

(Kakinada Smart City Corporation Limited)

[EOI NO. KSCCL/HR/2016/2](#)

Request for Expression of Interest

For

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

APRIL, 2016

Email: kakinadasmartcitycorpltd@gmail.com

Website: www.kakinadacorporation.ap.gov.in

Issued to

Managing Director
M/s KSCCL
Office of Municipal Corporation,
Cinema Road,
Kakinada

(Kakinada Smart City Corporation Limited)KSCCL

Key Dates

Date of availability of document in website	27-04-2016 from 11.00Hrs. (IST)
Date of Submission of Tender	13-05-2016 up to 16.00Hrs. (IST)
Place of submission of Bids	o/o Managing Director M/s Kakinada Smart City Corporation Limited Office of Municipal Corporation, Cinema Road, Kakinada. 533001.

Notice Inviting Request for Expression of Interest for Hiring Human Resource Agencies (HR Agencies) for recruitment of Key Managerial Posts (KMPs) in Kakinada Smart City Corporation 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 Kakinada has been selected under Smart City Mission. In accordance with the Smart City Mission guidelines issued by Ministry of Urban Development, a Company named Kakinada Smart City Corporation Limited has been established as a “Public Limited Company” under Companies Act, 2013.
- 1.1.3 Kakinada Smart City Corporation Limited (KSCCL) 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 Kakinada Smart City Corporation Limited 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.	Essential 10 years, experience in managerial capacity out of which preferably at least 3 years should be in Urban Sector.	Performance linked payment / commensurate with qualification and experience
2	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	Performance linked payment / commensurate with qualification and experience
3	Chief Finance Officer	Chartered Accountant	10 years of working experience in the Corporate sector finance/accounts with good knowledge of requirement under Companies Act.	Performance linked payment / commensurate with qualification and experience
4	Chief Technical Officer	Masters Degree in Engineering with Computer/IT specialisation	5 years of Professional experience in e-governance in Urban Sector	Performance linked payment / commensurate with qualification and experience

1.3 Availability of REOI Document

The document can be obtained from the Kakinada Smart City Corporation Limited, O/o Municipal Corporation, Cinema road, Kakinada or it can be down loaded from website: [www. kakinadacorporation.ap.gov.in](http://www.kakinadacorporation.ap.gov.in).

1.4 Validity of Applications

The Application shall be valid for a period of not less than 90 (ninety) days from the Due Date hereinafter called “**Application Validity Period**”. Kakinada 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. Two Crores in any one 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 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.
- 1.5.7 **EMD: Rs. 10000/-** (Rs. Ten thousand only). Shall be paid in the form of DD drawn in favour of Managing Director M/s Kakinada Smart City Corporation Limited, Kakinada. The DD shall be enclosed along with the tender document at the time of submission of bid. Bids without EMD will be rejected
- 1.5.8 The bidder should sign on each page of the document and enclosures of experience and other information as requested above.

1.6 Payment Terms

- 1.6.1 The salary of each position mentioned in para 1.2 is fixed at performance linked payment and commensurate with qualification and experience.
- 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 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 All communications including the submission of tender shall be addressed to **Managing Director,M/s Kakinada Smart City Corporation Limited Office of Municipal Corporation,Cinema Road,Kakinada**

Contact persons

: 1. Sri S. Aleem Basha, Managing Director, KSCCL, and Commissioner, Municipal Corporation, Kakinada.
Cell : 7093320018.

2. Sri M.V. Suryanarayana, Executive Engineer, Municipal Corporation, Kakinada Cell : 9849906516.