



தமிழ்நாடு உடற்கல்வியியல் மற்றும் விளையாட்டுப் பல்கலைக்கழகம்

**TAMIL NADU PHYSICAL EDUCATION AND SPORTS UNIVERSITY**

(Estd. by the Govt. of Tamil Nadu Under Act No.9 of 2005. A State Govt. University)

Vandalur-Kelambakkam Road, Melakottaiyur Post, Chennai – 600 127. Tamil Nadu. India

Phone No :044-27477906 /05 www.tnpesu.org / regtnpesu@gmail.com / reg.sec.tnpesu@gmail.com

**TENDER DOCUMENT**

**DAILY WAGES THROUGH OUTSOURCING AGENCY**

Date of Issue	17.11.2024
Tender No	Lr.No.3938/TNPESU/R5 Human Resources/2024
Last date for receipt of duly filled in tenders	02.12.2024 at 12.00 noon
Date and Time of the opening of Tender	02.12.2024 at 03.00 p.m.
Cost of Application Fee	Rs.1180/-
EMD Amount	Rs.2,50,000/-



*[Handwritten Signature]*  
REGISTRAR i/c



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**TAMIL NADU PHYSICAL EDUCATION AND SPORTS UNIVERSITY**

**TENDER DOCUMENT FOR THE SUPPLY OF MANPOWER TO VARIOUS POSTS**

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## **1. SCOPE OF TENDER**

### **Supply of Manpower to various Departments / Sections**

The Tamil Nadu Physical Education and Sports University is a state University. The Tamil Nadu Physical Education and Sports University has proposed to outsource the manpower of various disciplines on contract basis for a period of one year.

The successful Tenderer shall supply the manpower for the various departments/section in the manner specified in the Tender.

The Tamil Nadu Transparency in Tenders Act, 1998 and the Tamil Nadu Transparency in Tenders Rules, 2000 shall apply to this Tender.

## **2. NOTICE INVITING TENDER**

Sealed tenders are invited from the reputed manpower agencies for supply of manpower. Bidding will be conducted under two cover system confirming to Tamilnadu Transparency in Tender's Act-1998 and Rules 2000.

1	Name of the work	:	Supply of manpower to various disciplines of TNPESU.
2	Cost of Tender Document and availability	:	Tender document can be downloaded from the University website <a href="http://www.tnpesu.org">http://www.tnpesu.org</a>
3	Cost of Application	:	Rs.1,180/- (Including GST)
4	Earnest Money Deposit (EMD)	:	Rs. 2,50,000/- (Rupees Three Lakhsfifty thousand only) Firms claiming exemption for EMD should submit a copy of relevant documents including the documents showing the exemption from payment of EMD.
5	Last Date and Time for Submission of Tender	:	02.12.2024 at 12.00 noon
6	Due date and time for opening of Technical Bids	:	02.12.2024 at 03.00 p.m. If the due date happens to be a holiday, the bids will be received and opened on the next working day.
7	Contract Period	;	Three Years

Consortium bids are not acceptable. For all other conditions / instructions please refer bid document.

The **Tamil Nadu Physical Education and Sports University** shall not be responsible for any postal delay or any loss of Tenders in transit. The University of Madras reserves the right to amend or withdraw any of the Terms and Conditions in the Tender Document or to cancel / reject all the tenders received without giving any notice or assigning any reason.

The Tenderers are requested to view the above Websites for any changes / amendments / corrigenda in the Tender which may be issued up to 2 days before the last date for submission of the Tender.

**The Registrar,**  
Tender Inviting Authority,  
Tamil Nadu Physical Education and Sports University.

### **3. SPECIAL INSTRUCTION FOR SUBMISSION OF TECHNICAL BIDS**

1. All pages of the Technical Bid should be signed by authorized signatory whose name should be communicated to the University of Madras with office seal without any omission.
2. The copies of performance certificates enclosed for the bids should be identified as the documents submitted by the bidder over the signature with office seal.
3. Any document / credential submitted without signature of authorized persons will not be considered for evaluation.
4. Bidder should produce the originals for the performance / client certificate for verification whenever required with the copies of those certificates enclosed along with the bid.

The downloaded documents shall be properly page numbered and spiral bounded and submitted along with necessary documents.

