



THOOTHUKUDI CITY MUNICIPAL CORPORATION

TENDER NOTICE&DOCUMENTS

Name of the Work: Engaging Manpower agency to supply 30 Animators, 4 Zonal Supervisors and 1 Coordinator to carry out the IEC activities on out sourcing basis for 12 Months under Swachh Bharat Mission (U)2.0 in Thoothukudi City Municipal Corporation, Thoothukudi.

April 2022

Invitation of bids to Engage "Manpower agency to supply 30 Animators, 4 Zonal Supervisors and 1 Coordinator to carry out the IEC activities on out sourcing basis for 12 Months under Swachh Bharat Mission (U)2.0 in Thoothukudi City Municipal Corporation, Thoothukudi

TENDER DOCUMENT

Sir,

Subject: Engaging "Manpower agency to supply 30 Animators, 4 Zonal Supervisors and 1 Coordinator to carry out the IEC activities on out sourcing basis for 12 Months under Swachh Bharat Mission (U)2.0 in Thoothukudi City Municipal Corporation, Thoothukudi

1. Tenders are invited by the Commissioner, Thoothukudi City Municipal Corporation, Thoothukudi from eligible Manpower agency to supply 30 Animators, 4 Zonal Supervisors and 1 Coordinator to carry out the IEC activities on out sourcing basis for 12 Months under Swachh Bharat Mission (U)2.0 in Thoothukudi City Municipal Corporation, Thoothukudi as per the approval of circulation note of State High powered Committee dated on 31.01.2022. Based on the eligibility criteria, the manpower agency will be selected to supply 30 Animators, 4 Zonal Supervisors and 1 Coordinator having required educational and other qualifications to undertake massive public awareness campaigns on sanitation and ill effects of open defecation and establishing its link to public health, hygiene reduction, recycling and reuse of MSW and improvement of environmental conditions through various means and for bringing behavioral changes among the residents of Thoothukudi City Municipal Corporation. The successful agency will be engaged for a period of 12Months (May 2022-April 2023).

2. The proposals must be accompanied by an Earnest Money Deposit which should be paid by means of Demand Draft drawn in favour of "The

Commissioner, Thoothukudi City Municipal Corporation” payable at Thoothukudi.

3. The following documents should be enclosed during e-submission of bids

- (a) Terms of reference (TOR) (Annexure I);

Cover-1:

- (b) Form-1: Covering letter for submission of bid document along with the experience details indicated in Annexure-II
And

Cover-2:

- (c) Financial Proposal, (Annexure III)

4. Other details can be seen in the tender documents.

Sl. No	Detail of the workers to be supplied	Approx. Value of Payment as indicated Annexure IV	EMD	Duration
1.	Engaging “Manpower agency to supply 30 Animators, 4 Zonal Supervisors and 1 Coordinator to carry out the IEC activities on out sourcing basis for 12 Months under Swachh Bharat Mission (U)2.0 in Thoothukudi City Municipal Corporation, Thoothukudi	Rs. 73.49 Lakh (Rupees Seventy three Lakh and Forty Nine Thousand Only)	Rs.73,490 (Rupees Seventy three Thousand Four Hundred and Ninety Only)	12 months

5. Earnest Money Deposit:

The bidder/ Manpower outsourcing agency should submit the completed application form(s), along with a EMD of Rs.73,490/- (Rupees Seventy three Thousand Four Hundred and Ninety only) in the form of Demand Draft drawn in favour of The Commissioner, Thoothukudi City Municipal Corporation payable at Thoothukudi. which is drawn after 14.04.2022.The EMD will be refunded only after completion of 12 months.

- Last Date & Time for e-submission of Tender is upto 3.00 pm on 29.04.2022
- Date & Time of opening of tenders at 3.30 pm on 29.04.2022

6. Eligibility / Qualification criteria:

The Bidder/outourcing agency (Single agency or Joint Venture) should satisfy the following eligibility criteria:-

- 1) The Man power out sourcing agency(Single agency or Joint Venture) having at least three years' experience in providing manpower for Swachh Bharath Mission scheme in Corporations/ Municipalities/Town panchayats or providing manpower for any other schemes in Government sector.
- 2) Annual Turnover should be equal to the project cost of the last three financial years.

