



# **Hubballi-Dharwad Smart City Limited**

**No.CIN:U74999KA2017 PLC101265**

**Request for Expression of Interest**

**For**

**Hiring HR Agencies for Recruitment  
of Key Managerial Posts in HDSCCL**

**July-2017**

**Email:sohdsmartcity@gmail.com**

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**Website: [www.hdmc.mrc.gov.in](http://www.hdmc.mrc.gov.in)**

**Managing Director  
Hubballi-Dharwad Smart City Limited  
IT Park 4th Floor E-Block  
Hubballi-580020**



# **Hubballi-Dharwad Smart City Limited**

## **Key Dates**

<b>Date of availability of document in website</b>	<b>31.07.2017 from 11 hours</b>
<b>Last Date of Tender Submission</b>	<b>30.08.2017 upto 16 hours</b>
<b>Tender Opening Date</b>	<b>31.08.2017 evening 4.30 PM</b>
<b>Bid submission</b>	<b>Government of Karnataka e-procurement only</b>

# **Inviting Request for Expression of Interest for Hiring Human Resource Agencies (HR Agencies) for Recruitment of Key Managerial Posts (KMPs) in Hubballi Smart City Limited**

## **1. INTRODUCTION**

### **1.1 Background**

- 1.1.1 The Ministry of Urban Development (MoUD) has rolled out Smart City Mission (SCM). The implementation of Mission will be carried out by a Special Purpose Vehicle (SPV) in the selected Smart Cities.
- 1.1.2 The city of Hubballi-Dharwad has been selected under Smart City Mission. In accordance with the Smart City Mission guidelines issued by Ministry of Urban Development, a Company named Hubballi-Dharwad Smart City Limited has been established as a “Public Limited Company” under Companies Act, 2013.
- 1.1.3 Hubballi-Dharwad Smart City Limited (HDSCL) now intends to appoint Key Managerial Posts (KMPs) i.e., Company Secretary (CS), Technical Assistant, Stenography, Computer operator with web designer, Manager IT, Manager Procurement, Project Executive(FDC Cadre) , Manager Public relations, Office Assistant, Housekeeping staff, and other positions as per requirements of Companies Act, 2013.
- 1.1.4 Hubballi Dharwad Smart City Limited now Invites reputed HR Agencies to indicate their interest in providing the CVs of suitable candidates for the post mentioned in the Scope of Work.
- 1.1.5 The selection will be made by following Fixed Budget System of procurement by assessing the marks.

## **1.2 Scope of the Work and Tasks.**

The HR Agencies will recommend dedicated, well qualified and experienced personnel as per the qualifications, job profile and experience described against each position for the need base of SPV and perform following tasks as set:

1.2.1 Providing methodology for selection of candidates.

1.2.2 Undertake all necessary due diligence regarding the educational and technical/experience claims of the candidates.

1.2.3 Providing panel of 4 to 6 shortlisted candidate against each post. The panel should be accompanied by HR summary details indicating strengths and weaknesses of empanelled candidates who will be interviewed by the Selection Panel (Later Remuneration Committee) of the SPVs.

**The eligibility criteria of the personal to be appointed are given under:**

<b>S.No</b>	<b>Designation</b>	<b>Qualification</b>	<b>Experience</b>	<b>Expected Salary</b>
1	Company Secretary cum Legal Advisor (01 Post)	As prescribed under Companies(Appointment and Qualifications of Secretary) Rules,1988	5 years professional experience of dealing with legal and regulatory matters of the company and good knowledge of Companies Act	Performance linked payment / commensurate with qualification and experience for 1 year
2	Technical Assistant (03 Post)	BE in Civil	5 years of working experience in Urban area projects	Performance linked payment /commensurate with qualification and experience for 1 year
3	Stenographer (Both English and Kannada) (01 Post)	B.Com Graduate with Diploma in commercial practice	5 years of working experience in the Corporate sector/ good shorthand knowledge in Kannada and English with Typing	Performance linked payment / commensurate with qualification and experience for 1 year

