

**EMPANELMENT OF TRAINERS/ HR COMPLIANCE AGENCIES /RECRUITMENT AGENCIES/
EMPLOYEE BACKGROUND VERIFICATION AGENCIES/HR SOFTWARE SERVICE PROVIDERS/ HR
COMPETENCY TESTING SERVICE PROVIDER/TRAINING INSTITUTIONS/CONSULTANTS FOR
VARIOUS HR ACTIVITIES.**

Stock Holding Corporation of India Limited (StockHolding) invites applications in sealed envelope from the eligible individuals/ companies/ proprietorship/ partnership firms fulfilling the criteria appended hereto) for empanelment as Trainers/ HR Compliance Agencies/ Recruitment Agencies/ Employee Background Verification Agencies/ HR Software Vendors/ HR Competency Testing Service Providers/ Training Institutions/ Consultants.

StockHolding reserves the right to amend/ update / modify / cancel the form and/or the empanelment process without assigning any reason whatsoever. This form is only for the purpose of empanelment only. Nothing herein contained shall be construed to create any right in favour of any entity / person(s). The entities/ persons thus empanelled may be awarded the jobs, on case to case basis, by issuing necessary work order. Corrigendum/ Addendum to this RFP, if any would appear only on StockHolding's website and will not be published.

Name of Organization	Stock Holding Corporation of India Limited
Document Reference No.	EMPForm/SHCIL/HR/2017-18/June/001
Date of issue of this document	20 th June 2017
Period for Empanelment	Till 31 st Mar 2020
Submission of this document (form)	On or before 10 th July 2017, 15:00 hours (form will available on our website till 10 th July 2017, 15:00 hours)
Empanelment open to (HR Consultant specific)	Individual/ Proprietorship Firm/ Partnership Firm/Company having experience in HR Consultancy, Academic & Research Institutes and Societies having experience in above areas of HR activities.
Note: This document is not transferable	

This Form should be duly filled and submit/send to the following postal address in a sealed envelope superscribed with the Product or Service Category. (Application for each Product or Service offered should be submitted in a separate form & envelope)

Human Wealth Department (HWD)
Stock Holding Corporation of India Limited,
301, Centre Point,
Dr. Babasaheb Ambedkar Road, Parel,
Mumbai, Pin- 400 012

CIN :U67190MH1986GOI040506

Contact Person: Ms. Nicole Solomon, Senior Manager- Ph.022- 6177 9401-04, 61779023

**APPLICATION FORM FOR EMPANELMENT OF TRAINERS/ HR COMPLIANCE AGENCIES
/RECRUITMENT AGENCIES/ EMPLOYEE VERIFICATION AGENCIES/HR SOFTWARE VENDORS/
HR COMPETENCY TESTING SERVICE PROVIDERS/ TRAINING CENTRES/CONSULTANTS FOR
VARIOUS ACTIVITIES OF HR**

Applicant's (vendor's) Company and related details:

Sr. No.	Parameters	Details to be furnished by the bidder
1.	Name of the firm/Company (applicant)	
2.	Organization Type (Partnership/Ltd. Co/Sole Proprietorship etc.):	
3	Type of HR Consultant/Trainer (Firm/Companies, Academic & Research Institutions) ----- >Please specify ----->	
4.	Year of establishment /Incorporation	
5.	Head Office Address	
6.	Contact person	
	a) Name	
	b) Telephone number & Mobile No.	
	c) E-mail ID.	
7.	No. of years of Experience	
8.	Statutory Registrations details viz.; (Please fill whichever is applicable)	
	1)CIN No.	
	2)VAT No	
	3)Service Tax Registration No.	