## **4. GENERAL INSTRUCTIONS**

- All sealed quotations should be addressed to The Registrar, Tamil Nadu Physical Education and Sports University, Vandalur - Kelambakkam Road, Melakkottaiyur Post, Chennai - 600127 in the below-mentioned format and should reach this office by
- 02.12.2024 at 12.00 noon
- If the event of submission of tender/opening of Technical bid and opening of Financial bid, being declared a holiday, it will be opened on the next working day at the same time. No separate information shall be given for the same.
- The date of opening of the tenders received will be on 02.12.2024 at 03.00 p.m. at Syndicate Hall, Administrative Building Wing, Tamil Nadu Physical Education and Sports University, Vandalur-Kelambakkam Road, Melakkottaiyur Post, Chennai - 600127.
- The Financial bids will be opened only in those cases where the Technical bids are found to be acceptable as per norms. Financial bids of non-qualifying technical bids will be rejected.

Service providers have to follow the Eligibility Criteria provided in **ANNEXURE-I**, Terms and Conditions provided in **ANNEXURE-II**, Scope of Service provided in **ANNEXURE-III** and Scope and Schedule of work for Cleaning/ Sweeping /Housekeeping services etc. provided in **ANNEXURE-IV** as well to abide by all rules and law. The Financial bid provided in the proforma at **ANNEXURE-V**, to be duly filled. The Technical Bid proforma provided in the Annexure VI, Present Assignments in which bidder firm is engaged in the Annexure VII.

- The university shall reserves the right to terminate the contract anytime without showing any reason to the service provider.
- The filled up bid documents must be delivered in two cover system (i.e. The Technical bid and the Financial bid in separate sealed envelopes and the sealed envelope shall then put together in another envelope, along with Application Fee and Earnest Money Deposit as mentioned in the Technical bid.
- The price quoted in the tender shall be in Indian Rupees. If the service charges mentioned as Nil charges or below one rupee shall be rejected
- The rates quoted in the bids will be valid for a period of 90 days from the date of opening of Price bid
- All further communication /Amendments/Addendum will be posted in the official website only.

## **5. ELIGIBILITY CRITERIA**

### **ANNEXURE – I**

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

- ❖ The manpower supplying agencies should have been in existence for more than 5 years, out of which 2 years minimum experience required in Government and Government related organization.
  - ❖ The bidder should furnish audited annual accounts for the three years for a limited company. In respect of other bidders they shall furnish the accounts for the immediate past three years duly certified by a practicing Chartered Accountant with their Registration Number along with Income Tax Returns.
  - ❖ The bidder should have been registered with the Government authorities concerned and a copy of each of the registrations shall be attached with the bid.
  - ❖ The bidder should have PAN number and Sales Tax/Service Tax/GST registration proof. Necessary documents in this regard should be attached with the bid.
  - ❖ The bidder should not have been blacklisted by any Government Organization.
  - ❖ The bidder should be willing to take up the contract on the terms and conditions as at Annexure-II.
1. Cost of Application is **Rs.1,180/-** and an Earnest Money Deposit (EMD) of **Rs.2,50,000/-** (Rupees Two Lakhs and Fifty Thousand Only) shall be in the form of Demand Draft Drawn in favour of **“The Registrar, TNPESU, Chennai - 600127”**, to be submitted along with the Technical bid, failing which the bid shall not be considered as valid.
- A. The sealed covers envelope should be superscripted **“TENDER FOR DAILY WAGES - OUTSOURCING (MAN POWER) AGENCY”**. This should be addressed to **“The Registrar, Tamil Nadu Physical Education and Sports University, Vandalur-Kelambakkam Road, Melakottaiyur Post, Chennai - 600127. 044-27477906”** and sent by post or hand delivered by **02.12.2024 at 12.00 Noon**.
- B. The cover should contain:
- 1) Acceptance of terms and conditions at **Annexure-II**.
  - 2) Scope of Service provided in **Annexure-III**
  - 3) Scope and Schedule of work for Cleaning/ Sweeping /Housekeeping services etc. provided in **Annexure - IV** as well to abide by all rules and law.

- 4) The Financial Bid proforma at **Annexure-V**, to be duly filled in.
  - 5) The Technical Bid Profoma at **Annexure VI** along with Demand draft for Earnest Money Deposit (EMD) and Application Fee.
  - 6) Present Assignments in which bidder firm is engaged in the Annexure VII.
  - 7) All other required documents.
3. If the Daily Wages rates/quotations (daily wages plus the statutory contributions like EPF, ESIC, GST and etc.,) submitted by any Service provider are found to be less than the minimum wages notified by the Government/Collectorate, the bids of such an Service provider will not be considered.
  4. The Tender Committee will assess the ability of the Service providers to supply requisite number of personnel. The service provider selected by the Tender Committee will have to send *various posts*. The University will conduct tests to assess the suitability of the manpower supplied. If any person is not found to be suitable, the selected service provider should substitute herein with another person.
  5. The contractor whose tender is accepted shall execute an Agreement on a non-judicial stamp paper of value of **Rs.100/-** (stamp duty to be paid by the contractor) with “**The Registrar, Tamil Nadu Physical Education and Sports University, Chennai - 600127**” within seven days from the date of receipt of the intimation by them that their tender has been accepted.
  6. The Tenderers should have current and valid license to take the work in accordance with Act in force.
  7. All documents relating to the Bid shall be in Tamil/English.

