



MAHANAGAR
GAS

M/s

MAHANAGAR GAS LIMITED

GAIL, Govt. of Maharashtra & BGAPH Enterprise

Date: 26.06.2018

Subject: Empanelment for HR Consultant for Assistance in Hiring

Dear Sir,

Mahanagar Gas Limited (MGL) is an ISO 9001, ISO 14001 and OSHAS 18001 certified company engaged in the business of distribution of Piped Natural Gas (PNG) and Compressed Natural Gas (CNG) in Mumbai & its neighboring areas.

MGL wishes to empanel recruitment consultants for assisting MGL in Hiring of Management Personnel as per criteria and terms and conditions enclosed herewith.

Anticipated number of hiring per year shall be 3 to 4 nos. in the rank of DGM/GM/VP; however, the vacant positions indicated may vary as per MGL's business needs.

CTC of candidates for each level approx. is indicated below:

Level	CTC Range in ₹ per Annum
DGM	Rs.32 to 35 Lacs
GM	Rs.38 to 40 Lacs
VP	Rs.50 to 55 Lacs

Detailed 'Job Description' along with experience for positions mentioned above shall be shared after completion of empanelment.

You are requested to submit your application for empanelment along with required documents latest by **03.07.2018** in an envelope marked "**Application for Empanelment of HR Consultant for Hiring Assistance**" at following address:

Vice President (Contracts & Procurement),
Mahanagar Gas Limited
5th Floor, West Wing, Tower 3
Equinox Business Park, LBS Marg, Kurla West,
Mumbai 400070. Phone: 67892000
email: kspandian@mahanagaragas.com


T L Sharnagat
Vice President (Contracts & Procurement)

Enclosed:

- 1) Criteria for Empanelment
- 2) Empanelment Form
- 3) Scope of Work and Terms & Conditions (Annexure I)
- 4) Schedule of Rates (Annexure II)

CRITERIA FOR EMPANELMENT

1. Service Provider should have minimum five years of experience in providing assistance in manpower hiring for Senior management staff to Corporate Clients / Public Sector Undertakings.
2. Service Provider should have its office in Mumbai Metropolitan Region.
3. Service Provider should be registered under GST.

Service Provider shall submit self attested (Stamped & Signed) copy of following documents in support of above:

1. Work Order / Agreement, corresponding experience certificate or any other relevant document in support of eligibility criteria no. 1.
2. Details of office in Mumbai Metropolitan Region and documents in support of eligibility criteria no. 2.
3. GST Registration Number.

MGL reserves the right to relax the above criteria in its own Business Interest without assigning any reason. Merely meeting the above criteria shall not entitle applicant for empanelment with MGL. MGL shall consider all other requirement as stipulated under terms and condition & Empanelment form for considering applicant for empanelment.

MGL shall do the evaluation of applicants based on the documents submitted by the applicants, and commercials offered in % terms as per format provided at Annexure II page No. 1 of 1. Once the empanelment process is completed, the applicants who will be empanelled shall be intimated.



EMPANELMENT FORM

We _____ are desirous of being enrolled for HR Consultant for Hiring Assistance and hereby apply for the same. We give the following details for your consideration:

Sr. No.	Description	Applicant's Reply
1.	Name of the Company / Firm	
2.	Full Address of Registered Office / Corporate Office	
	Telephone No	
	Fax No.	
	Contact Person	
	Mobile No.	
	E-Mail	
	Website	
3.	Nature of Company / Firm i.e Proprietorship / Partnership / Private Limited / Government / Public Sector / Service Providers / Others.	
4.	Registration Nos. 1) PAN 2) GST No. Please attach copies of documents for above.	
5.	If you are already existing Service Provider with MGL, please indicate the same.	
6.	a) List of Clients (Attach list preferably indicating recruitment services).	
	b) Work Order / Agreement with Clients as stated in eligibility criteria point no. 1 (Attach photocopies for the same).	
7.	Any other Special / relevant information.	
8.	Whether the Company/Firm is under litigation / arbitration cases during last five years; if yes furnish details.	
9.	Whether the Company / Firm / Director / Partner / Proprietor has been de-listed / debarred / kept on	



Sr. No.	Description	Applicant's Reply
	holiday / blacklisted in India. If so, the reason for the same.	
10.	Applicant confirms that the document / information furnished are true and valid for the duration of the empanelment and in case there are any changes / variation, the same shall be immediately brought to the notice of MGL. Applicant also confirms that in case of conflicting version, MGL may consider any version as convenient to MGL.	
11.	Please provide the details of the manpower engaged by your company.	
12.	We understand and agree that mere empanelment does not entitle us for award of work.	

