DAILY WAGES THROUGH OUTSOURCING AGENCY 2021-2022

Date of Issue: 11.06.2021

Tender No: Lr.No. 2736/TNPESU/Estb/R2/ /Engaging Outsourcing Agency/2021-22

Last date for receipt of duly filled in tenders: 25.06.2021 at 04.00 p.m.

Date and Time of the opening of Tender: 28.06.2021 at 11.00 a.m.

Cost of Application Fee: Rs.500/-

EMD Amount: Rs.80,000/-

GENERAL INSTRUCTIONS:-

➢ All sealed quotations should be addressed to “The Registrar, Tamil Nadu Physical Education and Sports University, Vandalur - Kelambakkam Road, Melakottaiyur Post, Chennai - 600127” in the below-mentioned format and should reach this office by 25.06.2021 at 04.00 p.m.

➢ The date of opening of the tenders received will be on 28.06.2021 at 11.00 a.m. at Conference Hall, Administrative Building Wing, Tamil Nadu Physical Education and Sports University, Vandalur-Kelambakkam Road, Melakottaiyur 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 Schedule of work for Cleaning/Sweeping/Housekeeping services etc. ANNEXURE-IV as well to abide by all rules and law.

The proforma at ANNEXURE-V, to be duly filled.

➢ The University shall reserve the right to terminate the contract anytime without showing any reason to the service provider.
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, manpower supply service provided to state Government / University Undertakings (copy should attached).

- 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.

- It should have been registered with the Government authorities concerned and a copy of each of the registrations shall be attached with the bid.

- It should have PAN number and Sales Tax/Service Tax/GST registration proof. Necessary documents in this regard should be attached with the bid.

- It should not have been blacklisted by any Government Organization.

- It should be willing to take up the contract on the terms and conditions as at Annexure-II.

1. Cost of Application Rs.500/- and an Earnest Money Deposit (EMD) of Rs.80,000/- (Rupees Eighty Thousand Only) in the form of Demand Draft Drawn in favour of “The Registrar, TNPESU, Chennai - 600127”, may be submitted along with the price bid, failing which the bid shall not be considered as valid.

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

   A. Cover should be superscripted “TENDER FOR DAILY WAGES THROUGH OUTSOURCING (MAN POWER) AGENCY” and should contain:

      1) Acceptance of terms and conditions at Annexure-II.

      2) Service provider profile, including previous experience of manpower supply to Government / Other Institutions.
3) Scope of Service provided in Annexure - III and Schedule of work for Cleaning/Sweeping/Housekeeping services etc. Annexure - IV as well to abide by all rules and law.

4) The proforma at Annexure-V, to be duly filled in.

5) Demand draft for earnest money deposit (EMD) and Application Fee.

6) All other required documents.

B. The sealed covers envelope should be superscripted “TENDER FOR DAILY WAGES - OUTSOURCING (MAN POWER) SERVICER”. 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 25.06.2021 on 4.00 pm.

3. If the 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 of Tamil Nadu, 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 Junior Assistant/Data Entry Operator, Office Assistant, Typist, System Administrator, Electrician cum Plumber, Driver, Security, Scavenger/Sweeper, Gardener and Marker. The University will conduct tests to assess the suitably 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.
ANNEXURE - II

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

2. 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 rights to cancel the work order issued on the grounds of performance not suit 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.

3. 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.

4. The EMD amount held by TNPESU till it is refunded to the bidders will not earn any interest thereof.

5. 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 contract period. The security deposit held by TNPESU till it is refunded to the successful bidder will not earn any interest thereof.

6. 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.

7. The EMD amount will be forfeited by TNPESU, if the bidder withdraws the bid during the period of its validity specified in the tender.

8. 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 not found suitable by this office for any reasons immediately on receipt of such a request.

9. 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.

10. 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.

11. 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.

12. 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.

13. 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.
14. 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.

15. 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.

16. 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.

17. 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.

18. 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.

19. 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.

20. 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.

21. 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.

22. 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.

23. 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.

24. 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.

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 and previous month EPF paid copies shown in the bill preferred by the service provider.

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 5th of the every month through NEFT or in the form of cheque/cash.

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 no of days they have worked, based in which remuneration will be paid to the staff at the approved rates.

35. The successful bidder shall furnish a security deposit equivalent to Rs.1,60,000/- (Rupees One Lakh and sixty 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 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. 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 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.

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

38. 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.

39. 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.

40. 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.
41. The successful bidder should provide a Co-ordinator / Nodal Officer / Supervisor with contact addresses; phone number, mobiles number, who will 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.

