

## VENDOR EMPANELMENT FOR RECRUITMENT SERVICES

This Communication is made on this **30th** day of **September**, 2025 at **Kalyan, Maharashtra**.

Hello Hiring team at: **Anshika Manpower Services**

**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:** ₹ 2,250 per candidate with 30 Days payment terms and 30 Days replacement guarantee.

**Note:** Payment made post completion of **30 Days** from the joining of the candidate. All payments are **including GST** - GST is included in the quoted 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 30-day guarantee period.
- 5.2 Replacement candidates must be provided within 10 days of notification.
- 5.3 No additional charges for replacement candidates during the 30-day 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 30 days of continuous employment.
- 6.2 GST is included in the per candidate fee of ₹2,250. Proper GST invoice required for payment processing.
- 6.3 Payment processing time 2-5 working days from completion of 30 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

**HR Queries:** info@trivantaedge.com

**Phone:** +91 9373015503

**Address:** Kalyan, Maharashtra

FOR TRIVANTA EDGE

FOR ANSHIKA MANPOWER SERVICES

Authorized Signatory

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Date: \_\_\_\_\_

Company Seal

Authorized Signatory

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Date: \_\_\_\_\_

Company Seal