



StockHolding

Stock Holding Corporation Of India Ltd.

Regd Office : 301, Centre Point, Dr. Babasaheb Ambedkar Road, Parel,
Mumbai-400 012

CIN : U67190MH1986GOI040506

**NOTICE FOR EMPANELMENT OF RECRUITMENT AGENCIES
(SPECIALLY FOR INFORMATION TECHNOLOGY)**

Applications in the prescribed format are invited from interested Recruitment Agencies (Specially for Information Technology) for empanelment with the Corporation to provide services related to recruitment/staffing activities of the Corporation.

The eligibility criteria and the application form can be downloaded from the Corporation's website: www.stockholding.com. Last date for submission of forms **is 06th November 2020 up to 3.00 pm**. The sealed envelope should be addressed to 'The Sr.Manager-HWD' super scribed with "Application for empanelment of Recruitment Agencies (Specially for Information Technology)" and be couriered/dropped at the aforesaid address. StockHolding reserves the right to accept or reject any or all applications without assigning any reason.

For queries contact: Ms. Aanchal Baheti- Mob-7977267629/ Mr.Satyananda Choudhuri, Mob-9987776238 between 11.00 am to 4.00 pm.



EMPANELMENT OF RECRUITMENT AGENCIES (SPECIALLY FOR INFORMATION TECHNOLOGY)

Stock Holding Corporation of India Limited (i.e. StockHolding) invites applications in sealed envelope from the eligible individuals/ companies/ proprietorship/ partnership firms fulfilling the criteria appended hereto) for empanelment as Recruitment Agencies (Specially for Information Technology).

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 Corrigendum/ Addendum to this RFP, if any would appear only on StockHolding’s website and will not be published.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.	EMPFom/SHCIL/HR/2020-21/OCT.001
Date of issue of this document	21-OCT-2020
Period for Empanelment	Till 31 st Mar 2022
Submission of this document (form)	On or before 06th November 2020, up to 3.00 pm (form will available on our website till 06th November 2020, up to 3.00 pm)
Note: This document is not transferable	

This Form along with required documents should be duly filled and submit/send to the following postal address in a sealed envelope superscribed with “Application for Empanelment of Recruitment Agencies (Specially for Information Technology).

Senior Manager
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. Aanchal Baheti, Mob-7977267629/ Mr. Satyananda Choudhuri, Mob-9987776238



APPLICATION FORM FOR EMPANELMENT OF RECRUITMENT AGENCIES (SPECIALLY FOR INFORMATION TECHNOLOGY)

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 Recruitment Agencies (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)Labour License (Central / State)	
	3)Company/Firm's PAN No.	
	4) GST Registration No.	
	5) Any other regulatory requirement or certification	

9.	Are you related to any person who is currently employed with StockHolding? (Yes or No) If Yes, please provide name, location and position of the said employee	
10.	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.	
11.	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)	
12.	List of Branch/Affiliate location available for providing requisite HR services as mentioned in offer document(if any)	
13.	<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.	

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 RECRUITMENT AGENCIES- INFORMATION
TECHNOLOGY (IT) - OCTOBER 2020**

<u>SR.NO</u>	<u>CATEGORY</u>	<u>MAJOR CLIENTELE</u>	<u>TOTAL NO.OF YEARS OF EXPERIENCE</u>	<u>IT RECRUITMENT(%) OF TURNOVER AND NO.OF IT RECRUITMENT</u>
1	RECRUITMENT AGENCIES-IT	MUST HAVE SERVED ATLEAST 5 (FIVE) BFSI CLIENTS DURING THE LAST 3 (THREE) FINANCIAL YEARS. NAMES AND CONTACT DETAILS OF THESE CLIENTS TO BE PROVIDED IN A LETTER DULY SIGNED BY THE AUTHORITY.	MORE THAN 7 YEARS AS ON 30-SEP-2020	1)ATLEAST 30% OF ANNUAL INCOME TURNOVER MUST BE FROM IT RECRUITMENT EVERY YEAR DURING THE LAST 3 FINANCIAL YEARS AND 2) MUST HAVE HIRED AT LEAST 100 IT STAFF AND OUT OF WHICH 20 HIRING MUST HAVE BEEN CARRIED OUT IN ORACLE FORMS & REPORTS-11g EVERY YEAR DURING THE LAST 3 FINACIAL YEARS. A DOCUMENT DULY CERTIFIED BY A CHARTERED ACCOUNTANT REGARDING ANNUAL INCOME TURNOVER AND COUNT OF IT STAFF HIRED CRITERIA AS PER ABOVE REQUIREMENTS TO BE ENCLOSED.



APPLICATION FORM FOR EMPANELMENT OF RECRUITMENT AGENCIES (SPECIALLY FOR INFORMATION TECHNOLOGY)

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. The separate sheets supplemented shall be signed by person / persons on behalf of the Organisation having necessary authorization / Power of Attorney to do so.
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 2022** and the same may be extended / terminated at the sole discretion of StockHolding.
11. The last date of submission is **06th November 2020** till **3.00 pm**.
12. Any application received after this date and time will be rejected.

XX

END OF DOCUMENT