



EXPRESSION OF INTEREST - (EOI)
For engagement
of HR Consultant

EOI ISSUE DATE: 14th DECEMBER, 2020

LAST DATE FOR SUBMISSION: 5th JANUARY, 2021

Sealed envelopes by eligible applicant should be forwarded to:
CHIEF GENERAL MANAGER (P),
MMTC LIMITED,
CORE-1, SCOPE COMPLEX, LODI ROAD, 7 INSTITUTIONAL AREA
LODI ROAD, NEW DELHI 11003

MMTC Ltd
Core-1, Scope Complex, 7 Institutional Area, Lodi Road, New Delhi-110003

No. MMTC/HR/Cons/2020-21/EOI

Dt: 14.12.2020

A Mini Ratna Category-I CPSE and the largest trading company in the country. Incorporated in 1963 to canalize the export of the country's mineral wealth and to ensure availability of metals and industrial raw materials to India's growing industrial sector. Over the past 57 years it has diversified into agro products, coal and hydrocarbons, fertilizer and fertilizer raw materials, precious metals, steel and engineering goods. MMTC is one of the leading international trading houses in the country.

2. In order to bring in a synergy between its HR policies/strategies aligned to its current organizational business needs, MMTC is looking forward to engage experienced retired Government Officer /Official /retd. CPSU executives, having considerable experience in HR field, who are conversant with Govt./CPSE HR/Service matters, as an external consultant, to prepare/advise/guide the organization for updation of company's HR policies.

3. HR/personnel management is centralized in MMTC at its Corporate Office, New Delhi. The detail terms for inviting Expression of Interest (EOI) are as follows:

4.1 **SCOPE OF WORK:**

In the light of above and considering the current organisational dispensation, HR needs commensurate with the business volumes, the following key issues are to be taken up by external consultant.

- a) **Modification & Revision of Executive Sanctioned Strength** as per current and prospective needs of organisation.
- b) **Revision, Updation & Consolidation of MMTC officers Promotion & Transfer policy** in line with the DPE / DoPT guidelines applicable for CPSEs including
- c) **Revision/Updation & Consolidation of MMTC- ECDA rules (Employee Conduct, Discipline & Appeal Rules):**

5. **NATURE OF ENGAGEMENT:**

In order to strengthen the HR processes on above parameters and as well as enable company apply for CMMI maturity Level-2.0, and also implement Succession plan, within a time frame, **it is proposed to engage an external consultant** conversant and specialising in HR service matters through open Expression of Interest (EOI). Engagement will be on temporary contract basis. Government Officers/Officials/Retd. PSU employees, who retired at fairly senior level positions with vast experience in handling HR policies/related matters shall be engaged through EOI.

6. **PERIOD OF ENGAGEMENT:**

The engagement will be purely on temporary, non-regular short-term contract basis for a period of 2 months. All activities like preparation, updation of above policies/rules must be completed to the satisfaction of Management of MMTC within this period.

7. **CONFIDENTIALITY OF DATA AND DOCUMENTS**

- i) The intellectual Property Rights (IPR) of the data collected as well as deliverables produced for MMTC Ltd. shall remain with MMTC Ltd.
- ii) The Consultant engaged, shall utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of his assignment or during the course of assignment for MMTC Ltd., without the express written consent of the Competent Authority.

- iii) The consultant shall be bound to return/hand-over all the records of assignment to authorized officer/ authority before the expiry of the contract and before the final payment is released by MMTC.

8. **CONFLICT OF INTEREST:**

- a) The shortlisted consultant engaged by MMTC shall in no case represent or give opinion or advise others in any matter which is averse to the interest of MMTC Ltd. nor he will indulge in any activity outside the terms of contractual assignments.
- b) In case the services of consultant are found in conflict with the interest of the Corporation, his/her services will be discontinued by terminating the contract without assigning any reason.

9. **TERMINATION OF ENGAGEMENT:**

- (a) MMTC may terminate the contract of engagement of the consultant in following conditions:
 - i) Consultant is unable to address the assigned work;
 - ii) Quality of the work is not satisfaction of the concerned Trade/service divisions;
 - iii) The consultant fails in timely achievement of the milestones as finally decided by MMTC.
 - iv) Consultant is found lacking in honesty and integrity.
- (b) MMTC reserves the right to terminate the engagement by serving 15 days written notice on the consultant. Termination shall be affected on the day right after the completion of 15 days of delivery of such notice.

10. **TAX DEDUCTION AT SOURCE (TDS):**

TDS as admissible shall be deducted from the monthly remuneration of Consultants/ Contractual employees. A TDS certificate shall be issued by the concerned division on demand.

11. **QUALIFICATION AND EXPERIENCE CRITERIA (ELIGIBILITY):**

- i) Person participating in this EOI, should be a Retired Employee of Central Government/State Govt./PSU **at a fairly senior level say Board level Functional Director/ Executive Director ED/CGM/GM in IDA Scale or its equivalent in CDA pay scales** having minimum 20 years of experience and preferably in managing HR related affairs in Central Government Ministries/Departments/State or Central PSU etc.
- ii) HR educational Back ground at Graduation / Post graduation level is must.
- iii) Persons should have effective communication and interpersonal skills with a strong flair for in-depth examination of relating relevant policy matters of MMTC in the relevant areas of Trade / Service matters; Administration / finance / and any other requisite field.
- iv) Enclosing experience certificates / service certificates issued by organizations covering two decades of minimum experience is must.
- v) Applicants must be free from any deemed disciplinary proceedings of Vigilance or any of external agencies like CBI, ED etc.
- vi) The maximum age limit for all categories of consultants/ contractual employees will be 65 years.

