



REQUEST FOR PROPOSAL (RFP)

for

Selection of Human Resource Recruitment Agency for Hiring Manpower

in

National Internet Exchange of India

February, 2014

National Internet Exchange of India

Regd. Off.: Flat No. 6B, 6th Floor, Uppals M6 Plaza,

Jasola District Centre, New Delhi-110025

Tel.: +91-11-48202000, Fax: +91-11-48202013

Website: <http://www.nixi.in> & www.registry.in

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1. Introduction

THE NATIONAL INTERNET EXCHANGE OF INDIA, a not-for-profit organization under section 25 of the Companies Act 1956, was established during June 2003 with the purpose of establishing and setting up Internet Exchange connectivity between the ISPs and ultimately retail internet user so as to provide the Internet services at a faster speed and cheaper price. Details of Internet Exchange are available on www.nixi.in . Since January 2005, NIXI is also acting as the national Internet Registry for .IN domain names. Details of this activity are available on www.registry.in. Another activity being carried out by NIXI is that of National Internet Registry (NIR).The NIR is known as the Indian Registry for Internet Names and Numbers (IRINN).Details are available on www.irinn.in.

2. The Scope of Work and other Terms and Conditions are as follows:

- i) Advertise various positions in leading print and digital media according to NIXI requirement.
- ii) Identification and Short listing of Profiles received for interviews in consultation with NIXI.
- iii) Coordination with Shortlisted Candidates and issue of interview letters.
- iv) Conduct of interview by The Selection Committee constituted by NIXI.

3. Eligibility/Qualifying Criteria of the Agency

Following are the essential qualifying criteria for the Human Resource Consultants/Recruitment Agency to technically qualify the assignments:

- i) The agency should have been in existence for minimum of last 5 years continuously and should have 3 years experience in providing Technical Manpower including support staff to Govt/PSU Organizations etc.
- ii) The Agency should have registered office in India and must be incorporated or registered under any of the following Acts – Indian Companies Act 1956 and the society registration Act 1860.
- iii) The agency should provide documentary proof and a certificate of satisfactory services duly issued by the concerned institutions /organizations.

- iv) The agency should not have been blacklisted or debarred by any Govt/PSU etc. He should furnish an undertaking to this effect on his letter head duly signed by authorized person of the agency.

Other Terms & Conditions:

- i) The agency should ensure that the candidates identified should not have any police record/criminal record against them. The agency should ensure that the candidates are medically fit and certificate of their medical fitness is to be provided, whenever called for.
- ii) The agency should not have any relationship with the employees of NIXI. A non relationship certificate in support to be enclosed.
- iii) Subject to the Arbitration Agreement contained herein, any dispute between the parties arising out of this agreement shall be subject to the jurisdiction of the Court at New Delhi only.\
- iv) The agency should not disclose any NIXI's confidentially information to any one outside and use such information only in connection with the service provided to the NIXI.

4. For handling the various responsibilities in NIXI, it is proposed to appoint the following categories of employees. **The Proposed Employees Categories, Pay Structure and Experience etc are as follows:**

S. No	Posts	Age (years)	Essential Qualification	Relevant Experience (Years)	Annual CTC * (Lacs)	No. of Posts
1.	Manager (Technical)	30-35	B.E/B.Tech in E&T/CS/IT or MCA with 5 years experience. or M.Tech in E&T/CS/IT with 3 years experience. (MBA will be preferred)	7-10	8-20	03
2.	Manager (Finance)	30-35	CA with 5 years experience in finance department of IT organization.	7-10	8-20	01
3.	Manager (Legal)	30-35	LLB/LLM with 5 years experience with knowledge of IT Act, cyber law and cyber security and Arbitration cases.	7-10	8-20	01
4.	Manager (HR)	30-35	MBA with 5 years experience in HR department.	7-10	8-20	01

5.	Company Secretary	30-35	CS with 5yrs plus experience.	5-10	5-10	01
6.	Assistant Manager (Technical)	25-30	B.E/B .Tech in E& T/CS/IT or MSC in IT/Electronics with 3 years experience	5-10	5-10	05
7.	Assistant Manager (HR)	25-30	MBA with 3 years experience in HR department	5-10	5-10	01
8.	Assistant Manager (Finance)	25-30	CA/MBA(Finance) with 3 years experience in finance department of IT organization	5-10	5-10	01
9.	Support Staff N/W Admin - 2 Host Master – 1 Assistant/ Helpdesk - 4	-	B.E/B .Tech in E& T/CS/IT or MSC in IT/Electronics with 2 years experience	2-5	2-6	07

In order to fill the above mentioned manpower requirement in a phased manner over a period of 6 months, NIXI desires to engage the services of a reputed Recruitment Agency.

** Break-up of the emoluments as approved by the Board of Directors based on the industry practice is given below:*

CTC Break Up

S.No.	Component	Amount
1	Basic	50% of CTC
2	Allowances*	Manager and Assistant Manager – 10% CTC
3	Employer's contribution to PF	6% of CTC(12% of Basic)
4	Variable Compensation (at expected performance level)	14% of CTC

*** Allowances include:**

- i) *Medical reimbursement, Conveyance, Child Education , Child Hostel , House Rent Allowance, Professional Development Reimbursement, Leave Travel Concession, Car running and maintenance reimbursement, Uniform reimbursement, Driver reimbursement, Gift, Special Allowance.*
- ii) *The allowances will be subject as per applicable Income Tax Act.*

5. Payment phases:

- i) 30% of the payment shall be made after issue of interview letter to candidates.
- ii) 40 % of the payment shall be made once the offer letters to all the positions (as per section 2) have been issued and acceptance received from the candidates.
- iii) 20% of the payment shall be made on acceptance of offer letters by all the Candidates.
- iv) 10% of the payment shall be made once all the candidates join NIXI.

The payment conditions are as follows:

- i) The payment shall be made against the invoice that can be raised by the agency on achievement of aforesaid milestones.
- ii) The payment shall be made subject to deduction of applicable taxes.

6. Application Format should contain information about:

- i) Name , Address and contact details of the HR agency
- ii) Details of Company registration Under Company Registration Act 1956.
- iii) Details regarding similar kind of assignment carried out during the last 5 years.
- iv) Undertaking on not having been black listed by any Government Central/State and any other PSU etc.
- v) Detailed financial term and conditions covering applicable fees, payment phases etc.

7. General Instructions/Information.

- i) One hard copy and one soft copy of completed application form along with all the relevant enclosures should be addressed to CEO NIXI full address and email on or before due date.
- ii) The selected Agency will be sent a letter for acceptance. The agency will enter into an agreement with NIXI for completion of the recruitment process within the stipulated time.
- iii) The selection of agency is only for the selection and recruitment of the manpower mentioned above.
- iv) The selected agency will sign an agreement with NIXI as per Annexure 1.

- v) The agreement can be terminated by the either party with the notice period of two months and without any liability to the other party.
- vi) The agency should complete the assignment with in the stipulated time schedule as per NIXI i.e one month from the date of publishing the RFP.