

NATIONAL GAMES SECRETARIAT

H.R. SERVICE FOR OUTSOURCING TECHNICAL PERSONNEL FOR NGS PROJECTS

The 35th National Games is scheduled to be held in Kerala during the year 2010 at various venues spread across 7 districts of Kerala. National Games Secretariat (NGS) has already taken up development of various infrastructure facilities, which includes construction of new stadiums and up gradation of existing facilities. NGS is now in different stages of implementation of these projects.

To meet the requirement for technical personnel for the above programme, NGS proposes to outsource persons as per requirements indicated below.

Sealed competitive tenders are invited for selecting Agency for H.R. Service for outsourcing Technical personnel for Projects undertaken by the National Games Secretariat. An E.M.D. of Rs 5000/- in the form of D.D. in favour of Chief Executive Officer, NGS payable at Thiruvananthapuram in a separate sealed cover along with the tender documents shall be submitted to the Chief Executive Officer, NGS, Tenders without E.M.D. will be summarily rejected. The tender shall be for providing the service as per details attached and the rate shall be quoted as the amount to be paid as onetime payment for providing each employee, inclusive of all taxes and other statutory payment due, if any including service tax. If any person so employed leaves the employment within the period of one year the H.R. Agency shall replace the person by recruiting another person free of charges to NGS.

The successful tenderer on acceptance of the tender shall execute and agreement in stamp paper worth ` 100/- with NGS incorporating all the terms and conditions.

Requirements of Technical personnel and details of their salaries and duties and functions.

Site Engineer (Civil) (` 15,000/-each)

Graduates in Civil Engineering / Diploma Holders in Civil Engineering with minimum three years experience in construction works.

Duties and responsibilities

The **Site Engineer** will be responsible for executing the Project as per specifications.

They will furnish field details regarding the project to Head Office and point out problems requiring intervention at higher levels, deviations from specifications, if any found required for proper completion of work, for approval from higher levels.

Periodical reporting of progress of implementation, analyzing delays, if any occurring during execution, check measuring the works, keeping measurements properly recorded, all records such as bills, drawings etc.

They shall be responsible for the quality of work. They have to ensure that survey works are done to the required accuracy so that lines and levels are maintained everywhere as per requirements.

They will monitor the sequence of work and ensure proper coordination among the different agencies engaged for different works.

Close supervision is required to ensure quality of concreting works, at all stages such as erection of forms, cutting and tying of reinforcement steel, mixing of concreting, pouring, consolidation and curing.

Presently construction works are in progress at the following Projects

Trivandrum

- University Stadium
- Water Works Swimming Pool
- Agricultural College Indoor Stadium
- IRC Shangumugham
- Jimmy George Indoor stadium
- Shooting Range, Vattiyoorkavu

Kollam

- Corporation Stadium
- Hockey Stadium

Ernakulam

- Rajiv Gandhi Indoor Stadium

Thrissur

- VKN Menon Indoor Stadium

Kozhikode

- VKK Menon Indoor Stadium
- Football Stadium, Medical College

In addition to the above construction works are scheduled to begin shortly at the following Projects

Trivandrum

- Trivandrum Tennis Club
- Trap & Skeet, Mookunnimala

Ernakulam

- Lawn Ball Court, Kochi

Thrissur

- Corporation Stadium

Kozhikode

- Corporation Stadium

Kannur

- Indoor Stadium, Mundayad

. The H.R. Agency now being selected will have to provide personnel for these projects along with a few other projects which may be taken up by NGS at different places. Also we may require the H.R. Agency to provide personnel to replace persons who may leave their positions from the projects under implementation and provide personnel for additional requirements, if any as and when notified.

TERMS AND CTONDTIONS

1. Competent personnel who can support the programme implementation should be selected by the firm and sent to NGS for a period of maximum one year.
2. During this period the personnel should not be changed by the firm. However, NGS may request the firm to replace a position due to non performance or misconduct and the same shall be complied by the firm without raising any objection.

3. The firm will ensure that the persons selected are skilled and are knowledgeable, have integrity, knowledge of computer use and possess exemplary conduct.
4. The monthly amount due to individual employees will be released direct to them based on a monthly performance appraisal done by the Chief Engineer and if the performance of any persons is deficient the amount will be reduced proportionately .
5. If any loss is caused to NGS by the commission or omission of any person, provided by the firm the same shall be borne by the firm and will be realized from the firm by NGS. Taxes and other statutory payments payable by the employees on account of their income will be their liability and NGS will pay only the consolidated amount plus overtime allowance due to them if any.
6. The technical personnel will be placed by firm on sites mentioned by NGS on its requisition to the firm.
7. The firm will source suitable candidates and will place them as per the requirements of NGS within 15 days of such requisition by NGS
8. The firm will be responsible for replacing any technical personnel immediately if the personnel provided are unavailable for any reason
9. Resumes of all technical staff will be provided to NGS by the Agency and an interview shall be arranged for the selected persons before placing them at the required sites.
10. Candidates selected need to be placed within 15 days of the interview failing which the firm will have to source new candidates for the said position
11. All personnel provided by the HR Agency at various sites of NGS shall work as per the timings of projects sites of NGS. No over time allowances will be paid.
12. This contract is valid for a period of one year and is extendable by one more year thereafter, depending on the satisfactory performance of the firm. The contract may be terminated at one month notice from either side

after settling the liabilities between the parties, if any arising out of the contract.

13. The amount agreed in the contract will be released to the firm immediately on raising the bill after providing the personnel as per requirement and the person concerned joins duty at the intended place.
14. The agreement along with the tender document, offer submitted by the firm, firm's letters and acceptance letter issued by the Chief Engineer are part of the contract, as if incorporated therein.
15. The Courts in Thiruvananthapuram where the Head Office of NGS is located, alone shall have the jurisdiction over any legal issues that may arise on account of this contract.

Tenders will be received in the office the Chief Executive Officer, NGS, Thiruvananthapuram - 695014 by post or by courier or by direct hand delivery upto 5.00 p.m. on -----2011. The rate is to be quoted in the tender form attached.

TENDER FORM

- 1. Name of firm :
- 2. Address :
- 3. E-mail address :
- 4. Fax number :
- 5. Name of contact person with Mobile phone No. :
- 6. Address of contact person with Telephone No. :
- 7. Details of experience in providing H.R Service :
 - 1.
 - 2.
 - 3.
 - 4.
 - 5.
- 8. Quote

I / We quote the rate of ` as onetime payment to be made by NGS for providing each personnel as per the requirement of NGS , inclusive of all taxes and other statutory payments including service tax as applicable.

I /We agree to replace the personnel in case any person is vacating the position within the minimum period of one year , free of charges.

My / our above offer will be firm for a period of 4 months.

I / We agree to execute an agreement in stamp paper worth ` . 100/- incorporating all the terms and conditions attached to this tender and the letter of acceptance, within 15 days of acceptance of my tender.

Place

Signature

Date

Name