

TNSDC	TAMIL NADU SKILL DEVELOPMENT CORPORATION (A Government of Tamil Nadu Undertaking)
Rate Contract Tender	Tender Document
	Empanelment of Manpower Agencies on Service charge and Rate Contract basis for various categories / Resources including Professionals.
	<u>Tender Reference</u> TNSDC / 1522 / SDC4 / 2022, dt: 01.04.2022
	Tamil Nadu Skill Development Corporation Government of Tamil Nadu (Undertaking) 1st Floor, Employment Office, Alandur Road, Thiru Vi Ka Industrial Estate Guindy, Chennai 600 032 Website: www.tenders.tn.gov.in Email: pdti@tnsdc.in Tel: 044-2250 0107

TABLE OF CONTENT

<u>Know Your Rights</u>	5
<u>Letter of Undertaking</u>	6
1. TENDER DOCUMENT	8
1.1. Preamble	8
<u>2. Tender Schedule</u>	9
<u>3. General Instructions</u>	11
3.1 General	11
3.2 Clarifications in the Tender	12
3.3 Amendments to the Tender	12
3.4 Language of the Bid	13
3.5 Bid Currency	13
3.6 Contacting Tender Inviting Authority	13
3.7 Force Majeure	13
3.8 Dispute and Jurisdiction	14
4. Eligibility Criteria	15
<u>5. Bid Preparation and Submission</u>	17
5.1 Tender Procedure	17
5.2. Cost of Bidding	18
5.3. Availability of Tender Document	18
5.4. Earnest Money Deposit (EMD)	18
5.5. Tender Fee Charges	18
5.6 Letter of Authorization	19
5.7. Two Part Bidding	19
5.8 Bid closing date and time	22
5.9 Withdrawal of bids	22
<u>6. Tender Opening and Evaluation</u>	22
6.1 Technical Bid Opening	22
6.2 Bid Validity	22
6.2a Rate Contract Validity	23
6.3 Initial Scrutiny	23
6.4 Clarifications by TNSDC	23
6.5 Tender Evaluation	24
6.5.1. Suppression of facts and misleading information	24
6.5.2 Technical Bid Evaluation	24
6.5.3 Price Bid Evaluation	25
6.6. Negotiations with Successful Bidder of Manpower Agencies	26
6.7 Award of Contract	27
6.8 TNSDC reserves the right to:	28
<u>7. Execution of Work</u>	28
7.1 Acceptance of Tender and Withdrawal	28
7.2 Letter of Acceptance (LOA)	28
7.3 Payment of Security Deposit (SD)	29
7.4 Execution of Contract	29
7.5 Release of Work Order and implementation of contract	30
7.6 Refund of (EMD)	30
7.7 Release of SD	30

Tender Ref: TNSDC / 1522 / SDC4 / 2022 dt: 01.04.2022

<u>7.8</u>	<u>Forfeiture of EMD and SD</u>	30
<u>7.9</u>	<u>Termination of Contract</u>	31
<u>7.9.1</u>	<u>Termination for default</u>	31
<u>7.9.2</u>	<u>Termination for Insolvency</u>	31
<u>7.9.3</u>	<u>Termination for Convenience</u>	31
<u>7.10.</u>	<u>Execution of Work Order</u>	32
<u>7.11</u>	<u>Assigning of Tender whole or in part</u>	32
<u>7.12</u>	<u>Liquidated Damages and Penalty:</u>	32
<u>7.13</u>	<u>Other Conditions</u>	33
<u>8.</u>	<u>Validity on Contract and Service Charge</u>	33
<u>9.</u>	<u>Payment Terms</u>	34
<u>10.</u>	<u>SELECTION, DEPLOYMENT AND MANAGEMENT OF RESOURCES:</u>	37
<u>11.</u>	<u>CATEGORIES</u>	42
<u>12.</u>	<u>Deviations</u>	46
<u>13.</u>	<u>Rejection Criteria</u>	46
<u>14.</u>	<u>Emoluments</u>	47
<u>15.</u>	<u>Requirement of Manpower</u>	47
<u>16.</u>	<u>Selection Process</u>	47
<u>17.</u>	<u>Placement</u>	48
<u>18.</u>	<u>Payroll</u>	48
<u>19.</u>	<u>Payment of Contract Payment to the Resources</u>	48
<u>20.</u>	<u>Withdrawal of Manpower</u>	48
<u>21.</u>	<u>Statutory Compliance</u>	48
<u>22.</u>	<u>Working Days and Working Hours</u>	49
<u>23.</u>	<u>Other special Conditions</u>	49
	<u>Annexure – 1 Sample Form of Agreement</u>	50
	<u>Roles and Responsibilities of the incumbent</u>	51
	<u>Annexure -2 BANK GUARANTEE FORMAT</u>	56
	<u>Annexure – 3 Instructions TO BIDDERS</u>	58
	<u>Annexure-4 Format for Clarifications / Amendments</u>	59
	<u>Annexure-5 TECHNICAL BID</u>	61
	<u>1. Check list for Enclosures</u>	61
	<u>2. Profile of the Company</u>	63
	<u>3. Details in support of Eligibility Criteria</u>	65
	<u>4. List of major Companies where manpower is supplied in Tamil Nadu, other than Tamil Nadu</u>	67
	<u>5. Declaration</u>	68
	<u>Annexure – 6 PRICE BID</u>	70

Acronyms and Definitions

DSC	Digital Signature Certificate
EMD	Earnest Money Deposit
GST	Goods and Services Tax
IPR	Intellectual Property Rights
ISO	International Organization for Standardization
IT	Information Technology
LD	Liquidated Damage
LOA	Letter of Acceptance
OSA	Outsourcing Agency
SD	Security Deposit
SPOC	Single Point of Contact

Know Your Rights

1. ALL TENDERS WILL BE OPENED ONLY IN THE PRESENCE OF THE BIDDERS.
2. THE BIDDERS HAVE A RIGHT TO INSIST ON PROCESSING OF TECHNICAL BIDS IN THE BIDDERS PRESENCE ONLY.
3. PLEASE INSIST ON YOUR RIGHTS AND AVAIL THE SAME.

**Sd/xxx
MANAGING DIRECTOR
TNSDC**

Letter of Undertaking

To

Managing Director

Tamil Nadu Skill Development Corporation

Government of Tamil Nadu Undertaking

1st Floor, Integrated Employment Office Building,

Alandur Road, Thiru Vi Ka Industrial Estate,

Guindy, Chennai,

Tamil Nadu – 600 032

Sir,

Sub: Undertaking for participating in TNSDC Manpower Tender –
Reg.

Ref: Tender No. TNSDC / 1522 / SDC4 / 2022,dt:01.04.2022

I/We ----- have gone through fully the Terms and Conditions, Scope of Work and Specification and will abide by them as laid down (Tender Documents, Technical bid and Price Bid)

I/We ----- hereby confirm that our Company was not blacklisted by any State Government/ Central Government/ Public Sector Undertakings during the last three years. We also hereby confirm that our EMD/SD was not forfeited by any State Government / Central Government / Public Sector Undertakings during the last three years due to our non-performance, non-compliance with the tender conditions etc.

I/We ----- hereby declare that all the particulars furnished by us in this Tender are true to the best of my/our knowledge and we understand and accept that if at any stage, the information furnished is found to be incorrect or false, we are liable for disqualification from this tender and also are liable for any penal action that may arise due to the above.

I/We _____ certify that we are liable and responsible for any disputes arising out of Intellectual Property Rights.

In case of violation of any of the conditions above, I/Weunderstand that I/ We are liable to be blacklisted by TNSDC / Government of Tamil Nadu undertaking for a period of Three years.

Yours faithfully

for _____

Name, Signature

Designation

Seal

Note:

- 1) Declaration in the company's letter head should be submitted as per format given above
- 2) If the bidding firm has been blacklisted by any State Government/ Central Government/ Public Sector Undertakings earlier, then the details should be provided.

1. TENDER DOCUMENT

1.1. Preamble

TAMIL NADU SKILL DEVELOPMENT CORPORATION (TNSDC), a Government of Tamil Nadu Undertaking, is registered as a section '8' Companies act. TNSDC has been established to transform the state into skill hub of the country by providing short term and long term skill training to the youth leading to gainful employment.

This tender calls for bids for Selection of Outsourcing Agencies on Service charge and Rate Contract basis for various categories / Resources.

Short Titles used in the Tender Document:

- 1) **Bidder:** Bidder means the party who makes a formal offer in pursuance of the tender floated.
- 2) **Successful Bidder:** Successful Bidder means the Bidder who becomes successful through the tender process.
- 3) **Day:** A day means a calendar day.

IMPORTANT NOTICE

This Tender Process is governed by the Tamil Nadu Transparency in Tenders Act, 1998 and the Tamil Nadu Transparency in Tenders Rules, 2000 as amended from time to time.

In case of any conflict between the terms and conditions in the Tender Document and the Tamil Nadu Transparency in Tenders Act, 1998 and the Tamil Nadu Transparency in Tenders Rules, 2000, the Act and Rules shall prevail.

