



## TAMIL NADU PHYSICAL EDUCATION AND SPORTS UNIVERSITY

(Estd. by the Government of Tamil Nadu under Act No 09 of 2005)

Melakottaiyur Post, Vandalur – Kelambakkam Road,

Chennai – 600 127

Tel: 044 – 2747 7905, E-mail: [tnpesu@rediffmail.com](mailto:tnpesu@rediffmail.com), Website: [www.tnpesu.org](http://www.tnpesu.org)

Subject: Outsourcing of services of Temporary Junior Assistant / Office Assistant,  
Electrician Cum Plumber and Scavenger in TNPESU.

Sealed tenders are invited for and on behalf of the TNPESU from experienced and reputed manpower supplying agencies for outsourcing services of Temporary Non – Teaching staff Junior Assistant / Data Entry Operator 4 Nos, Office Assistant 4 Nos, Electrician Cum Plumber 1 No. and Scavenger 2 Nos in TNPESU.

Sl.No.	Name of the Post	No. of Posts required	Qualification
1.	Junior Assistants / Data Entry Operator	4	<ul style="list-style-type: none"> <li>• A Degree from a recognized University.</li> <li>• A Pass in the Government Technical Education in Typewriting by Senior Grade in English and by Junior Grade in Tamil (Or) A Pass in Government in Technical Examination in Typewriting by Senior Grade in Tamil and by Junior Grade in English.</li> <li>• Knowledge and Hands on experience in Computer Applications.</li> </ul>
2.	Officer Assistants	4	8 <sup>th</sup> Pass Knowledge of Tamil
3.	Electrician cum Plumber	1	Diploma/ITI
4.	Scavenger	2	---

**Terms and Conditions:**

**As per Annexure-I.**

**Only those who fulfill the following minimum criteria may submit their bids:-**

- (a) The manpower supplying agencies should have been in existence for more than 5 years.
- (b) It should have been registered with the Government authorities concerned and a copy of each of the registrations shall be attached with the bid.
- (c) It should have PAN number and Sales Tax/Service Tax registration proof. Necessary documents in this regard may be attached with the bid.
- (d) It should not have been blacklisted by any Government Organization.
- (e) It should be willing to take up the contract on the terms and conditions as at Annexure-I.

4. An earnest money deposit of Rs.10,000/- (Rs.Ten Thousand Only) in the form of Demand Draft Drawn in favour of the The Registrar, TNPESU,Chennai 600127, may be submitted along with the price bid, failing which the bid shall not be considered valid.

5. The tenders should be submitted in a sealed cover.

(A) Cover should be superscribed "Tender for **OUTSOURCING MAN POWER SERVICES**" and should contain:

- (i) The proforma at **Annexure-II**, duly filled in.
- (ii) Agency profile, including previous experience of manpower supply to Government Institutions.
- (iii) Acceptance of terms and conditions at Annexure-I.
- (iv) Demand draft for earnest money deposit.
- (v) All other required documents.

(B) The sealed covers envelope should be superscripted “**Tender for outsourcing man power servicer**”. This should be addressed to the Registrar, Tamil Nadu Physical Education and Sports University, Chennai 127, and sent by post or hand delivered **latest by 5:00 PM on 22.01.2018**.

6. If the rates/quotations (wages plus the statutory contributions like EPF, ESIC, etc.) submitted by any Agency are found to be less than the minimum wages notified by the Government of Tamil Nadu, the bids of such an Agency will not be considered.

7. The Tender Committee will assess the ability of the agencies to supply requisite number of personnel. The agency selected by the Tender Committee will have to send Junior Assistant / Data Entry Operator 4 Nos, Office Assistant 4 Nos, Electrician Cum Plumber 1 No. and Scavenger 2 Nos University will conduct tests to assess the suitability of the manpower supplied. If any person is not found to be suitable, the selected agency should substitute herein with another person.

**ANNEXURE-I**

**TERMS AND CONDITIONS FOR OUTSOURCING OF THE SERVICES OF  
JUNIOR ASSISTANT / DATA ENTRY OPERATORS, OFFICE ASSISTANT,  
ELECTRICIAN CUM PLUMBER AND SCAVENGER.**

(1) All services on outsourcing basis shall be performed by persons qualified and skilled in performing such services as per the eligibility criteria.

