

# VENDOR EMPANELMENT FOR RECRUITMENT SERVICES

This Communication is made on this **14th** day of **October**, 2025 at **Kalyan, Maharashtra**.

Hello Hiring team at: {{ company }}

**From:** M/s. **Trivanta Edge**, having its registered office at **Kalyan, Maharashtra** (hereinafter referred to as the "**Client**"),

**We are Trivanta Edge currently hiring for Multiple roles at our company those are as follows:**

CURRENT HIRING REQUIREMENTS			
Position	Number of Openings	Employment Type	Category
Fitter	75 Nos.	Full Time	Blue Collar
Helper	100 Nos.	Full Time	Blue Collar
Site Supervisor	50 Nos.	Full Time	Blue Collar
Parking System Operator	25 Nos.	Full Time	Blue Collar
Total Workers Required:			250 Workers

## 1. Vendor Payment Terms

**Commercial:** ₹ 5,000 per candidate with 60 Days payment terms and 60 Days replacement guarantee.

**Note:** Payment made post completion of **60 Days** from the joining of the candidate. All payments are **excluding GST** - GST will be provided as per applicable rates.

## 3. Vendor Responsibilities

- 3.1** Source and screen candidates as per job requirements and company standards.
- 3.2** Conduct preliminary interviews and skill assessments before forwarding candidates.
- 3.3** Ensure all candidates have valid documentation and meet legal employment requirements.
- 3.4** Provide replacement candidates if selected candidates leave within the guarantee period.

## 5. Replacement Policy

- 5.1** Free replacement shall be provided if any candidate leaves within the specified guarantee period.
- 5.2** Replacement candidates must be provided within 15 days of notification.
- 5.3** No additional charges for replacement candidates during the guarantee period.

## 7. Compliance Requirements

- 7.1** All statutory compliances including Labor Law, ESI, PF registration to be maintained.
- 7.2** Valid GST registration and other business licenses required.
- 7.3** Maintain confidentiality of company information and candidate details.

## 2. Job Requirements

**Note:** All positions are **Blue Collar** workers. We are specifically hiring for **250 workers** across various operational roles.

### Position Details:

<b>Fitter:</b> Machine maintenance & repair	75 positions
<b>Helper:</b> General assistance & support	100 positions
<b>Site Supervisor:</b> On-site coordination	50 positions
<b>Parking System Operator:</b> System operations	25 positions

## 4. Candidate Selection Process

The selection process shall include:

- Initial screening by vendor based on job requirements.
- Document verification and background checks.
- Skill assessment and technical evaluation (if applicable).
- Final interview and selection by Trivanta Edge team.
- Medical fitness and joining formalities completion.

## 6. Payment Terms & Conditions

- 6.1** Payment shall be released only after candidate completes 60 days of continuous employment.
- 6.2** GST shall be charged extra as per applicable rates and proper GST invoice required.
- 6.3** Payment processing time: 2-5 working days from completion of 60 days employment.
- 6.4** All payments shall be made through RTGS/NEFT only.

## 8. Next Steps

- 8.1** Kindly confirm your interest and acceptance of the payment terms.

**8.2** Share your company profile and recruitment capabilities.

**8.3** Upon mutual agreement, formal vendor empanelment process shall be initiated.

## CONTACT INFORMATION

**For immediate response:** sales@trivantaedge.com

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