



TAMIL NADU FISHERIES DEVELOPMENT CORPORATION LIMITED
(A Government of Tamil Nadu Undertaking)
Integrated Office Complex for Animal Husbandry, Fisheries & Fishermen
Welfare Department,
No.571, 4th Floor, Anna Salai, Nandanam, Chennai – 600035.

R.C. No. 1967 /Per-1 /2021

Date:25.04.2022

The Managing Director, Tamil Nadu Fisheries Development Corporation Ltd., invites sealed tenders from the Outsourcing Agencies to provide manpowers for various posts. The tentative number of manpowers required to various locations in Chennai. The name of the Posts and the No. of personnel required are as follows;

Sl. No	Name of the Post	No. of personnel required	Qualifications prescribed for the Post (*)
1.	Supervisor	3	With required qualifications
2.	Skilled Assistant with Tally in Computer	14	With required qualifications
3.	Computer Operator	5	With required qualifications
4.	Salesman (Helper)	8	With required qualifications
5.	STP Operator	1	With required qualifications
6.	Driver	22	With required qualifications
7.	Semi skilled Cook	2	With required qualifications
8.	Cutter	25	With required qualifications
9.	Chef	1	With required qualifications
10.	Cleaner	2	With required qualifications
11.	Ticketing Assistant	5	With required qualifications
12.	Security officer	1	With required qualifications
13.	Watchman/Security Guard	34	With required qualifications
14.	House Keeping	3	With required qualifications
15.	Semi Skilled Helper	1	With required qualifications
16.	Helper	25	With required qualifications
17.	Electrician – Pump operator	2	With required qualifications
18.	Office Assistant	3	With required qualifications
19.	Gardener	9	With required qualifications
20.	Mechanical -Plumber	1	With required qualifications
21.	Sweeper / Sanitary worker	6	With required qualifications
	TOTAL	173	

(*)Qualifications for the above said posts are furnished in the Annexure - I.

Eligible Outsourcing Agencies / Service Providers may submit their “Sealed Tender” on or before 14.06.2022 by 03.00 p.m to The **“Managing Director”** TNFDC Ltd, Integrated Office Complex for Animal Husbandry, Fisheries & Fishermen Welfare Department, No.571, 4th Floor, Anna Salai, Nandanam, Chennai – 600 035.

The “Sealed Tender” should contain the Format – I, II & III duly filled up without any corrections in the consolidated monthly pay and deductions quoted by for each and every posts, and also a copy of Terms of Reference Annexure I and Annexure II should be enclosed duly countersigned by the Service provider / Outsourcing Agency for having agreed to the Terms and Conditions.

Sd./-Managing Director

Annexure I

I. Terms of Reference for Outsourcing the Manpowers for Registered office of TNFDC and Manager (Mkg) unit at Santhome for a period of Three (3) years.

The Managing Director, TNFDC, invites sealed tenders from the, Outsourcing Agencies, Service Provider Agencies / Firms who are all having valid Registration Certificate, Goods & Service Tax Registration and PAN Card Number and relevant experience in providing Manpowers to the Private Sector / Government Undertaking / Employer concerns.

Pre qualification Criteria:

- The Outsourcing Agencies / Service Provider should have the experience of providing similar services for more than 3 (three) years in providing of Manpower to both Governmental and Private Sector under constant supervision.
- The Outsourcing Agencies / Service providers should have local Office at Chennai to ensure satisfactory fulfillment of all contractual obligations.
- The Outsourcing Agencies / Service Provider Agencies / Firms having good track record, manpower capacity and relevant experience are eligible to apply.
- The turnover of the firm should be not less than Rs.2.00 crore in any one of the last three (3) years.
- Preferably experienced in providing manpowers in the field of Fisheries Activities, Fish Marketing/Fish Products etc.

Schedule of tender:

1. Sale of tender documents: up to 17.45 Hrs. on 13.06.2022.
2. Pre bid meeting up to 15.00 Hrs. on 31.05.2022
3. Last date for submission of tender documents: up to 15.00 Hrs. on 14.06.2022.
4. Opening of tenders: at 15.30 Hrs. on 14.06.2022

Note: In case, the tender opening day happens to be holiday due to any unforeseen circumstances, the tender will be opened on the next working day at the same time and venue.

1. Tender documents can be obtained from the office of the Managing Director, TNFDC Ltd., Integrated Office Complex for Animal Husbandry & Fisheries Department No.571, 4th Floor, Anna Salai, Nandanam, Chennai -600 035. A fee of Rs.1000/- (Rupees one thousand only) and GST @ 5% towards the cost of the tender document, along with the Earnest Money Deposit (**EMD**) **Rs.50,000/-** has to be enclosed in the form of separate Demand Drafts drawn in favour of **the Managing Director, TNFDC Ltd.**

2. Both should be furnished along with the technical bid cover only. Such of those who wish to obtain the tender form by post should remit an additional amount of **Rs.500/- (Rupees Five hundred only)** over and above the cost of tender form specified above towards registration and other postal charges.
3. The TNFDC administration will not be responsible for any postal delay or loss of the form in postal transit. The tender document shall also be downloaded from the Tamil Nadu Tender Information Website.
4. The successful tenderer has to remit security deposit in the form of 'Bank Guarantee' for a sum equivalent to **10%** of the contract value within 15 days of the date of acceptance of the tender.
5. The Technical Evaluation Committee will assess the ability of the service provider agencies to render the requisite services based on its past record, profile and on such other criteria as it may fix and only those found fit will be eligible for financial bid opening.
6. The bidders are required to submit EMD and cost of the document along-with the attested copies of valid Registration Certificate, Pan-Card and up-to date, GST details along-with the bid documents, failing which the tender shall be declared as non-responsive and thus liable for rejection.
7. Submission of more than one tender paper by a tenderer for a particular work will render the bid liable for rejection. The bidders may assess about the nature and quantum of work before quoting their rate.
8. The defaulters of the TNFDC will not be permitted to participate in the tender.
9. The tenderer may assess about the nature and purpose of the tender before quoting their rate.
10. Tenderer may be present at the time of opening of the tender, if they so desire.
11. Late, delayed incomplete tenders or with insufficient EMD and other documents will be summarily rejected.
12. The Outsourcing Agencies /Service Providers are requested to submit valid Registration Certificate, Pan-Card and up-to date GST details along-with the sealed quotation.
13. **EMD for Rs.50,000/-** by means of DD in favour of "**The Managing Director, TNFDC Ltd,**" should be enclosed without fail. The sealed tenders without EMD will be rejected.

