

Invitation for Proposal – Placement Partnership under Project Saksham (Hero MotoCorp Ltd. – ASDC Initiative)

1. Introduction

The **Automotive Skills Development Council (ASDC)**, in partnership with **Hero MotoCorp Ltd.** through its flagship CSR initiative **Project Saksham**, is committed to empowering women in the automotive sector by providing specialized training in Sales and Service domains.

Building upon the success of Saksham-I, the current phase aims to **train and place 20,000 women candidates across India**.

To achieve this vision, ASDC invites proposals from reputed **recruitment and staffing agencies** to collaborate as placement partners.

2. Scope of Work

Placement agencies will be responsible for:

- Ensuring timely placement of trained candidates across automotive dealerships and related industries.
- Providing pre-placement counselling and guidance to candidates.
- Coordinating with employers to secure employment opportunities aligned with training domains.
- Tracking and reporting candidate retention and salary compliance as per project requirements.

3. Placement Terms & Conditions

1. Placement Timeline

- Candidates must be placed **within one (1) month** after successful completion of assessment.
- Any delay must be reported to ASDC with valid justification.

2. Offer Letter as Placement Proof

- **Offer Letter is mandatory** as proof of placement.
- Agencies must upload scanned copies of signed offer letters to the **designated OneDrive folder** shared by ASDC.
- Placements without offer letters will not be considered valid.

3. Minimum Retention Requirement

- Candidates must be retained for a **minimum of three (3) months**.
- Agencies are expected to provide post-placement support, counselling, and follow-ups to ensure retention.

4. Salary Condition

- Candidates must receive salary consecutively for **three months** after placement.
- Salary slips or bank transaction proof will be required for verification.

4. Roles & Responsibilities of Placement Agencies

- Mobilize trained candidates and align them with relevant employers.
- Conduct pre-placement counselling to bridge expectation gaps.
- Share accurate placement data with ASDC on a **weekly basis**.
- Upload all required placement documents (Offer Letters, retention proofs, salary validation) in the **OneDrive and tracker** provided by ASDC.
- Liaise with employers to address challenges faced by candidates during the retention period.

5. Monitoring & Reporting

- **Weekly Updates:** Agencies must submit weekly reports on placement status, challenges, and corrective actions.
- **Retention Tracking:** Regular follow-ups to confirm candidate continuation in employment.
- **Final Compliance Report:** After the 3-month retention period, agencies must submit:
 - List of candidates placed
 - Offer letters
 - Retention status
 - Salary proof for 3 consecutive months

6. Proposal Submission Requirements

Interested agencies are requested to submit their proposals with the following details:

- Company profile and experience in recruitment/placement.
- Past experience in automotive or similar sectors (if any).
- Geographical reach and industries catered.
- Strategy for ensuring timely placements and retention.
- Contact details of authorized person for correspondence.

Kindly share your proposal at: asdc.placement25@gmail.com

Contact Person: Jagdeesh Singh

Contact Number: +91 9675740304