



Government of Tamil Nadu
Department of Employment and Training

Expression of Interest (EOI)
for
Empanelment of Outsourcing Agencies / Manpower Agencies and
Human Resource Consultants in Tamil Nadu Private Job Portal

Issued By:

The Director
Department of Employment and Training
Thiru . Vi. Ka Industrial Estate,
Guindy,
Chennai – 600 032

Date of Issue:

Last date for submission:

1. Introduction

The Tamil Nadu Private Job Portal www.tnprivatejobs.tn.gov.in connects Employers and Job seekers and facilitates fulfillment of manpower requirements of Employers in Private Sector. Employers including Micro, Small, Medium Enterprises and large scale industries register and select the manpower as per their requirements, likewise the registered job seekers can also select the employers as per their expectation such as range of salary / area of work / qualification and desire.

2. Objective

The basic objective of the Expression of Interest (EOI) is to empanel Outsourcing Agencies, Manpower Agencies and Human Resource Consultants to facilitate, strengthen and regulate the employment opportunities of Job seekers registered in the Tamil Nadu Private Job Portal. The Department of Employment and Training represented by the Director will enter into a Memorandum of Understanding (MOU) with the empanelled Outsourcing Agencies, Manpower Agencies and Human Resource Consultants to implement the above objective.

3. General terms and conditions

3.1 Applicable Laws

- a) The Empanelment Process shall be governed by, and construed in accordance with, the laws of India and the Courts at Chennai shall have exclusive jurisdiction over all disputed arising under, pursuant to and /or in connection with the empanelment process.
- b) The Outsourcing Agencies / Manpower Agencies and Human Resource Consultants shall undertake to observe, adhere to, abide by, comply with and notify the Department about all laws in force or as are or as made applicable in future related to salary / wages, working conditions and Labour laws wherever applicable.

3.2 Confidentiality

1. Information relating to the examination, clarification, evaluation and recommendation of the Outsourcing Agencies / Manpower Agencies and Human Resource Consultants shall not be disclosed to any person who is not officially concerned with the process.
2. Director of Employment and Training will treat all information, submitted as part of the Proposal in confidence and will require all those who have access to such material to treat the same in confidence.

3.3 Ethical Standard

Tamil Nadu Private Job Portal requires that Outsourcing Agencies / Manpower Agencies and Human Resource Consultants observe the highest standards of ethics while applying for the Expression of Interest (EOI).

If it is noticed that the Outsourcing Agencies / Manpower Agencies and Human Resource Consultants has indulged in Corrupt or Fraudulent or Collusive or Coercive or Obstructive practices in the above process,

- i. Proposal for empanelment will be rejected, if it is confirmed that the Outsourcing Agencies / Manpower Agencies and Human Resource Consultants, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive or obstructive practices for the empanelment.
- ii. It will be a sufficient ground for Director of Employment and Training in future to terminate the MOU and initiate black listing of the empanelled Outsourcing Agencies / Manpower Agencies and Human Resource Consultants.

3.4 General Terms of Proposal Submission

1. Each Outsourcing Agencies / Manpower Agencies and Human Resource Consultants must submit a single proposal.
2. Sub-contracting, sub-letting, franchisee arrangement of any kind for placement of Employment with any other agency is not permitted.
3. One Application per Outsourcing Agencies / Manpower Agencies and Human Resource Consultants can cover multiple districts.

3.5 Eligibility Criteria

Outsourcing Agencies / Manpower Agencies & Human Resource Consultants:

1. Financial results of past three years supported by audited accounts and Income Tax Certificate for last three years along with Certificate of Registration, PAN, GST, Annual Turnover registration etc. be submitted.
2. The details of Tie-ups with the Companies/ Industries for which manpower requirements will be provided. .
3. Past 3 years record of placement activities undertaken by the Outsourcing Agencies / Manpower Agencies & Human Resource Consultants.
4. Process or Methodology adopted for short-listing the candidates to the prospective vacancies of the employers.

5. Any other recruitment / Human Resource related activities performed under any Government projects / schemes, if applicable may be submitted.
6. Applicants should ensure that they satisfy all the relevant conditions of eligibility while applying for the EOI.
7. Feedback from the clients and the candidates who have been successfully placed in the Private Sector.
8. Relevant Documents to be produced in support of the above details.

3.6 Placement

1. Outsourcing Agencies / Manpower Agencies and Human Resource Consultants should not collect any fees or remuneration from the Job seekers for placement.
2. All kind of placements to be promptly updated in the Private Job Portal in the prescribed format.
3. The details of placements should be given on time without any delay.
4. The resume or candidate profiles and related data should not be used for any other purpose other than referring to Employers.
5. Failure to adhere to the Memorandum of Understanding (MOU) will result in blacklisting the Agency.
6. Post-Placement Tracking details to be maintained for all placed candidates for not less than 3 months and updated the prescribed format in the Tamil Nadu Private Job Portal.

