



Roc.No.947/A1/2025

Date.04-01-2026

To,

Sir / Madam,

Sub: TNCDW Ltd - Engagement of support staff through outsourcing HR Agency - Quotations called for - reg.

We have proposed to engage supporting staff on outsourcing basis in the following positions for our schemes / projects through outsourcing HR Agency at the rate fixed by TNCDW.

A. TNSRLM Staff details

S. No	Designation	No of Post	Qualification	Present Salary (Rs.)
1.	Superintendent	1	Retired Government employees as Superintendent with 5 years of experience and Computer knowledge.	30,000/-
2.	System Analyst	1	B.Sc (Computer Science) or BCA with any Diploma in the field of networking and hardware maintenances.	30,000/-
3.	Young professional	5	Post Graduate in Agri-business management / Rural Management / Rural Marketing or MBA in (Marketing /CD/HR) /MA (Public Administrative) /MA (Sociology)/MCA/M.Sc,(CS)/MSW from a reputed university/institute.	35,000/-

4.	Data Analyst	1	BE or MCA with minimum 3 years experience in the related field. Any diploma in the field of database or diploma in ECE with 2 to 3 years experience.	30,000/-
5.	Assistant	11	Any graduate with 3 years experience in dealing with administrative matters / Accounts maintenances with computer knowledge. Typewriting skill both in Tamil and English.	23,000/-
6.	Accountant	2	M.Com or B.Com of a recognised University with 3 years experience in the field of accounts.	23,000/-
7.	Data Entry Operators	2	Any degree with 2 years experience. DCA with DTP in Tamil and English Typing skill in both Tamil & English.	19,000/-
8.	Driver	6	Must have passed 10 th Std and possess a license to drive Light Motor Vehicle (LMV)/light Commercial Vehicle.	19,000/-
9.	Office Assistant	8	Must have passed XII standard and possess a valid light vehicle driving license.	16,000/-
10.	Electrician	1	Diploma in Electrical "C" Licences	20,000/-
11.	Electrician	1	Diploma or ITI in Electrical "B" Licences	15,000/-

B. NULM staff details

S. No	Designation	No of Post	Qualification	Present Salary (Rs.)
1.	Superintendent	2	Retired Government employees as Superintendent & above with computer knowledge.	30,000/-

2.	MIS Analyst	1	MBA(IT), MCA / BE (Computer Science or IT)/M.Sc (Computer Science) with 1 to 2 years experience in a related field. Additional computer Skills are required.	30,000/-
3.	Young professional	2	Post Graduate with computer knowledge, Experience in Rural Development / Community oriented Projects is preferred.	25,000/-
4.	Assistant / Accountant	2	Any graduate with 3 years experience in dealing with administrative matters / Accounts maintenances computer knowledge Typewriting skill in both Tamil and English.	23,000/-
5.	Personal Clerk to Executive Director	1	Any graduate of recognized University Certificate course in computer on office Automation - Relaxable in the case of Degree or Diploma holder in Computer Science or Computer Engineering. Typewriting and Shorthand. (both English and Tamil).	19,000/-
6.	Data Entry Operator	3	Any degree with 2 years experience. DCA with DTP in Tamil and English Typing skill in both Tamil & English	19,000/-
7.	Driver	2	Must have passed 10 th standard and possess a license to drive Light Motor Vehicle (LMV).	19,000/-
8.	Office Assistant	2	Must have passed XII standard and possess a valid light vehicle driving license.	16,000/-

The terms and conditions for all categories are enclosed in annexure. Inview of the above, it is requested to quote your rates and also service charges along with following necessary documents as mentioned below for engaging the above positions on outsourcing basis and also with PAN number details. It is also informed to send the quotation in the name of "The Managing Director, Tamil Nadu Corporation for Development of Women Limited, Chennai-600 034 to this office on or before 30.01.2026 positively.

1. Brief profile of the company.
2. Experience in recruiting manpower especially in Government Sector.

3. Audited Balance Sheet and turnover of the company for the last three years, not less than Rs.10. Lakhs.
4. Pan Number and Bank Account Details.
5. IT statement filed last three years.
6. Company Registration Details.

Sd/-

Managing Director

(Signature)
//Forwarded by Order//

(Signature)
Manager (Admin)

Encl: Terms and Conditions.