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## **6. TERMS AND CONDITIONS**

### **ANNEXURE - II**

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

1. In the event of an order, TNPESU reserves the right to review the performance of the Contract at any time during the contract period. TNPESU reserves the right to cancel the work order issued on the grounds of performance not suits the requirement/need of the University at any time without assigning any reasons whatsoever. In case the work is cancelled, the cost of replacement would be charged from the Contractor under default and under no circumstances such contractor shall be eligible to claim any payment or damages regarding loss of income from TNPESU.
2. The proposed contract can be used by TNPESU with all its terms and conditions as applicable, for all the new requirements, arising from time to time during the contract period.
3. The EMD amount held by TNPESU till it is refunded to the bidders will not earn any interest thereof.
4. The EMD amount paid by the successful bidder(s) will be adjusted towards Security Deposit payable by them. The security deposit will be refunded to the successful bidder only on completion of one year and six months after the commencement of agreement. The security deposit held by TNPESU till it is refunded to the successful bidder will not earn any interest thereof.
5. The bids received without the Specified EMD amount will be summarily rejected. The EMD / Security Deposit will be forfeited if the successful bidder (s) withdraw(s) the bid during the period of bid validity specified in the Tender or if the contract is not fulfilled as per the agreement as the case may be.
6. The EMD amount will be forfeited by TNPESU, if the bidder withdraws the bid during the period of its validity specified in the tender.
7. The persons supplied by the Service provider should not have any adverse Police records/criminal cases against them. The service provider 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 found unsuitable by this office for any reasons immediately on receipt of such a request.

8. 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.
9. 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 and any other Law. Undertakings from the persons to this effect shall be required to be submitted by the service provider to TNPESU.
10. 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.
11. 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.
12. The persons deputed shall not be below the age of 18 years and they shall not interfere with the duties of the employees of TNPESU.
13. 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.

14. 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.
15. 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.
16. 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.
17. Working hours would be normally 08 hours per day from 9.30 AM to 6.00 PM (lunch break half an hour). However, in exigencies of work, they may be required to sit late and may be called on Sunday and other Gazatted / Closed holidays. No any pay compensation/ leave compensation etc., will be provided for having worked on Closed Holidays.
18. Leave eligible for the individual is one day casual leave per month. No Earned Leave or any other leave is permissible without affecting the work.
19. The service provider shall provide replacement of any person leaving the job within 7 (seven) days at no extra cost. In case of delay, a penalty for the concerned employee will be deducted from the payment of bills.
20. In case of leave of the employees of service provider, their applications should firstly be forwarded by the service provider (either by written letter or by e-mail or by FAX) and then it will be considered suitably by the Registrar, TNPESU. However, a long leave in excess of 7 (seven) days, suitable replacement should be provided by the service provider at no extra cost.
21. The contractor will maintain an attendance by use of Biometric Attendance System in respect of the staff deployed by the service provider on the basis of which wages / remuneration will be decided in respect of the outsourced staff at the approved rates, which shall be not be below the minimum wages prescribed by State Government.
22. That the service provider 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 Service

- provider on account of any obligation. The service provider will be required to provide particulars of PF, Group Insurance of its employees engaged in this University.
23. 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 Second week of the following month after deduction of taxes deductible at source under the laws in force.
  24. While submitting bill in triplicate, the service provider has to send copy of payment details of ESI, EPF and credited ECS bank transaction of the previous month of its personnel.
  25. 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.
  26. No payment will be made to service provider for the days of absence from duty.
  27. Other matters like issue of offer letters, Identity Cards, Pay Slips, issue of service certificates, etc. shall be handled by the service provider.
  28. The service provider has to pay salary to deployed persons by 5<sup>th</sup> of the every month through NEFT or in the form of cheque.
  29. Daily schedule of work assigned/output of work to be maintained by each employee supplied by the service provider. The record of case load attended daily, daily work report should be submitted every week by the concerned employee to their respective HODs/Section In-charges. A monthly report on their work output should be submitted by each outsourced employee in the prescribed format to their concerned HODs/Section In-charges.
  30. 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.
  31. 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 contact from time to time.
  32. 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.

