

Government of Tamil Nadu
State Project Management Unit
State Water and Sanitation Mission, Jal Jeevan Mission
TWAD House, 31, Kamarajar Salai, Chepauk, Chennai 5

Invitation for HR agencies for providing services on Rate Contract basis

NIT No.2305/F.outsourcing/JJM-1/2020/dated 13.07.2020

Name of work : Engagement of Human Resource agencies for providing service under various category for SPMU, SWSM, JJM Tamil Nadu

On behalf of Government of Tamil Nadu SWSM, JJM, SPMU, Chennai proposals are invited from Human Resource agencies on the following services to be provided for a period of one year.

1. The details of services to be provided, qualification and experience of service personnel are detailed below

Sl. No	Description of services	Category	Essential Qualification	Experience
1	Planning and Monitoring of Water Quality Monitoring and Surveillance under JJM	Specialist/ Consultant	B.E in Civil/ Mechanical/ Environment	25 years and above in water and sanitation sector. Preference will be given to retired officials in Government Department with the above experience.
2	Planning and Monitoring of Capacity building and training under JJM	Specialist/ Consultant	B.E in Civil / Mechanical/ Environment	25 years and above in water and sanitation sector. Preference will be given to retired officials in Government Department with the above experience.
3.	Preparation of documents and data entry operations in digital applications	Typist cum data entry operator	Any degree with certificate in typing and data entry with	Minimum one year experience in data entry operations with computer knowledge. Preference will be given to retired Government staff with above experience.

Sl. No	Description of services	Category	Essential Qualification	Experience
4.	Personal assistance to unit officials and Record keeping	Personal Clerk	Any degree with certificate short hand and typing in both Tamil and English	Minimum two years experience in short hand typing and record keeping. Preference will be given to retired Government staff with above experience.
5.	Personal assistance, arranging logistics and office up keeping	Office Assistant	SSLC and above	Minimum two years experience as office assistant. Preference will be given to retired Government staff with above experience.

2. The details of services to be provided under various categories are as per Annexure I.
3. The terms and conditions of the service contract as per Annexure II.
4. The technical proposal should be submitted in the prescribed formats Annexed as form 1 to form 4.
5. The financial proposal shall be quoted in the prescribed format Annexed as form 5.
6. The rate quoted shall be valid for 180 days.
7. The technical and financial proposal should submitted in the single cover in a sealed envelope on or before **24.07.2020 upto 5.00pm** to the following address either in person/post

**The Mission Director,
Jal Jeevan Mission,
State Project Management Unit
TWAD House, 31, Kamrajar Salai,
Chepauk, Chennai-5**

**Sd./- Mission Director,
Jal Jeevan Mission, Chennai-5**

Annexure I

Details of Service to be provided under various categories

1. Specialist/ Consultant-WQM&S shall

- i) Co-ordinate the activities of WQM & Surveillance with the TWAD Board State Level Water Testing Laboratory Chennai in compliance with JJM guidelines issued by Government of India.
- ii) Assist the Mission Director, JJM to achieve the objectives of WQM & Surveillance including reporting in IMIS and documentation
- iii) Co-Ordinate and Assist in taking up state and Region specific IEC activities involving PRIs, Co-Operatives, Women Groups, SHGs, NGOs etc., in water quality. Training to be imparted to district, block and Village Panchayat Level functionaries in Field Testing Kit(FTK) and water sample testing
- iv) Co-ordinate, assist and monitor the 100% water sample testing using Field Testing Kit (FTK) by village level team every year and reporting.
- v) Co-ordinate, assist and monitor the 100% water sample testing by district, sub division and block level water testing laboratory of TWAD Board every year including sanitary survey of sources, entry in IMIS and reporting.
- vi) Co-ordinate, assist and monitor in cross verification of 3000nos. of water samples per year tested at block level entry in IMIS and reporting.
- vii) Co-ordinate, assist and monitor the 5% water sample testing by State level laboratory for cross verification of the sample tested at district level every year, entry in IMIS and reporting.

In general the consultant shall co-ordinate in carrying out all the activities in compliance with JJM guidelines issued by Government of India which were not enumerated specifically

2. Specialist/ Consultant- Capacity Building and Training shall

- i) Assist the Mission Director, JJM to achieve the objectives Capacity building and Training of various stake holders under JJM including reporting in IMIS and documentation
- ii) Co-ordinate the activities of Capacity building and Training with the State Institute of Rural Development & Panchayat Raj and TWAD Board training centre in finalising and implementing the State Level Water Testing Laboratory Chennai in compliance with JJM guidelines issued by GoI.
- iii) Assist in preparing training modules and methodologies
- iv) Supporting all activities in the Capacity Building component, implementing systems and procedures;
- v) Providing support in the planning, preparation and implementation of training programmes, including scheduling and :
 - Communication and liaison with all stakeholders, including government, participants and vendors;
 - Day to day co-ordination and monitoring to ensure timely completion of training programmes;
 - Active monitoring and quality control of programmes and preparation of regular progress reports;
- vi) Carrying out project management tasks as and when required including planning, budgeting, training, implementing, monitoring and supervising, evaluating and closing research and consulting projects;
- vii) Providing support to other JJM activities including, academics, research, operations and Institution – building activities.