Tender Schedule

TAMIL NADU SKILL DEVELOPMENT CORPORATION (TNSDC)

1.	Tender inviting Authority, Designation and Address	The Managing Director Tamil Nadu Skill development corporation A Government of Tamil Nadu Undertaking 1 st Floor, Integrated Employment Office Building, Alandur Road, Thiru Vi Ka Industrial Estate, Guindy, Chennai, Tamil Nadu – 600 032 Email: pdti@tnsdc.in www.tnskill.tn.gov.in
2.	Tender Accepting Authority.	Managing Director, Tamil Nadu Skill Development Corporation
3.	A) Name of the Work	Selection of Manpower Agencies on Service charge and Rate Contract basis for various categories / Resources including Professionals.
	B) Tender reference	TNSDC tender documents TNSDC / 1522 / SDC4 / 2022, dt:01.04.2022
	C)Place of execution	Manpower to meet the requirement arising from time to time during the contract period, who are to be deployed throughout Tamil Nadu.
4.	Tender documents available place	Tender documents can be freely downloaded from http://www.tenders.tn.gov.in/ and www.tnskill.tn.gov.in till the closing date and time of the Tender.
5.	Tender Fee	Rs.1,000/- plus GST 18% should be paid in the form of DD in favour of Tamil Nadu Skill Development Corporation, Guindy, Chennai – 32 and drawn on a Nationalized bank / Scheduled Bank payable at Chennai.
6.	Earnest Money Deposit (EMD)	EMD should be submitted along with RFP in the form of DD for Rs. 25,000/- in favour of Tamil Nadu Skill Development Corporation, Guindy,

Tender Ref: TNSDC / 1522 / SDC4 / 2022 dt: 01.04.2022

		Chennai – 32 and drawn on a Nationalized bank / Scheduled
7.	Tender submission	Two Part Tender comprising of Technical Bid and Price Bid should be submitted to the following address: TAMIL NADU SKILL DEVELOPMENT CORPORATION Integrated Employment Offices Campus (1st Floor) Thiru. Vi Ka Industrial Estate, Guindy, Chennai-600 032. Tel: 044 – 22500107
10.	Pre-bid meeting	Bidders should attend the Pre-bid meeting scheduled on <u>13.04.2022 @ 03.00 PM.</u> TAMIL NADU SKILL DEVELOPMENT CORPORATION Office Conference hall, Integrated Employment Offices Campus (1st Floor) Thiru. Vi .Ka Industrial Estate, Guindy, Chennai-600 032, Tel: 044 – 22500107 Email: pdti@tnsdc.in Website: https://www.tnskill.tn.gov.in Bidders shall send their queries in the prescribed format on or before <u>11.04.2022</u> to the email id: pdti@tnsdc.in . It may be noted that the queries received after the above mentioned date will not be considered.
11.	Due Date, Time and Place of submission of Tender	25.04.2022 @ 03.00 PM The submission can be done by hand/ courier/ registered post/ speed post: Address: TAMIL NADU SKILL DEVELOPMENT CORPORATION Integrated Employment Offices Campus (1st Floor) Thiru. Vi .Ka Industrial Estate, Guindy, Chennai-600 032, Tel: 044 – 22500107 Email: pdti@tnsdc.in Website: https://www.tnskill.tn.gov.in
12.	Date, Time and Place of opening of the Technical Bids	25.04.2022 @ 03.30 PM at the address mentioned in Row (1) above.

13.	Date, Time and Place of opening of Price Bids	Will be intimated only to the Technically Qualified Bidders.
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3. General Instructions

3.1 General

a) The Bidders are requested to examine the instructions, terms and conditions and specifications given in the Tender. Failure to furnish all required information in every aspect will be at the Bidder's risk and may result in the rejection of bid.

b) It will be imperative for each Bidder(s) to familiarize itself with the prevailing legal situations for the execution of contract. TNSDC shall not entertain any request for clarification from the Bidder regarding such legal aspects of submission of the Bids.

c) It will be the responsibility of the Bidder that all factors have been investigated and considered while submitting the Bids and no claim whatsoever including those of financial adjustments to the contract awarded under this tender will be entertained by TNSDC. Neither any time schedule nor financial adjustments arising thereof shall be permitted on account of failure by the Bidder to appraise themselves.

d) The Bidder shall be deemed to have satisfied itself fully before Bidding as to the correctness and sufficiency of its Bids for the contract and the price quoted in the Bid to cover all obligations under this Tender.

e) It must be clearly understood that the Terms and Conditions are intended to be strictly enforced. No escalation of cost in the Tender by the Bidder will be permitted throughout the period of completion of contract.

f) Any bidder who is blacklisted by any Government Departments in Tamil Nadu for the last three years, will not be eligible to bid for the Tenders of TNSDC, as per the conditions of blacklisting.

g) In case show cause notice has been issued by any Government Department for poor performance then TNSDC reserves the right to disqualify the bid submitted by such Bidder.

3.2 Clarifications in the Tender

a) A prospective Bidder requiring any clarification in the Tender may notify TNSDC by letter or by E-mail to **Email: pdti@tnsdc.in**

on or before **11.04.2022**. We encourage paper free e-mail Communication.

b) The responses to the clarifications will be notified in the websites by means of Corrigendum to the Tender Document. It would be advantageous to commence e-mail contact with **Email: pdti@tnsdc.in**

3.3 Amendments to the Tender

a) Before closing of the Tender, clarifications and amendments if any will be notified in the websites mentioned in the Tender Schedule. The Bidders have to periodically check for the amendments or corrigendum or information in the websites till the closing date of this Tender. TNSDC will not make any individual communication and will in no way be responsible for any ignorance pleaded by the Bidders.

b) No clarifications would be offered by TNSDC 48 hours prior to the due date and time for opening of the Tender.

c) Before the closing of the Tender, TNSDC may amend the Tender document as per requirements or wherever TNSDC feels that such amendments are absolutely necessary.

d) Amendments may also be given in response to the queries by the prospective Bidders.

e) Such amendments will be notified in the websites mentioned in the Tender schedule.

f) TNSDC at its discretion may or may not extend the due date and time for the submission of bids on account of amendments.

g) TNSDC is not responsible for any misinterpretation of the provisions of this tender document on account of the Bidders failure to update the Bid documents on changes announced through the website.

3.4 Language of the Bid

The bid prepared by the Bidder as well as all correspondence and documents relating to the bid shall be in English only. The supporting documents and printed literature furnished by the bidder may be in another language provided they are accompanied by an accurate translation in English duly notarized, in which case, for all purposes of the bid, the translation shall govern. Bids received without such translation copy are liable to be rejected.

3.5 Bid Currency

Price should be quoted in Indian Rupees (INR) only and Payment shall be made in Indian Rupees only.

3.6 Contacting Tender Inviting Authority

- a) Bidders shall not make attempts to establish unsolicited and unauthorized contact with the Tender Inviting Authority, Tender Committee, after opening of the Tender and prior to the notification of the Award and any attempt by any Bidder to bring to bear extraneous pressures on the Tender Accepting Authority shall be sufficient reason to disqualify the Bidder.
- b) Notwithstanding anything mentioned above, the Tender Inviting Authority or the Tender Accepting Authority may seek bonafide clarifications from Bidders relating to the tenders submitted by them.

3.7 Force Majeure

The Successful Bidder shall be liable to the other for any delay or failure in the performance of their respective obligations due to causes or contingencies beyond their reasonable control such as:

- Natural Pandemic phenomena including but not limited to earthquakes, floods and epidemics.
- Acts of any Government authority domestic or foreign including but not limited to war declared or undeclared, priorities.
- Accidents or disruptions including, but not limited to fire, explosions, breakdown of essential machinery or equipment, power and water shortages.
- In such claim of Force Majeure clause, the bidder should submit the written claim, explaining the cause within 7 days of such occurrence and may be accepted by TNSDC.
- Any Other act of God.

3.8 Dispute and Jurisdiction

"Any dispute or difference, whatsoever, arising between the parties to this contract arising out of or in relation to the terms of this contract shall be resolved by the parties mutually by acting in good faith towards fulfilling the contract and for this purpose the parties mutually agree to furnish or exchange all relevant documents, information and any other material within their special knowledge and thereby conclude their discussions between them / their representatives or officers within a period of time as may be mutually agreed to say the time of commencement of the move to resolve the dispute".

"In case the parties failed to resolve the disputes amicably within the time frame agreed and in the manner stated supra, the aggrieved party shall approach the Court in Chennai city alone to the exclusion of all other Courts to adjudicate the unresolved dispute".

4. Eligibility Criteria

The Bidders should have the following Eligibility Criteria for participating in the Tender. The Bidders should enclose documentary evidence for fulfilling the Eligibility in the Technical Bid. If bidders fail to enclose the documentary proof for eligibility, their bids will be summarily rejected.

S.No	Eligibility Conditions	Documentary Proof to be submitted
1.	Bidder should be a Registered company in India under Companies Act 1956/2013 or LLP (limited liability partnership) duly registered and should have been in existence for minimum of Last Preceding three years as of December 31 st , 2022.	Certificate of Incorporation issued by the Registrar of Companies and other relevant documents Incase of LLP any relevant documents issued by the competent authority.
2.	The Bidder should have a Registered / Branch Office in Chennai and anywhere in Tamil Nadu operation for more than 3 Preceding years as of March 31 st , 2022	Address proof for telephone bill / EB Bill – one bill per quarter for past 3 years.
3.	Bidder should be certified for ISO 9001	ISO certificate mentioning the activity specifically for staffing services to be attached.
4.	The Bidder should have experience of minimum 3 years in outsourcing of manpower on contract basis as on December 31 st March 2022	Copies of Work Order / Invoices for minimum 3 years in outsourcing of manpower on contract basis as of March 31 st , 2022 to be attached
5.	Bidder should have an annual average turnover for not less than one crore in each financial year of the last three audited financial years. (i.e.2018-19, 2019-20, 2020-21)	Copies of the Audited Balance sheets and Profit and Loss account should be submitted.

Tender Ref: TNSDC / 1522 / SDC4 / 2022 dt: 01.04.2022

6.	Bidder should have experience in providing manpower for a minimum of three government departments / Government Organizations in India for a continuous period of one year from 01.04.2019 to 31.03.2022.	Copies of work order / invoices for providing manpower for a minimum of three state/Central Government Departments or Government Organizations and Units in India for a continuous period of one year, in any of the last three financial years to be attached.
7.	Bidder should have accounted a minimum revenue of Rs.50 Lakhs without GST from outsourcing of manpower (staffing services) on contract basis in any one financial year in the past three years	Copies of Work Orders/ Invoices to be attached along with certificate from Chartered Accountant.
8.	The Bidder must be registered with GST and Labour welfare department, EPFO& ESIC.	GST registration certificate and Certificate of registration with Labour department must be enclosed.
9.	The Bidder shall submit proof of single work order for deployment of manpower of having more than INR.25 Lakhs executed in the past three years.	Copy of Work Order and invoices to be attached.
10.	The Bidder should have deployed a minimum of 50 personnel spread across minimum 5 Districts in Tamil Nadu in a continuous period of one year to state / central government department or undertakings Continuously during the past three years.	Copy of Work Order and invoices to be attached along with the list of deployed resources for minimum of 50 personnel to state / central government department with locations.
11.	Bidder should have adhered to all statutory obligations especially EPFO, ESIC minimum wage requirement for their deployed resources shown as evidence against point 10 above.	a) Establishment EPFO Code No. and submit Annual Return acknowledgment for last 3 years. b) ESIC Registration No. for the establishment made to be submitted. c) Self declaration signed by the CEO/Authorized signatory of the board that no default on statutory commitment such as EPFO and ESIC during the last three years also for

		satisfactory performance during the contract period. Performance Certificate issued by EPFO and ESIC authorities are preferred.
12.	Bidder should have financial capability to handle the services by mobilizing enough funds in advance to disburse payment to the resources deployed for atleast two months (Approx Rs.50 lakhs per month) without waiting for payment from TNSDC.	Banker's certificate to this effect to be produced.