7. Processing Fee:

The requisite processing fee shall be submitted along with the proposal. The amount of fees to be paid is Rs. 2000/- (Rupees Two thousand only). This bid processing fee is to be paid by Demand Draft / Pay order only in the name of "The Commissioner, Thoothukudi City Municipal Corporation" payable at Thoothukudi in Tamil Nadu and is non refundable.

8. Submission of Proposals:

The proposals should be submitted on line in <https://tntenders.gov.in> in two envelopes viz., Covering letter along with the Qualification details (Cover I) and Financial proposal (Cover II) should be submitted in the office of The Commissioner, Thoothukudi City Municipal Corporation @ Thoothukudi before 3.00 P.M on 29.04.2022.

Tender documents can be downloaded from 14.04.2022 to 28.04.2022 up to 3.00 P.M.

The "Qualification details" and "financial proposals" of the outsourcing agency must be submitted in a two separate covers.

The Cover - 1 should contains the Covering letter, details of experience in the format as indicated in Annexure II of this bid document and the proof of remittance of EMD and shall be sealed and superscripted as "Qualification details for Engaging Manpower agency to supply 30 Animators, 4 Zonal Supervisors and 1 Coordinator to carry out the IEC activities on out sourcing basis for 12

Months under Swachh Bharat Mission (U)2.0 in Thoothukudi City Municipal Corporation, Thoothukudi

The Cover-2 should contain only the financial proposal and sealed and superscripted as "Financial proposal for engaging Manpower agency to supply 30 Animators, 4 Zonal Supervisors and 1 Coordinator to carry out the IEC activities on out sourcing basis for 12 Months under Swachh Bharat Mission (U)2.0 in Thoothukudi City Municipal Corporation, Thoothukudi.

The sealed envelopes Cover 1 and Cover 2 should again be placed in a separate Envelope and sealed and superscripted the name of the work as "Engaging Manpower agency to supply 30 Animators, 4 Zonal Supervisors and 1 Coordinator to carry out the IEC activities on out sourcing basis for 12 Months under Swachh Bharat Mission (U)2.0 in Thoothukudi City Municipal Corporation, Thoothukudi.

If the envelope is not sealed and marked as instructed above, Commissioner, Thoothukudi City Municipal Corporation, assumes no responsibility for the misplacement or premature opening of the contents of the Proposal submitted and such Proposal may, at the sole discretion of rejection by Commissioner, Thoothukudi City Municipal Corporation.

9. Place of opening:

Tenders will be opened in the Office of the Commissioner, Thoothukudi City Municipal Corporation, 113 Palai Road, Thoothukudi at the date and time mentioned above.

The copies of original documents in two cover and the DD for EMD for required amount should be submitted at the address indicated above upto 03:00 PM on 29.04.2022 and the documents which would be received after this time will be summarily rejected.

10. Opening and Evaluation of Proposal

The proposals received through online the "Qualification details "(Cover I) in <https://tntenders.gov.in> website containing Qualification Details and EMD only will be opened by the Commissioner, Thoothukudi City Municipal Corporation, in presence of tenderers who were present in his office at 03.30PM hours on 29.04.2022. It may please be noted that the "Financial Proposal" (Cover-2) containing the detailed price offer of the qualification satisfied tenderers alone shall be opened for next stage evaluation process.

The evaluation committee will determine if the financial proposals are complete and without computational errors. The financial proposals shall include applicable taxes.

i) If rate quoted by two or more agencies are same, the agency with more experience in providing such services will be given preference.

ii) The Agency having experience in supply of manpower to the GoI functioning schemes, such as Swachh Bharat Mission (U) 2.0 and other schemes will be given Priority.