33. That the service provider 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 service provider, then the service provider shall be liable to reimburse to this University for the same. The service provider shall keep this University fully indemnified against any such loss or damage.
34. This University will monitor their working and will inform the service provider number of days they have worked, based in which wages will be paid to the staff at the approved rates.
35. The successful bidder shall furnish a security deposit equivalent to Rs.5,00,000/- (Rupees Six Lakhs only) in the form of an account payee Demand Draft drawn in favour of **“The Registrar, Tamil Nadu Physical Education and Sports, University, Chennai - 600127”** 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 valid for one year and six months. The security deposit shall remain valid for a period of six months 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 service provider.
36. 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 contract period.
37. Initially, the agreement will be valid for a period of one year commencing from date of signing such agreement and shall continue to be in force in the same manner unless terminated in writing. This may be extended by TNPESU for one more year, based on the satisfactory performance every year. If extended, security deposit should be furnished for further period.
38. The service charges/rates quoted by the service provider 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.

39. The service provider shall not assign, transfer, pledge or sub-contract the performance of service without the prior consent of this University.
40. However, the agreement can be terminated by either party by giving one month's notice in advance. If the service provider 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 service provider from this University shall be forfeited by the University.
41. That on the expiry of the agreement, as mentioned above, the service provider 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 service provider it shall be the entire responsibility of the service provider to pay and settle the same.
42. 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. In case of any dispute, Chennai shall be jurisdiction.
43. The successful bidder should provide a Co-ordinator / Nodal Officer / Supervisor with contact addresses; phone number, mobiles number, who will be available on 24 hours basis for resolving any issue. The person so nominated will be responsible for monitoring and managing the deployed manpower and he will report to TNPESU regarding all matters related to the deployed manpower and their performance. In case the performance of Tenders is not satisfactory, TNPESU reserves rights to terminate the contract without any prejudice given a notice of one month. In case of such termination, security deposit will be forfeited and will not be consider for future Tenders for a minimum period of 3 years.
44. TNPESU may without prejudice to any other remedy for breach of work order, by written notice of default with a notice period of 7 days, sent to the contractor, terminate the contract / work order in whole or part
- If the contractor fails to deliver any or all the deliverables within the time period (s) specified in the contract / work order or fails to deliver the goods or services as per the terms of the contract.
  - If the contractor fails to perform any of the obligation (s) under the work order or
  - If the contractor in the judgment of TNPESU, has engaged in fraudulent and corrupt practices in competing for or in executing the contract / Work order.

45. TNPESU will deduct TDS at the rate of 2% of taxable value of “Advance paid” or “bill passed” where the value exceeds Rs.2,50,000/-. TDS rate 1% SGST and 1% CGST also will be deducted at source from each bill.
46. Once tender is submitted, tender cannot withdraw. In case Tenderer withdraw from tender on any day for any reason after submitting the tender, Submitted EMD amount shall be fortified without any prejudice.
47. TNPESU reserve the rights to split the Quotation and award the contract to one or more tenderers.
48. TNPESU may reject the lowest Quotation or any Quotation at its own direction and TNPESU is not bound to accept the lowest Quotation.
49. The following penalties shall be levied on the tenderer and shall be deducted from their monthly bill for the violation of terms and conditions indicated below:
- A. For attending duty without ID card: A sum of Rs.50 per day of default / person shall be levied as penalty.
  - B. Poor quality / Defective : Rs. 50 per day shall be levied as Service / Work penalty for each defective work per day of default
  - C. For failure to supply of manpower under each category:
    - i. 10 % of the wages payable per day for the manpower not provided shall be levied as penalty for every day of default up to one week.
    - ii. 20 % of the wages payable per day for the manpower not supplied shall be levied as penalty for every day of default if the default exceeds one week
50. The quoted rate without service charges shall not be considered and rejected.
51. Service charges quoted will remain constant for two years (if extended).
52. If two or more firms have quoted equal service charges in all aspects, the successful tenderer shall be selected through extra credentials possessed by the firm.

