

Request for Proposal (RFP)
to
Empanelment of Recruitment Consultants for Investment Professionals



RFP Reference Number: TNIFMC-RECRUIT-INV-2025-2026

Issue Date: July 21, 2025

Proposal Submission Deadline: August 14, 2025, 5:00 PM IST

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Request for Proposal (RFP) to Empanelment of Recruitment Consultants for Investment Professionals

1. Introduction

Tamil Nadu Infrastructure Fund Management Corporation Limited (TNIFMC) based in Chennai is a SEBI regulated Alternative Investments Funds (AIF) manager, set up by the Government of Tamil Nadu along with leading financial institutions. TNIFMC manages focused AIFs in key sectors of the economy and currently managed about Rs.1000 Cr across three funds.

As we continue to grow and expand our operations, we are seeking to partner with experienced and reputable recruitment consultants to assist us in identifying, attracting, and securing top-tier investment professionals across various experience levels.

This Request for Proposal (RFP) invites qualified recruitment firms to submit proposals for providing comprehensive recruitment services to meet our talent acquisition needs of investment management professionals.

2. Purpose of this RFP

The primary purpose of this RFP is to select one or more recruitment partners who can effectively source and present high calibre candidates for a range of investment-focused roles, from junior to senior levels. We aim to establish a long-term partnership with a firm that demonstrates a deep understanding of the investment industry landscape, a strong network of relevant professionals, and a proven track record of successful placements.

3. Scope of Work

The selected recruitment consultant(s) will be responsible for, but not limited to, the following services for **Investment Professionals** at **Junior, Mid, and Senior levels**:

- **Role Definition & Needs Analysis:** Collaborating with our internal hiring managers to clearly define job descriptions, required skills, experience, and cultural fit for each role.
- **Market Insights:** Providing valuable market intelligence on talent availability, compensation trends, and competitive landscape within the investment industry in Chennai and broader India.
- **Candidate Sourcing & Identification:**
 - Proactive identification of candidates through their extensive networks, databases, market research, and other proprietary methods.
 - Access to diverse talent pools within the investment sector.
 - Leveraging innovative sourcing strategies to reach a broad and qualified candidate base.
- **Candidate Screening & Assessment:**
 - Thorough initial screening of candidates for technical expertise, relevant experience, cultural alignment, and communication skills.

- Conducting written assessment, co-ordinating for assessment review and feedback.
- Providing detailed candidate summaries and presenting a shortlist of the most qualified individuals.
- **Interview Coordination:** Facilitating and scheduling interviews between candidates and our hiring teams.
- **Reference Checks:** Conducting two comprehensive professional reference checks from the previous organizations for shortlisted candidates (Includes CIBIL Report).
- **Offer Management:** Assisting with offer negotiation and candidate closing to ensure successful placements.
- **Post-Placement Follow-up:** Maintaining communication post-placement to ensure a smooth transition for the candidate and satisfaction for both parties.

Target Roles (Examples, not exhaustive):

- **Junior Level:** Investment Analyst
- **Mid-Level:** Associate, Principal
- **Senior Level:** Fund Manager

4. Eligibility Criteria

Proposing firms must meet the following minimum criteria to be considered:

- Minimum of 5 years of experience in recruitment specifically within the financial services/investment industry. Cumulative industry experience of the management - 20 years.
- Demonstrated expertise in placing professionals at junior level, mid-level, and senior level relevant to Alternative Investment Funds (AIF), Mutual Funds, International Funds (Ex: Fellow-Analyst / Junior Analyst, Investment Analyst, Associate, Principal, Fund Manager). Should have placed candidates in 2/3 funds.
- Proven ability to conduct comprehensive candidate screening and assessment.
- Possession of all necessary licenses and registrations to operate as a recruitment consultant in India.
- Ability to provide at least three (3) professional client references, preferably from other PE/VC firms, infrastructure funds, government-backed investment entities, or large corporations with significant investment arms in India.

5. Proposal Submission Requirements

Please submit your proposal, addressing the following sections:

5.1. Executive Summary: A brief overview of your firm and your understanding of this RFP.

5.2. Company Profile:

- Legal name, address, contact information, and year established.
- Name of the team members meeting eligibility criteria and their biodata.
- Overview of your firm's specialization in financial services/investment recruitment.
- Organizational structure and key personnel who will be assigned to our account, including their relevant experience.
- Your firm's unique selling proposition (USP) and what differentiates you from competitors.

5.3. Approach and Methodology:

- Detail your proposed recruitment process from initial needs analysis to successful placement.
- Describe your candidate sourcing strategies, including your network, databases, and any proprietary tools.
- Outline your candidate screening, interviewing, and assessment methodologies.

5.4. Relevant Experience & Case Studies:

- Provide a list of at least three (3) relevant client engagements (preferably within the investment sector in India) where you have successfully placed junior, mid, and senior-level investment professionals.

5.5. Fee Structure:

- Clearly outline your proposed fee structure for junior, mid, and senior-level placements (e.g., percentage of annual salary, flat fee, retainer model).
- Specify any additional charges (e.g., advertising, travel expenses) or retainers.
- Indicate your guarantee period for placements, if any.

5.6. References:

Provide contact details (name, title, organization, email, phone number) for at least three (3) professional references from clients for whom you have provided similar services within the last three years.

6. Proposal Submission Guidelines

- Proposals must be submitted electronically in PDF format to [Your Email Address for RFP Submissions] by **Aug 14, 2025, 5:00 PM IST**.
- The subject line of the email should be: **"RFP Response – TNIFMC - Investment Professionals Recruitment"**
- Late submissions will not be considered.

- All questions regarding this RFP must be submitted in writing via email to tnifmc@tnifmc.com by July 15, 2025, 5:00 PM IST. Responses to all questions will be shared with all participating bidders.

7. Evaluation and Selection Process

Proposals will be evaluated based on the following criteria:

- Firm's experience and reputation in investment recruitment.
- Demonstrated understanding of the scope of work and proposed methodology.
- Quality of relevant experience and case studies.
- Competitive and transparent fee structure.
- Quality of references.
- Overall completeness and clarity of the proposal.

Shortlisted firms may be invited for an interview or presentation.

TMIFMC reserves the right to accept or reject any or all bids without assigning any reasons at any time before issue of 'letter of appointment'. TNIFMC further reserves to waive any informalities, and to negotiate with any qualified firm.

8. Contact Information

For any inquiries regarding this RFP, please contact:

tnifmc@tnifmc.com

Thank you for your interest in partnering with TNIFMC. We look forward to receiving your comprehensive proposals.