42. 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 contract 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.

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<table>
<thead>
<tr>
<th></th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Name of the Service provider / Contractor</td>
<td></td>
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<tr>
<td>2</td>
<td>Address of the company/service provider with Phone No. and E-Mail ID, if any</td>
<td></td>
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<tr>
<td>3</td>
<td>Registration Number and date of registration of Company/Co-operative/ Service provider / LLP / Firm/ if any</td>
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<tr>
<td>4</td>
<td>Year of Establishment of the service provider (Certificate of registration to be enclosed)</td>
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<tr>
<td>5</td>
<td>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)</td>
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<td>6</td>
<td>PAN Number (photocopy to be enclosed)</td>
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<td>7</td>
<td>Service tax, Sales Tax/VAT Regn., GST No. (Number &amp; photocopy of certificates to be enclosed)</td>
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<tr>
<td>8</td>
<td>EPF registration number (copy to be enclosed)</td>
<td></td>
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<tr>
<td>9</td>
<td>ESI registration number (copy to be enclosed)</td>
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<tr>
<td>10</td>
<td>Present HR strength of the service provider in the country</td>
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<td>11</td>
<td>Whether the service provider has been blacklisted by any Govt. organization. (Self-certification to be enclosed)</td>
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<tr>
<td>12.</td>
<td>Details of Fee</td>
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<tr>
<td></td>
<td>Application Fee - Rs.500/-</td>
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<tr>
<td></td>
<td>DD/PO No. &amp; date</td>
<td></td>
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<tr>
<td></td>
<td>Drawn on Bank &amp; Branch</td>
<td></td>
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<tr>
<td>13.</td>
<td>Details of EMD - Rs.80,000/-</td>
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<tr>
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<td>DD/PO No. &amp; date</td>
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<td></td>
<td>Drawn on Bank &amp; Branch</td>
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<tr>
<td>14.</td>
<td>Length of Experience in the field of which one year of service rendered in Govt. organization</td>
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<tr>
<td>15.</td>
<td>Experience if any in dealing with Central Educational Institutions/ Govt. Departments (Indicate the names of the Department and years of dealing with those Departments and attach copies of contracts order placed on the firms).</td>
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<tr>
<td>16.</td>
<td>Names &amp; designation of authorized persons eligible to enter into contract. (Power of attorney/Affidavit in favour of person signing the papers to be enclosed)</td>
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</table>

**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:
## FINANCIAL BID

**ANNEXURE - V - Proforma**

**Quotation for “Daily Wages - Outsourcing (Manpower) Agency”**

<table>
<thead>
<tr>
<th>S. No</th>
<th>Name of the Posts</th>
<th>Daily Wages Collectorate Rate 2020-2021</th>
<th>To be filled by the Service provider</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Service Charge</td>
<td>EPF</td>
</tr>
<tr>
<td>1</td>
<td>Junior Assistant / Data Entry Operator</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Typist</td>
<td></td>
<td></td>
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<tr>
<td>3</td>
<td>System Administrator</td>
<td></td>
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<tr>
<td>4</td>
<td>Office Assistant</td>
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<tr>
<td>5</td>
<td>Driver</td>
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<td></td>
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<tr>
<td>6</td>
<td>Electrician cum plumber</td>
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<tr>
<td>7</td>
<td>Gardener</td>
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<td>8</td>
<td>Marker</td>
<td></td>
<td></td>
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<tr>
<td>9</td>
<td>Scavenger</td>
<td></td>
<td></td>
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<tr>
<td>10</td>
<td>Sweeper</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>S. No</th>
<th>Name of the Posts</th>
<th>Rate for Security to 12 Hours per person - Collectorate Rate (2020-2021)</th>
<th>Service Charge</th>
<th>EPF</th>
<th>ESI</th>
<th>GST</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
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</tbody>
</table>