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## **7. Scope of Service**

### **ANNEXURE - III**

Sl. No	Category	Nos.	Qualification
1	Programmer	1	Must hold a degree of Bachelor of Engineering (B.E) or Bachelor of Technology (B.Tech) with Computer Science and Engineering or Computer Engineering or Information Technology or Electrical and Electronics and Communication Engineering as main subject or a post graduate degree Computer Applications (MCA) or Computer Science or Information Technology as main subject from any recognized university. Candidates with master degree in Computer Application should have a Bachelor degree in science or mathematics from any university recognized by the university grants commission (UGC)
2	Asst. Programmer	1	
3	Assistant System analyst	1	<p>Must hold a degree of Bachelor of Engineering (B.E) or Bachelor of Technology (B.Tech) with Computer Science and Engineering or Computer Engineering or Information Technology or Electrical and Electronics and Communication Engineering as main subject or a post graduate degree Computer Applications (MCA) or Computer Science or Information Technology as main subject from any recognized university. Candidates with master degree in Computer Application should have a Bachelor degree in science or mathematics from any university recognized by the university grants commission (UGC) <b>and</b></p> <p>Must have an overall first class or equivalent cumulative grade point average (CGPA) in Secondary School Leaving Certificate (SSLC) (Class 10) and Higher Secondary Certificate (HSC) (Class 12) and qualifying degree or post graduate degree with.</p> <p>1. A minimum aggregate of a first class in Mathematics and Science in Secondary School Leaving Certificate (SSLC) and</p> <p>A minimum aggregate of a first class in Mathematics Physics and Chemistry in Higher Secondary Certificate (HSC) or Senior Secondary Certificate (SSC)</p>
4	Junior Assistant	15	<ul style="list-style-type: none"> <li>➤ A Degree from a recognized University</li> <li>➤ Knowledge and Hands on experience in Computer Applications, preference will be given type writing qualification.</li> </ul> <p>Age: As per Government rules in force</p>
5	Typist	2	<ul style="list-style-type: none"> <li>➤ Higher Secondary (+2)</li> <li>➤ A Pass in the Government Technical in Typewriting by Senior Grade in English and by Junior Grade in Tamil (or) A Pass in Government 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> <p>Age: As per Government rules in force</p>
6	Office Assistant	8	<ul style="list-style-type: none"> <li>➤ 8<sup>th</sup> std Pass</li> <li>➤ Knowledge of Tamil</li> </ul> <p>Age: As per Government rules in force</p>
7	Electrician cum Plumbing	3	<ul style="list-style-type: none"> <li>➤ Diploma/ITI</li> <li>➤ B License Holder</li> </ul> <p>Age: As per Government rules in force</p>
8	Residential Hostel Supervisor	2	<ul style="list-style-type: none"> <li>➤ A Degree from a recognized University</li> <li>➤ Knowledge and Hands on experience in Computer Applications, preference will be given type writing qualification.</li> <li>➤ Stay in Hostel</li> </ul> <p>Age: As per Government rules in force</p>



9	LAB TECHNICIAN (Health Centre)	1	<ul style="list-style-type: none"> <li>➤ A Degree in Sports Discipline from a recognized University.</li> <li>➤ +2 passed with two years Diploma in Medical Lab Technician</li> </ul> Age: As per Government rules in force
10	SUPERVISOR	1	<ul style="list-style-type: none"> <li>➤ A Degree in Sports Discipline from a recognized University</li> <li>Hands on experience in maintaining/supervising Badminton and Table Tennis and all sports grounds</li> <li>Also knowledge in Computer Applications</li> </ul> Age: As per Government rules in force
11	DRIVER	2	<ul style="list-style-type: none"> <li>➤ 8<sup>th</sup>Std Pass</li> <li>➤ Possession of a License for Driving Heavy Vehicles and First Aid Certificate.</li> <li>➤ Experience in driving light/heavy vehicle for four years</li> </ul> Age: As per Government rules in force
12	Cook	1	Cooking Experience
13	Store Keeper	1	+2 or any degree
14	Marker	3	<ul style="list-style-type: none"> <li>➤ 8<sup>th</sup> Pass, Cycle riding and good physique</li> </ul> Above 20 years to below 50 years as on 25.08.2023
15	Gardener	4	<ul style="list-style-type: none"> <li>➤ 8<sup>th</sup> Pass, Cycle riding and good physique</li> </ul> Above 20 years to below 50 years as on 25.08.2023
16	House Keeping	1	<ul style="list-style-type: none"> <li>➤ 8<sup>th</sup>Std Pass, Cycle riding and good physique</li> </ul> Above 20 years to below 45 years as on 25.08.2023
17	Scavenger	3	<ul style="list-style-type: none"> <li>➤ 8<sup>th</sup>Std Pass, Cycle riding and good physique</li> </ul> Above 20 years to below 45 years as on 25.08.2023
18	Sweeper	12	<ul style="list-style-type: none"> <li>➤ 8<sup>th</sup>Std Pass, Cycle riding and good physique</li> </ul> Above 20 years to below 45 years as on 25.08.2023
19	Security	10	<ul style="list-style-type: none"> <li>➤ 8<sup>th</sup>Std Pass, experience Cycle riding and good physique</li> </ul> Above 30 years to below 55 years as on 31.05.2023
20	PA to VC	1	<ul style="list-style-type: none"> <li>➤ A Degree from a recognized University</li> <li>➤ Knowledge and Hands on experience in Computer Applications, preference will be given type writing qualification.</li> </ul> Age: As per Government rules in force