(Signature)
5/1/26

TERMS AND CONDITIONS FOR PROVIDING SUPPORT STAFF ON OUTSOURCING BASIS

1. The period of contract will be for two years subject to renewal based on review of the performance.
2. The HR agency should have at least minimum 5 years of experience in recruiting and supply manpower / personnel.
3. The HR agency shall give various category of support staff (both technical & non-technical) immediately on request from the State Office. Their recruitment and training shall be the responsibility of the agency.
4. The outsourcing agency may have to give Superintendents on outsourcing on need basis.
5. It shall be the responsibility of the HR Agency to provide required number of personnel at any time during the contract period.
6. The staff to be deputed to our office on outsourcing basis shall be the members of the staff of the supplier, the period they will be working in this office will reimburse the remunerations fixed for their positions.
7. TNCDW will pay to the HR agency with service charges at the agreed rate.
8. The outsourcing H R agency shall periodically review the performance of the ministerial staff spared by it taking into account inputs from the HR officer incharge on regular basis as scheduled.
9. Sparing the services of candidates for different positions taking into account the qualifications and experience prescribed for each of them.
10. The candidates should be competent enough to fit in the positions meant for them.
11. If the Head Office, TNCDW is not satisfied with the performance of any of the outsourced employees, it shall be incumbent on the supplier to withdraw such employees and provide replacements for them within 10 days.

12. If there is any misappropriation made by the outsourced employees, the HR Agency shall make good the loss.
13. The agency should provide identity cards to the engaged candidates from its own cost and should provide three sets of white uniform to Office Assistant and Drivers.
14. Service Charges due to the HR Agency other than the remuneration payable to the outsourced staff shall be extra.
15. The HR Agency shall not make any deductions from the remuneration of the outsourced staff.
16. The HR Agency shall pay remuneration / salary to the outsourced before 5th of the succeeding month compulsorily (should not be delayed at any circumstances). The mode of payment will be as per TNCDW norms.
17. PF & ESI remittance details should be submitted with in 10th of every month. TNCDW will not settle the claim for the succeeding month to the Agency unless the challan remittance for the above are produced.
18. On execution of Agreement, the agency selected should produce the Bank Guarantee equivalent to one month of proposed gross payment payable to the agency.
19. If the revision of remuneration to the outsourced positions, as approved by TNCDW Board, the agency shall give effect to such revision from the date as specified by TNCDW.
20. The employees engaged by the HR Agency shall be the employees of the HR Agency and it shall be the duty of the HR Agency to pay their salary every month.
21. The monthly salary payable to each employee is inclusive of statutory obligations such as EPF & ESI, etc., in case of applicable categories and all other statutory deductions in case of other categories, as per rules. The HR Agency shall be wholly responsible for compliance of these statutory obligations.
22. The employees of the HR Agency shall not claim any benefit/compensation/absorption/regularization of services from TNCDW under any statutory provisions. In no way the outsourced employees are connected to TNCDW.

23. The HR Agency shall provide replacement within seven days of any person leaving the job due to his/her own personal reasons at no extra cost. In case of leave in excess of seven days, suitable replacement shall be provided.
24. The HR Agency shall indemnify TNCDW against any loss or damage of goods/Materials /Equipment etc., on account of negligence or fault of any employees engaged by the service provider.
25. The HR Agency shall not assign, transfer, pledge or sub contract the 'HR Service' without the prior written consent of this office.
26. Either party can terminate the agreement by giving one months' notice in advance.
27. The employees of the HR Agency shall not form / join any labour union or resort to strike or demonstration or any other agitation nature.
28. The employees provided by the HR Agency must not act against the interest of TNCDW. The employees shall not divulge or disclose to any person, any details, of office, operational process, technical know-how, security arrangements and administrative/organizational matters.
29. The HR Agency shall immediately withdraw/replace such employees who are found not suitable by TNCDW for any reasons. TNCDW reserves every right to order the HR Agency to withdraw/replace/curtail reduce any number of outsourced employees in all the categories / the working hours of the engagement of any employee supplied by the HR Agency.
30. The HR Agency shall be contactable at all times and message sent by phone/email/fax/special messenger from TNCDW should be promptly responded to in fulfilment of the contract from time to time.
31. TNCDW will issue the list of candidates to be engaged by the manpower agency for the above mentioned positions, after conducting defined screening process for those sponsored by the HR Agency.

32. It shall be the responsibility of the HR Agency to verify character and contract, criminal antecedents of the candidates provided well before the issue of engagement order.
33. It shall be the responsibility of the HR Agency to ensure the required Educational /Qualification / Technical qualification of the candidates meant for a given position which will be provided by TNCDW from time to time.

Sd/-

Managing Director

//Forwarded by Order//

Manager (Admin)

5/1/26