11. Negotiations:

- a) Negotiations normally take a day. The aim is to reach agreement on all points, and signing a draft contract by the conclusion of Negotiations.
- b) Changes agreed upon will then be reflected in the draft contract, using proposed unit rates (negotiation of the unit rates, including the man Power, monthly rates, and all charges, taxes etc.).
- c) The negotiations will be concluded with a review of the draft from of Contract. The Client and the Consultants will finalize the contract to Conclude Negotiations.

12. Budgetary Provision:

The details of the budgetary provision is shown in annexure IV and the budget is provided by both Government of Tamil Nadu and Government of India under Swachh Bharat Mission(U) 2.0 following provision has been made for this specific purpose in the Budget or Scheme:

13. Other important information:

- Proposal shall be submitted in English language only.
- Acceptance of Offer should be made within 15 days from the award of Contract.
- All the covers and envelope should be properly sealed and marked as per instructions
- All the pages should be signed by owner or proprietor or theirs authorized representative

14. Successful bidder/ outsourcing agency will have to sign contract agreement with the Commissioner, Thoothukudi City Municipal Corporation.

15. The Commissioner, Thoothukudi City Municipal Corporation reserves the

right to accept or reject one or all tender if it is not satisfied.

16. Please note that the payment which you receive from the contract will be subject to the normal tax liability in India. Kindly contact the concerned tax authorities for further information in this regard, if required.

**Commissioner
Thoothukudi City Municipal Corporation**

Enclosures:

1. Terms of reference (TOR) (Annexure I);
2. Form-1: Covering letter for submission of Pre-qualification / Technical Proposal documents (Annexure-II);
3. Form-2: Supplementary information for Manpower Agency, (Annexure II) and
4. Financial Proposal, (Annexure III)

Copy to: All eligible Agencies

Annexure – 1

Terms of Reference for Engaging Manpower agency to supply 30 Animators, 4 Zonal Supervisors and 1 Coordinator to carry out the IEC activities on out sourcing basis for 12 Months under Swachh Bharat Mission (U)2.0 in Thoothukudi City Municipal Corporation, Thoothukudi

Objectives:

- To sustain Open Defecation Free status in all ULBs
- To ensure that no untreated faecal sludge or waste water is discharged into the environment scientifically, and all wastewater (including sewerage and septage, grey water and black water) is safely contained, transported and treated, along with maximum reuse of treated wastewater in all Households.
- To make all cities clean and garbage free, with 100% scientific processing of Municipal Solid Waste
- To ensure awareness creation along with large scale citizen outreach to intensify 'Jan Andolan' and institutionalize swachh behavior
- To create institutional capacity

- To bring the behavior change among the citizens in respect of keeping their surroundings neat and tidy through the proper solid waste management with Reduction, Recycling and Reuse concepts.
- To ensure safe sanitation as an issue mainstreamed with the general public at large and should cover issues of open defecation, prevention of manual scavenging, hygiene practices, proper use and maintenance of toilet facilities (household, community or otherwise), and its related health and environmental consequences.

1. Role of outsource manpower agency

- To supply manpower as indicated in Annexure I in clause 8, to bring about community-wide behavior change and to trigger the importance of sanitation facilities in the urban areas for households, Schools, ICDS, Community Sanitary Complexes, prevention of open defecation and Solid and Used water management projects (UWM) through provision of information and awareness generation in Thoothukudi City Municipal Corporation with allotted/ sanctioned manpower.
- The agency should provide 30 Animators, 4 Zonal Supervisors and 1 Coordinator at 60 wards in Thoothukudi City Municipal Corporation as shown in clause 8 in Annexure I of this document.
- To supply the Animators and Supervisors and Coordinators with the qualification as indicated below
 - **Animator:** Each animator should have a minimum qualification of 10+2 in the examination conducted by State/Central Board of Secondary Education and work Experience in the relevant field. Animator should possess good command over local language / dialect and must reside in concerned wards of respective municipality whether Male or Female whoever is being engaged.
 - **Supervisor:** Should possess a Bachelor of Arts degree in Sociology from any University recognized by University Grant Commission and having experience for a period of not less than 2 years in field of carrying out Information Education and Communication (IEC) activities and public relation work. Computer knowledge is essential.
 - **Coordinator:** Should possess a Bachelor of Arts degree in Sociology from any University recognized by University Grant

Commission and having experience for a period of not less than 3 years in field of carrying out Information Education and Communication (IEC) activities and public relation work. Computer knowledge is essential.