1. The wages are according to the proceedings of the District Collector, Chengalpattu District dated 19.07.2023 with regard to fixation of daily wages payable to various categories for the year 2023-2024. Wages will be revised as and when revised proceedings are issued by the District Collector, Chengalpattu.
2. Wages will be paid every month based on number of days worked.
3. EPF and ESI will be paid based on monthly wages to be paid.

**Note:** Salary As per State Government norms (Daily wages Rate of Chengalpet Collectorate 2023-2024)

\*\*\*\*\*

## **8. Scope and Schedule of work for Cleaning / Sweeping / Housekeeping services and etc., (Scavenger & Sweeper Post)**

### **ANNEXURE - IV**

- 1) The prime object of housekeeping service is to maintain the entire premises in a clean and tidy condition from the hygiene point of view.
- 2) The broad details of work covered under the scope are enumerated as follows :
  - a) Cleaning, sweeping and wiping of entire area and other articles of decoration in the office.
  - b) Furniture like table, chairs, visitor's chairs, sofas, and almirahs including photos, pictures, statues, ceiling, roof, floors, walls, corridors, files and all other items placed in office etc. and all the electronic gadgets like computers, telephones, fax machines, photocopier machines etc., have to be dust free and dust removal has to be done daily. The doors, windows, partitions including the particle board, glass and aluminum channels in the entire office should be cleaned daily.
  - c) Through cleaning of toilets/urinals has to be done using required disinfectant materials like phenyl twice a day and more often and by putting naphthalene balls in all the urinals and air purifiers in the toilets and also cleaning of all sanitary fittings, tiles and mirrors or the walls in the toilets.
  - d) Fetching of water etc. for officers/Staff.
  - e) Ensure removal of blockages and clogging in the wash basins and other sanitary fittings in the toilets for smooth outflow of wastewater.
  - f) Care should be taken that the gadgets are not tampered/damaged with during the cleaning operation
  - g) Any other such work (unskilled nature) as assigned by the Officers
  - h) Contract workers provided are to be available in office during working hours on all working days and shall not leave the office premises without permission of the caretaker. Contract workers are required to attend office and carry out jobs prescribed on holidays also whenever called for, by the caretaker

#### **JOBS TO BE CARRIED OUT DAILY:**

- 1) Cleaning of toilets, windows, washbasins & other fittings, removing of all dust, unwanted materials, cleaning to be done with phenol twice a day.
- 2) Cleaning of corridors and common area once with phenol in morning and with plain water in the afternoon.
- 3) Removing dust from floors, windows, doors, journals, furniture, fixtures, telephone, cupboards, air conditioners, fans, almirahs, filing cabinets, glass panes, Collecting waste paper, unwanted materials and its disposal at indicated locations.
- 4) Cleaning of rooms by mopping floor with cloth soaked in water and phenol.
- 5) Liquid soap, naphthalene ball and deodorant block etc. are to be placed in the toilets/ washrooms and replaced periodically.
- 6) General upkeep/watering/care of flower pots and indoor plants etc. as well as cutting of grass and trimming of trees/plants etc. in the garden area etc.,
- 7) Any other such work (unskilled nature) as assigned by the Officers.

#### **JOBS TO BE CARRIED OUT WEEKLY:**

- 1) Washing of floors in the entire office area with liquid and water.
- 2) Removal of cobwebs in the corridors, rooms, chambers and lavatories.
- 3) Removal of dust accumulated on the walls, window panes and ventilators in the toilets.
- 4) Any other such work (unskilled nature) as assigned by the Officers.