5. Bid Preparation and Submission

5.1 Tender Procedure

- a) TNSDC is advertising in <https://tenders.tn.gov.in> and <https://www.tnskill.tn.gov.in/> the bidder shall submit a signed and complete Proposal comprising the documents and forms required. The submission can be done by hand/ courier/ registered post/ speed post. TNSDC will not be responsible for any loss in transit or postal delay.
- b) The original and all the copies of the Proposal shall be placed inside of a sealed envelope clearly marked "**PROPOSAL**", "[Name of the Assignment]", reference number, name and address of the Bidder, and with a warning "**DO NOT OPEN UNTIL [INSERT THE DATE AND THE TIME OF THE PROPOSAL SUBMISSION DEADLINE].**"
- c) The sealed envelope containing the Proposal shall be placed into one outer envelope and sealed. This outer envelope shall bear the submission address, RFP reference number, the name of the assignment, Bidders name and the address, and shall be clearly

Tender Ref: TNSDC / 1522 / SDC4 / 2022 dt: 01.04.2022
marked “**Do NOT OPEN BEFORE** [insert the time and date of the submission deadline indicated in the Data Sheet]”.

- d) If the envelopes and packages with the Proposal are not sealed and marked as required, the Client will assume no responsibility for the misplacement, loss, or premature opening of the Proposal.
- b) The format of the contents of Technical Bid (Annexure 5) and Price Bid (Annexure 6) will be available in the tender document.

5.2. Cost of Bidding

The Bidders should bear all costs associated with the preparation and submission of Bids. TNSDC will in no way be responsible or liable for these charges / costs incurred regardless of the conduct or outcome of the bidding process.

5.3. Availability of Tender Document

The Tender Documents may be freely downloaded from the portals as mentioned in the Tender Schedule.

5.4. Earnest Money Deposit (EMD)

- 1 a) An EMD amount as specified in the Tender Schedule shall be paid in the form of DD along with the bid document in favour of Tamil Nadu Skill Development Corporation, Guindy, Chennai – 32 and drawn on a Nationalized bank / Scheduled bank.
- b) The EMD of the successful and unsuccessful Bidders will be returned at the expense of the Bidders within a reasonable time as per the rules and regulations in vogue. The EMD amount held by TNSDC till it is refunded to the successful and unsuccessful Bidders will not earn any interest thereof.

5.5. Tender Fee Charges

For each and every Bid submitted, a non-refundable Tender fee charges as mentioned in the Tender Schedule should be paid through NEFT/RTGS in offline mode as per the details mentioned in S.No.5 of the e-Tender

schedule. In the case of Tender Fee charges paid in advance by the bidder, but due to some reasons, the bids could not be uploaded / submitted, the Tender fee charges paid earlier will not be refunded.

5.6 Letter of Authorization

A letter of Authorization from the Board of Directors / Appropriate Authority authorizing the Tender submitting authority or a Power of Attorney shall be submitted in the bid, otherwise the Bids will be summarily rejected.

5.7 Two Part Bidding

Bidders should examine all Instructions, Terms and Conditions and Job categories given in the Tender document. Failure to furnish information required by the Bid or submission of a Bid not substantially responsive in every respect will be at the Bidders risk and may result in rejection of Bids. Bidders should strictly submit the Bid as specified in the Tender, failing which the bids will be non-responsive and will be rejected.

The Technical Bid will be examined by a committee on the basis of responsiveness to the scope of work, applying the evaluation criteria. The details and the documents provided in the Technical Bid will be taken up as reference for evaluation.

5.7.1 Technical Bid

- a) The content format of the Technical Bid will be presented in the annexure 5 and the bidder has to submit the relevant documents in the format, as required in the tender against each item. The Bidder has to verify and submit duly signed documents to TNSDC.
- b) The Technical Bid Format should not be changed or altered or tampered. If the Bid format is found to be tampered, the Bids will be summarily rejected.
- c) The Technical Bid documents uploaded should not contain any Price indications strictly; otherwise the Bids will be summarily rejected.

Tender Ref: TNSDC / 1522 / SDC4 / 2022 dt: 01.04.2022

The Technical Bid will be evaluated based on the compliances filled up in the Technical Bid and also all the terms and conditions of the tender. The tenders that do not confirm to the tender conditions and tenders from firms without adequate capabilities for execution of the work as per tender requirements shall be liable for rejection. All eligible tenders will be considered for further evaluation. The technically qualified Bidder alone will be informed of the date of opening of the Price Bid. The Price Bids of technically qualified Bidders will alone be opened and evaluated. The decision of TNSDC will be final in this regard.

Tender document that contains incomplete information are liable for rejection.

5.7.2 Price Bid

- a) The Price Bid Format will be in spread sheet format. The format should be will be presented in the annexure 6, filled in at the appropriate places indicated and then it has to be submitted against the price bid option. The Price Bid has to be verified and submit duly signed documents to TNSDC.
- b) The Price Bid Form should not be changed or altered or tampered. If the Bid form is tampered, the Bid will be summarily rejected.
- c) The Price Bid Form should not contain any conditional offers or variation clauses, otherwise the Bid will summarily be rejected.
- d) The Prices quoted shall only be in Indian Rupees (INR). The tender is liable for rejection if Price Bid contains conditional offers.
- e) The cost quoted by the Bidder shall include all cost and expenses Plus applicable taxes separately.
- f) The cost quoted by the Bidder shall be kept firm for a period specified in the Tender from the date of opening of the tender. The Bidder should keep the Price firm during the period of Contract including the period of extension of time if any. Escalation of cost will not be permitted during

Tender Ref: TNSDC / 1522 / SDC4 / 2022 dt: 01.04.2022

the said period of providing services or extended Period other than increase of taxes payable to the Governments in India within the stipulated period. The Bidders should particularly take note of this factor before submitting the Bids.

g) The Prices finalized after negotiations should be kept valid during the Rate Contract period and no escalation in the final price will be entertained.

- The Price Bids of the technically qualified Bidders alone will be opened and evaluated.
- The bidders can quote their service charges for one or multiple or all the categories of the resources.
- The Service charges exclusive of taxes quoted as percentage (%) on the monthly remuneration to be paid to the resource for each category will be the basis for deciding the L1 rates, L1 bidder for that category.
- The list of Bidder with respect to each category will be ranked in the ascending order (i.e.) Bidder quoting the lowest value of Price Bid will be ranked first and so on and lowest Price Bid offered Bidder will be called L1 Bidder for that category. The L1 Bidder will be called for further negotiations by TNSDC.

5.8 Bid closing date and time

The Bids should be submitted offline / hard copy through Courier / Post not later than the date and time specified in the Tender Schedule or Corrigendum if published. Postal and courier delays will not be entertained. Hence the Bidders should be cautious to submit the Bids well in advance to avoid disappointments.

5.9 Withdrawal of bids

Bidders can withdraw their bids submitted earlier, in case they do not want to participate in this tender, before the bid closing date and time. Bidders should note that once withdrawn, bids cannot be submitted again for this tender.

5. Tender Opening and Evaluation

6.1 Technical Bid Opening

The Technical Bid will be opened on the date and time as specified in the Tender schedule in the presence of those Bidders, who choose to be present against production of an authorization letter from the Bidding authority. A maximum of two representatives for each Bidder would be allowed to attend the Tender opening.

6.2 Bid Validity

The offer submitted by the Bidders should be valid for a period of 90days from the date of opening of the Tender as per TTT Act,

6.2a Rate Contract Validity

The Rate Contract will be valid for 2 years from the date of signing of the contract or agreement / date of release of the Work order, whichever is later. The Successful Bidder should keep the Price firm during the period of Contract including extension of Contract period if any.

6.3 Initial Scrutiny

Initial Bid scrutiny will be conducted and incomplete details as given below will be treated as non-responsive.

If Tenders are;

1. not submitted in two parts as specified in the Tender;
2. received without the Letter of Authorization;
3. received without EMD amount and e-Portal charges;
4. found with suppression of information or incomplete information; furnished with subjective and conditional offers;
5. submitted without supporting documents in compliance to the Eligibility criteria and Evaluation Criteria;
6. non- compliance of any of the clauses stipulated in the Tender; lesser validity period.

All responsive Bids will be considered for further evaluation.

The decision of TNSDC will be final in this regard.

6.4 Clarifications by TNSDC

When deemed necessary, TNSDC may seek bonafide clarifications on any aspect from the Bidder. However, that would not entitle the Bidder to change or cause any change in the substance of the Bid or price quoted. During the course of Technical Bid evaluation, TNSDC may seek additional information or historical documents for verification to facilitate decision making. In case the Bidder failed to comply with the requirements of TNSDC as stated above, such Bids may at the discretion of TNSDC, shall be rejected as technically non-responsive.

6.5 Tender Evaluation

6.5.1. Suppression of facts and misleading information

- a. During the Bid evaluation, if any suppression or misrepresentation of fact or any of its kind, is brought to the notice of TNSDC, then TNSDC shall have the right to reject the Bid and if after selection, TNSDC would terminate the contract, as the case may be, without any compensation to the Bidder and the EMD / SD, as the case may be, shall be forfeited.
- b. Bidders should note that any figures in the proof of documents submitted by the Bidders for proving their eligibility is found suppressed or erased, TNSDC shall have the right to seek the correct facts and figures or reject such Bids without assigning any reason
- c. It is up to the Bidders to submit the full set of copies of the proof documents to meet out the criteria. Otherwise, TNSDC at its discretion may or may not consider such documents.
- d. The Tender calls for full set of copies of documents to prove the Bidder's experience and capacity to undertake the project.

6.5.2 Technical Bid Evaluation

- a) Tender Committee will examine the Technical Bids against the Eligibility Criteria and Evaluation Criteria given in the Tender document. The evaluation will be conducted based on the support documents submitted by the Bidders. The documents which did not meet the eligibility criteria will be rejected and further evaluation will not be carried out for such bidders. The eligible Bidders alone will be considered for further evaluation.

