

**GREATER VISAKHAPATNAM SMART CITY CORPORATION LIMITED,
VISAKHAPATNAM (GVSCCL)**

Rc.No.02/2016/GVSCCL/PMC/SC/Visakhapatnam, dt:28-04-2016

Request for Expression of Interest (REOI)

GVSCCL desires to invite Request for Expression of Interest (REOI) for “Hiring Human Resource Agencies (HR Agencies) for recruitment of Key Managerial Posts (KMPs) in Greater Visakhapatnam Smart City Corporation Limited (GVSCCL)”. The detailed R.E.O.I including Eligibility criteria etc., can be downloaded from Greater Visakhapatnam Municipal Corporation website of www.gvmc.gov.in from 28th April'2016 onwards.

The last date for submission of bids is 18th May'2015 up to 4.00 Pm

The following address:

The Managing Director, Grater Visakhapatnam Smart City Corporation,
Room.No.306, GVMC, Thenenti Bhavan, Asilmetta, Visakhapatnam-03,
Andhra Pradesh, INDIA.

For more details contact:

Greater Visakhapatnam Smart City Corporation

E-mail: visakhapatnamsmartcity@gmail.com

Cc: commissioner_gvmc@yahoo.co.in

Tel No./Fax 0891-2746300

Mobile No.EE + 07729995934,

**Commissioner,
GVMC**

**GREATER VISAKHAPATNAM SAMRT CITY CORPORATION
LIMITED (GVSCCL)**

Request for Expression of Interest

For

**Hiring HR Agencies for Recruitment
of Key Managerial Posts (KMPs)**

27-04-2016

Notice Inviting Request for Expression of Interest for Hiring Human Resource Agencies (HR Agencies) for recruitment of Key Managerial Posts (KMPs) in Greater Visakhapatnam Smart City Corporation Limited (GVSCCL)

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 Visakhapatnam has been selected under Smart City Mission. In accordance with the Smart City Mission guidelines issued by Ministry of Urban Development, a Company named Greater Visakhapatnam Smart City Corporation Limited (GVSCCL) has been established as a “Limited Company” under Companies Act, 2013.
- 1.1.3** Greater Visakhapatnam Smart City Corporation Limited (GVSCCL) now intends to appoint Key Managerial Posts (KMPs) i.e. Chief Executive Officer (CEO), Company Secretary (CS), Chief Finance Officer (CFO) and other positions as per requirements of Companies Act, 2013 and other relevant applicable Acts/Rules.
- 1.1.4** Greater Visakhapatnam Smart City Corporation Limited (GVSCCL) now invites reputed HR Agencies to indicate their interest in providing the CVs of suitable candidates for the posts mentioned in the Scope of Work.
- 1.1.5** The selection will be made by following Fixed Budget System of procurement.

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 SPV and perform following tasks:

- 1.2.1 Provide 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 Provide 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:

S.No.	Designation	Qualification	Experience	Expected Salary
1	Chief Executive Officer	Master in Business Administration from an Institute of repute like IIMs.	Minimum 15 years, experience in managerial capacity out of which preferably at least 3 years should be in Urban Sector. Strong inter-personal and communication skills with ability to deal effectively with a wide range of stakeholders (users, public representatives elected/unelected, government employees- civil servants/ technical staff, contractors /suppliers, SPV employees).	
1	Company Secretary	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.	
2	Chief Finance Officer	Chartered Accountant Or MBA (Finance) from an Institute of repute like IIMs.	10 years of working experience in the Corporate sector finance/ accounts with good knowledge of requirement under Companies Act.	

1.3 Availability of REOI Document

The document can be obtained from the Greater Visakhapatnam Municipal Corporation, web site: www.gvmc.gov.in (Download tenders)

1.4 Validity of Applications

The Application shall be valid for a period of not less than 120 (one hundred and twenty) days from the Application Due Date hereinafter called “**Application Validity Period**”. Greater Visakhapatnam Smart City Corporation 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 of at least ten years in the field.
- 1.5.2 Minimum annual turnover of Rs.2.00 Cr (Two Crores) in any one of the preceding three financial year.
- 1.5.3 Proven track record of hiring the personnel particularly for Key Managerial Posts for at least 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 for successful completion of the assignments with at least one from a PSU.
- 1.5.6 Performance certificate from at least three clients about competence of the candidates selected on recommendation of the HR agency.

1.6 Payment Terms

- 1.6.1 The salary of each position mentioned in para 1.2 is fixed at_____ (Insert salary for each position as indicated in para 1.2)
- 1.6.2 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 (to be decided by the SPV) percent of Month’s salary of the selected candidate.

1.7 Communications

All communications including the submission of Application shall be addressed to

ATTN. OF: The Managing Director,
ADDRESS: Greater Visakhapatnam Smart City Corporation Limited,
Room No.306, GVMC, Asilmetta, Thenneti Bhavan,
Visakhapatnam-03, Andhra Pradesh, INDIA.

Telephone No.: 0891- 2746300, 7729995934

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