



## VENDOR EMPANELMENT FOR RECRUITMENT & PAYROLL SERVICES

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

**Hello Hiring team at:** Hrbuzz Staffing Services Pvt Ltd

**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

**Recruitment Fees:** ₹ 2,500 per candidate (**including GST**) with 30 Days payment terms and on-the-spot replacement guarantee.

**Payroll Management:** 5% of monthly CTC (**including GST**) as payroll processing charges for ongoing payroll management services.

**Note:** Recruitment fees paid post completion of **30 Days** from the joining of the candidate. Payroll charges calculated and billed monthly. All payments are **including GST** at applicable rates. No additional GST will be charged.

### 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.
- 3.5 Manage complete payroll processing including salary calculations, statutory compliance, and payment disbursements.
- 3.6 Handle all statutory deductions, PF, ESI, and other labor law compliances for managed employees.

### 5. Replacement Policy

- 5.1 Free on-the-spot replacement shall be provided if any candidate leaves or is found unsuitable within 30 days guarantee period.
- 5.2 Replacement candidates must be provided immediately or within maximum 3 working days of notification.
- 5.3 No additional recruitment charges for replacement candidates during the guarantee period.
- 5.4 Payroll management charges apply separately irrespective of replacement policy.

### 7. Compliance Requirements

- 7.1 All statutory compliances including Labor Law, ESI, PF registration to be maintained by vendor.
- 7.2 Valid GST registration and other business licenses required.
- 7.3 Maintain confidentiality of company information and candidate details.
- 7.4 Provide monthly payroll reports and compliance certificates.

### 2. Job Requirements & Scope

**Note:** All positions are **Blue Collar** workers. We are specifically hiring for **250 workers** across various operational roles. Vendor will also manage payroll for all recruited candidates.

#### Position Details:

**Fitter:** Machine maintenance & repair

75 positions

**Helper:** General assistance & support

100 positions

**Site Supervisor:** On-site coordination

50 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.
- Payroll enrollment and statutory registration by vendor.

#### 6. Payment Terms & Conditions

- 6.1** Recruitment fees shall be released only after candidate completes 30 days of continuous employment.
- 6.2** Payroll management charges (5% of monthly CTC including GST) billed monthly in arrears along with detailed payroll report.
- 6.3** All quoted rates are inclusive of GST. Proper GST invoice required for all payments.
- 6.4** Payment processing time 2-5 working days from invoice submission with proper documentation.
- 6.5** All payments shall be made through RTGS/NEFT only.

#### 8. Next Steps

- 8.1** Kindly confirm your interest and acceptance of the recruitment and payroll management terms.
- 8.2** Share your company profile, recruitment capabilities, and payroll infrastructure details.
- 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

##### Authorized Signatory

Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Date: \_\_\_\_\_  
Company Seal

#### FOR HRBUZZ STAFFING SERVICES PVT LTD

##### Authorized Signatory

Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Date: \_\_\_\_\_  
Company Seal