**Signature of Authorized Signatory with stamp:**

Name:
Designation:
Date:
Place:
## ANNEXURE - III

<table>
<thead>
<tr>
<th>S. No</th>
<th>Name of the Posts</th>
<th>Qualification</th>
<th>Nature of Work</th>
</tr>
</thead>
</table>
| 1     | Junior Assistant      | ➢ A Degree from a recognized University  
➢ Knowledge and Hands on experience in Computer Applications, preference will be given type writing qualification.  
➢ Age: As per Government rules in force | ✤ Typing the official letters and other documents. Data entry in computer  
✤ Maintaining of Files  
✤ Maintaining of Registers  
✤ Maintaining of office Records  
✤ Handling existing data and editing current information.  
✤ Keeping the office records updated.  
✤ Taking backup of data at regular intervals & storage of data  
✤ Any other work assigned from time to time.  
✤ Any office related work  
✤ Working hrs 9.30 a.m to 6.00 p.m |
| 2     | Typist                | ➢ Higher Secondary (+2)  
➢ 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.  
➢ Knowledge and Hands on experience in Computer Applications,  
➢ Age: As per Government rules in force |                                                                                                                                                           |
| 3     | System Administrator  | ➢ 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) and 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.  
1. A minimum aggregate of a first class in Mathematics and Science in Secondary School Leaving Certificate (SSLC) and  
2. A minimum aggregate of a first class in Mathematics Physics and Chemistry in Higher Secondary Certificate (HSC) or Senior Secondary Certificate (SSC) |                                                                                                                                                           |
| 4     | Driver                | ➢ 8th Std Pass  
➢ Possession of a License for Driving Heavy Vehicles and First Aid Certificate.  
➢ Experience in driving light/heavy vehicle for four years  
➢ Age: As per Government rules in force | ✤ Capable of driving Mini-Bus, cars, bolero jeep.  
✤ Assist the University staff, if no work assigned. |
<table>
<thead>
<tr>
<th>No.</th>
<th>Position</th>
<th>Qualifications</th>
<th>Responsibilities</th>
</tr>
</thead>
</table>
| 5   | Office Assistant          | 8th std Pass, Knowledge of Tamil, Age: As per Govt. rules | Storage of fresh drinking water and serving to staff and visitors, preparing and serving tea/coffee and snacks etc.  
Distribution of office dak & files of general nature among the officers in O/o Jr Asst., Assistant, Supdt. HOD  
Photocopying, faxing, sending letters by post/courier  
Receiving all office letters, making entry and distributing  
Handling of documents including sorting, storing properly in the racks / storage space  
Assisting for local purchase of petty items  
Scanning the documents, computer data entry, preparing of reports and other general office documents  
Any other work assigned from time to time  
Working timing: 9.00 am to 6.00 pm |
| 6   | Electrician with plumber  | Diploma/ITI, Age: As per Govt. rules                | Attending to electrical facilities in the office.  
Like changing of tube lights, bulbs and such other minor works whenever required |
| 7   | Security                  | 8th std Pass, experience Cycle riding and good physique, Above 30 years to below 55 years as on 30.06.2021 | Maintain the University from any encumbrance. |
| 8   | Gardener                  | 8th Pass, Cycle riding and good physique, Above 20 years to below 50 years as on 30.06.2021 | To groom trees, plants and maintenance of garden in University premises  
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.,  
Shifting of furniture and other items/stores from one place to another as required by the administration  
Working timing: 8.00 a.m to 4.00 p.m |
| 9   | Marker                    | 8th Pass, Cycle riding and good physique, Above 20 years to below 50 years as on 30.06.2021 | Care and maintenance of play fields University premises  
Care and maintenance of Sports Equipment’s  
Shifting of furniture and other items/stores from one place to another as required by the administration  
Working timing: 6.00 am to 11.00 am & 3.00 pm to 6.00 pm |

**Note:** Salary As per State Government norms (Daily wages Rate of Chennai Collectorate)  
***************
Scope and Schedule of work for Cleaning / Sweeping / Housekeeping services and etc., (Scavenger & Sweeper Post).

ANNEXURE - IV

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Name of the Posts</th>
<th>Qualification</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>Scavenger</td>
<td>8th Std Pass, Cycle riding and good physique</td>
</tr>
<tr>
<td>11</td>
<td>Sweeper</td>
<td>Above 20 years to below 50 years as on 30.06.2021</td>
</tr>
</tbody>
</table>

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.
   i) All the implements will be provided by the contractor/Service provider.