- The CV of proposed 30 animators, 4 supervisors and 1 Coordinator should be furnished in the given format.
- The man power agency should receive the salary from the Employer and should pay the same to the supplied manpower as per the pay structure as indicated in Annexure IV.

2. Role of Animator and Supervisor

- To disseminate the principles and goals of Swachh Bharat Mission (U)2.0 to the local person as green ambassadors in the ward Level and to catalyze/impart the behavioral changes to individuals in respect of open defecation, hygiene, water safety, and safe disposal of solid and liquid waste.
- To develop a cadre of trained volunteer for working in sanitation, water and hygiene in wards for sustainable sanitation and for making the wards as 'open defecation free" and Environmental Friendly.
- Strengthening of co-ordination among the various stakeholders including the households, community ICDS workers, etc.
- To ensure sustained sanitation through awareness about Open Defecation, Liquid and Solid Waste Handling, Transportation and Processing quality control in construction and maintenance of sanitation facilities and developing a team for Awareness and Other Activities.
- To assist for generating awareness in schools and ICDSs for bringing out behavioral changes in school children and safe disposal of child excreta.

3. Duties of Animators

- Identifying the Houses without IHHL and finding the reasons for not having IHHL and communicating the same to the municipality/corporation to coordinate them till the construction of IHHL
- Identifying the Ward Wise ODF area and mapping the same
- Identifying the Houses with toilets but letting out the fecal matters into
- Identifying the Houses without UGS connections (in ULBs where there is

UGSS facility is available)

- Identifying the Community toilets in the area (with details of seats (male/ female/disabled), condition, availability of water, method of disposal and type of maintenance.
- Identification of IHHL and Insanitary Latrine Coverage areas as specified above.
- Properties where institutional arrangements for decentralized SWM is possible.
- Imparting Behavioral change campaign in ODF prone areas by adopting applicable methodology.
- Periodical inspection of the change in area for sustainability and for feed back information.
- Monitoring and Evaluation with the coordination of PIU
- Encouraging and Motivating change for ward wise Source Segregation.
- Decentralized waste management.
- Imparting knowledge on the Home composting methodology.
- Encouraging door to door reduce, reuse, and recycle methodology.
- Separate homeless wanderer to stay at common shelters and street vendors
- Identifying and Guiding Street vendors to behave in an organized way.
- Involving in all IEC activities carried out by the ULB.
- To create awareness in community towards safe sanitation by personal household contact, organizing meetings and events like
 - (a) Social mapping
 - (b) Defecation mapping with defecation mobility
 - (c) Walk of shame (transact walk to open defecation areas)
 - (d) Changes and trend of urban water sanitation situation
 - (e) Information Possession of toilets by different group
 - (f) Contamination mapping (pollution caused by excreta and fecal-oral contamination links) etc.,
- Collection of habitation-wise detailed information of each HHs of the ULBs, with details regarding APL /BPL / disability status, caste, age, sex, qualification, profession etc., of each members of HHs, availability of toilet and usage by members, quality of toilets, open defecation by the no of members in the family, way of disposal of child excreta, use of

filter, if any, use of soap for hand washing before eating and after defecation, Incidence of water borne disease, the method of disposal of solid waste, method of handling water from source, lifting water from container, storage etc.,