## 9. FINANCIAL BID

### ANNEXURE -V

#### Quotation for Human Resource - Outsource (Manpower) services (Amount in Rupees)

S. No	Name of the Posts	No. of Posts	Collectorate Wages Rate 2023-2024	To be filled by the Service provider				
				Service Charge	EPF	ESI	GST	Total
1	Programmer	1	20,000.00					
2	Asst. Programmer	1	20,000.00					
3	Assistant System analyst	1	25,000.00					
4	Junior Assistant	15	629.00					
5	Typist	2	648.00					
6	Office Assistant	8	471.00					
7	Electrician cum Plumbing	2	803.00					
8	LAB TECHNICIAN (Health Centre)	1	548.00					
9	SUPERVISOR	1	629.00					
10	Driver	2	588.00					
11	Cook	1	473.00					
12	Store Keeper	1	471.00					
13	Marker	7	390.00					
14	Gardener	4	379.00					
15	House Keeping	1	522.00					
16	Scavenger	3	522.00					
17	Sweeper	12	522.00					
18	PA to VC	1	20000.00					
19	Residential Hostel Supervisor	2	20000.00					
20	Assistant Engineer	1						
		67						

S. No	Name of the Posts	No. of Posts	Rate for 12 Hours per person - Collectorate Rate (2023-2024)	Service Charge	EPF	ESI	GST	Total
1	Security	10						

Name:

Designation:

Signature of Authorized Signatory with stamp:

Date:

## 10. TECHNICAL BID

### ANNEXURE - VI

#### Human Resources - Outsource (Man Power) Services

1.	Name of the Service provider / Contractor	:	
2.	Address of the company/service provider with Phone No. and E-Mail ID, if any	:	
3.	Registration Number and date of registration of Company/Co-operative/ Service provider / LLP / Firm/if any	:	
4.	Year of Establishment of the service provider (Certificate of registration to be enclosed)	:	
5.	Type of Organization (Whether proprietorship, partnership, Private Ltd., Company or Co-operative body etc. In case the applicant is a non-individual, Certified copy of a Partnership deed/ Certificate of Incorporation/ Certificate of Registration issued by the Registrar of Cooperative Societies/ as the case may be enclosed)	:	
6.	PAN Number (photocopy to be enclosed)	:	
7.	Service tax, Sales Tax/VAT Regn., GST No. (Number & photocopy of certificates to be enclosed)	:	
8.	EPF registration number (copy to be enclosed)	:	
9.	ESI registration number (copy to be enclosed)	:	
10.	Present HR strength of the service provider in India and in Tamil Nadu	: :	India: Tamil Nadu:
11.	Whether the service provider has been blacklisted by any Govt. organization. (Self- certification to be enclosed)	:	
12.	Details of Fee Application Fee - Rs.1180/- DDNo. & date Drawn on Bank & Branch	:	
13.	Details of EMD - Rs.3,00,000/- DD No. & date Drawn on Bank & Branch	:	

14.	Length of Experience in the field. Out of which two years of service rendered in Government organization - Attach copies of contract orders	:	
15.	Names & designation of authorized persons eligible to enter into contract. (Power of attorney/Affidavit in favour of person signing the papers to be enclosed)	:	
16.	Copy of Annual Turnover for the last 3 years 2020-21, 2021-22 and 2022-23 (audited)		
17.	IT Statement for the last 3 years 2020-21, 2021-22 and 2022 - 23		
18.	As on 30.09.2023, the value of manpower contract undertaken in rupees		
19.	Copy of documentary proof of remittance of EPF and ESI for its Employees, at-least six months for the period from January 2023 to June 2023		

**DECLARATION:**

I hereby certify that the information furnished above is full and correct to the best of my knowledge. We understand that in case of any false declaration, the company will be blacklisted.

Signature of Authorized Signatory with stamp:

Name:

Designation:

Date:

Place:

**11. PRESENT ASSIGNMENTS IN WHICH BIDDER FIRM IS ENGAGED**

**ANNEXURE - VII**

Sl No	Name & Address of Client	Brief Scope of the Work	Work Order (P.O) No. & Date of issue of Order	Value of service (Rs)	Period of Contract	Whether the copies of the Work orders is attached

**12. STATEMENTS AND DECLARATIONS**

**ANNEXURE -VIII**

**ANNUAL TURNOVER STATEMENT FOR BIDDER**

The annual turnovers of M/s. .... for the past three years are given below and certified that the statement is true and correct.