I. 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.

II. 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.
## Daily Wages through Outsourcing (Man Power) Agency

### Security

<table>
<thead>
<tr>
<th>S. No</th>
<th>Gender and age</th>
<th>Shift</th>
<th>No. of Staff Req./ Appvd</th>
<th>Venue</th>
<th>Hours of Duty (12 Hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Male (below 55 years)</td>
<td>Day / Night</td>
<td>2 (1+1)</td>
<td>Main Gate</td>
<td>07.00 am - 07.00 pm</td>
</tr>
<tr>
<td>2</td>
<td>Male (below 55 years)</td>
<td>Day / Night</td>
<td>2 (1+1)</td>
<td>Administrative Block</td>
<td>07.00 am - 07.00 pm</td>
</tr>
<tr>
<td>3</td>
<td>Female (below 50 years)</td>
<td>Day (Female) / Night (Male)</td>
<td>2 (1+1)</td>
<td>Women’s Hostel</td>
<td>07.00 am - 07.00 pm</td>
</tr>
<tr>
<td>4</td>
<td>Male (below 55 years)</td>
<td>Day / Night</td>
<td>2 (1+1)</td>
<td>Whole Campus &amp; Indoor</td>
<td>07.00 am - 07.00 pm</td>
</tr>
<tr>
<td>5</td>
<td>Male (below 55 years)</td>
<td>Day / Night</td>
<td>2 (1+1)</td>
<td>Men’s Hostel</td>
<td>07.00 am - 07.00 pm</td>
</tr>
</tbody>
</table>

### Scavenger / Sweeper

<table>
<thead>
<tr>
<th>S. No</th>
<th>Gender and age</th>
<th>Shift</th>
<th>No. of Staff Req./ Appvd</th>
<th>Venue</th>
<th>Hours of Duty</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Female (below 50 years)</td>
<td>Day</td>
<td>2</td>
<td>Administrative Block (1+1 Floor)</td>
<td>08.00 a.m. to 04.30 p.m</td>
</tr>
<tr>
<td>2</td>
<td>Female (below 50 years)</td>
<td>Day</td>
<td>3</td>
<td>Academic Block (1+2 Floor)</td>
<td>08.00 a.m. to 04.30 p.m</td>
</tr>
<tr>
<td>3</td>
<td>Female (below 50 years)</td>
<td>Day</td>
<td>2</td>
<td>University Library Building</td>
<td>08.00 a.m. to 04.30 p.m</td>
</tr>
<tr>
<td>4</td>
<td>Female (below 50 years)</td>
<td>Day</td>
<td>1</td>
<td>Sports Hostel</td>
<td>08.00 a.m. to 04.30 p.m</td>
</tr>
<tr>
<td>5</td>
<td>Male (below 50 years)</td>
<td>Day</td>
<td>1</td>
<td>Men’s Hostel Rest Room</td>
<td>08.00 a.m. to 04.30 p.m</td>
</tr>
<tr>
<td>6</td>
<td>Female (below 50 years)</td>
<td>Day</td>
<td>1</td>
<td>Women’s Hostel Rest Room</td>
<td>08.00 a.m. to 04.30 p.m</td>
</tr>
</tbody>
</table>

### Gardner

<table>
<thead>
<tr>
<th>S. No</th>
<th>Gender and age</th>
<th>Shift</th>
<th>No. of Staff Req./ Appvd</th>
<th>Venue</th>
<th>Hours of Duty</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Male (below 50 years)</td>
<td>Day</td>
<td>4</td>
<td>Administrative Block</td>
<td>08.00 a.m. to 04.30 p.m</td>
</tr>
<tr>
<td>2</td>
<td>Male (below 50 years)</td>
<td>Day</td>
<td>4</td>
<td>Academic Block</td>
<td>08.00 a.m. to 04.30 p.m</td>
</tr>
<tr>
<td>3</td>
<td>Male (below 50 years)</td>
<td>Day</td>
<td>4</td>
<td>Whole University Campus</td>
<td>08.00 a.m. to 04.30 p.m</td>
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</table>

### Marker (Play Field)

<table>
<thead>
<tr>
<th>S. No</th>
<th>Gender and age</th>
<th>Shift</th>
<th>No. of Staff Req./ Appvd</th>
<th>Venue</th>
<th>Hours of Duty</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Male (below 50 years)</td>
<td>Day</td>
<td>1</td>
<td>Cricket Ground</td>
<td>06.00 am to 11.00 am &amp; 03.00 pm to 6.00 pm</td>
</tr>
<tr>
<td>2</td>
<td>Male (below 50 years)</td>
<td>Day</td>
<td>1</td>
<td>Hockey Ground</td>
<td>06.00 am to 11.00 am &amp; 03.00 pm to 6.00 pm</td>
</tr>
<tr>
<td>3</td>
<td>Male (below 50 years)</td>
<td>Day</td>
<td>1</td>
<td>Athlete Ground</td>
<td>06.00 am to 11.00 am &amp; 03.00 pm to 6.00 am</td>
</tr>
<tr>
<td>4</td>
<td>Male (below 50 years)</td>
<td>Day</td>
<td>2</td>
<td>Indoor Ground &amp; other fields</td>
<td>06.00 am to 11.00 am &amp; 03.00 pm to 6.00 pm</td>
</tr>
</tbody>
</table>