- Review and monitoring during the execution of projects
- To visit the all Schools in the allotted area at regular intervals to create awareness on cleanliness, maintenance and use of toilets, pursue introduction of discussion after prayer meeting about the need for installation of toilets and use, safe disposal of child excreta in toilets, hand washing at critical times and introducing "Child Cabinet". Coordinate with schools for competitions (poster, essay, quiz, play, music on the theme of sanitation, hygiene etc.) among students during special campaign like "Yearly Sanitation Week/Fortnight".
- Mobilizing schools for Health Walk, Rallies in the village, Focused Group Discussions and door-to-door drive by students.
- To coordinate with SHGs & RWA, peruse for fixing a day every fortnight for discussion on Solid waste management, Sanitation, Hygiene, installation and maintenance of IHHLs, purchase of water filters etc., and persuading them to meet women members of HHs for constructing and maintaining the IHHLs, disposing child excreta in toilets, safe handling of water etc.,
- To encourage the Households (HHs) to go for construction of IHHL themselves by engaging masons, as per recommended specification and get incentive (if BPL or physically handicapped), so that they can have toilet as per their choice and ensure standards and sustainability.
- Assisting the ULBs in implementation of projects relating to Solid Waste Management recommended by the Urban Local Bodies.
- To review the progress of Capacity Building and recommend of proposals for release of installments of funds for projects under the mission.
- Involving the various IEC and Public awareness activities carried out by the ULB under the mission with detailed action plan.

4. Duties of Supervisor

- Checking the daily attendance of the animators and also supervise their

work.

- Maintaining the records regarding details of insanitary latrine, IHHL, Public and Community Toilets, houses without UGS HSC etc.,
- Inspection of open defecation spot and ascertain the reason and educating the public to avoid open defecation.
- Coordinating with ULB officials to achieve open defecation free (ODF) town, Zero garbage, behavioural changes among the public.
- Maintaining diary of the daily activities and submit the same to designated ULB officials.
- Coordinating with ULB officials in preparation and submission of SBM reports through SBM web portal
- Ensure documentation of all IEC activities and upload it in the SBM web portal.

5. Role of the tender inviting authority and commissioner of Municipality

- To ensure the presence of the man power and the effective extract of work from the manpower for the designated purpose by the individual municipal commissioner
- To ensure the periodical payment to the workers through the outsource agency
- To ensure the deduction of EPF and ESI and remittance of the same to the respective head of account of the workers/ animator/ supervisors as indicated in the Annexure IV
- To ensure the provision of office accommodation and other facilities to the manpower engaged for the designated purpose
- To ensure the nativity of the animators allotted to their municipalities among the 30 animators, 4 supervisors and 1 Coordinator engaged by the agency and ascertained that the animators are belonging to the SHG /NHG / local person and their names are available in the BPL list of respective Municipalities.
- To ensure the animators are only from the Local area in such cases importance can be given to the women's and Widows and the Municipal Commissioner of respective municipalities.

6. Working Hours for Animators/ supervisors/Co ordinators and ID card

- The person deployed shall be required to work for 8 hours in a day for 6 days in a week except Sunday with a lunch break which is applicable to Government Employees.
- The Agency may be called upon for the services on Sunday or Gazetted holidays also, if required, without any extra charge.
- The manpower agency shall provide identity cards to the personnel deployed in this office carrying the photograph of the personnel and personal information as the name, DOB, age and Identification market.
- The Agency should furnish the output grievances received to the respective Municipal Commissioner on daily basis and to the Commissioner of Municipal Administration on weekly basis.

7. Contract Period

The Total contract period of supply of manpower through the agency is One years. The contract agreement for one year (12 months). This procedure will be followed for the total project period of 1 years (12 months)

8. Disciplinary Action and Penalty

- The manpower agency shall commence for a total period of 12 months, unless it is curtailed or terminated by this office owing to deficiency of service, sub-standard quality of Attendants deployed, breach of contract, reduction or cessation of the requirements of work.
- The selected agency shall immediately provide a substitute in the event of any person leaving the job due to his / her personal reasons.
- In case, the person employed by the successful Company / Firm / Agency commits any act of omission / Commission that amounts to misconduct / Indiscipline / incompetence and security risks, the successful Company / Firm / Agency will be liable to take appropriate disciplinary action against such persons, including their removal from service, if required by this office within 2 days of being brought to their notice either by phone / fax / letter.
- Other Penalties:

Description	Penalty
Non maintenance of registers	Rs.500/month/register
Disobedience of any personnel involved by the Manpower agency	Staff to be replaced immediately within 24 hours.

