

## **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](mailto:asdc.placement25@gmail.com)

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