Tender Ref: TNSDC / 1522 / SDC4 / 2022 dt: 01.04.2022

- b) For those Bidders who have already worked or working with any Department, their previous performance would be the mandatory criteria for selection. If any unsatisfactory performances of those Bidders are found, their Bids will be straight away rejected.

The Unsatisfactory performance is defined as

- Non responsiveness after getting the LOA or Work order.
- Delay in supply of Manpower.
- Lack of communication about the delay in providing Manpower.
- Employer's satisfaction over the performance of the employee sent by the particular agency.

6.5.3 Price Bid Evaluation

- a) The Price Bids of the Technically Qualified Bidders alone will be opened and evaluated. The Price Bid should include all expenses towards this Tender. The Price Bids will be opened in the presence of the Bidders who are all present at that time at the TNSDC Office. The Bidders or their authorised representatives (Maximum – 2) will be allowed to take part in the Price Bid Opening.
- b) Price Bid evaluation will be done as per the Tamil Nadu Transparency in Tenders Act 1998 and Tamil Nadu Transparency in Tender Rules 2000 there on.
- c) Following method of price evaluation will be adopted.
- The Price Bid Evaluation shall include State Goods and Service Tax, Central Goods and Service Tax and Integrated Goods and Services Tax. The GST rates quoted should comply with the statutory guidelines and will be paid as applicable at the time of billing.
 - The prices will be evaluated as follows and the decision of TNSDC will be final.

Tender Ref: TNSDC / 1522 / SDC4 / 2022 dt: 01.04.2022

- Partial bid is allowed.(Partial bid means that the Bidder can apply for single or multiple job categories based on their manpower supplying capabilities).
 - The bidder who quotes lowest cost/rate for individual item will be called as L1 bidder for that item. The L1 bidder will be selected based on the lowest rate quoted by the different agencies for each job category.
 - It is purely TNSDC discretion to ask the willingness of L2, L3 etc to match the L1 price and they cannot claim it as a matter of right. The decision of TNSDC will be final.
- d) All the Bidder(s), who are selected after the Price Bid evaluation will be called as Successful Bidder/s.
- e) The Successful Bidder cannot claim orders from TNSDC as a matter of right.
- f) TNSDC reserves the right to cancel the tender and retender to invite the competitive offers / quotes after a thorough analysis of the tender specification terms and conditions.

6.6. Negotiations with Successful Bidder of Manpower Agencies

- Negotiations will be conducted with the L1 Bidder for improvement in the further reduction in price.
- As this is Rate Contract Tender, more than one Bidder may be awarded contract. The original L1 Bidder will be given priority over others as per TTT Act, wherever applicable. Anyhow, if the quantum of service required within specific time frame and needs multiple Manpower Agencies, then the contracts will be awarded to multiple Manpower Agencies among the empanelled Agencies.
- If the TNSDC has expressed dissatisfaction over the selected Manpower Agencies and want a change of Manpower Agency that will be considered and contract will be awarded to another Manpower Agency among the empanelled Manpower Agencies.

- TNSDC reserves the right to award the contract to any of the empanelled Manpower Agencies as per merits and the decision of the Managing Director, TNSDC is final in this regard.
- As per the evaluation criteria specified above in this Tender Document, selection of the Successful Bidder for each of the categories will be made and such Bidder will be called for negotiations for improvement of scope of work, further reduction in the price offered, commercial terms including the contract payment to the resources, statutory payments, payment disbursement methods etc.
- All the other higher ranked bidders such as L2, L3 etc. for each of the categories as decided by TNSDC will be asked to match the improvements including pricing arrived as baseline L1 price and will be empanelled as successful bidder to serve during the contract period as this is Rate Contract tender.
- The Bidders, who have agreed upon the above condition and matches the L1 baseline price are considered for awarding contract under the Rate Contract Tender and become "Successful Bidders" for award of contracts.
- TNSDC reserves the right to cancel and transfer this contract based on the HOD's feedback/Complaints and through on performance evaluation by TNSDC from one Outsourcing agency to another in the interest of the user.
- TNSDC decision is final in this regard and the poor performing Outsourcing Agency have no right to claim whatsoever once decision is taken by TNSDC.

6.7 Award of Contract

- a) Orders will be placed to the L1 Bidder/s as per the provisions of Tamil Nadu Transparency in Tenders Act, 1998 and the Tamil Nadu Transparency in Tenders Rules, 2000 and Terms and Conditions of the Tender.

- b) No dispute can be raised by any Bidder whose Bid has been rejected and no claims will be entertained.

6.8 TNSDC reserves the right to:

6.8.1 Negotiate with the Bidder whose offer is the lowest Evaluated price for further reduction of prices.

6.8.2 Insist on quality service.

6.8.3 Modify, reduce or increase the quantity requirements to an extent of the tendered quantity as per the provisions of Tamil Nadu Transparency in Tenders Act 1998 and Tamil Nadu Transparency in Tenders Rules, 2000.

6.8.4 TNSDC reserves its right to withhold any amount, for the deficiency in the service.

6. Execution of Work

7.1 Acceptance of Tender and Withdrawal

The right of final acceptance of the tender is entirely vested with the Board of Directors who reserves the right to accept or reject, any or all of the tenders in full or in parts without assigning any reason whatsoever. There is no obligation on the part of TNSDC to communicate with rejected Bidders. After acceptance of the tender by TNSDC, the Bidder should have no right to withdraw his tender or claim higher price. The tender acceptance authority may also reject all the tenders or terminate the contract for reasons such as change in scope of work, new technologies, and lack of anticipated financial resources, court orders, accidents, calamities and other unforeseen circumstances.

7.2 Letter of Acceptance (LOA)

- a) After successful completion of the negotiations, the Letter of Acceptance of tender is issued to the Successful Bidders by TNSDC.

- b) Selection will be initially for a period of Two years on same terms and conditions or additional mutually agreeable conditions.
- c) The rates finalized shall remain valid during the period of contract.
- d) No dispute can be raised by any bidder who's bid has been rejected and no claims will be entertained.

7.3 Payment of Security Deposit (SD)

The Successful Bidder will be required to remit Performance Security Deposit for a sum of Rs.5,00,000/- (Rupees Five Lakhs Only). The performance security deposit is returnable on successful completion of the contract period. Alternatively, the Security Deposit can be paid in the form of unconditional irrevocable Bank Guarantee as per the sample format valid for a period of 27 months from the date of LOA , and is payable within fifteen days from the date of LOA. If the accepted Bidder fails to remit the Security Deposit within the above said period, the Earnest Money Deposit remitted by them will be forfeited to TNSDC and their tender will be treated as null and Void.

7.4 Execution of Contract

- a) The Successful Bidder should execute a Contract in the INR 100 non-judicial Stamp Paper bought in Tamil Nadu only in the name of the Bidder within one week from the date of Letter of Acceptance issued by TNSDC with such changes /modifications as may be indicated by TNSDC at the time of execution on receipt of confirmation from TNSDC.
- b) The Successful Bidder shall not assign or make over the contract, the benefit or burden thereof to any other person or persons or body corporate for the execution of the contract or any part thereof without the prior written consent of TNSDC. TNSDC reserves its right to cancel the order either in part or full, if this condition is violated. If the Successful Bidder fails to execute the agreement, the SD of the Successful Bidder will be forfeited and their offer/bid will be deemed to be as non-responsive.
- c) The expenses incidental to the execution of the agreement should be borne by the Successful Bidder.

- d) The conditions stipulated in the agreement should be strictly adhered to and violations of any of the conditions the contract will be terminated without prejudice to the rights of TNSDC and TNSDC also have the right to recover any consequential losses from the Successful Bidder.

7.5 Release of Work Order and implementation of contract

After the execution of the agreements specified in the Technical Bid Document and after receipt of the Security Deposit, TNSDC will release the formal Work Order to the Bidder(s) from time to time during the contract period duly indicating contract terms including payment.

7.6 Refund of (EMD)

The EMD amount paid by the Successful Bidder will be adjusted towards security deposit payable by them. If the Successful Bidder submits security deposit for the stipulated value in full by way of Bank Guarantee, the EMD will be refunded. The EMD amount of the unsuccessful bidder(s) will be refunded upon finalization and issue of LoA to the successful bidder.

7.7 Release of SD

The Security Deposit will be refunded to the Successful Bidder on completion of entire supply subject to satisfaction of TNSDC and after 27 months. Such completion would be arrived at when the entire service is provided by the Bidder as per the Contract Agreement and as per the LOA or order including Work Order(s) issued by TNSDC.

7.8 Forfeiture of EMD and SD

- a) If the Successful Bidder fails to act according to the Tender conditions withdraw the offer after receipts of Letter of Acceptance/Work Orderhis Earnest Money Deposit will be forfeited by TNSDC.
- b) If the Successful Bidder fails to remit the SD, the EMD remitted by them will be forfeited by TNSDC and the tender will be void. If the successful bidder fails to sign the contract within the stipulated time,

then the EMD / SDremitted will be forfeited and the tender will be void.

7.9 Termination of Contract

7.9.1 Termination for default

TNSDC may without prejudice to any other remedy for breach of contract, by written notice of default with a notice period of 7 days, sent to the Successful Bidder, terminate the contract in whole or in part, (i) if the Successful Bidder fails to Provide Manpower/Services within the time period(s) specified in the Contract, or within any extension thereof granted by TNSDC; or (ii) if the Successful Bidder fails to perform any of the obligation(s) under the contract; or (iii) if the Successful Bidder, in the judgement of TNSDC, has engaged in fraudulent and corrupt practices in competing for or in executing the Contract.

7.9.2 Termination for Insolvency

TNSDC may at any time terminate the Contract by giving written notice with a notice period of 7 days to the Successful Bidder, if the Successful Bidder becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Successful Bidder, provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to TNSDC.

7.9.3 Termination for Convenience

TNSDC may by written notice with a period of seven days sent to the Successful Bidder, may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify

that termination is for TNSDC's convenience, the extent to which performance of work under the Contract is terminated, and the date upon which such termination becomes effective. On termination, the successful Bidder is not entitled to any compensation whatsoever.