	4)Provident Fund Act (Registration)	
	5)ESIC Act (Registration)	
	6)Labour License (Central / State)	
	7)Company PAN No.	
	8) GST Registration No.	
	9) Any other regulatory requirement or certification	
9.	Are you related to any person currently employed with StockHolding? (Yes or No) a) If Yes, please provide name, location and position	
10.	Indicate past and pending cases, prosecution, fines, penalties, black listing etc. against your Organisation	
11.	Any civil or criminal suit(s) arisen against the applicant / owners / directors / proprietors / partners, etc.	
12.	Product / Service offered along with respective turnover (in Lacs) Imp: Please note that separate form should be filled for each Product and/or Service offered and submitted in a sealed envelope <u>superscribed</u> with the Product / Service Category.	
13.	List of Important Clients (Please mention Client Name, Contact person, contact no., email id) (Please use additional lines and/or sheets if multiple products offered)	
14.	List of Branch/Affiliate location available for providing requisite HR services as mentioned in offer document(if any)	

15.	<u>Certification regarding Terrorism:</u> I/We certify that I/We have not knowingly provided and will not knowingly provide, in violation of applicable laws, material support or resources to any individual or Organisation that advocates, plans, sponsors, engages in, or has engaged in an act of Terrorism.	
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Declaration:

I / We hereby declare that the information furnished above is true and correct. I / We am /are aware that incorrectness of the aforesaid information shall result in immediate termination of the contract and/or empanelment and StockHolding shall be entitled to recover the necessary costs and damages. I /We am/are complying with all the Regulatory Authorities / Provisions and will continue to do so if empanelled as our vendor. I / We confirm that we comply with the empanelment eligibility criteria, which is at the sole discretion of StockHolding, and further understand and accept the disclaimer fully.

Authorized Signatories
(Name, Designation and Seal of the Company)

Date:

Place:

**ELIGIBILITY CRITERIA FOR EMPANELMENT OF TRAINERS/ HR COMPLIANCE AGENCIES
/RECRUITMENT AGENCIES/ EMPLOYEE VERIFICATION AGENCIES/HR SOFTWARE
VENDORS / HR COMPETENCY TESTING SERVICE PROVIDERS/ TRAINING CENTRES
/CONSULTANTS FOR VARIOUS ACTIVITIES OF HR :**

<u>SR.NO</u>	<u>CATEGORY</u>	<u>EXPERIENCE</u>
1	TRAINERS	3 YEARS
2	HR COMPLIANCE AGENCIES	5 YEARS
3	RECRUITMENT AGENCIES	5 YEARS
4	EMPLOYEE VERIFICATION AGENCIES	5 YEARS
5	HR SOFTWARE VENDORS	5 YEARS
6	HR COMPETENCY TESTING SERVICE PROVIDERS	3 YEARS
7	TRAINING CENTRES	3 YEARS
8	CONSULTANTS	10 YEARS

Note:- In case of all categories as mentioned above, the vendors must have at least 5 clients preferably in BFSI segment during the last three financial years.

APPLICATION FORM FOR EMPANELMENT OF TRAINERS/ HR COMPLIANCE AGENCIES
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VENDORS / HR COMPETENCY TESTING SERVICE PROVIDERS/ TRAINING CENTRES
/CONSULTANTS FOR VARIOUS ACTIVITIES OF HR

GENERAL TERMS AND CONDITIONS:

1. The applicants are advised to enclose photocopies of all relevant documents as mentioned in the application form and other required documents wherever required.
2. Incomplete applications or applications without proper proof for establishing their credentials may not be considered for short listing for empanelment.
3. Selection of the applicants will be done on the ability and competence to provide good quality goods / good services /etc.
4. Each page of the application form needs to be signed. The application shall be signed by person / persons on behalf of the Organisation having necessary authorization / Power of Attorney to do so
5. If the space in the application form is insufficient for furnishing full details, the information shall be supplemented in separate sheets.
6. StockHolding reserves the right to reject any or all the applications without assigning any reason thereof.
7. StockHolding reserves the right to restrict number of applicants for tendering at its sole discretion. StockHolding's decision in this regard shall be final and binding on all concerned.
8. The empanelled contractors will only be informed.
9. If any details furnished by applicants are found to be false /inadequate at any time in future or any information withheld which comes to the notice of the StockHolding at later date, the empanelment of such applicant will be cancelled immediately and the applicant will be debarred from participating in any of the bidding process..
10. The empanelment shall be valid up to **31st March 2020** and the same may be extended / terminated at the sole discretion of Stockholding.
11. The applicant needs to submit separate application for each category.
12. The last date of submission is **10th July 2017** till **15:00 hours**.
13. Any application received after this date and time will be rejected.

END OF DOCUMENT