms hereinafter referred to as "The Consultant" for engagement with PNB ISL for sourcing candidates for different verticals in the company considering the emerging business scenario".

3. DURATION OF ENGAGEMENT

The engagement shall be for a period of One (01) year.

4. SCOPE OF WORK:

i. Understanding of company's requirement Brief, a clear and comprehensive description of the requirement it seeks in a potential candidate – this would include description of the position for which recruitment is sought, person and qualification specification, relevant organizational details, CTC bracket per position, etc.
ii. Provide to the company suitable bio-data of potential candidates as per the requirements of the company.
iii. Ensure that the potential candidates are given fair and accurate information.
iv. Communicate and coordinate between the company and the potential candidate in fixing the venue, time or such other matters relating to interviewing / interacting with the potential candidate by the company.
v. Assist the company with the coordination of acceptance of job offer by the potential candidates.

5. ELIGIBILITY CRITERIA:

PNB ISL invites EOI from reputed HR having proven track record and demonstrable credentials to get engaged with the company for meeting company's requirement for future hirings of professionals at entry level to mid-level & senior level in all its three verticals namely Corporate Advisory Services, Equity Capital Market Vertical and Trusteeship Vertical. The HR Consultants having prior experience & exposure of handling such assignments and having existing engagements/ service agreement with reputed companies/ PSUs will be preferred.

The detailed eligibility criterion for engagement is mentioned below:

S. No.	Basic Requirement	Specific Requirements	Documents Required
1.	Legal Entity	The HR Consultant should be a consultant/firm/company/body registered or incorporated in India.	Incorporation Certificates or Registration Certificates
2.	Experience	The HR Consultant must have completed at least the HR consulting works/assignments of Government Organization/ PSU / reputed Private Organization in last 3 financial years.	Copy of Certificates/ Reference from the client.
3.	Annual Turnover	The HR Consultant should have an average annual turnover of Rs 35 lacs from HR consulting work during the last 3 financial years, 2022-23,2023-24 & 2024-25	Certificate from Statutory Auditor indicating the annual turnover of the Consultant.

6. SUBMISSION OF PROPOSALS:

The HR Consultant should submit their proposal in Form I along-with documentary evidence and self-declaration as required in Form II. Only those who fulfil all the eligibility criteria are eligible to participate in the selection procedure for Empanelment of HR Consultants by PNBISL.

The HR Consultant submitting EOI for participating in the selection process for engagement with PNB ISL shall bear all costs associated with preparation and submission of its proposal. The Consultant should ensure that all the Forms and Annexures should be serially numbered and all pages duly signed by the Authorized Signatory. Any deviation from the prescribed Forms and Annexures will entail the automatic disqualification. However, the HR Consultants are free to produce any additional evidences or testimonial other than the ones asked for in this EOI which may be relevant.

The engagement of finally selected HR Consultants shall be valid for a period of 1 Year, which may be extended further if required, at the discretion of PNB ISL.

The HR Consultants may produce any additional evidences or testimonials other than the ones asked for in this EOI which may be relevant.

7. TIME - LINE FOR SUBMISSION OF THE PROPOSAL:

Proposal should be submitted during office hours (10.00 AM to 6.00 PM) but not later than 5:00 pm IST on 28.10.2025, in hard copies in a sealed cover superscribed as **"Proposal for HR Consultant"** within the stipulated timeline to **PNB Investment Services Limited, 10th Rakeshdeep Building Gulmohar Enclave, Yusuf Sarai Marg New Delhi -110049** through speed-post, courier, Regd. AD. PNB ISL will not be responsible for delay in postal or courier delivery.

8. EVALUATION PROCESS:

The HR Consultant must meet all the eligibility criteria as mentioned above point no 5 along with all supporting documents for technical evaluation.

- **Financial Bid Evaluation**:

Successful qualifier of "pre – qualification bid evaluation "will qualify for financial bid evaluation and the HR Consultancy firm who will quote the lowest financial bid will be selected for HR Consultant of the company.

The Evaluation Committee reserves the right and therefore may waive any minor insufficiency, non-conformity or irregularity in the response to the EOI that does not constitute a significant material deviation provided such waiver does not prejudice or affect the shortlisting of any Consultant. No query shall be entertained from any unsuccessful Bidder by PNB ISL.

9. CONFIDENTIALITY OF DATA AND DOCUMENTS:

I. The intellectual Property Rights (IPR) of the data collected as well as deliverables produced for PNB ISL shall remain with PNB ISL.

II. The Consultant engaged, shall utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of his assignment or during the course of assignment for PNB ISL, without the express written consent of the Company.

III. The consultant shall be bound to return/hand-over all the records of assignment to authorized officer/ authority before the expiry of the contract and before the final payment is released by PNB ISL.

10. TERMINATION OF ENGAGEMENT:

PNBISL reserves the right to terminate the engagement by serving 15 days written notice on the consultant.

FORM – I

FORMAT FOR EOI RESPONSE

Following details may be furnished by the interested companies:

Note: Separate sheets may be used wherever necessary.

1. Name & Address of the Organization:
2. Type of Organization :
3. Name & Designation of the concerned officer to whom all references shall be made :
4. Fax nos / E- Mail ID : 5. Phone nos. / Mobile Nos. :
6. Chief of the Organization : E-mail Id:
   Telephone:
7. **Manpower:** Total No. of Employees/Manpower Strength:
8. Documents to be attached as per Annexure-A
9. **Educational Qualification, Certification in HR Competencies & Experience**: Educational Qualification and Experience of the Project Team Members to be furnished.
10. **Additional Information**: Additional information may be provided if any.
11. Name & address of local representative, if any:

Place: Signature of Party:

Date: Name in Full:

Designation/Status: Company Seal:

Annexure “A”

DOCUMENTS REQUIRED TO BE SUBMITTED FOR FULFILLING ELIGIBILITY CRITERIA

S. No.	Criteria	Documents Required
1	The HR Consultant should be a consulting firm/ company/ body registered or incorporated in India.	Certificates of incorporation OR Registration Certificates
2	The HR Consultant must have completed/assigned at least five HR consulting works/assignments of Government Organization/PSU/ reputed Private Organization in last three years from the last date of submission of the EoI.	Copy of Certificates from the client.
3	The Consultant should not have been blacklisted by any Central /State Govt. /PSU/Autonomous body of the Govt. in last 03 years as on the last date of submission proposal	Undertaking on Consultant’s letterhead as per Annexure “B”.
4	The selected Consultant shall not be allowed to assign the work under this EOI to another party.	Self-Declaration on Consultant’s letterhead.

(On Letterhead of the Agency)

Annexure "B"

Certificate of Authorization & No Blacklisting

I____ son/wife of Shri ____ am the Proprietor/Director/Partner/ Authorized Signatory of M/s __________________________and do hereby solemnly affirm and declare as under:

a) That I am the Authorized Signatory of M/s _________.

b) That we M/s_have not been blacklisted and/or debarred by any Central /State Govt./PSU/ Autonomous body of the Govt. in last 03 years as on the date of submission of the proposal.
In case the above declaration is found to be incorrect or wrong, the contract, if awarded to us, shall be terminated immediately and the Organization shall be liable to be blacklisted/debarred for future works/contract with PNB ISL. Any such action shall, however, be without prejudice other rights of PNB ISL including indemnifying losses under the law.

The above declarations are given in accordance with Proposal conditions.

(Authorized Signatory)

(Name of the signatory along with seal)

Note: - The signatory should not affect any variation in the text of declaration. Declaration in any other form shall not be acceptable and shall render the Consultant for disqualification of the Proposal.