

Manpower Request (Order Form)



From:

Company's Address Rubber Stamp

To:

Effective Management Consultants

27/859, Amarjyoti CHS Ltd, Tagore Nagar,
Vikhroli (East), MUMBAI 400 083

Tel: +912514070227 / 7977906847

e-mail: info@myhrconsultants.com

website: www.myhrconsultants.com

Dear Sir:

Please provide us with the manpower as per Job Description(s) attached. The brief information about our organization is as under.

Website: Date of incorporation:

Co. PAN: Co. GST:

Name(s) of Promoter/Director/Manager/Partner:

Contact person's name & contact details:

Tel: Mob: e-mail:

Present annual turnover in crores INR:

Nature of business: ☐ Manufacturing ☐ Trading ☐ Service ☐ Any Other.....

What is the product / service:

Close competitors:

Total manpower strength: Permanent Nos / Temporary Nos / Contract Nos.

Office / Work Hours: From..... Hrs ToHrs

Weekly-off :day Saturday off?

Yearly paid holidays Nos. Yearly paid leaveNos.

Other benefits (please tick on appropriate)

☐ PF ☐ ESIC ☐ Bonus ☐ Gratuity ☐ LTA

☐ Hospitalization Insurance ☐ Life Insurance ☐ Workmen Compensation ☐ Sabbatical leave

☐ Subsidized canteen ☐ Gymnasium ☐ In-house training facility ☐ ESOPS

☐ Pick and drop facility ☐ Library ☐ Special leave on completion of project

☐ House Journal ☐ Any other:

We have read, understood and agreeing to all your terms and conditions (given overleaf / on page No 2 of this document) for providing us the manpower.

Signature:

Date:

Name:

Place:

(Company Seal)

Designation:

M/s Effective Management Consultants

27/859, Amarjyoti CHS Ltd, Tagore Nagar, Vikhroli (East), Mumbai – 400083

Tel: +912514070227 / 7977906847

e-mail: info@myhrconsultants.com - web: www.myhrconsultants.com



Service Terms and Conditions for providing Staffing Solutions

1. M/s Effective Management Consultants, hereinafter referred to as "EMC" or "Consultant" has all the necessary knowledge, skill, expertise and required infrastructure to provide skilled manpower to the client company, hereinafter referred to as 'Company' or 'Client' and agrees to provide consultancy for hiring skilled personnel to the 'Company', as per the requirements provided from time to time.
2. Validity of this agreement shall be for one year commencing from the date of signing the 'Order' document by the Client, extendable for further period with mutual consent in writing or also cancelable in the same manner without giving any reason thereof by the either party.
3. The candidates, reference or any other business information provided by the 'Consultant' to its client 'Company' is totally confidential and of proprietary in nature. Hence, the client 'Company' has to take prior permission or consent from the 'Consultant' whenever they want to use this information; either in present or in future time.
4. The 'Consultant' also shall consider all the information received from the client 'Company' to be very confidential and would only use it for the purpose of facilitating selection process.
5. The 'Company' shall notify the 'Consultant' immediately upon the selection / recruitment of the candidate(s) introduced by the 'Consultant'. This will include the information like, CTC offered and date of joining of the candidate(s) etc.
6. The Consultant's Service Charges for the same will be as under.
For Staff, Executive, Supervisory grade employees - 08.33% of the annual CTC offered + Taxes
For Managerial grade employees - 10.00% of the annual CTC offered + Taxes
For General Manager and above grade employees - 12.00% of the annual CTC offered + Taxes
CTC = Cost to the company. This will consist of all fixed and assured components of the salary, irrespective of its payment periodicity i.e. monthly or yearly. However exclude all flexible / variable components linked to the actual performance of the individual or the organization.
The above charges are exclusive of any incidental charges like print advertisement, travel etc. incurred with the prior permission from the client 'Company's' officials.
7. The 'Consultant' shall raise their invoice for the service charges to the client company immediately on the joining of the candidate referred by them and the company shall make its payment within 30 (thirty) days from the date of joining of the candidate. In case of any delay in payment, The Consultant shall charge interest at the rate of eighteen per cent (18%) per annum till the date of actual payment.
8. In case if the candidate leaves / resigns from the company's services on his own before rendering his 90 (ninety) days of service to the client 'Company' from his date of joining, the consultant shall either provide a replacement (only one time) candidate to the client company or adjust the amount charged to the client company through their next payable bill, whichever is the first. However, this guarantee is valid ONLY if the client company makes the payment of service charges within 30 days as mentioned in clause No 7, above.
9. Any dispute to this agreement shall be strictly subject to the Mumbai Jurisdiction only.

Signature:

Date:

Name:

Place:

(Company Seal)

Designation: