

ANNEXURE –I (EoI)

FORMAT – 1

APPLICANT'S EXPRESSION OF INTEREST

To

Ind Bank Housing Limited
480, 3rd Floor, Khivraj Complex I,
Anna Salai, Nandanam,
Chennai – 600 035

Sub: Submission of Expression of Interest (EoI) for Empanelment of HR Consultant

Dear

In response to the Invitation for Expressions of Interest (EOI) published on 08.02.2018 for the above purpose, we would like to express interest to carry out the above proposed task. As instructed, we attach the following documents

1. Organizational Details (Format-2)
2. Experience in related fields (Format-3)
3. List of experts / consultants on payroll at least 3 (Format-4)
4. Additional information (Format-5)
5. 6. Declaration (Format-6)

Sincerely Yours,

Signature of the applicant

[Full name of applicant]

Stamp.....

Date:

Encl.: As above.

Note: This is to be furnished on the letter head of the organization

FORMAT – 2

S. No	Organizational Contact Details	
1.	Name of Organization	
2.	Main areas of business	
3.	Type of Organization Firm/ Company/ partnership firm registered under the Indian Companies Act, 1956/ the partnership Act, 1932	
4.	Whether the firm has been blacklisted by any Central Govt. / State Govt./PSU/ Govt. Bodies / Autonomous? If yes, details thereof.	
5.	Address of registered office with telephone no. & fax	
6.	Address of offices in <ul style="list-style-type: none">• Chennai• All other State/UT's	
7.	Contact Person with telephone no. & e-mail ID	

Enclose:-

- i) Copy of Certificate of Incorporation, if applicable.
- ii) Copy of Memorandum of Association and Article of Association in respect of 3 above, if applicable.
- iii) Undertaking in respect of 4 above.

Signature of the applicant

Full name of the applicant

Stamp & Date

FORMAT – 3

Experience					
Overview of the past experience of the Organization					
S. No.	Items	Number of Assignments during last 5 years	Positions Recruited	Mention the name of Client/ Organization (Enclose completion certificates)	
1.	Experience of assignments of similar nature				
2.	Experience in carrying out similar assignments in Government				
3.	Experience in carrying out Similar assignments in Public sector.				
<p>Decision of the Committee in ascertaining “similar nature” and “similar assignment” will be final.</p> <p style="text-align: right;">Signature of the applicant</p> <p style="text-align: right;">Full name of the applicant</p> <p style="text-align: right;">Stamp & Date</p>					

FORMAT – 4

List of experts/consultants on payroll				
S. No.	Name	Designation	Qualification	Relevant Experience
1.				
2.				
3.				
<p>Signature of the applicant</p> <p>Full name of the applicant</p> <p>Stamp & Date</p>				

FORMAT – 5

Additional Information		
1. List all enclosures related to the previous sections.		
S. No.	Description	No. of pages
1.		
2.		
3.		

Signature of the applicant

Full name of the applicant

Stamp & Date

FORMAT – 6

Declaration

We hereby confirm that we are interested in competing for the Consultancy Services to undertake the task related to recruitment of Top & Middle Level positions for Ind bank Housing Limited

All the information provided herewith is genuine and accurate.

Authorized Person's Signature.

Name and Designation:

Date of Signature:

Note: The declaration is to be furnished on the letter head of the organization.