Sl.No.	Years	Turnover in lakhs (Rs.)
1	2021-2022	
2	2022-2023	
3	2023-2024	
	Total Turnover for three years	

Date:

Seal:

Signature of the Tenderer with Seal

Signature of the Auditor Chartered Accountant

Name in Capital with Registration Number)

### **13. DECLARATION**

#### **ANNEXURE -IX**

I / We ..... having the registered office at .....  
..... hereby declare that the Firm / Company or its Partners / Shareholders  
have not been blacklisted by the University of Madras or any Undertaking / Corporation of  
the Central / State Governments. Signature of the Tenderer with Seal



## **14. DECLARATION FORM**

### **ANNEXURE – X**

I/We ..... having the registered office at..... declare that I/we have carefully read all the terms and conditions of Tender floated by the University of Madras, Chennai vide Tender Ref. No..... for the supply of Manpower strictly conforming to the specifications as given in the Tender Document and I / we shall abide by all the conditions set forth therein.

Signature of the Tenderer with Seal

## **15. CERTIFICATE**

### **ANNEXURE - XI**

I/we having office at ..... declare that the tender forms downloaded from the website www.tnpesu.org have not been tampered with / modified in any manner. In case, if the same is found to be tampered with / modified, my / our Tender shall be summarily rejected.

Signature of the Tenderer with Seal

## **16. BANK GUARANTEE FOR SECURITY DEPOSIT**

### **ANNEXURE - XII**

To: \_\_\_\_\_ [name of Employer]  
\_\_\_\_\_ [address of Employer]

WHEREAS \_\_\_\_\_ [name and address of Contractor] (hereinafter called "the Contractor") has undertaken, in pursuance of Tender No. \_\_\_\_\_ dated \_\_\_\_\_ to execute \_\_\_\_\_ [name of Contract and brief description of Works] (hereinafter called "the Contract");

AND WHEREAS it has been stipulated by you in the said Contract that the Contractor shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with his obligations in accordance with the Contract;

AND WHEREAS we have agreed to give the Contractor such a Bank Guarantee;

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Contractor, up to a total of \_\_\_\_\_ [amount of guarantee] 1 \_\_\_\_\_ [in words], such sum being payable in the types and proportions of currencies in which the Contract Price is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of \_\_\_\_\_ [amount of guarantee] 1 as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Contractor before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the Contract or of the Works to be performed there under or of any of the Contract documents which may be made between you and the Contractor shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until 18 Calendar months from the date of issue of certificate of completion.

Signature and seal of the guarantor \_\_\_\_\_ Name of Bank  
\_\_\_\_\_ Address  
\_\_\_\_\_ Date  
\_\_\_\_\_

1 An amount shall be inserted by the Guarantor, representing the percentage of the Contract Price specified in the Contract including additional security for unbalanced Bids, if any and denominated in Indian Rupees.

## CHECK LIST

All pages of bid should be numbered at the bottom and page numbers to be noted wherever required for reference.

Sl. No.	Items	Yes / No	Page No.
1	Whether all pages of the bids signed and sealed by the tenderer	Yes / No	
2	Whether DD/Bankers cheque for Application Fee & EMD enclosed in the Technical bid.	Yes / No	
3	Whether Technical bid (Annexure-VI) and Financial bid (Annexure-V) were signed and sealed in separate covers and both put in another big cover and sealed address properly written in all covers	Yes / No	
4	Whether enclosed work orders for the 2 years' experience in the Government / Government organizations. (2022 - 2023 & 2023-2024) in providing manpower services	Yes / No	
5	Whether copy of audited balance sheet / Annual Turnover for 3 years enclosed 2021-22, 2022 - 23 & 2023-24	Yes / No	
6	Whether company Registration/ incorporation certificate / Partnership deed is enclosed	Yes / No	
7	Copy of Income Tax Return enclosed for 3 years (Assessment years) 2021-22, 2022 - 23 & 2023-24	Yes / No	
8	Whether the copy of EPF Registration certificate in the name of the tenderer is enclosed,	Yes / No	
9	Whether the copy of ESI Registration certificate in the name of the tenderer is enclosed	Yes / No	
10	Whether the copy of EPF/ESI remittance challans for the previous 6 months from January 2024 to June 2024 is enclosed	Yes / No	
11	Whether copy of contract labour (R & A) Act 1970 and rules 1971 certificate with current validity enclosed	Yes / No	
12	Whether copy of GST Registration certificate is in the name of the tenderer and is enclosed	Yes / No	
13	Whether copy of Pan card enclosed	Yes / No	
14	Annexure - 1 to XII are signed and enclosed	Yes / No	
15	Present Assignment as on 31.10.2024 is engaged, Annexure - VII is enclosed.	Yes / No	