

## TERMS & CONDITONS

1. Applications are invited for empanelment as per format enclosed in the website only.
2. Empanelment would be valid for a period of two years after which organization has to re apply along with requisite fee.
3. Empanelment would be valid for only working with MPCON/CITCON and not valid for any other purpose.
4. Minimum of 30 marks are required for empanelment. Agencies scoring less than 30% marks would not be empanelled. (an exception may be made as at point 6)
5. Empanelment would be made only two times a year based on advertisement released in news papers.
6. In case of agencies being empanelled for consultancy or training, if the agency /organization is newly registered (less than 3 years) but the organization is part of a larger business group or the promoters of the organization have more than three years of experience in their respective domain of work, such an organization may be recommended for empanelment, if the committee is satisfied that such empanelment may be done to further the business interest of MPCON .
7. Empanelment of professionals in individual capacity may be done for working in specific projects for execution of the said projects based on fee to be decided on a case to case basis.
8. Agencies/ Organizations would apply in the form meant for the respective areas such as -for Consultancy- Consultancy Empanelment Form, for Manpower Outsourcing- Manpower Empanelment Form, for Skill Development & Training- Skilling Empanelment Form. In case a company wishes to apply for all three areas, they have to fill up the forms meant for all three.
9. Empanelment fee (non refundable) of Rs. 5000/- + GST 18% in case of Organizations. In case of individual Professionals empanelment fee Rs.2000/- +GST 18% (non refundable) would have to be remitted in for of DD, payable to MPCON Limited in Bhopal.
10. Applications received without requisite Empanelment fee would be rejected forthright and not evaluated.
11. All applications irrespective of status such as rejected, accepted, not evaluated will become property of MPCON and not returned to the applicants.
12. Mere submission of application will not entail empanelment of the agency, if the agency does not secure the minimum number of marks during evaluation which is 30%.
13. Mere Empanelment of an agency in MPCON is no guarantee that it would be allocated work or guarantee marketing rights on behalf of MPCON, which would be sole discretion of MPCON, guided by applicable internal policies.
14. No refund of empanelment fee would be made in any case.
15. MPCON would not be responsible for non empanelment of an agency, if incomplete information or no supporting documents are attached in respect of the application. The application of such an agency would also be rejected forthright.
16. Applications received by Post on or before the due date would be considered and evaluated. Applications received by E-mail will not be considered.