7.10. Execution of Work Order

Successful Bidder alone will be liable or responsible to TNSDC for due fulfillment of terms and conditions of the tender. The Successful Bidder should nominate and intimate to TNSDC an Account Manager specifically to handle the Work Order and ensure that he should fully familiarize himself with the terms and conditions of the tender, scope of work and the guidelines, and is responsible to effectively execute the Work Order complying all the terms and conditions.

The Outsourcing Agency on receipt of work order has to meet the officials of TNSDC and arrange for deployment of resources and inform to officials of TNSDC on the details of deployment of resources and other details of implementation of the work assigned and the progress.

The Outsourcing Agency have to arrange deployment of resources within 7 days from the date of receipt of work order. Otherwise LD will be applicable.

7.11 Assigning of Tender whole or in part

The Bidder should not under-let or sublet to any person(s) or body corporate for the execution of the contract or any part thereof without the written consent of TNSDC.

7.12 Liquidated Damages and Penalty:

- (a) Liquidated Damages: LD at 0.25% per day to the maximum of 10% is applicable on each Invoice value or part of un-deployed manpower thereof for the delay in deployment of resources at the designated

locations after selection of resources and from the date of issue of work order by TNSDC.

- (b) Outsourcing Agency is permitted to have 7 days to complete their internal process of issuing the Appointment/engagement letter to resources with clear structure of contract payment. These 7 days is in addition to the Notice Period accepted by the TNSDC during the selection process or intimated to the selected resource.
- (c) The Engagement/Appointment letter issued by the Outsourcing Agency should clearly mention the last date to report at the designated location/ authorities duly taking into consideration of the "Notice Period" indicate by the candidates.
- (d) If the selected resource is not joining duty within the permitted Notice Period, the engagement of the resource is liable for cancellation and alternate resource should be arranged by the outsourcing agency (**OSA**)

7.13 Other Conditions

TNSDC reserves the right to reject any or all the tenders without assigning any reason, to relax or waive any of the conditions stipulated in the terms and conditions of tender as deemed necessary in the best interest of TNSDC for good and sufficient reasons.

8. Validity on Contract and Service Charge

The Rate Contract tender and the Service charge will be valid for a period of 24 months from the date of signing of Agreement. TNSDC reserves the right to split the contract and offer it to other Successful Bidders under the Rate Contract at any time during the contract period without change in rates and other terms of contract.

The contract period can be further extended on mutual agreement basis without any change in rates or the terms and conditions as per the TTT Act.

TNSDC reserves the rights to add or delete any job code within the category and also fix new rates as applicable within the duration of contract. During such revision, (addition) the service charges finalized for the respective category will apply to the new job code within the category.

9. Payment Terms

- No advance payment will be made.
- Payment will be released after scrutiny of the invoice submitted along with the required documents against each LOA / Work order along with the submission of previous month's EPFO/ESIC and other statutory remittances in respect of employees deployed for TNSDC as per Government rules, procedures, guidelines, tender requirement etc. TNSDC will take care to settle the payment to OSAs within a reasonable time of about 30 days from the date of acceptance of claims.
- **Payment to resources:** The contract payment to the resources to be done (either by bank credit or by cheque etc.,) on or before 10th of every month for the previous month's work for the resources whose attendance and required particulars and documents have been received from TNSDC.
- The TDS as applicable should be deducted and certificate should be issued to the resources with submission details to TNSDC.
- The contract payment to the resources should be supported by the documents such as pay slip either through online access or email indicating the breakup details of the payment.
- ID card should be issued within 30 days of contract engagement and submit proof along with claim / bills.
- The payment for statutory authorities such as EPFO and ESIC to be paid properly and proof of document to be submitted to TNSDC with

the name, A/c no and details of payment clearly indicated along with the claim for payment. The payment will be released by TNSDC only after verifying these statutory compliances. The outsourcing Agency to facilitate the resources with details of statutory payments and also for on-line verification and validation. Failure on this part will be treated a lapse on the part of Outsourcing Agency and action will be taken accordingly.

- **Payment Claim by Outsourcing Agency at TNSDC:**

Outsourcing Agency to submit claim for payment with Invoice and other support documents for having made the contract payment to the resources including statutory payments to the respective of agencies with details of payment, A/c no, date of payment within 10th of every successive month.

- Late Claim will attract penalty of 0.25% per day on the total claim of respective invoice subject to the maximum of 10% of that Invoice value.
- Payment to the resources and payment to be received from TNSDC should be dealt separately and under no circumstances to be linked. Non receipt of payment from TNSDC should not be cited as reason for default to pay to resources.
- Outsourcing Agency to generate and keep sufficient funds to pay the resources in time without awaiting the funds/ settlement of claim from TNSDC for at least 2 months.
- Payments shall be made promptly by TNSDC, generally within thirty (30) days after acceptance of an invoice by TNSDC.
- The mode of payment will be through Electronic Clearance System(ECS) or crediting in the account of the respective bidder for which bank name, Branch, type of account, account No., etc. or the cancelled cheque / First page of passbook should be furnished.

Tender Ref: TNSDC / 1522 / SDC4 / 2022 dt: 01.04.2022

- Income Tax: As per the Income Tax Act and Rules, Income Tax, Surcharge, Educational Cess etc., and any other appropriate levy to Govt. as may be notified from time to time will be deducted from each bill towards Income Tax Deducted at Source (TDS).
- The Successful Bidder hereby agrees to get the refund of incentive, if the Government or any other appropriate agency reduces the GST or give incentive of any type retrospectively after releasing the Payment failing which action will be taken to recover the balance amount from the Successful Bidder under the Revenue Recovery Act or any other relevant act.
- All taxes and other levies imposed by Governments in India will be paid actual as applicable.
- The selected bidder's request for payment shall be made to the TNSDC in writing, accompanied by invoices (in triplicate) describing, as appropriate, the services performed, and by the required documents submitted pursuant to general conditions of the contract and upon fulfillment of all the obligations stipulated in the Contract. The Selected Bidder shall submit the invoice for payment on a monthly basis.
- In case of early termination of the Contract between the TNSDC and the successful bidder, the payment shall be made to the successful bidder as mentioned herewith only towards performance of the contract to the extent not terminated.
- The currency in which payments shall be made to the supplier/selected bidder under this Contract shall be Indian Rupees (INR) only.
- All remittance charges will be borne by the outsourcing agency.
- In case of dispute, the disputed amount shall be withheld and will be paid only after settlement of the dispute.
- The TDS amount, Penalty if any, will be deducted from the payment of successful bidder.
- The Taxes as applicable during the contract period as specified in the Tender will be paid by TNSDC. In case, the Taxes have been reduced

retrospectively/prospectively, the successful bidder shall be liable to return the same to TNSDC.

- The successful bidder shall have full and exclusive liability for payment of all Taxes and other statutory payments payable under any or all of the Statutes/Laws/Acts etc., now or hereafter imposed to the respective statutory authorities. TNSDC will not be responsible or liable for default on payment of taxes to the statutory authorities.

10. SELECTION, DEPLOYMENT AND MANAGEMENT OF RESOURCES:

- Outsourcing Agency to have a resource pool / resource bank to arrange the sufficient number of resources within a short notice (7 days) to TNSDC for selection and approval of candidates.
- Outsourcing agency to select the suitable resources/candidates from their resource bank based on the qualifications/special skills, experience, expertise etc indicated by TNSDC and send their list of selected suitable candidates with details of skill sets mapped with requirement by e-mail/fax/letter etc. for approval of TNSDC.
- If the candidates have been approved by TNSDC, then the details of the approved candidates will be informed by TNSDC for issuance of work order and subsequently deployment of resources to be done by Outsourcing agency as agreed with TNSDC.
- The responsibility of the selection of suitable resources rest with the Outsourcing agency and the approval of candidates with TNSDC authorities only. The Outsourcing agencies have to send the resume with copies of documentary proof only of the suitable candidates and not of the candidates who are not meeting the requirement criteria.
- The resources deployed have to work for minimum 8 hours per day on all working days including Saturdays except Sundays and other Government holidays for the designated offices, where the resources are deployed.

Tender Ref: TNSDC / 1522 / SDC4 / 2022 dt: 01.04.2022

- The resources should work and carry out the jobs assigned to them by their reporting authorities and higher level officials in any holidays or extended hours also if the situation so demands. However if the Saturday happened to be a holiday for the designated offices, then the Saturdays be holidays for the outsourced resources also until and unless specific jobs assigned to them to be carried out during Saturdays or any holidays.
- Payment to the resources should be deducted from their contract payment for the leave days except 1 day Casual Leave which are taken by the resources. If the resources are taking any unauthorized leave for three or more days should be replaced by another suitable resource by the outsourcing agency.
- While taking attendance sheet / certificate from the TNSDC authorities, care should be taken by Outsourcing Agency to take a clear certification on "Satisfactory performance of the resources both in terms of work and conduct".
- Alternative resources to be arranged in 7 days time in the event of the original/regular resource have not reported for duty for a maximum of 3 days without prior information / permission. OSA can arrange any suitable stop gap arrangement with permission duly informing TNSDC.
- Any settlement of payment to discontinuing resources can be made by the outsourcing agency only on obtaining "No Objection or No due" certificate from the user location.
- The administrative management of resources is purely the responsibility of the outsourcing agency and in no way TNSDC is responsible. The outsourcing agency should indemnify TNSDC on this.

Implementation Timeline

The period of contract shall be 2 years. If required, TNSDC reserves the right to extend the period of contract for a further period under the same terms and conditions of the contract, based on the satisfactory performance from the selected Agency as per TTT Act.

OSA Monitoring

The following Service Levels are expected from the Selected Agency throughout the contract period and in case of lapses, penalties as stated below are applicable. The penalty shall be deducted while making payments to the invoices raised by the agency for the services provided.

(a) If the penalty levied on Outsourcing agency in a financial year exceeds 10% of the amount paid to the outsourcing agency during the year of providing of Manpower as per this Tender, TNSDC reserves the right to invoke termination clause or terminate the contract all-together.

(b) If the successful bidder is not able to fulfill any resource requirements for a period of two consecutive months, TNSDC reserves the right to invoke termination clause or terminate the contract all-together. This clause may not apply where the failure of the successful bidder could be attributed to TNSDC for not opening any positions for recruitment in the said period.

(c) TNSDC also reserves the right to invoke the Performance Security Deposit furnished by the successful bidder at the time of signing the Contract if for any reason stated in the Contract document; the Contract of the successful bidder is terminated.

