

# SERVICES EXPORT PROMOTION COUNCIL

3rd Floor, 6A/6, NCHF Building,  
Siri Fort Institutional Area, August Kranti Marg, New Delhi-110049.

Phone: +91 11-41046327-28-29, +91 11-41734632

Email: [dg@servicesepc.org](mailto:dg@servicesepc.org) Web: [www.servicesepc.org](http://www.servicesepc.org)

## Request for Proposal for engaging HR agency

**Ref: HR/SEPC/2017-18**

Services Export Promotion Council (SEPC) needs to hire various personnel for its office in different areas like Trade policy, events, HR & Admin. as per details given below:

S.No.	Name/No. of the post	Annual CTC (in INR)
1.	Trade Policy Manager-01	Rs. 12,00,000/-
2.	Manager (Finance/Admin.)-01	Rs. 12,00,000/-
3.	Trade Policy Executive-01	Rs. 6,00,000/-
4.	Events Executive-02	Rs. 6,00,000/-
5.	Media Executive-01	Rs. 4,80,000/-
6.	IT Executive-01	Rs. 4,80,000/-
7.	Personal Assistant-03	Rs. 3,60,000/-

Request for Proposal is invited from reputed HR agencies for supporting SEPC in recruitment process. The details of Terms & Conditions and scope of work are as under:

### **Scope of Work**

1. Compilation and Scrutinisation of respective CV's in each field.
2. Respond to relevant queries from applicants over phone/email before closing date.
3. Process soft copies of applications and providing hard copies of these applications to SEPC.

4. Short listing of suitable candidates as per the requirements/Job description.
5. Establish system to create database of applications and sharing the profile of shortlisted candidates with SEPC.
6. Verification of various supporting documents like Educational Qualifications, Work Experience etc.
7. To coordinate the entire recruitment process and facilitation of interview at our premises.
8. Preparation of call letters for shortlisted candidates and sending hard copies of call letters.
9. Prepare the dossier of the selected candidates in the format to be prescribed by SEPC.
10. Handover the dossier of selected candidates to the authorized person in SEPC.

### **General Terms & Conditions**

1. All offers should be in Indian Rupees. GST to be quoted as extra.
2. Offer validity should for 30 days from the date of opening the quotation.
3. GST Registration / Income Tax PAN number should be mentioned.
4. Client references and contract details for similar works executed in the past should be mentioned.
5. SEPC reserves the right to split the job work to two or more parties without assigning any reasons.
6. In case of any dispute, the decision of Director General SEPC will be treated as final.
7. All disputes are subject of New Delhi jurisdiction.

### **Submission Details**

All agencies are requested to submit their offer **latest by 04<sup>th</sup> April 2018 in PDF format** to :

Ms. Sangeeta Godbole  
Director General – SEPC  
Email: dg@servicesepc.org

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## **RFP format**

**Please provide the following information:**

- a. Company Profile.
- b. List of similar PO / WO where your services were provided along with client references.
- c. Copy of PAN number and GST registration
- d. Financial offer.