4	Computer Operator with web designer (02 Post)	Masters Degree in Computer Application /web Application, design and development	5 years of Professional experience in e-governance in Urban Sector	Performance linked payment /commensurate with qualification and experience for 1 year
5	Manager IT (01 Post)	BE in Computer Science/Information technology	5 years of working experience in the Corporate sector on particular field	Performance linked payment /commensurate with qualification and experience for 1 year
6	Manager Procurement (01 Post)	Masters Degree in Business Administrative . MBA ( Business)	5 years of working experience in the Corporate sector on particular field work and services through the Internet as well as other information and networking systems, such as electronic data interchange and enterprise resource planning . The e-Procurement value chain consists of indent management, e-Tendering, e- Auctioning, vendor management, catalogue management, Purchase Order Integration, Order Status, Ship Notice, e-invoicing, e-Payment, and contract management. Indent management is the workflow e-Involved in the preparation of tenders. This part	Performance linked payment /commensurate with qualification and experience for 1 year

			of the value chain is optional, with individual procuring departments defining their indenting process. In work procurement administrative approval and technical sanction are obtained in electronic format. In goods procurement, indent generation activity is done online.	
7	Project Executive (FDC Cadre) (03 Posts)	Masters Degree in Social welfare /Mass communication	5 years of working experience in the Corporate sector on particular field	Performance linked payment /commensurate with qualification and experience for 1 year
8	Manager Public Relations (01 Post)	Masters Degree in Social welfare /Mass communication	5 years of working experience in the Corporate sector on particular field	Performance linked payment /commensurate with qualification and experience for 1 year
9	Office Assistant (03 Posts)	Any Graduate	5 years of working experience in the Corporate sector on particular field	Performance linked payment /commensurate with qualification and experience for 1 year
10	Housekeeping Staff (03 Posts)	SSLC Pass with good communication Skills	5 years of working experience in Corporate sector on particular field	Performance linked payment /commensurate with qualification and experience for 1 year
11	Any Other Posts as and when required by the SPV			

### **1.3 Availability of REOI Document**

<https://eproc.karnataka.gov.in:443/eprocurement/common/tender>

### **1.4 Validity of Applications**

The Application shall be valid for a period of not less than 90 (ninety) days from the Due Date here in after called “Application Validity Period”. Hubballi - Dharwad Smart Limited, reserves the right to reject any Application, which does not meet this requirement.

### **1.5 Qualification of HR Agencies**

- 1.5.1 Past experience atleast Ten years in the Respective field.
- 1.5.2 Minimum Annual turnover of Rs. Two Crores in any two of the preceding five financial year. Necessary certified audited returns shall be enclosed.
- 1.5.3 Proven track record of hiring the personnel particularly for Key Managerial Posts for atleast Ten PSUs/Public Limited Companies.
- 1.5.4 Proven track record of hiring at least 10 personnel for similar posts in PSUs/Public Limited Companies with at least one against each position as indicated in para 1.2.
- 1.5.5 Reference from at least three clients having more than twenty for successful completion of the assignments with atleast one from a PSU.
- 1.5.6 Performance certificate from at least three clients with more than twenty personals about competence of the candidates selected on recommendation of the HR agency.
- 1.5.7 EMD: Rs. 25000/- (Rs. Twenty Five Thousand only). Shall be paid in the form of DD drawn in favor of Managing Director Hubballi - Dharward Smart City Limited Payable at Hubballi. The DD shall be

enclosed along with the tender document at the time of submission of bid. Bids without EMD and enclosures will be rejected.

- 1.5.8 The bidder should upload all the documents with sign on each page of the documents and enclosures of experience and other information as mentioned above with attestation.

## **1.6 Payment Terms**

- 1.6.1 The salary of each position mentioned in para 1.2 is fixed at performance The HR Agency will be paid fee for successful recruitment of the recommended candidate.

- 1.6.3 The amount of one time success fee will be one Month's salary of the selected candidate.

- 1.6.4 Service tax will be paid extra and will be reimbursed after submission of proof of payments.

## **1.7 Communications**

- 1.7.1 Submission of tender is through e-procurement, however quires shall be addressed to Managing Director, Hubballi -Dharwad Smart City Limited IT Park 4th Floor E-Block Hubballi-580020. Karnataka State by sending the email to [sohdsmartcity@gmail.com](mailto:sohdsmartcity@gmail.com)

Contact persons,

1. Sri. S.H.Naregal Special Officer Hubballi-Dharwad Smart City Limited Hubballi.

Cell No:9448415331, 0836-2355322/2355331

Email:[sohdsmartcity@gmail.com](mailto:sohdsmartcity@gmail.com)/[smartcityhubballidharwad@gmail.com](mailto:smartcityhubballidharwad@gmail.com)