

**THE TAMILNADU COOPERATIVE MILK PRODUCERS' FEDERATION
LTD
NANDANAM: MARKETING UNIT: CHENNAI - 35**

Ref No.1349/AGME/PM/Engg/2023

Dated: 25.03.2025

To

List Enclosed

Sir,

Sub: [TCMPF Ltd](#) – G.M Marketing. – Corporate Office - Parlour Maintenance Section [Engg.] – Engaging of manpower contract to provide two electrical - technician personal on contract with the qualification of ITI or above with 'B' license for Parlour Maintenance Section [Engg.] to Strengthening the electrical- technician manpower for one year– [Sealed](#) quotation called for - Reg

Quotations are invited for Engaging of manpower contract to provide two electrical – technician personal on contract with the qualification of ITI or above with 'B' license for Parlour Maintenance Section [Engg.] Nandanam.

S.N.	Location	No of Person
1	Technical Assistance (ITI or above) with 'B' license	02

Hence we request you to quote your rate inclusive of GST observing minimum wages, conveyance charges and EPF & ESI etc., and send it to this office on or [before 03.04.2025](#). The cover should be superscribed as **“QUOTATION FOR TWO ELECTRICAL - TECHNICIAN PERSONAL ON CONTRACT WITH THE QUALIFICATION OF ITI OR ABOVE with 'B' LICENSE FOR PARLOUR MAINTENANCE SECTION [ENGG.]”**.

Terms & conditions of the quotationer and scope of work is enclosed herewith for further reference.

General Manager (Mkg)

**THE TAMILNADU CO-OPERATIVE MILK PRODUCERS' FEDERATION LTD
3-A, PASUMPON MUTHURAMALIGANAR SALAI, NANDANAM, CH-35**

**ENGAGING OF TWO ELECTRICAL - TECHNICIAN PERSONAL ON
CONTRACT WITH THE QUALIFICATION OF ITI OR ABOVE WITH 'B'
LICENSE FOR PARLOUR MAINTENANCE SECTION [ENGG.]**

TERMS AND CONDITIONS

The quotationer should supply the required manpower as per the prescribed terms and conditions.

- 1) The quotationer shall not deploy anyone below 18 years of old and above 40 years of old. Legal or statutory liability for employing anyone below 18 years will be faced by the quotationer.
- 2) The quotationer should provide neat and clean uniform to their employees along with nameplates and identity cards. No person will be allowed to work without Uniform and Identity Card. (as per factory standards and safeties).
- 3) The quotationer should replace the manpower, when they are not discharging their duties satisfactorily, within 3 days from the date of intimation by the concerned section.
- 4) All statutory compliance like payments in respect of EPF, ESI etc. will be made by the quotationer.
- 5) Working hours will be as follows

General shift : 09.30am to 05.30pm

The tenderer should deploy the workmen in the above shifts based on the requirement of the concerned section. The personnel may be required to discharge their functions beyond these working hours if required for which no over-time wages will be paid. The rate quoted per person per month shall be applied for all shifts mentioned above.

- 6) If, for any reason the personnel deployed by the tenderer proceeds on leave, he/she should properly intimate the Controlling Officer and the quotationer shall provide a substitute in case of absence exceed 5 days.
- 7) **Payment:** Payment will be made on monthly basis. The tenderer should submit claim bill every month on or before 5th of every month through the respective officers duly certified from them. It will be settled on or before 10th of every month.
- 8) The required number of workmen should be available on all days (Monday to Saturday). Rotational arrangements for Weekly holidays, National and festival holidays, etc. to be made by the quotationer.
- 9) **Liability:** The quotationer should be responsible for any theft or loss / damage by the technical persons during the working hours, and necessary cash insurance should be provided.

Signature of the witness
With Date & Address

Signature
with Date & Seal

Scope of work

The Federation is interested in engaging of two electrical - technician personal on contract with the qualification of ITI or above with 'B' license for Parlour Maintenance Section [Engg.] to attend the following works.

The period of contract is for one year from the date of awarding of the contract.

- They have to attend to all routine works / Field works, assigned to him by the Engg. / Parlour Maintenance Section.
- They have shall have minimum educational qualification ITI or above with 'B' license.
- Shall clean the Bottle coolers, deep freezers, Visicoolers and all machineries regularly.
- They have to assist during loading and unloading of machineries for shifting of machineries / equipments from Nandanam workshop to various Aavin outlets / Hi-tech parlours and vice versa.
- Defects / faults to be attended in the Refrigeration machines / Electrical equipments /gadgets at various Aavin outlets.
- They shall operate the machines / equipments as per procedure / work instructions
- Shall attend preventive / breakdown maintenance based on the complaints received from the milk parlours / Zonal offices / Hi-tech parlours etc.,
- They should have to attend to all the complaints given to him without omission.
- They have to report for duty six days a week with one day weekly off.
- Overhauling of condensing fan motors etc., in Deep Freezers and bottle coolers installed at parlours.
- Attending to all works assigned by Federation Officers.
- Assisting in maintaining all ledgers maintained by parlour maintenance section etc.,
- All conveyance charges to attend the complaints at the milk parlour / Zonal offices / Hi-tech parlours etc., is the scope of contractor.

Signature of the witness
With Date & Address

Signature
with Date & Seal