

**Thiru.V.Dakshinamoorthy, I.A.S.,
Mission Director, Jal Jeevan Mission &
Managing Director, TWAD Board**



JJM Cell, TWAD House
No.31, Kamarajar Salai, Chepauk,
Chennai-05
Phone Off;2852 5501, Fax.2852 2934
missiondirectorjjm@gmail.com

Lr. No. 2305-3/ Outsourcing /JJM-15/2023-24/ dt:05.12.2022.

To

As per the list of firms enclosed.

Gentleman,

Sub: JJM- State Project Monitoring. Unit - Engaging Human Resource Agencies for providing service under various category for SPMU, JJM, Chennai, for a period of one year (01.01.2023 to 31.012.2023) – Tenders called for – Regarding.

On behalf of Stat Project Management Unit, JJM, Chennai, tenders are invited for Engaging Human Resource Agencies for providing service under various categories for SPMU, JJM, Chennai, for a period of one year 2023-2024, by the Mission Director/JJM, No.31, Kamarajar Salai, Chepauk, Chennai-5 **up to 3.00 PM on 22.12.2022 and the tenders will be opened on the same day at 3.30 PM.**


You are requested to send your tender in sealed cover addressed to the Mission Director, Jal Jeevan Mission, No.31, Kamarajar Salai, Chepauk, Chennai-5 by designation only and super scribing the name of work on the envelope as per the terms and conditions below:

The Essential qualification and experience of service personnel are as detailed below:-

Sl. No	Description of services	Category	Essential Qualification	Experience	Tentative requirement
1.	Preparation of documents and data entry operations in digital applications	Typist cum data entry operator	Any degree with certificate in typing "Lower" Grade in English	Minimum one year experience in data entry operations with computer knowledge in M.S.Office.	6 Nos.
2.	Personal assistance to unit officials and Record keeping	Personal Clerk	Any degree with certificate in typing in both Tamil and English "Lower" Grade.	Minimum one year experience in short hand, typing and record keeping & computer knowledge in M.S.Office	1 No.
3.	Personal assistance, arranging and office up keeping	Office Assistant	SSLC and above Minimum 18 years old	Minimum one year experience as office Assistant.	3 Nos.

1. The details of services to be provided under various categories are as per Annexure I.
2. The terms and conditions of the service contract as per Annexure II.
3. The technical proposal should be submitted in the prescribed formats Annexed as form 1 to form 4.
4. The financial proposal shall be quoted in the prescribed format Annexed as form 5.

Sd-xxx/- 05.12.2022,
Mission Director, JJM,
Chennai-05.


for Mission Director,
JJM, Chennai-05.
5/12/2022