9. Termination:

- The contract shall automatically expire after 12 Months from commencement of the contract unless extended for subsequent years(12 months) by the Tender Inviting authority.
- In case of termination of this contract on its expiry or otherwise, the persons deployed by the service providing agency shall not be entitled to and will have no claim for any absorption nor for any relaxation for absorption in the regular / otherwise capacity in this office. Contractor should make it known the above facts to the manpower of the contractor.
- The Tender inviting authority reserves the right to cancel the tender at any time due to the administrative ground.

10. Legal

- The manpower will be required to pay minimum wages as prescribed under the Minimum Wages Act. The contractor will maintain proper record as required under the Law/Acts. The contract will remain valid for 12 Months or the period specified in the letter communicating the acceptance, whichever is earlier, unless terminated earlier by the O/o the Commissioner, Thoothukudi City Municipal Corporation.
- The Contractor will also ensure the required subscription of Service Tax and other liabilities as prescribed in the rules and Acts, is deposited in the account of concerned employees.
- The requirement may further increase or decrease during the period of initial contract and also the Tenderer would have to provide additional manpower, if required on the same terms and conditions.
- The manpower agency will be bound by the details furnished by him / her to this Department, while submitting the tender or at subsequent stage. In case, any of such documents furnished by him / her is found to be false at any stage, it would be deemed to be a breach of terms

of contract making him / her liable for legal action besides termination of contract.

- The manpower agency will be responsible for compliance of all statutory provisions relating to consolidated, in respect of the persons deployed by it in this office. The payment particulars of Tax paid in previous month may be submitted along with the current month bill. Failing which appropriate action shall be taken, as deemed fit.
- The manpower agency bidder shall maintain all statutory registers under the applicable Law. The agency shall produce the same, on demand, to the concerned authority of this office or any other authority under Law.
- The Tax Deduction at Source (T.D.S.) shall be deducted as per the provisions of Income Tax Department, as amended from time to time and a certificate to this effect shall be provided to the agency by this office.
- In case, the manpower agency fails to comply with any statutory / taxation liability under appropriate law, and as a result thereof this office is put to any loss / obligation, monetary or otherwise, this office will be entitled to get itself reimbursed out of the outstanding bills to the extent of the loss or obligation in monetary terms.
- Indemnified agent any direct loss to it on any claims by any third person for any personal injury to anybody or loss to property, movable or immovable, earned by or attributable to any act or omission of the agency/firm or any of his employee, agent or professional etc while performing or purporting to perform this agreement.

11. Mode of Payment

- The payment shall be made to the only through ECS/Cheque to the manpower agency on monthly basis based on the attendance.
- The agency shall raise the bill and submit the same to the Commissioner, Thoothukudi City Municipal Corporation on the last working day of every month and payment will be released by the Commissioners of respective Municipalities by 5th of the subsequent month.
- The claims in bills should be necessarily accompanied with documentary proof pertaining to the concerned month bill.

- The outsource agency should pay the salary as in Annexure II after deducting the prevailing ESI and EPF and the remitted details should be submitted to employer along with the subsequent month bill.

12. Supplementary Information on Requirement of Personnel

Sl.No	Name of the Corporation	No of wards	Animators in Numbers	Supervisors in numbers	Coordinator in Numbers
1	2	3	5	6	7
1	Thoothukudi	60	30	4	1
Total		60	30	4	1

Annexure – II Form -1: Covering Letter

To

The Commissioner,

Thoothukudi City Municipal Corporation,

113, Palai Road,

Thoothukudi.

Sir:

Sub: Engaging "Out sourcing Agency "to supply Animators, Supervisors and Coordinator to carry out the IEC activities on outsourcing basis under Swachh Bharat Mission (U)2.0 in Thoothukudi City Municipal Corporation.