3. Typist cum data entry operator shall

- i) Assist in all types of documentations and data entry of SPMU, JJM units
- ii) Prepare, compile, and sort documents for data entry.

- iii) Verify and logs receipt of data.
- iv) Transcribes source data into the required electronic format.
- v) Transfers information from paper formats into computer files using keyboards, data recorders, or optical scanners.
- vi) Performs high-volume data entry using word processing, spreadsheet, database, or other computer software.
- vii) Verifies integrity of data by comparing it to source documents.
- viii) Reviews data for errors, missing pages, or missing information and resolves any discrepancies.
- ix) Maintains a filing system and protects confidential information.
- x) Performs regular backups to ensure data preservation.
- xi) Responds to requests to retrieve data from the database or electronic filing system.
- xii) Uses basic office equipment (photocopy machine, facsimile machine, etc.)
- xiii) Maintains a satisfactory level of quality and productivity as per department standards.
- xiv) Completes additional assigned tasks as required.

4. Personal Clerk shall

- i) Provide Personal assistance to unit officials and Record keeping in SPMU, JJM unit
- ii) Take dictation of the unit officials and prepare the required documents as directed
- iii) Take discussion noted during various meetings conducted by the Unit officials and prepare the minutes of discussion
- iv) Upkeep personal records of the Unit officers
- v) Receive and distribute letters/documents to the section officers

- vi) Arrange logistics for all types of travel, conducting meeting by the Unit officers
- vii) Complete additional assigned tasks as and when for the SPMU function.

5. Office assistant shall

- i) Assist in arranging logistics to the SPMU Unit as directed by the officials
- ii) Keep the office furniture and equipments clean and dust free
- iii) Distribute refreshments as and when required to the Unit officials
- iv) Accompany officers and unit officials during meetings
- v) Arrange the meeting hall and required logistics for meetings as directed
- vi) Carry out receipt and dispatch of letters as directed
- vii) Handle files from section to section and to other offices as directed.
- viii) Arrange stationery, do binding of booklets, take photo copies of documents as directed.
- ix) Do other works as directed for assisting the Unit functions

Annexure II

Terms and Conditions

1. Qualification criteria for HR service Provider

- i) The bidder should be incorporated or registered as a Partnership Firms, Private Limited Company, Public Limited Company, or Society/ trust since last 3 years. Incorporation/Registration certificate should be furnished as documentary proof.
- ii) The bidder should have been a HR Service Provider for at least 3 years. A list of clients being served or served in by the bidder must be provided with the Technical Bid in the prescribed format along with documentary proof.
- iii) The bidder should have valid registration under Service Tax Rules, Income Tax, EPFO, ESI Corporation and under Labour Act. The copies of Service Tax Registration Certificate, Permanent Account Number (PAN), Labour registration certificate, EPF registration certificate and ESI registration certificate should be furnished as documentary proof.
- iv) The average annual turnover of the bidder for the past 3 years should not be less than Rs. 50 lakhs per annum. A copy of the Audited Balance Sheet must be submitted with the Technical Bid.
- v) The HR Service Provider must have filed income tax returns for the past three financial years Copy of Income Tax Return should be furnished as documentary proof.
- vi) The bidder should have registered in India, with an office in Tamil Nadu
- vii) The bidder should not have been black listed by any State Government or Central Government. A self-declaration to this effect shall be submitted by the bidder in the prescribe format as in the form 4.

2. Providing services under this service contract

- i) Furnish the copy of proof of the personnel to be engaged to render the service under the category specified
- ii) The personnel should be made available within 15 days on issue of work order
- iii) The services shall be provided on all the days except Sunday and other Government holidays.
- iv) The services shall be provided from 9.00am to 6.00 pm in general and shall be made available as and when required during any urgencies
- v) The day to day work to the deployed personnel will be assigned by the designated officer of the Department and all the monitoring and reporting aspects of the deployed personnel will be under the control and supervision of the designated officer
- vi) In case the Dept. is not satisfied with the performance of the deployed personnel or because of indiscipline, may ask the HR Service Provider in writing, providing the reasons thereof, to withdraw the personnel and provide a replacement within a week.
- vii) Provide replacement of personnel during the course of the agreement, shall be made with the from the waitlisted candidates.

Other conditions:

- i) The Department shall have the right to verify the actual payment made and may request the HR Service Provider to provide excerpts of the bank statement of the payments made as the proof of payment and if not satisfied shall withhold the payments due to the HR Service Provider in addition to other legal action.
- ii) The service provider shall Ensure regular payment of monthly remuneration to deployed personnel through NEFT transfer/cheque, as per the rates mentioned. Except the statutory deductions like TDS, no other amount shall be deducted from the fixed remuneration. Ensure

statutory compliance like EPF, Gratuity, TDS deduction etc. as required by the prevailing norms.

- iii) The service provider should give an undertaking for extending the period of service contract without any additional cost for a period of another one year or part as decided by the Department
- iv) The service provider should also provide additional personnel as and when required for the period specified at that time for the rate quoted in this contract
- v) This service contract may be terminated during the period of agreement with one month notice by the Department without assigning any reasons.
- vi) All the documents furnished for this service contract should be duly **notarised. Otherwise the tender will not be considered and liable for rejection.**