Note: It is mandatory to fill in all the columns and submit the same along with all necessary documents / credentials / copies of the certificates etc. Any other relevant information in support of empanelment may be volunteered by the applicant. All pages may be signed in ink with stamp by the authorized signatory of the Company.

PLACE:
DATE:

SIGNATURE

NAME & DESIGNATION

SEAL OF ORGANIZATION



DECLARATION

1. I / We have read the instructions and terms & conditions appended to the proforma and I / we understand that if any false information is detected at a later date, any future contract made between ourselves and MGL, on the basis of the information given by me / us can be treated as invalid by MGL and I / we will be solely responsible for the consequences.
2. I / We agree that the decision of Mahanagar Gas Limited in selection of Service Providers will be final and binding to me / us.
3. All the information furnished by me hereunder is correct to the best of my knowledge and belief.
4. I / We agree that I / we have no objection if enquiries are made about the work listed by me / us in the accompanying sheets.
5. I / We agree that I / We have not applied in the name of sister concern for the subject empanelment process.
6. The empanelment of a Service Provider shall not confer any right on him either to be necessarily issued the tender or for award of work. MGL has sole discretion to accept or reject any or all the applications at any stage of the process and/ or modify the process without assigning any reason whatsoever. Applications submitted through Agents / Intermediaries will not be considered.

PLACE:
DATE:

SIGNATURE
NAME & DESIGNATION

SEAL OF ORGANIZATION



ANNEXURE I

SCOPE OF WORK AND TERMS & CONDITIONS

1. Empanelment application containing Annexure I must be returned after signing each and every page as a token of acceptance of the terms & conditions.
2. Empanelment application in prescribed formats should be submitted before date and time fixed for the receipt of application as laid down in the document. Application received after the stipulated date and time shall be summarily rejected.
3. The term of empanelment will be initially for a period of two years which can be further extended for one more years by mutual consent. In case of unsatisfactory service / complaint, the empanelment can be terminated by the MGL immediately without assigning any reason.
4. Empanelment of the Service Providers will be on the basis of documents submitted by them against the criteria mentioned .
5. Service Provider shall clearly mention all the charges which will be charged by them for rendering services along with applicable taxes
6. The charges offered by the Service Provider shall be fixed for the period of empanelment and extension, if any.
7. The empaneled HR Consultant shall provide following services: (SCOPE)
 - a) Detailed job description along with the timeline by which the position has to be closed, shall be intimated by MGL HR Department.
 - b) The agency is required to source the requisite talent based on the Job Description provided by MGL.
 - c) The agency shall discuss with the candidate the detailed job description, his/her willingness to join MGL if selected, work location etc., before forwarding any profile to HR.
 - d) The responses shall be scrutinized by the agency strictly as per the job description and only forward the list of candidates qualifying the criteria laid down by MGL.
 - e) The agency shall create a soft file capturing the basic profile of interested candidates and share it with HR.
 - f) Recruitment process shall consist of personal interviews, job fitment test. Agency shall co-ordinate with the shortlisted candidates for the said process. Venue of interview shall be intimated by HR.
 - g) The agency shall get the Personal Data Form (shall be shared by MGL) filled by the candidate. Duly filled in PDF along with latest CV of the candidates has to be



- forwarded to MGL HR Department for interview. Minimum ratio of Position Vs candidates shall be 1 : 5. MGL can ask for more candidates as per need.
- h) If the same candidate profile is shared by multiple empaneled agencies then the agency whose commercial offer is found to be lowest shall be considered.
 - i) MGL reserves the right to accept/reject the candidate, forwarded by the agency; not fill the vacancy due to any reason whatsoever, decision of MGL shall be binding on the agency.
 - j) The agency will check the primary background/Reference check of the selected candidate/s.
 - k) Any other activity connected with the specific recruitment assignment.
8. The details of current /previous clients are to be submitted as per the following format:
- (a) Details of Major Current clients
 - (i) Name of the company /organization /office
 - (ii) Contact person with telephone number and Email IDs
 - (iii) Contract Period
 - (iv) Copy of contract/agreement/experience certificate to be enclosed
 - (b) Details of Major Previous clients
 - (i) Name of the company /organization /office
 - (ii) Contact person with telephone number and Email IDs
 - (iii) Contract Period
 - (iv) Copy of contract/agreement/experience certificate to be enclosed
9. Payment Terms:
- a) Payment shall be done on successful completion of the selection process and once the selected candidate completes one month in MGL.
 - b) Payment shall be made within 30 days from submission of bill.
10. Service Provider will be responsible for compliance with all Central and State laws as per rules/regulations/byelaws and order of the local authorities and statutory bodies as may be in force from time to time during the empanelment period.
11. MGL at any time reserves the right to modify the eligibility criteria, to accept or reject any application, to annual the empanelment or to reject any or all the applications or accept new application at any time without assigning any reason or incurring any liability to the applicants.