I/We ----- Manpower agency/ NGO/ service society herewith enclosing the pre-qualification and Financial Proposal for selection of my/our organization agency to the Commissioner, Thoothukudi City Municipal Corporation.

We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988".

Yours faithfully,

(Authorized Representative)

Signature:_____

Date: _

Fullname:___

Place:

Address:_____

Annexure II

Form-2: Detailed Profile and Experience of the Organization

General Particulars of Agency

Name of the Agency	
Registered Address	
Phone No	
Email ID	
Name of the Contact Person	
Phone no. of the Contact Person	
Email id of the Contact person	
Office Address	
Office/ Branch in Other States	-

• Particulars of Agency

Date of Establishment of the Agency	
Registration No.	
Registration Authority/Act	
Validity of Registration	
Service Tax Registration No. & Validity	
Provident Fund Registration No.	
Empanelment with other Govt./ Govt. under takings	
Type of the Agency	
- Society	
- Trust	
- Company	
- Cooperative Society	
- Other	

List of Directors / Members in the Governing Body (Name and contact numbers)	
Number of Full time qualified staff	
Number of other staff who are semi qualified/unqualified	
PAN No.	
TAN No.	
ITR	

Financial Particulars of the Agency

Financial Year	Turnover from Professional	Turnover from other Activities	Total Turnover	Income Tax return filed (yes/ no)
2018-19				
2019-20				
2020-21				

Audited Balance Sheet

Financial Year	Audit of Balance sheet(yes/ no)	Remarks
2018-19		
2019-20		
2020-21		

Annual Report

Financial Year	Yes/No	Remarks
2018-19		
2019-20		
2020-21		

- **Details of regular staff**

Name	Position	Engaged since (year)	Qualification

Experience of the outsourcing Agency in implementing project funded by Multilateral/ Bilateral agency, Government or reputed agencies: for facilitating urban livelihoods improvement and up-scaling in past five years:

S.No	Name of Project	Donor Agency	Duration of the assignment (MM/YY)		Amount of Agreement entered	Geographical area of Implementation (district, state)	Key deliverables of assignment including number of HHs covered
			From	To			

- **Trainings imparted and infrastructure**

Year	SHG	Type of trainings	No. of trainees

- **Has the agency been blacklisted by any government or any other donor/ partner organization in the past? - (Yes /No)**

SELF CERTIFICATION

To,

Ref.No.

Date:

Respected sir/madam,

I hereby declare that the__has not been blacklisted by any government or any other donor/ partner organization. All the statements made in the applications are true, complete and correct to my knowledge and belief. I understand that in the event of any information being found false at any stage or not satisfying the eligibility criteria or requirements of the proposal liable to be cancelled and action may be taken as per rules and regulations of Tamil Nadu State.

Thanking you.

Yours sincerely

Annexure – III Financial Proposal

(To be enclosed in a separate sealed envelope)

For the Tender for outsourcing of manpower works the Details of EMD:-

- a) Name of Tendering Company / Firm / Agency
- b) Earnest Money Deposit: Rs. _____
- c) D.D.No. & Date:
- d) Drawn on Bank:

SCHEDULEA:

The Rates for engaging the out sourcing agency to supply Animators and Supervisors to carry out IEC activities are below. (Rates are to be quoted in accordance with the Minimum Wages Act, 1948 as applicable in the month basis and other bylaws applicable inclusive of all statutory liabilities, taxes, levies, cess etc.)