(d) TNSDC reserves the right to ask for additional amount as Security Deposit in case the outstanding penalties exceed the Security Deposit and the same has to be furnished within 15 days from the date of receipt of Intimation from TNSDC.

Change Request

- a) All change requests that may be required for any reason by TNSDC shall be made in accordance with the procedures to be established by TNSDC in this regard.
- b) The Service Levels may change as the roles and responsibilities evolve over the course of the Contract period.
- c) Any changes to the Service Level provided during the term of the Contract between TNSDC and the Selected Agency(s) and as defined above, will be requested, documented and negotiated in good faith by TNSDC and the Selected Agency(s). Change in Service Level can be requested by either party (TNSDC or Selected Agency(s)).
- d) Upon receiving any revised requirement in writing, from TNSDC, the Selected Agency(s) would discuss the matter with TNSDC to gain a better understanding of the requirement.
- e) In case such requirement arises from the side of the Selected Agency(s), it would communicate in writing the matter with TNSDC as well as discuss the matter, giving reasons thereof.
- f) In either of the two cases as explained above, both the parties will discuss on the revised requirement for better understanding and to mutually decide whether such requirement constitutes a change in Service Levels or not.
- g) If it is mutually agreed that such requirement constitutes a "Change in Service Levels" then a new Service Level Agreement will be prepared and signed by the Selected Agency(s) and TNSDC to confirm a "Change in Service Level" and will be documented as an addendum to this Contract.
- h) In case, mutual Agreement is not reached, TNSDC has the right to exit the contract based on the change in requirement.

Confidentiality

The selected agency(s) and their personnel shall not, either during the term or after expiration of this contract, disclose any proprietary or confidential information relating to the services, contract or business or operations of TNSDC or its clients without the prior written consent of TNSDC.

Review and Monitoring

The successful bidder would be accountable to TNSDC for successful implementation of the contract. TNSDC will hold review meetings and the successful bidder should report the progress to TNSDC and adhere to the decisions made during the review meeting.

Exit Clause

a) At the time of expiry of contract period, as per the contract between the parties, the successful bidder should ensure a complete knowledge transfer to the new professional replacing them within a period of 4 weeks. The successful bidder at the time of exit process will supply the following.

i. All information relating to the work rendered

ii. Project data and confidential information

iii. All other information including but not limited to documents, records and agreements relating to the services reasonably necessary to TNSDC or any other agency identified to carryout due diligence in order to transition the provision of services to TNSDC or any other agency identified.

11. CATEGORIES

CATEGORY - 1 : BASIC OFFICE SUPPORT

S.No	Job Name	Minimum Qualification & Skill Set	Minimum Experience
1	Data Entry Operator, Front Desk Asst., Help Desk Asst, Multi Tasking	Degree in BCA or B.Sc (Comp Science) with Knowledge in typewriting and preferably in Shorthand.	1 year in data processing / voice process
2	Personal Clerk, Steno-Typist, Stenographer, Executive Assistant, Typist,	Shorthand (English - Higher) and Certificate in Typewriting - English Higher and Tamil Lower.	1 Year
3	Office Assistant, Attender	8 th pass or higher, (Age limit : 45 years).	--
4	Driver (LMV) cum Office Asst	8 th pass or higher with Valid LMV License. Age Limit: 50 years (Relaxation for special cases).	1 Year
5	District Coordinator	MBA from reputed university / PG in Economics & Development studies / MSW	2 Years experience
6	Sanitary Workers, Sweeper	Able to read and write	--
7	Watchman, Security	5 th pass or higher	--

CATEGORY – 2 : SECRETARIAL, HR & LEGAL

S.No	Job Name	Minimum Qualification	Minimum Experience
1.	MIS	Any Degree with Computer Knowledge	Preference will be given for experience candidate.
2.	Project Assistant	Any Degree with Computer Knowledge (Minimum 2 Years Experience)	1 year in Tax Management
3.	Deputy Manager	Any Degree with MBA with Minimum 3 Years in HR related activities.	Minimum 2 Years Experience in Tally Certificate in Tally must.
4.	Project Manager	MBA (HR) from reputed University	5-7 years experience
5.	Project Analyst – Accounts	B.Com with MBA (Finance) or CA (Inter)/ CMA (Inter) / CS(Executive) with knowledge in Finance Accounting Application packages and Accounting Standards.	3 years+ in Project Accounting, Tax Management, Financial Analysis and Management / Legal Expertise. Government experience is preferable.
6.	Junior Accountant	B.Com with Tally	3 year experience
7	Senior Accountant,	B.Com with Tally and certificate in Technical Assistants	6 year experience
7.	Legal Assistant, Project Analyst – Secretarial Officer	Degree with Law from a recognized university	Minimum of 3 years experience

CATEGORY – 3: IT SERVICES

S.No .	Job Name	Minimum Qualification	Minimum Experience
1.	MIS	B.sc (Computer Science) / IT / BCA	1 Year Experience
2.	Project Assistant	B.sc (Computer Science) / IT / BCA / MCA	2 Years in Software Application Development
3.	Deputy Manager	B.E. Computer Science / IT / MBA from reputed University	3 Years in Software Application Development
4.	Project Manager	B.E. Computer Science B-Tech / IT / MCA from reputed University	5 Years in Software / Programming Application Development
5.	General Manager	B.E. Computer Science B-Tech / IT / MCA from reputed University	10 Years in Software / Programming Application Development
6	Server administrator	B.E. Computer Science B-Tech / IT / MCA from reputed University	2+ Experience in Server Maintenance / Data Base Administration & Storage Management
7	Data Analyst	B.E. Computer Science B-Tech / IT / MCA from reputed University	3+ Experience in My SQL
8	System Support Engineer & Software Engineer / Programmer	B.E. Computer Science B-Tech / IT / MCA from reputed University	3+ Years experience in Software Application Development and coding

CATEGORY – 4: PROJECT CONSULTANT

S.No.	Job Name	Minimum Qualification	Minimum Experience
1.	Project Support Consultant	PhD/ MBA from reputed University	3 / 5 Years experience in Project Management Consultancy
2.	HR Manager	MBA with HR	5 Year Experience in a MNC
3.	Finance	MBA with Finance or MFM	5 Year Experience
4.	Program Management Assistant	Any Degree preferably BBA	3 Years Event Management Experience
5.	Manager Social Media	B.SC Visual Communication / Mass communication	3 Years Social Media Handling
6	Manager Visual Media	B.SC Visual Communication / Mass communication	3 Years Visual Media Handling
7.	Content Specialist	B.Sc Visual Communication / Mass Communication	5 years of experience as an editor, content writer and solid command over the English language
8.	SNS Handler	B.Sc Visual Communication / Mass Communication	

12. Deviations

The tender should be for the complete scope of work, as per the tender. However, in case of any deviations, the Bidder should clearly fill up any deviation only in the Technical Bid document. Any deviation mentioned elsewhere in the tender but not clearly stated under this section will not be considered. The deviations have to be cleared as part of Technical bid evaluation and only clearance the tender will be qualified for Price bid opening. Tender with deviations and conditional forms are not acceptable and are liable for rejection.

13. Rejection Criteria

- Tenders not submitted in the form specified as per clauses in the Tender document will be summarily rejected.
- The tenders without the e-Tender fee and EMD amount will be summarily rejected.
- Tenders with incomplete information, subjective and conditional offers as well as partial offers are liable for rejection.
- Tenders submitted without filling the details about the Bidders experience, technical compliance etc., are liable for rejection.
- Tenders with variance, contradiction between Technical Bid and Price Bid will be liable for rejection. If the offer does not meet the tender requirements, the Managing Director of TNSDC reserves the right to reject offer without assigning any reason whatsoever.
- Tenders submitted without proper attachments and documentary proof such as audited financial Statements of the Bidder etc. is liable for rejection.

Tender Ref: TNSDC / 1522 / SDC4 / 2022 dt: 01.04.2022

- In addition to the above rejection criteria, if there is non-compliance of any of the other clauses of this Tender Document, the tender is liable for rejection.

14. Emoluments

The monthly remuneration paid to the manpower to be engaged will be fixed by TNSDC.

15. Requirement of Manpower

TNSDC will, from time to time inform the Manpower Agency in writing as to the number of manpower required in each category, the period for which the manpower is required. Modifications to the eligibility will be made from time to time.

The required manpower has to be supplied within 7 days from the date of Intent and has to be positioned at the appropriate locations.

The manpower agency will help source candidates for selection based on agreed specifications. TNSDC will not commit to a person or absorb anybody for work permanency as this is purely on Contract Arrangement for specific requirement.

16. Selection Process

The Agency will furnish the list of candidates with qualifications and experience based on specifications spelt out by TNSDC in number with required qualification, experience and at locations across Tamil Nadu.

A Committee under the Chairmanship of Managing Director, TNSDC (or) authorized person by Managing Director will interview the candidates offered by the Manpower agency prior to appointment. The list of

candidates selected will be intimated to manpower outsourcing agency for appointment by them and supply to TNSDC.

17. Placement

TNSDC will intimate the locations in writing where the manpower needs to be supplied. TNSDC will send a written recommendation to the Manpower Agency if it wishes to relocate any of the manpower.

18. Payroll

TNSDC will intimate the Manpower Agency in prescribed format details of attendance, leave from the manpower on before the 5th day of every month.

19. Payment of Contract Payment to the Resources

The Salary to the resources has to be released by the manpower agency by way of RTGS, ECS on or before 10th of every month. Please also refer the Payment clause above.

20. Withdrawal of Manpower

TNSDC will request through its designated personnel for withdrawal of manpower in case of theft, fraud and acts that constitute moral aptitude and discipline. In such cases, the manpower agency should immediately withdraw the manpower and suitable legal action to be initiated against the existing person.

21. Statutory Compliance

Manpower Agency should comply with all the statutory requirements like Contract Labour, EPFO, ESIC, Gratuity, Bonus, Leave, Professional Tax etc. including the monthly contribution to be deposited with the statutory authorities in respect of the manpower supplied to TNSDC.

The Manpower Agency will be solely and exclusively responsible for payment of salaries and other allowance benefits to the manpower supplied to TNSDC

The Manpower Agency should submit suitable documentary evidence pertaining to payment of EPFO, ESIC etc. for the manpower supplied to TNSDC.