3.7 Amendments to Memorandum of Understanding:

Director of Employment and Training may at any time order the empanelled agencies to make changes within the general scope of the MOU, in any one or more of the following:

1. The minimum requirements of service delivery like minimum salary, etc.
2. The related services to be provided by the empaneled Outsourcing Agencies / Manpower Agencies and Human Resource Consultants for the benefit of the placed candidates.

4. Right to accept or reject the Proposals

1. Notwithstanding anything contained in this EOI, Director of Employment and Training reserves the right to accept or reject any proposal and to annul the empanelment process and reject all proposals at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons thereof.

2. In case it is found during the evaluation of proposals or at any time before signing of the Agreement or after its execution and during the period of subsistence thereof, that one or more of the pre-qualification conditions have not been met by the Outsourcing Agencies / Manpower Agencies and Human Resource Consultants or that the Outsourcing Agencies / Manpower Agencies and Human Resource Consultants has made material misrepresentation or has given any materially incorrect or false information, the Outsourcing Agencies / Manpower Agencies and Human Resource Consultants shall be disqualified forthwith and the MOU, if signed, shall be liable to be terminated by a communication in writing by Director of Employment and Training to the Outsourcing Agencies / Manpower Agencies and Human Resource Consultants, without Director of Employment and Training being liable in any manner whatsoever to the Outsourcing Agencies / Manpower Agencies and Human Resource Consultants.

5. Termination

Director of Employment and Training, at its discretion, can terminate the empanelment of an Agencies earlier than the expiry of 2/3 year period in the event of failure of Outsourcing Agencies / Manpower Agencies and Human Resource Consultants in Tamil Nadu Private Job Portal to remain eligible in view of prevailing eligibility conditions (as revised from time to time) or to perform as per terms and conditions of MOU or other relevant reasons(s) given in writing to the Outsourcing Agencies / Manpower Agencies and Human Resource Consultants.

6 Process to register as a Training Partner

Interested Outsourcing Agencies / Manpower Agencies and Human Resource Consultants should apply for EOI to the Director, Directorate of Employment and Training in the prescribed format uploaded in the Tamil Nadu Private Job Portal www.tnprivatejobs.tn.gov.in.

The filled in application along with relevant documents should be submitted to the below mentioned address by post within the last date for submitting the Expression of Interest.

The Director,
Directorate of Employment and Training,
No: 16 Alandur Road,
Thiru. Vi. Ka Industrial Estate,
Guindy, Chennai – 600 032.
Contact No: 044-22500900
044-22500911.

7. Addenda:

- Any Addendum thus issued will be uploaded in the website www.tnprivatejobs.tn.gov.in. Director of Employment and Training will post the addendum/replies to the queries on the Director of Employment and Training website without identifying the source of queries.
- In order to afford the Outsourcing Agencies / Manpower Agencies and Human Resource Consultants a reasonable time for taking an Addendum into account, or for any other reason may be extended. Director of Employment and Training may, at its own discretion, extend the timelines mentioned having due regard for the time required by the Outsourcing Agencies / Manpower Agencies and Human Resource Consultants to address such amendment.

8. Force Majeure

For purposes of this clause, Force Majeure means an event or situation beyond the control of the successful Outsourcing Agencies / Manpower Agencies and Human Resource Consultants that is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of the empanel Outsourcing Agencies / Manpower Agencies and Human Resource Consultants. Such events may include, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

9. Disclaimer

1. Director of Employment and Training reserves the right to reject any or all of the EOIs submitted in response to this EOI document at any stage without assigning any reasons whatsoever.
2. Director of Employment and Training also reserves the right to hold or withdraw or cancel the process at any stage under intimation to the Outsourcing Agencies / Manpower Agencies and Human Resource Consultants who submit the EOI.
3. Director of Employment and Training reserves the right to modify or amend or add to any or all of the provisions of this EOI document or cancel the present Invitation and call for fresh Invitations.
4. Neither Director of Employment and Training nor their employees will have any liability in case of non-receipt of any correspondence from them to the Outsourcing Agencies / Manpower Agencies and Human Resource Consultants due to network problems or any other system related issues.

5. Director of Employment and Training shall reject an application without being liable in any manner whatsoever to the Agency, if it determines that the Agency has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent, practice, coercive practice, undesirable practice or restrictive practice in the application process.

“Fraudulent practice” means a misrepresentation or omission of facts or suppression of facts or disclosure of incomplete facts, in order to influence the application process.

“Undesirable practice” means (i) establishing contact with any person connected with or employed or engaged by the Director of Employment and Training with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Application Process.