

**OFFICE OF THE ADDITIONAL PRINCIPAL CHIEF CONSERVATOR OF FORESTS  
& DIRECTOR, ARIGNAR ANNA ZOOLOGICAL PARK, VANDALUR**

**Calling Sealed Quotation**

Sealed Quotations are invited from *reputed Manpower Agencies/Service Providers to provide the services of Manpower on outsourcing basis* for day to day official work in the office of the Additional Principal Chief Conservator of Forests & Director, Arignar Anna Zoological Park, Vandalur having GST Certificate, EPF/ ESI/PAN Card.

The document shall only be downloaded from the official website [www.aazp.in](http://www.aazp.in) & submitted within the due date.

The last date of receipt of Quotation document is **30.05.2022 up to 5.00 P.M** at O/o the Additional Principal Chief Conservator of Forests & Director, Arignar Anna Zoological Park, Vandalur, Chennai – 600 048 by Registered Post / Speed Post. The Additional Principal Chief Conservator of Forests & Director shall not be held responsible for any postal delay.

The undersigned reserves the right to accept or reject or cancel any or all bids without assigning any reason thereof.

**Details of manpower required for day to day official work in the office of the Additional Principal Chief Conservator of Forests & Director, Arignar Anna Zoological Park, Vandalur .**

Sl. No.	Manpower Type	No. of Persons
1	Casual Labours for animal maintenance, clearing works, garbage collection & Disposal, BOV operation, Night security, fodder bank maintenance, toilet maintenance, feed distribution & cleaning, Veterinary hospital maintenance, ticket counter operation, screening & checking, cloak room maintenance, butterfly park maintenance, plumbing assistant, parking area maintenance, etc.,	193 Nos
2	Welder	1 No
3	Lab Assistant	1 No
4	Drivers	5 Nos
5	Elephant man	2 Nos
6	Plumber	1 No
7	Electrical assistant	4 Nos
8	Computer operator	10 Nos
	<b>Total</b>	<b>217 Nos</b>

**Sd/- Srinivas R Reddy**

Additional Principal Chief Conservator  
of Forests & Director,  
Arignar Anna Zoological Park,  
Vandalur, Chennai – 48

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 Senior Draughting Officer

## SCOPE OF WORK AND GENERAL INSTRUCTION FOR BIDDERS

1. The Arignar Anna Zoological Park, Vandalur requires the services of reputed, well established and financially sound Manpower Service Providers to provide Manpower services on outsourcing basis for routine work of the office assigned to them.
2. The contract for providing the aforesaid manpower is for one year. The period of the contract may further be extended beyond one year subject to requirement and satisfactory performance of the agency. The contract may be curtailed / terminated before end of contract period owing to insufficiency in service or substandard quality of manpower deployed by the selected Service Provider or because of change in Principal requirement.
3. The interested Manpower Service Providers may submit the Sealed Quotation document filled in all respect along with Earnest Money Deposit (EMD) of Rs.30000/- (Rupees Thirty Thousand only) and other requisite documents on or **before 30.05.2022 at 5.00 p.m.** in the Office of the Additional Principal Chief Conservator of Forests & Director, Arignar Anna Zoological Park, Vandalur, Chennai – 600 048

The bidders should download the Quotations from Website [www.aazp.in](http://www.aazp.in)

The various dates relating to Quotation for Providing Manpower Services to the Arignar Anna Zoological Park, Vandalur are cited as under.

- (a) Period of downloading of Tender documents: From **27.05.2022** onwards.
- (b) Date for submission of Tender Documents: From **29.05.2022** to **30.05.2022** up to **5.00 P.M** ( By Regd. Post / Speed Post ).
- (c) Date and time for opening of :
  - (i) Technical Bids: **31.05.2022 at 11.00 AM.**
  - (ii) Financial Bids of eligible Bidders: **31.05.2022 at 3:00 P.M.**
4. The tender envelopes should be superscripted "Quotation for providing Manpower Services "and it must be sealed.
5. The Earnest Money, Deposit (EMD) Rs.30000/- ( Rupees Thirty Thousand only), refundable ( without interest ) should be necessarily accompanied with the Technical Bid of the Service Provider in the form of Demand Draft/Pay Order drawn in favour of Additional Principal Chief Conservator of Forests & Director Arignar Anna Zoological Park, payable at Vandalur failing which the Quotation shall be rejected.
6. The successful Quotationer will have to deposit a Performance Security of Rs.60,000/- ( Rupees Sixty thousand only) in the form of Bank Guarantee from any Nationalized Bank in favour of the Additional Principal Chief Conservator of Forests & Director, Arignar Anna Zoological Park, Vandalur covering the period of contract. In case the contract is further extended beyond the initial period, the Bank Guarantee will have to be renewed accordingly by the successful Quotationer.
7. Conditional bids shall not be considered and will be out rightly rejected.
8. All entries in the Quotation form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the financial Bid form. In such cases, the Quotation shall be summarily rejected. However, the cuttings, if any, in the Technical Bid must be initialed person authorized to sign the Quotation.

9. The Technical Bids shall be opened on the scheduled date and time, in the office of the Additional Principal Chief Conservator of Forests & Director, Arignar Anna Zoological Park, Vandalur in presence of the authorized representatives of the Manpower Service Providers, if any, who wish to be present on the spot at that time.
10. The Additional Principal Chief Conservator of Forests & Director, Arignar Anna Zoological Park, Vandalur reserves the right to accept / reject or cancel any or all bids without assigning any reason thereof.

**TECHNICAL REQUIREMENTS FOR THE QUOTATIONING MANPOWER SERVICE PROVIDER**

1. The Manpower Service Provider should fulfil the following technical specifications.
  - a. The registered office of the Manpower Service Provider should be located within Tamil Nadu
  - b. The Service Provider for Manpower should have experience in providing Manpower Services to (Central/State) Government/PSU Departments. Proof of the successful execution of work from competent authority is to be enclosed.
  - c. The Manpower Service Provider should have own Bank Account.
  - d. The Manpower Service Provider should be registered with GST departments and should have valid GST Registration Number.
  - e. The Manpower Service Provider should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Acts.
  - f. The Manpower Service Provider should be registered with Labour Department, i.e. License under Contract Labour (Regulations and Abolition) Act,1970.
  - g. The Service Provider should be a financially sound party and his annual turnover should not be less than Rs.50,00,000/- (Rupees Fifty lakhs only). Copy of audited financial statement for the financial year 2021- 2022 should be attached.

**Sd/- Srinivas R Reddy,**  
**Additional Principal Chief Conservator**  
**of Forests & Director,**  
 Arignar Anna Zoological Park,  
 Vandalur, Chennai – 48.

C.No :5874/2021/D1 dt. 20.05.2022.

1. Reputed Manpower Agencies/Service providers to provide the services of Manpower on outsourcing basis.
2. Copy submitted to the Principal Chief Conservator of Forests and Chief Wildlife Warden for favour of kind information
3. Copy to Director, Deputy Director, Arignar Anna Zoological Park.
4. Copy to all Rangers, Arignar Anna Zoological Park.
5. Copy to Notice Board

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 Senior Draughting Officer