22. Working Days and Working Hours

The manpower supplied should work in the working days and working hours stipulated by TNSDC. In lieu of manpower absent for more than 3 days, necessary replacement has to be provided by the manpower agency.

23. Other special Conditions

The Manpower supplied shall work under the guidance, instructions of the Managing Director and other Senior Officers of TNSDC wherever the resources have been deployed. Further, it may be noted that, TNSDC as per the requirements, may increase or decrease the number of manpower required. It is not mandatory on the part of TNSDC to keep the number of manpower supplied as constant throughout the contract period.

Annexure – 1 Sample Form of Agreement

(To be executed on a Rs. 100, - Stamp paper by the successful Bidder)

Selection of Manpower Outsourcing Agency on Service charge and Rate Contract basis for various categories of resources through the Tender No: TNSDC/1522/SDC4/2022 dt: 01.04.2022

This Contract entered into thisday of2022 at Chennai between Managing Director, Tamil Nadu Skill Development Corporation, a Government of Tamil Nadu Undertaking, TAMIL NADU SKILL DEVELOPMENT CORPORATION, Integrated Employment Offices Campus (1st Floor), Alandur Road, Thiru Vi Ka Industrial Estate, Guindy, Chennai 600 032, hereinafter referred to as 'TNSDC (which expression shall unless repugnant to the context or meaning thereof include its successors and assigns) of the First part and _____ the ----- (hereinafter referred to as the 'Contractor' (which expression shall unless repugnant to the context or meaning thereof include its successors and assigns) of the Second part.

Whereas TNSDC has invited a Rate Contract tender No. TNSDC,.....,2022-23 for Selection of Manpower outsourcing Agencies on Service charge basis for various categories on Rate Contract.

Whereas TNSDC and the Contractor in pursuance thereof have arrived at the following terms and conditions:

- This Contract shall remain in force during the contract period of Two years commencing from the date of signing of this Contract. TNSDC may terminate this contract where the Contractor is in breach of the terms and conditions of this contract and fails to remedy that breach on 7 days' written notice from TNSDC. Termination of this contract by TNSDC will not relieve the Contractor of its liability as agreed.

Tender Ref: TNSDC / 1522 / SDC4 / 2022 dt: 01.04.2022

- The Contractor agrees to undertake due compliance of all Terms and Conditions specified in the tender document within the stipulated period prescribed by TNSDC at all inclusive rates as mentioned below. These rates are firm and are not subject to enhancement during the contract period.
- The contract payment payable to resources is as per Annexure – 1: (Will be decided in consultation with the selected and empanelled Manpower Agencies)

(The qualification, experience, special skills, preferences, contract payment etc for any other specific requirements or any revision in the existing categories during the contract period will be decided by TNSDC).

Roles and Responsibilities of the incumbent

It will be defined at the time of placing manpower requirement.

1. The service charges is for the category wise and any new addition of resource type will be placed under a category and the service charges applicable for the category will be applicable for all the items (types of resources) in that particular category.
2. The Contract or any part in it should not be transferred or assigned by the Outsourcing Agency directly or indirectly to any person or persons whomsoever without the prior written consent of TNSDC.
3. Neither TNSDC nor the Contractor is liable to the other for any delay or failure in the performance of their respective obligations due to causes, contingencies beyond their reasonable control such as:
 - a) Natural phenomena including but not limited to earthquakes, floods and epidemics.
 - b) Acts of any Government authority domestic or foreign including but not limited to war declared, or undeclared, accidents or disruptions including but not limited to fire and explosions.

5. The tender document (Ref. No: TNSDC,.....,2022-23 due on _____) along with the enclosures, the offer submitted by the Contractor, the negotiated and finalized terms and conditions and the Work order issued by TNSDC respectively will form part of this contract. Wherever the offer conditions furnished by the Contractor are at variance with conditions of this contract or conditions stipulated in the tender document, the latter shall prevail over the offer conditions furnished by the Contractor.
6. Unless otherwise provided in the Contract any notice, request, consent or other communication given or required to be given hereunder shall be given by mailing the same by registered mail, postage prepaid, return receipt requested in the case of the Contractor to TNSDC at the address set forth above or with other addresses and to the attentions of such other person or persons as may hereafter be designated by like notice hereunder and any such notice sent by post should be deemed to have been served on the date when in the ordinary course of post, it would have been delivered at the address to which it was sent.
7. Any notice to the Contractor given or required to be given hereunder should be sent either by
- a) mailing the same by registered mail, postage prepaid, return receipt requested; or
 - b) having the same delivered by courier with receipt acknowledged at the address set forth above or with other addresses and to the attentions of such other person or persons as may hereafter be designated by like notice hereunder and any such notice should be deemed to have been served if sent by post on the date when in the ordinary course of post, it would have been delivered at the addresses to which it was sent or if delivered by courier on the date of acknowledgment of receipt.
8. In case of breach of any of the conditions of the contract by the Contractor during _____ the contract period TNSDC reserves the right to recover costs , liabilities arising _____ due to such breach from the Contractor. The total liability, however arising, of the

Contractor under the contract is limited to the amount payable to the Contractor by TNSDC under the contract.

9. a) All statutory obligations , liabilities like ESI, P.F. etc. as per applicable laws for the manpower deployed for this contract will be the responsibility of the Contractor.

b) The manpower deployed by the Contractor will have no right in any manner to claim any benefits , rights with TNSDC.
10. The Contractor shall indemnify and keep always indemnified the TNSDC against any losses, damages, expenses, costs which may be suffered , incurred by TNSDC by reason of any commission and , or omission by the Contractor in the execution of this contract.

11. **a) Termination for default:** TNSDC may without prejudice to any other remedy for breach of contract, by written notice of default with a notice period of seven days, sent to the Contractor terminate the contract in whole or part, (i) if the Contractor fails to deploy man power within the time period(s) specified in the Contract, or fails to provide manpower as per the Delivery Schedule or within any extension thereof granted by TNSDC: or (ii) if the Contractor fails to perform any of the obligation(s) under the contract: or (iii) if the Contractor , in the judgment of TNSDC, has engaged in fraudulent and corrupt practices in competing for or in executing the Contract.

In the event of TNSDC terminating the Contract in whole or in part, TNSDC may engage Manpower services through other alternate Manpower Agencies, upon terms and in such manner as it deems appropriate, similar to those deployed by the Contractor and the Contractor shall be liable to TNSDC for any additional costs for such similar services. However, the Contractor shall continue the performance of the contract to the extent not terminated.

12. **Termination for Insolvency:** TNSDC may at any time terminate the Contract by giving written notice with a notice period of 7 days to the Contractor, if the Contractor becomes bankrupt or otherwise insolvent.

In this event, termination will be without compensation to the Contractor, provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to TNSDC.

13. **Termination for Convenience:** TNSDC may by written notice with a notice period of 7 days sent to the Contractor, may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for TNSDC's convenience, the extent to which performance of work under the Contract is terminated, and the date upon which such termination becomes effective. On termination, the Contractor would not be entitled to any compensation whatsoever.
14. Any dispute or difference, whatsoever, arising between the parties to this contract arising out of or in relation to the terms of this contract shall be resolved by the parties mutually by acting in good faith towards fulfilling the contract and for this purpose the parties mutually agree to furnish or exchange all relevant documents, information and any other material within their special knowledge and thereby conclude their discussions between them , their representatives or officers within a period of time as may be mutually agreed to say the time of commencement of the move to resolve the dispute.

In case the parties failed to resolve the disputes amicably within the time frame agreed and in the manner stated supra, the aggrieved party shall approach the Court in Chennai city alone to the exclusion of all other Courts to adjudicate the unresolved dispute.

15. Subject to the above, the Courts at Chennai alone only shall have jurisdiction in the matter.

In witness whereof the parties hereto have signed on the day, month and year above written in the presence of

for and on behalf of

for and on behalf of

Managing Director,
Tamil Nadu Skill Development Corporation
(TNSDC)

Witness:

Witness:

Annexure -2 BANK GUARANTEE FORMAT

Tender No. TNSDC/1522/SDC4/2022 dt:01.04.2022

To

Tamil Nadu Skill Development Corporation

Integrated Employment Offices Campus (1st Floor),
Alandur Road,

Thiru Vi Ka Industrial Estate
Guindy, Chennai 600 032

Bank Guarantee No.

Amount of Guarantee:

Guarantee covers from

Last date for lodgment of claim:

This Deed of Guarantee executed by -----
(Bankers name and Address), having our head Office at -----
(address)----- (hereinafter referred to as "the Bank") in favour of Tamil
Nadu Skill Development Corporation
(hereinafter referred to as "the Beneficiary ") for an amount not
exceeding Rs. _____ (in words) as per the request of
M,s. _____ (Name & Address)
(hereafter referred to as Manpower Outsourcing Agency(s)) against order
No. _____ Due on _____ of M,s. Tamil Nadu Skill
Development Corporation. This guarantee is issued subject to the
condition that the liability of the Bank under this guarantee is limited to a
maximum Rs. ----- (in words) and the guarantee shall remain in full
force up to ----- and cannot be invoked otherwise by a written demand
or claim by the beneficiary under Guarantee served on the Bank on or
before -----.

Tender Ref: TNSDC / 1522 / SDC4 / 2022 dt: 01.04.2022

AND WHEREAS it has been stipulated by you in the said ORDER that the Manpower Agency shall furnish you with a Bank Guarantee for the sum specified therein as a security for compliance with the Manpower Agency performance obligations for a period of Twoyears in accordance with the contract.

AND WHEREAS we have agreed to give the Manpower Outsourcing Agency a Guarantee.

THEREFORE, we (Bankers name and address) -----hereby affirm that we are Guarantors and responsible to you on behalf of the Manpower Outsourcing Agency(s) up to a total of Rs.-.....(in words) and we undertake to pay you, upon your first written demand declaring the Network Integrator(s) to be in default and without any demur, cavil or argument , any sums within the limit of Rs.----- (in words) as aforesaid, without your needing to prove or show grounds or reasons for your demand or the sum specified therein.

This Guarantee is valid until -----and we hereby undertake to extend the guarantee for further period as may be agreed between you and the Manpower Outsourcing Agency(s) Notwithstanding anything contained herein:

1. Our liability under this guarantee shall not exceed Rs. -----,- (in words).
2. This bank guarantee shall initially be valid up to -----.
3. We are liable to pay the guaranteed amount or any part thereof under this Bank Guarantee only and only if you serve upon us a written claim or demand on or before.