Sl. No	Item Description	Quantity	Units	RATE In Figures To be entered by the Bidder Rs.	TOTAL AMOUNT	TOTAL AMOUNT In Words
1	2	3	4	5	6	7
	Supply of manpower for Engaging 30 Animators, 4 Zonal Supervisors and 1 Coordinators to carry out the IEC activities on out sourcing basis under Swachh Bharat Mission in Thoothukudi City Municipal Corporation					
1	Animator	30	each/ month	16816.5	504495	Rupees Five Lakh Four Thousand Four Hundred NinetyFive Only
2	Zonal Supervisor	4	each/ month	21118.5	84474	Rupees EightyFour Thousand Four Hundred SeventyFour Only
3	Coordinator	1	each/ month	23429.4	23429.4	Rupees TwentyThree Thousand Four Hundred TwentyNine Paise Fourty Only
	Sub total				6,12,398	Rupees Six Lakh Twelve Thousand Three Hundred NinetyEight Paise Fourty Only
4	Service charge of the Manpower out source agency (shall not be exceed more than 7 % of the sub total amount)					
5	Total for One Month					
6	Grand Total for Twelve Months					

Note:

1. The bidder should quote the service charge only & worker cost is fixed.
2. Net Payment per worker fixed in the above table is directly paid to the worker and the relevant evidence should be produced every month.
3. Prevailing EPF and ESI contribution of the worker should be paid the concerned and the relevant document should be produced every month.
4. The rates quoted are inclusive of all statutory/taxation liabilities in force at the time of submission of bid
5. These are fixed rates and no variation shall be acceptable from these rates while finalizing the tender.

Date.....

Signature & Seal of the Tenderer

Place.....

Name.....

Annexure IV

The Rates for engaging the out sourcing agency to supply Animators and Supervisors to carry out IEC activities are below. (Rates are to be quoted in accordance with the Minimum Wages Act, 1948 as applicable in the month basis and other bylaws applicable inclusive of all statutory liabilities, taxes, levies, cess etc.)

Table 1

Type consolidated rate per month for the Animator, Supervisor & Coordinator in Rupees

Details	Remarks	Animator	Supervisor	Cordinator
(A) Details of the Estimation and fund allotment				
Basic pay	X <i>this is fixed cost</i>	Rs. 14190 (Rs. 473 @ 30 days per month))	Rs. 17820 (Rs. 594 @ 30 days per month))	Rs. 19770 (Rs. 659 @ 30 days per month))
Add Employer contribution of PF 7 % to be paid in addition to the basic pay	0.07x <i>this is fixed cost</i>	Rs.993.30	Rs.1247.40	Rs.1383.90
Add Employer contribution of ESI 3.25 % to be paid in addition to the basic pay	0.0325 x <i>this is fixed cost</i>	Rs.461.18	Rs.579.15	Rs.642.53
Add the service charge to Man power agency (maximum of 7 % of basic pay as per SHPC permission)	0.07 x <i>Fixed by SHPC but it may vary while quote by the service providing agency</i>	Rs. 993.30	Rs.1247.40	Rs.1383.90
Add the Service tax of 18 % on the 7 % payment to be made to the service agency	0.0126 x	Rs.178.79	Rs.224.53	Rs.249.10
Total payment	1.1851 x	Rs. 16817	Rs. 21118	Rs. 23429
(B) Details of Payment to the Animators, Supervisors and co coordinators				
Total payment	1.1851 x	Rs. 16817	Rs. 21118	Rs. 23429
Deduct for payment towards PF : the Employer contribution of PF 7 % and Employee contribution of PF 5 % (Total 12 %)	0.12 x <i>this is fixed cost</i>	Rs.1702.80	Rs.2138.40	Rs.2372.40
Deduct for the payment towards ESI : Employer contribution of ESI 3.25 % and Employee contribution of 0.75% (Total 4	0.04 x <i>this is fixed cost</i>	Rs.567.60	Rs.712.80	Rs.790.80

%)				
Deduct for the payment for the service charge to Man power agency (maximum of 7 % of basic pay as per SHPC permission)	$0.07 \times \text{variable}$	Rs. 993.30	Rs.1247.40	Rs.1383.90
Deduct for remittance of the Service tax on the payment of service providing agency : 18 % on the 7 %	$0.0126 \times \text{variable}$	Rs.178.79	Rs.224.53	Rs.249.10
Net pay to the workers by the Agency	$0.9425 \times$	Rs. 13374	Rs. 16795	Rs. 18633

Table 2

Fund release of payment pattern for Thoothukudi corporation

[illegible]