Proforma for Request for Proposal(RFP)
For empanelment of Manpower/Recruitment/Placement Consultant to
Hitkarini Sabha, Jabalpur

1. Name of the Agency

2. Complete Address

3. Telephone and Mobile No.

4. Fax No.and E-Mail ID

5. Name of Owner/Partner/Director(s)

6. Details of existing clients of the Agency
   (Please enclose documents to support your claim)

7. Details of placement done during the last 3 years

2007	2008	2009	2010 till June

8. PAN No. (provide copy of PAN card

9. Expected Remuneration :

   a. In case of monthly retaining fee Rs._____
   b. In case of success fee Rs/per candidate Rs._____

10. Estimated response time i.e. Days taken from our forwarding requirement to you and your shortlisting and submitting to us list of shortlisted candidates alongwith their resume. _____Days

11. References :

Sector	Name	Address	Tel.No.

Seal & Signature