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GUJARAT NARMADA VALLEY FERTILIZERS & CHEMICALS LIMITED

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EXPRESSION OF INTEREST FOR ENGAGEMENT OF HR CONSULTANT

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**Brief about the Company and issues**

We are a Government of Gujarat promoted public limited company engaged in the business of mainly Fertilizers, Industrial Chemicals, Information Technology & Neem Products having annual turnover of Rs. 5000 Crores. Main Complex of the Company was established in the year 1976 and commercial production started in the year 1981.

Currently, we are facing many issues on HR front. Some of the issues of grave concern are –

- Imminent Retirement of many Senior Executives.
- Difficulty in lateral recruitment of Executives at higher levels owing to low pay package at senior levels
- Immediate need for Manpower Planning
- Near absence of Succession planning

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We invite Expression of Interest for short listing renowned multinational HR Consultants of international repute having set up at major cities across the country to professionally address major issues on HR Front and to firm up HR Policies / Guidelines. Interested Consultants should have proven track record of having provided such services in large industries having turnover of more than Rs. 5000 Crores / One Billion Dollars.

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**Eligibility Criteria**

1. Applicant agency should be a multinational HR Consultancy agency.
  2. It should have large Companies (having turnover of more than Rs. 5000 crores / 1 Billion US \$ and employee base of more than 2000) as its Clients.
  3. It should have well established Set up in major cities, preferably in Western India.
  4. It should have a team of qualified professionals from the HR field.
  5. It should be in this line of Business for at least 10 years.
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**Initial Envisaged Scope of Work :-**

- To study existing overtime structure, trends of pay and ways and means to reduce any excess expenditure without compromising productivity.

- Target Group for this exercise would be officers of level Chief Managers & above i.e. Chief Managers, Addl. General Managers, General Managers & Executive Directors across the Company.
- Assessment for Succession Planning
- To suggest restructuring of present salary structure including measures for employees posted at our recently put up new plant at Dahej which is 45 kms away from main Complex by studying comparative perks and privileges given to employees of other big companies like ONGC, GACL, Birla & Reliance specially for their Dahej Complexes.
- To work out / suggest manpower planning in terms of nos., levels and qualifications etc. including future manpower planning.
- To suggest Training Programs for those Officers who have come up from staff category by promotions so as to get them prepared for the level where they are performing their duties.
- To study existing practices with respect to non technical branches like MM, HR, Finance & Marketing and suggest procedure and ways and means for constant rotation for over all development of skills of personnel of CM & above.
- To suggest Transparent and Objective Policy / Scheme for Assessment and Promotions of Officers including Evaluation process by a Committee including policy for Fast Track promotions.
- To work out Career Counseling Programs
- To define / frame documents like HR Manual / HR Policy & Guidelines.
- To devise a policy for inducting graduates from IITs / IIMs in such a way that retaining them for a longer period becomes possible for the Company.

This scope of work can be deliberated further during our preliminary discussions to arrive at final scope. We would like to provide you HR Cost for last financial year to give you an idea. These details are as under :-

|   |   |                   |
|---|---|-------------------|
| Salary Cost for <b><u>144 Chief Managers &amp; above Officers</u></b> | - | Rs. 21.90 Crores  |
| Salary Cost for 1001 officers below Chief Managers                    | - | Rs. 117.43 Crores |
| Salary Cost for 1419 staff employees                                  | - | Rs. 134.36 Crores |

The above cost is for regular employees only i.e. exclusive of contractual employees, Trainees, Apprentices etc. It does not include Co.'s contribution to Pension, NPS, Gratuity Payment, Medical Payments being made directly to tie up hospitals, Group Ins. Premium, provision for Bonus, liability like unclaimed Leaves, Loans at concessional rates, etc. This works out to approximately 25% of the cost referred above. Hence, total HR Cost for 2564 regular employees of the Company would be roughly Rs. 397.64 Crores.

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The short listed Consultants would be asked to call on us to make their presentation and to have further discussions on this either at Ahmedabad or GIFT CITY, Gandhinagar.

The date and time of the discussions would be conveyed separately to the short listed Consultants hereinafter.

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Eligible agencies may submit applications within 21 days from the release of this advertisement in sealed envelope addressed to “Shri RS Joshi, Addl. General Manager, HR Deptt., Gujarat Narmada Valley Fertilizers & Chemicals Limited, PO : Narmadanagar – 392 015, Dist. Bharuch (Gujarat), India.

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