(2) The persons supplied by the Agency should not have any adverse Police records/criminal cases against them. The agency should make adequate enquiries about the character and antecedents of the persons whom they are recommending. The character and antecedents of each personnel of the service provider will be got verified by the service provider before their deployment after investigation by the local Police, collecting proofs of identity like driving license, bank account details, previous work experience, proof of residence and recent photograph and a certification to this effect submitted to Tamil Nadu Physical Education and Sports University (TNPESU). The service provider will also ensure that the personnel deployed are medically fit and will keep in record a certificate of their medical fitness. The service provider shall withdraw such employees who are not found suitable by this office for any reasons immediately on receipt of such a request.

(3) The service provider shall engage necessary number of persons as required by TNPESU. The said persons engaged by the service provider shall be the employee of the service provider and it shall be the duty of the service provider to pay their salary every month. There is no Master and Servant or Employer and Employees relationship between the employees of the service provider and this University and further the said persons of the service provider shall not claim any employment, engagement or absorption in future.

(4) The service provider's persons shall not claim any benefit/compensation/absorption/regularization of service from/in this University under the provision of Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970. Undertakings from the persons to this effect shall be required to be submitted by the service provider to TNPESU.

(5) The service provider's personnel shall not divulge or disclose to any person any details of office operation process, technical know-how, security arrangements, administrative / organizational matters as all are confidential / secret in nature.

(6) The service providers personnel's should be polite, cordial, positive and efficient while handling the assigned work and their actions shall promote goodwill and enhance the image of TNPESU. The service provider shall be responsible for any act of indiscipline on the part of persons deployed by him.

(7) The persons deputed shall not be below the age of 18 years or above 30 years and they shall not interfere with the duties of the employees of TNPESU.

(8) The University may require the service provider to dismiss or remove from the site of work any person or persons employed by the service provider who may be incompetent or for his/her/their misconduct and the service provider shall forthwith comply with such requirements. The service provider shall replace immediately any of its personnel if they are unacceptable to this University because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct upon receiving written notice from TNPESU.

(9) The service provider has to provide photo identity cards to the persons employed by him/her for carrying out the work. These cards are to be constantly displayed & their loss reported immediately.

(10) The service provider shall ensure proper conduct of his persons in office premises and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering without work.

(11) The transportation, food, medical and other statutory requirements in respect of each personnel of the service provider shall be responsibility of the service provider and the University shall not be liable or responsible on any of these accounts towards any personnel of the service provider.

(12) Working hours would be normally from 9.45 A.M. to 5.45 P.M. during working days including ½ an hour lunch break in between. However, in exigencies of work they may be required to sit late and the personnel may be called on Saturday, Sunday and other Gazetted holidays, if required.

(13) That the agency will be wholly and exclusively responsible for payment of wages to the persons engaged by it in compliance of all the statutory obligations under all related legislations as applicable to it from time to time including Minimum Wages Act, Employees Provident Fund, ESI Act, etc. and this University shall not incur any liability for any expenditure whatsoever on the persons employed by the Agency on account of any obligation. The agency will be required to provide particulars of PF, Group Insurance of its employees engaged in this University.

(14) The service provider will submit the bill, in triplicate, in respect of a particular month in the first week of the following month. The payment will be released by the third week of the following month after deduction of taxes deductible at source under the laws in force.

(15) Payments to the service provider would be strictly on certification by the officer with whom the outsourced personnel is attached that his/her service was satisfactory and as per his/her attendance shown in the bill preferred by the service provider.

(16) No payment will be made to service provider for the days of absence from duty.

(17) The service provider shall arrange for a substitute well in advance if there is any probability of any person not coming for work due to his/her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the service provider.

(18) The service provider shall be contactable at all times and message sent by phone/e-mail/Fax/Special Messenger from TNPESU to the service provider shall be acknowledged immediately on receipt on the same day. The service provider shall strictly observe the instructions issued by TNPESU in fulfillment of the contract from time to time.

(19) This University shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the personnel of the service provider.

(20) That the Agency on its part and through its own resources shall ensure that the goods, materials and equipment etc. supplied to the personnel for discharge of duties assigned to them are not damaged in the process of carrying out the services undertaken by it and shall be responsible for act of commission and omission on the part of its staff

and its employees, etc. If this University suffers any loss or damage on account of negligence, default or theft on the part of the employees/ agents of the agency, then the agency shall be liable to reimburse to this University for the same. The agency shall keep this University fully indemnified against any such loss or damage.

(21) This University will maintain an attendance register in respect of the staff deployed by the agency on the basis of which wages/remuneration will be decided in respect of the staff at the approved rates.