12. **PROFESSIONAL FEE/CONSOLIDATED REMUNERATION:**

Interested persons may quote the consolidated professional fee excluding GST for carrying out the work as mentioned in SCOPE of work. GST must be separately quoted on and above the professional fee.

13. **GENERAL CONDITIONS:**

- i) Payment for the services shall be released upon completion of entire work.
- ii) Applicable TDS will be deducted.
- iii) All Testimonials, copies of experience certificates must be enclosed with bid responses.

- iv) The consultant engaged shall report to an officer / or officers as may be decided by management.
- v) The consultants shall collect data from respective officers in HR/Personnel division by interacting with officers holding relevant records on policies to be updated.
- vi) Consultant engaged is expected to work independently, exhibit professionalism and should be capable of delivering original work, while preparing /update of policies.
- vii) Consultant is expected to interact with all the concerned officers in personnel division of MMTC and also compare HR policies of other CPSUs/Govt. for delivering the entrusted work mentioned under SCOPE of work hereinabove.
- viii) Consultant willing to take up this work must be fully conversant with the rules / instructions orders / Office Memorandum(s) issued by DPE & DoPT, CVC and other such relevant orders.
- ix) In case management desires power point presentation on work consolidated, the consultant must independently present the work done to demonstrate his inputs.
- x) The consultants are expected to be aware of their role and responsibility in line with the CVC circular No.01/01/17 dated 23rd January 2017 which stipulates various measures to be followed like (a) Framework of Instructions of GOI / Guidelines of CVC / others; (b) Accountability of the employer / client and the consultant; (c) Conflict of interest; etc.
- xi) In case of satisfactory bids / quotes not received, MMTC reserves its rights to annul / cancel this Expression of Interest without assigning any further reasons.

14. PROCEDURE FOR SUBMITTING APPLICATION:

Interested applicants fulfilling the above eligibility criteria prescribed hereinabove, may apply in the standard application format enclosed at **Annexure-I**, with these terms of reference on or before closure of business hours (14:00 hrs), **5th Jan '2021** along with all supporting documents, in a sealed envelope super scribing as "**Application - For HR Consultant in MMTC**" to reach the following address by COURIER / SPEED POST ONLY. Applications should be forwarded to:

**Chief General Manager (Personnel),
MMTC Ltd., Core-1, SCOPE Complex, Lodi Road, New Delhi-110 003.**

- 14.1 Applications sent by e-mail, WhatsApp, internet, personal delivery will not be considered for further selection process.
- 14.2 Applications which are submitted without the quote on consolidated remuneration expected with GST will be summarily rejected.
- 14.3 Applications received after due date will not be considered.

ANNEXURE-1

**APPLICATION FORM FOR
CONTRACTUAL APPOINTMENT OF RETIRED EMPLOYEES
FOR ENGAGEMENT AS HR - CONSULTANT**

1. Name

2. Father's Name

3. Date of Birth

4. Whether belong to SC/ST/OBC/PWD (please attach certified photocopy)

5. Nationality

Paste your recent Passport size

6.	Present address for communication															
City																
State										PIN						

7. Contact Telephone No. with STD code 1. Land line _____
 Mobile number and E-mail address 2. Mobile _____
 3. E-mail _____

8. Educational & Professional Qualification

Qualification	Month & Year of passing	Board/University/Institute	Subjects /Specialization	Division / % of Marks	Year of passing
Graduation					
Post-Graduation					
Professional Qualification					
Others					

9.	(a) Post Qualification Work Experience:	Total length of service	
		Years:	Months:

(b) Positions held during the preceding 10 years:

	Period of employment		Duration (No. of years, months)	Name of Organization with place of posting	Position/ Post /Designation held	Nature of experience/ Job profile	Pay scale with basic pay (in case of Govt. Sector/Gross pay in case of Pvt. Sector)

(c) Nature of present assignment and responsibilities: -

Present assignment: If any as consultant	
Duties and Responsibilities as consultant	

(d) Please write about significant achievement(s) if any, in your current assignment (use Separate sheet if required)

10.	Date of retirement and the post from which retired (enclose copy of retirement order)	
11.	Last Pay Drawn (please enclose copy of last drawn pay slip)	

12. Whether any punishment has been awarded to the applicant during the last 10 years of his Govt. service. If yes, the details thereof

Yes	No
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13. Whether any vigilance action/disciplinary proceedings or vigilance inquiry is pending and going on against the applicant at present as far as his knowledge goes. If yes, please provide all relevant details thereof.

Yes	No
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14. Price/ Financial Quotation:

- (A) Total professional fee / consolidated remuneration quoted
- (B) Total GST
- (C) Grand total Quoted (A+B)

Rs. _____
 Rs. _____
 Rs. _____

DECLARATION

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found false OR incorrect/incomplete or ineligibility being detected at any time before OR after selection/interview, my candidature/selection as consultant is liable to be rejected/ terminated and I shall be bound by the decision of the Corporation (MMTC Ltd.). I have read this Circular and agreed to accept all the terms and conditions for engagement of Consultants. I also undertake to confirm that I am medically fit for undertaking this contractual appointment.

Signature
 (Full name of the applicant)

Place:
 Date: _____

Enclosures:

- 1.
- 2.
- 3.
- 4.