In witness whereof the Bank, through its authorized Officer, has set its hand and stamp on this day of2022, at Chennai.

Witness:

(Signature)

(Name in block letters)

Annexure – 3 Instructions To Bidders

1. Bidder should contact TNSDC Land Line for any clarifications on the bid submission at any point of time one day before the bid submission, so that bid submission goes through' smoothly. Bidders should not assume and do the steps and then get into issues which cannot be solved.
2. Bidders should go through the tender documents and get ready the all relevant documents in the prescribed formats as indicated and then have to be uploaded against each category. In the technical bid, bidders may attach an index page wherever necessary, in the beginning, which indicates the details of the files, documents that follow the index page against each technical bid content indicated. This will also help for easy reference later.
3. While scanning the bid documents to convert to pdf, bidders are asked to scan the page in 65 to 100 dpi mode, to get a readable page after scanning and also the size of the document will also be lesser. For pages in text, it is advised to use 65dpi mode and for pages with images, 100 dpi mode.
4. Bidders can get ready the technical bid and price bid in filled form in advance instead of doing at the last moment and once ready in all aspects, they may chose the freeze option to submit the bid finally and thereafter they will get a bid acknowledgement receipt which is the final end, indicating the successful submission of the bid submission process.
5. Bidders can do the resubmission of the bid any number of times, either technical bid or price bid or both till the end date and time of bid submission. The content of the last submitted bid alone will be opened at the time of tender opening.
6. Bidders can withdraw the submitted bid, before the end of bid submission date and time with proper reasons and once it is withdrawn, bids cannot

Tender Ref: TNSDC / 1522 / SDC4 / 2022 dt: 01.04.2022
submitted again for that tender.

7. For all tender processing activities, the server time indicated at the top, while doing bid submission, tender opening activities is the final. The Local system time will not be taken into account in this case.
8. Bidders may contact the help desk by mail [**pdti@tnsdc.in**](mailto:pdti@tnsdc.in) get any clarifications on submission of bid, process well in advance.

Annexure-4 Format for Clarifications, Amendments

FORMAT FOR QUERIES ON TENDER CONDITIONS AND TECHNICAL SPECIFICATIONS
FOR TECHNICAL SPECIFICATIONS: _____

Sl.No .	Page No.	Job Code	Job Name	Existing Specification as per Tender Document	Amendment requested	Reasons for requesting the amendment

FOR COMMERCIAL CONDITIONS:

Sl. No.	Page No.	Clause No.	Title of the Clause	Description of the Clauses as per Tender Document	Amendment requested	Reasons for requesting the amendment

Annexure-5 TECHNICAL BID

Tender No. **TNSDC/1522/SDC4/2022 dt:01.04.2022**

1. Check list for Enclosures

Bidder should fill in the check without fail

	Documents to be submitted	(YES or NO)
1.	Filled in Bid Forms for Technical Bid and Price Bid	
2.	Payment of Tender fee &EMD amount	
3.	Submission of Tender in Two Part Bid	
4.	Submission of Letter of Authorization	
Eligibility Criteria		(YES or NO)
1.	Certificate of Incorporation issued by the Registrar of Companies	
2.	Address proof for telephone bill , EB Bill – one bill per quarter for past 3 years.	
3.	ISO certificate mentioning the activity specifically for staffing services	
4.	Copies of Work Order , Invoices for minimum 3 years in outsourcing of manpower on contract basis as of March 31, 2021	
5.	Copies of the Balance sheet or Auditor's report for last 3 Audited financial years. Completed.(2018-19,2019-	

	20,2020-21)	
6.	Copies of work order , invoices for providing manpower for a minimum of three Government Departments in India for a continuous period of one year, in any of the last three financial years	
7.	Copies of Work Orders, Invoices to be attached along with certificate from Chartered Accountant.	
8.	Service tax registration , GST certificate	
9.	Copy of Work Order and invoices to be attached along with the list of deployed resources for minimum of 50 personnel to state , central government department with locations	
10.	a) Establishment EPFO Code No. in the Tender enclosing Annual Return acknowledgment for last 3 years. b) ESIC Registration No. for the establishment made to be attached. c) Registration with Labour Department	
11.	Undertaking letter stating that the Bidder was not blacklisted by any State, Central Govt., Statutory Government bodies during the last three financial years as per Pg.No.6.	

Tender Ref: TNSDC / 1522 / SDC4 / 2022 dt: 01.04.2022

12.	Whether scanned copy of payment made for NEFT, RTGS for Tender fee & EMD is attached?	
13.	Whether all the details are filled up against all section of the tender document?	
14.	Whether all the documentary proofs are attached as scanned copy against requirements mentioned in all sections of the tender document?	
15.	Whether EPFO, ESIC remittance certificates for at least 50 employees attached?	

Note: Please ensure that all the relevant boxes are marked Yes, No against each column.

2. Profile of the Company

1.	Name of the Company	
2.	Year of incorporation (Enclose Incorporation Certificate)	
3.	Nature of the Company (Registered Company or Partnership or Proprietary)	
4.	Registered office	
	Telegraphic Address	
	Office Telephone Number	

Tender Ref: TNSDC / 1522 / SDC4 / 2022 dt: 01.04.2022

	Fax Number	
	Name of Contact Person	
	Contact Telephone Number	
	Email Address	
5.	Local presence at Chennai	
	Telegraphic Address	
	Office Telephone Number	
	Fax Number	
	Name of Contact Person	
	Contact Telephone Number	
	Email Address	
6.	List of Branch Offices	
7.	Registration Details	
	Permanent Account Number	
	GST Registration Number	
	EPFO Registration Number	
	ESIC Registration Number	
	Labour Department Registration Number	
8.	Banker's Name	
	Banker's Address	
	Account Number	

Note: The scanned copy of all the documentary proof for the above should be attached while submitting the Technical bid.

3. Details in support of Eligibility Criteria		
	Documents to be submitted	To be uploaded online
1.	Filled in Bid Forms for Technical Bid and Price Bid	
2.	Payment of Tender fee & EMD amount	
3.	Submission of Tender in Two Part Bid	
4.	Submission of Letter of Authorization	
Eligibility Criteria		To be uploaded online
1.	Certificate of Incorporation issued by the Registrar of Companies	
2.	Address proof for telephone bill, EB Bill – one bill per quarter for past 3 years.	
3.	ISO certificate mentioning the activity specifically for staffing services	
4.	Copies of Work Order , Invoices for minimum 3 years in outsourcing of manpower on contract basis as of March 31, 2020	
5.	Copies of the Balance sheet or Auditor's report for last 3 Audited financial years. Completed.(2018-19,2019-20,2020-21)	
6.	Copies of work order , invoices for providing manpower for a minimum of three Government Departments in India for a	

Tender Ref: TNSDC / 1522 / SDC4 / 2022 dt: 01.04.2022

	continuous period of one year, in any of the last three financial years	
7.	Copies of Work Orders, Invoices to be attached along with certificate from Chartered Accountant.	
8.	Service tax registration , GST certificate	
9.	Copy of Work Order and invoices	
	Copy of Work Order and invoices to be attached along with the list of deployed resources for minimum of 50 personnel to state , central government department with locations	
10.	a) Establishment EPFO Code No. in the Tender enclosing Annual Return acknowledgment for last 3 years. b) ESIC Registration No. for the establishment made to be attached. c) Registration with Labour Department	
11.	Undertaking letter stating that the Bidder was not blacklisted by any State, Central Govt. , Statutory Government bodies during the last three financial years as per Pg.No.6.	
12.	EPFO, ESIC remittance certificates for at least 50 employees.	
13.	Bidder's experience in the similar field of Manpower supply.	

4. List of major Companies where manpower is supplied in Tamil Nadu, other than Tamil Nadu

S.No	Name and address of client	Category, type of manpower supplied	Period for which supplied	No of persons supplied

Total Employee strength of the Organization: _____

NOTE : The Bidder should upload separate sheets for each organization if necessary.

5. Declaration

I,We_____ agree that the offer shall remain open for acceptance for a minimum period of 90 days from the date of opening of the Price Bid and thereafter until it is withdrawn by us by notice in writing duly addressed to the authority of opening the tender and sent by registered post with acknowledgement due or otherwise delivered at the office of the authority. The EMD amount shall not bear any interest and shall be liable to be forfeited to TNSDC should I, We fail to abide by the stipulations to keep the offer open for a period mentioned above or fail to sign and complete the contract document as required by TNSDC and furnish the Performance Security Deposit as specified in the terms and conditions of the contract. The EMD amount may be adjusted towards PSD or refunded to me, us unless the same or any part thereof has been forfeited as aforesaid.

I,We agree to adhere with the schedule of implementation and to carry out the service contract as specified in the Tender by TNSDC.

I,We declare that the commercial bid has been submitted without any conditions and strictly as per the Terms and Conditions of the tender document and I,Weam,are aware that the commercial bid is liable to be rejected if it contains any other conditions.

I,We hereby confirm that our firm has not been blacklisted by any State Government , Central Government.

I, We _____ declare that the information furnished in the tender is true to the best of my, our knowledge. If any false, fictitious information is found I, We agree to the rejection of the bids and consequence action.

(Signature of the Bidder)

(To be uploaded in Bidder's Letter Head)

Annexure – 6 PRICE BID

Tender Reference: TNSDC/1522/SDC4/2022 dt:01.04.2022

S.No	Description of GST along with Service Charges to be claimed by the Agency	Service charges in %	Remarks
1	Service Charges in percentage (%) on the monthly contract payment to the resources to be claimed by the bidder for the Category – 1 : Basic office support		
2	Service Charges in percentage (%) on the monthly contract payment to resources to be claimed by the bidder for the Category – 2 : Secretarial, HR & Legal		
3	Service Charges in percentage (%) on the monthly contract payment to resources to be claimed by the bidder for the Category – 3 : IT Services		
4	Service Charges in percentage (%) on the monthly contract payment to resources to be claimed by the bidder for the Category – 4 : Project Consultant		
5	Present rate of GST applicable – It should be quoted in % (percentage).		

Note:

- This Price Bid should be duly filled up and submitted before the due date and time.
- If the bidder chooses not to quote for any of the Category, then that cell may be left blank.

Sd/xxx
Managing Director