12. The Service Providers who are under arbitration/litigation with MGL shall not be considered for empanelment, however, request from the Service Provider may be considered for empanelment upon resolution of dispute.
13. The empanelment of Service Provider shall be cancelled by MGL in case of poor performance of the Service Provider, abnormal delay in completion of work, abandoning of the allotted work, bankruptcy, for activities detrimental to the interest of MGL and in case empanelment is secured based on false information/documents. In case of cancellation of empanelment, the Service Provider shall be debarred from tendering/taking up works of MGL for the period as decided by MGL. The decision of MGL in this regard shall be final and binding on the party.
14. In case of any dispute, parties shall resolve the dispute by mutual discussions within a period of 45 days failing which regular courts at Mumbai only will have the jurisdiction to adjudicate upon the matter.
15. MGL reserves the right to reject any application without assigning any reasons thereof and does not bind itself to accept any of the applications.
16. MGL takes no responsibility of applications lost/delayed in postal transit. MGL reserves the right to postpone the date of submissions or issue any amendments.
17. Empanelment does not guarantee issuance of work to the Service Provider for a particular job. MGL reserves the right to assess the performance & capabilities of Service Provider and empanelled Service Providers shall have no claim on MGL if any job is not assigned to them.
18. The Service Providers shall submit all the documents as asked in empanelment form. The Service Providers may be asked to produce original documents for verification. The Service Providers may also be called for discussions/clarifications and the Service Providers shall depute their authorized representative for the same.
19. MGL may make inspection at the works/work sites/offices of the applicants as and when required and as deemed fit.
20. The application/documents submitted to MGL are non-returnable.
21. The application shall be signed by a duly authorized person of the Service Provider:
 - a. In case of Sole Proprietorship, an affidavit of Sole Proprietorship and if the application is signed by any other person, Power of Attorney issued by the Sole Proprietor in favour of the signatory.
 - b. In case of partnership, if document is not signed by all the partners, Power of Attorney in favour of the Partner/person signing the documents, authorizing him to sign the documents.
 - c. In case of a Company, a copy of the Board resolution, authorizing the signatory to sign on behalf of the Company.



22. Applications with following discrepancies are liable to be rejected:

- a. Applications, which are incomplete, ambiguous and not accompanied by the documents asked.
- b. Even though an applicant may satisfy the stated criteria for empanelment, his application is liable for rejection, if he has record of poor performance.
- c. Application in respect of which canvassing in any form is resorted to by the applicants.
- d. If the applicant made misleading or false representation or deliberately suppressed the information in the application form and documents etc. or resorts to unfair methods in creating circumstances for the acceptance of his application.

23. The completed applications along with required documents shall be submitted latest by 03.07.2018 in an envelope marked "**Application for Empanelment for HR Consultant for Hiring Assistance**" at following address:

Vice President (Contracts & Procurement),
Mahanagar Gas Limited
5th Floor, West Wing, Tower 3
Equinox Business park,
Off. Bandra Kurla Complex,
LBS Marg, Kurla West,
Mumbai 400070. Phone: 67892000



ANNEXURE II
SCHEDULE OF RATES

Sr. No.	Description	Unit	% Rate for Candidate (On Annual CTC)
1	Charges for providing consultancy services for recruitment of VP / GM / DGM or any other senior / middle management position and per scope of work and terms & conditions mentioned in empanelment form.	%	

Notes:

- 1) MGL may empanel maximum up to 3 HR Consultants to cater its business needs depending upon Commercials offered.
- 2) Charges (percentage) quoted shall be valid for the empanelment period of two years.
- 3) GST shall be paid extra at actuals.