(22) The successful bidder shall furnish a security deposit equivalent to Rs.25,000/- (Rupees Twenty Five Thousand only) in the form of an account payee demand draft drawn in favour of the Register, Tamil Nadu Physical Education and Sports, University, Chennai 127 payable at Chennai /Fixed Deposit Receipt from Indian Bank /Bank Guarantee from a Indian bank in an acceptable form safeguarding the interest of the University in all respects. The security deposit shall remain valid for a period of 60 days beyond the date of completion of all contractual obligations of the service provider. The security deposit will be forfeited in case the supply of manpower is delayed beyond the period stipulated by this University or on non-compliance of the terms of agreement by the service provider or frequent absence from duty/misconduct on the part of manpower supplied by the agency.

(23) The successful bidder will enter into an agreement with this University for supply of suitable and qualified manpower as per requirement of this University on these terms and conditions. The agreement will be valid for a period of 1 year commencing from date of signing such agreement and shall continue to be in force in the same manner unless terminated in writing. The service charges/rates quoted by the agency shall be fixed for a period of 12 months and no request for any change/modification shall be entertained before expiry of the period of 12 months. Any statutory increase in wages/DA, etc. during this period is to be absorbed by the service provider.

(24) The service provider shall not assign, transfer, pledge or sub- contract the performance of service without the prior consent of this University.

(25) However, the agreement can be terminated by either party by giving one month's notice in advance. If the agency fails to give one month's notice in writing for termination of the agreement then one month's wages, etc. and any amount due to the agency from this University shall be forfeited by the University.

(26) That on the expiry of the agreement, as mentioned above, the agency will withdraw all its personnel and clear their accounts by paying them all their legal dues. In case of any dispute on account of the termination of employment or non-employment by the personnel of the agency it shall be the entire responsibility of the agency to pay and settle the same.

(27) In the event of any dispute arising in respect of the clauses of the agreement, the matter will be referred to the Registrar, TNPESU whose decision shall be binding on both the parties.

\*\*\*\*\*



TAMIL NADU PHYSICAL EDUCATION AND SPORTS UNIVERSITY  
Chennai – 127  
ANNEXURE-II

Sl. No.	Particulars	To be filled by the Tenderer
1	Name of the Agency	
2	Details of EMD	
	i. Amount	
	ii. Draft No	
	iii. Date	
	iv. Issuing Bank	
3	Date of establishment of the agency	
4	Detailed office address of the agency with office Telephone Number, Fax Number and Mobile Number and name of the contact person	
5	Whether registered with all concerned Government Authorities. (Copies of all certificates or registration to be enclosed)	
6	PAN/TAN number (Copy to be enclosed)	
7	Service Tax Registration Number (Copy to be enclosed)	
8	Whether the firm is blacklisted by any Government University or any criminal case is registered against the firm or its owner/partner anywhere in India	
9	Length of experience in the field	
10	Experience in dealing with Govt. University (Indicate the names of the University and attach copies of contracts order placed on the agency)	
11	Whether a copy of the terms and conditions (Annexure-I) duly signed in token of acceptance or the same, is attached	
12	Whether agency profile is attached	
13	List of other clients	
14	The Chennai Collectorate (Daily Wages Rates) should be paid to the individual	

Signature with seal

**ANNEXURE-III**

Tamil Nadu Physical Education and Sports University  
Chennai – 127

**NOTIFICATION**

Quotations are invited for outsourcing of the following Non-Teaching staff on daily wages basis for the Tamil Nadu Physical Education and Sports University from the outsourcing agencies.

Sl.No.	Name of the Post	No. of Posts required	Qualification	Rate per day per person to be quoted by outsourcing agency Rs.
1.	Junior Assistants/ Data Entry Operator	4	<ul style="list-style-type: none"> <li>• A Degree from a recognized University.</li> <li>• A Pass in the Government Technical Education in Typewriting by Senior Grade in English and by Junior Grade in Tamil (Or) A Pass in Government in Technical Examination in Typewriting by Senior Grade in Tamil and by Junior Grade in English.</li> <li>• Knowledge and Hands on experience in Computer Applications.</li> </ul>	
2.	Officer Assistants	4	8 <sup>th</sup> Pass Knowledge of Tamil	
3.	Electrician cum Plumber	1	Diploma/ITI	
4.	Scavenger	2	---	

**YOU ARE REQUESTED TO QUOTE YOUR LOWEST RATE FOR ONE J.A , O.A, ELECTRICIAN AND SCAVENGER FOR A SINGLE DAY.**

The quotation should reach the undersigned on or before 22.01.2018 at 5.00 p.m.

Registrar

**Note: The minimum collectorate wages must be paid to the individual**