

*Young and Fastest
Growing Organization
established with an aim to
provide end to end
integrated HR solutions to
organizations world wide.*

Evoke HR Solutions Pvt. Ltd. (Formerly Known as QUEST Consultants)

A Proposal for the Provision of HR Services



Evoke HR Solutions Pvt. Ltd.

HO: 235, Second Floor, Patel Avenue, Nr. Gurudwara, Bodakdev, Ahmedabad-380054 | **BO:** 9/A, Deval Chamber, Nanabhai Lane, Fountain, Mumbai- 40001

Ph No.: +91- 079 - 61 555 900 | **E:** info@evokehr.com

An Organization: PAR Excellence



Today, Evoke HR has become a Professional Leader through its commitment to provide successful staffing Solutions to leading fortune 500, MNC & Domestic Company.

Evoke HR, a human resource company, is delighted to present a proposal that best describes our experience, technology, stability and operating scope. Having a tremendous growth record, Quest Consultants, a Human Resource Company, takes immense pleasure to launch its Private Limited Company “Evoke HR Solutions Pvt. Ltd.” with a new brand identity “Evoke HR”.

Our company was created with a vision to attain global leadership in all the gamut of HR services and it has started working PAN India as well as in GCC countries and We are also expanding the portfolio of our services and launching it as:

- Permanent Staffing
- Temporary Staffing
- Payroll Management
- Compliances Management
- Training & Development
- Club HR
- Skill Writer

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Why Evoke HR.....

Evoke HR, specializes in providing tailored Human Capital Solutions for an array of business verticals. We have distinguished ourselves by our quickness to respond, willingness to work within the time constraints, and flexibility to change according to our Client requirements and needs.

VISION

To emerge as the Most Trusted HR Service Provider in the Industry, anchored on the Values of Growth, Professionalism, and Transparency & Accountability

OUR OBJECTIVE

Our focus is on performance improvement & to be a Valued added Partner by understanding the client's business, so as to proactively align the HR process with the business needs of our valued clients.



Unique Selling Proposition

- ✓ Domain Expertise
- ✓ CV with Candidate Profiling & Snap.
- ✓ Stringent/Validate Process for Staffing
- ✓ Dedicated Team (Tech & Non-Tech) & Key Account Manager for Each Clientele
- ✓ Different Sources
- ✓ Prompt In Response.
- ✓ Strong Pre & Post Follow Up
- ✓ Transparency In Process
- ✓ Consultation on Passport & Visa Formalities...

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Industry We Deal In:

Automobile Eng. & Auto- Ancillary Industry	Banking, Finance & Insurance	Aviation, Airlines Airports Maintenance	Banking, Finance & Insurance
Construction & Infrastructure	Buildings- Portable/Pre Fabricated(PEB)	Engineering Manufacturing And Services	Oil & GAS & Petrochemical Industry
Power Industry	Pharmaceutical Industry	Cement Industry	EPC Industry
Food Processing	Glass Manufacturing Services	Hospitals And Clinics	Hospitality Travel Industry



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Permanent Staffing

- **Permanent Staffing** assignments are those when you look to hire people on your payroll on a permanent basis.
- The scope of work for a permanent staffing assignment would include sourcing and initial screening of candidates as well as coordinating of interviews with the client.
- The most important part of the assignment is getting a good understanding of the job description, the kind of person the client is looking for and the culture of the client to ensure that we recommend only those people with the correct fit.
- Each client assignment is led by an experience recruitment consultant who has extensive recruiting expertise

Contractual Staffing

- Short term or contractual projects are becoming one of the most valuable strategies of today's business. We understand that sometime you will have requirements only for a fixed amount of period for the specific jobs that are highly niche.
- To help organizations meet this demand, we provide unmatched temporary solutions enabling corporate to hire the ideal person best suitable for the position. We take care of your total employee management right from recruitment to exit modalities.
- The Time period required For Contractual Basis should be minimum 6 months. Whether it's a technical or a non technical requirement our solutions are guaranteed to be completely flexible and tailor-made for your specific needs.

Payroll Management:

Evoke HR provides cost effective & efficient solutions on processing of payroll. The whole process is designed to eliminate all regulatory & compliance hassles that an organization faces. Providing value addition continuously is what we do better. Quest's focus is to provide exclusive service & innovative solutions in both off-site & online (Web-enabled) payroll processing

Payroll Out sourcing & Management Includes:

- Payroll Processing
- Leave Management
- Statutory & IT Regulation
- Full & Final Settlement of Employees
- Insurance & Accident Police Management
- Master Human Resource Database Management (HRMIS)

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Compliances Management

Every Organization/commercial establishment / factory is liable to implement one or the other local/ Central / State Government enactments in respect of Labour Laws. We offer a comprehensive solution for your labour law compliance needs and liaisoning management under the purview of Existing Labour Law and any amendments into Labour Laws.

Consulting Management Services:

Comprehensive consultation on labour law compliance requirement

Compliance Auditing Services: Audit of client labour law compliances as per defined scope

Liaisons Services: Facilitating one time activities like renewals, registrations, approvals or any other related one time activity under labour law

Skill Writer

A focused CV is the best way to get your new potential boss to notice you. Stand apart from the crowd with your CV and your new job is only just an interview away. That means that every section of your CV must contain information of most value - and relevance - to the advertised position. And, your 'Skills' section is arguably the most important part of your CV to employers.

We provide you with the best of industry expertise to get you a chance to present your self to your Future employer.

Training & Development

We cater corporate needs with **technical, professional and administrative professionals**. We specialize in staff augmentation and developing our strength further in pay role outsourcing services to large and medium sized organizations.

Trainings provided:

- Conflict Management
- Subordinate Development
- Leadership Development
- Business Etiquettes
- Change Management
- Interpersonal Skills
- Creativity Lab
- Time Management
- Stress Management
- Technical Training and many more

Club HR

- CLUB HR is designed for SMEs or any client who want to have a professional with multiple services under single roof.

It is a unique brand of Evoke HR which provides customized HR services CLUB HR is a unique brand of Evoke HR which provides customized HR services

Club HR takes the responsibility of building and managing the HR Department for SMEs who wants to build a strong and competitive organization. This outsourcing may be helpful in managing the full life cycle of the employee in the organization.

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Commercials:

Below Mentioned is the Pricing Strategy required to be followed for staffing activity.

PROPOSED PRICING STRATEGY

Permanent Placement Fees:

Tier	Salary Range	Permanent Placement Fee (% of CTC)	Guarantee Period *
1	Below Managerial Level	8.33% of ACTC	3 Months
2	Managerial Level	10% of ACTC	3 Months
3	Executive search	12.5% of ACTC	3 Months

Temp Contract Management Fee:

Positions	QUEST Management Fee
All positions	15% mark up on gross monthly cost of employee*

Payroll & Compliances Management Fees:

Positions	QUEST Management Fee
All positions	A customized Quotation is prepared as under: <ol style="list-style-type: none"> 1. Depends on Number of Employees to be covered. 2. Geographical Areas covered 3. Duration of physical Inspection and other factor

Note: A Detailed Agreement including Terms & Conditions will be signed separately for above services

We trust you will find the proposed solution comprehensive and look forward to a favorable response to explore this partnership further.

Thanking You,
 Evoke HR
 Ahmedabad/ Mumbai/ Pune

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