

## **APPENDIX – A**

### **1. SCOPE OF WORK**

#### **Project Objectives:**

**Outsourcing of Manpower on Rate Contract & Service Charge basis for different classes for our various clients across India. The firm should be able to supply manpower in the following classes.**

- ❖ **Project Management/Co-ordination**
- ❖ **Program Management / Document experts**
- ❖ **Trainers**
- ❖ **Finance, Accounts, HR, Secretarial & Legal**
- ❖ **IT Hardware / Software / Net work Professionals / Engineers**
- ❖ **Electricians**
- ❖ **Fundamental Office support**
- ❖ **Drivers / House Keepers**

#### **Resource Management:**

- ❖ The firm has to arrange enough number of candidates/manpower in a short notice (5 days) for filtering and selection of candidates. For that the firm should have a large manpower pool.
- ❖ As and when the client request for manpower, the firm has to send their list of suitable manpower to the client according to their qualifications.
- ❖ Upon selection of candidates by the client and subsequent work order, the firm should deploy manpower accordingly.
- ❖ The deployed personnel has to work for minimum 8 hours a day on all working days including Saturdays except Sundays and National holidays.
- ❖ However at the request of the customer the personnel should work in any holidays or extra hours.
- ❖ It is the responsibility of the firm to choose right candidates and the firm has to send their resumes with ID proof.
- ❖ The personnel under **class 6** shall be based on per man hour /per man day/per sitting /specific time period or per man month basis. This will be decided mutually by KELTRON and the firm.
- ❖ According to the leave days availed by the personnel, proportionate amount will be deducted from his monthly payment. If the person is availing continuous leave for more than 3 days without consent/authorization of KELTRON/firm, he should be replaced by a competent

person. This replacement should happen within 5 days. Dues/payment if any to the terminated/discontinued manpower can be released by the firm only after obtaining “No due Certificate” from the client.

- ❖ It is the sole responsibility of the firm to supervise/manage/administer the personnel deployed at clients site.