Period of Contract:

The initial period of contract would be **three years only**. Service charges/rates quoted by the Agency would be fixed for a period of three years. The period may be extended for any further period as mutually agreed upon by both parties and the rates prescribed by Collectorates should be adhered to and on par with minimum Wages Act only on year to year Basis. The bidding parameter will be the service charges quote.

GENERAL CONDITIONS:-

1. The sealed tenders must be addressed to “the Managing Director, TNFDC Ltd., Integrated Office Complex for Animal Husbandry, Fisheries & Fishermen Welfare Department, No.571, 4th Floor, Anna Salai, Nandanam, Chennai – 600 035” and must reach this office not later than **15:00 Hrs. on 14.06.2022.**
2. The Sealed tenders may be submitted either by Registered Post, Courier with Acknowledgement due or in person.
3. The Successful Outsourcing Agency / Service Provider shall be required to execute an agreement in the **prescribed form without which they will not be considered. A Security deposit of 10% of the contract value should be remitted by the Successful Tenderer** in the form of a Bank Guarantee.
4. The persons sponsored by the Outsourcing Agency / Service Provider shall possess the required educational and other qualifications with experience. The manpowers will have to be supplied by the agency within 5 days on award of order. The manpowers provided by the Service Provider shall be preferably from the local places where the service is required by the Managing Director, TNFDC Ltd.
5. Recruitment of the manpower for the services shall be made only by the Outsourcing Agency / Service Provider and the Tamil Nadu Fisheries Development Corporation Ltd, shall not be responsible fully or partly to any person engaged or other dispute that may arise between the Outsourcing Agency / Service Provider and the persons engaged. The Managing Director, Tamil Nadu Fisheries Development Corporation Ltd, shall remove from service of those who found to be negligent in their duties with prior intimation to the Outsourcing Agency /Service Provider.

6. The Outsourcing Agency /Service Provider shall agree to provide Manpowers for the following category & posts with the corresponding qualification:

Sl. No.	Name of the Post	Qualifications
1.	Supervisor	Should possess a Bachelor Degree
2.	Skilled Assistant with Tally & Computer Knowledge	B.Com/ BBA/BCA/ working Knowledge in Accounts with Tally-9 ERP and Typewriting Tamil & English both in Senior / Higher Grade.
3.	Computer Operator	B.Com/ BBA/BCA/ working Knowledge in Accounts with Tally-9 ERP and Typewriting Tamil & English both in Senior / Higher Grade.
4.	Salesman (Helper)	Should have passed 12 th Standard. Previous experience in Fisheries related activities and Marketing of Fisheries/Fishery products, possessing two wheeler License.
5.	STP Operator	Diploma Mechanical / Electrical with Experience in Operation and Management of WQM and STP.
6.	Driver	Must have passed 8 th Standard with Driving Licence of LMV & HMV with one year experience in attending to minor repairs.
7.	Semi skilled Cook	Must have passed 8 th Standard and must possess experience as Cook / handling of food / Groceries.
8.	Cutter	8 th Standard fail or pass
9.	Chef	A Bachelor Degree in catering Science with one year experience or a person who possess three year experience in Non-Vegetarian food cooking, especially in fish food in Private Restaurant / Hotel.
10.	Cleaner	8 th Standard fail or pass
11.	Ticketing Assistant	H.S.C. (12 th) Passed.
12.	Security Officer	Preferably Ex-serviceman with good physic.
13.	Watchmen / Security Guard	8 th Standard passed; preferably male persons with good physical fitness.
14.	Semi Skilled Helper	8 th Standard Passed; preferably male persons with physical capacity for hard job.
15.	Housekeeping	8 th Standard Passed.
16.	Helper	8 th Standard Passed with Physical capacity for hard job.
17.	Electrician – Pump operator	ITI or Diploma holder in Electrical subject
18.	Office Assistant	8 th Standard Passed with Two Wheeler License.
19.	Gardener	Read and write

20.	Mechanical -Plumber	ITI
21.	Sweeper /Sanitary worker	

7. The persons supplied by the Outsourcing Agency / Service Provider should not have any Police records/criminal cases against them. The Agency should make adequate enquiries about the character and antecedents of the persons whom they are recommending. The character and antecedents of persons will be verified by the Outsourcing Agency / Service Provider before their deployment through local police, collecting proofs of residence, driving license, bank account details, previous work experience and recent photograph and a certification to this effect submitted to this office. The Outsourcing Agency /Service Provider will also ensure that the personnel deployed are medically fit and will keep in record a certificate of their medical fitness. The Outsourcing Agency / Service Provider shall withdraw such employees who are not found suitable for the post by this office for any reasons immediately on receipt of such a request.
8. The Outsourcing Agency / Service Provider shall provide the service for at least **8 hours** daily starting from **10.00 A.M. to 6.00 P.M. in a week** or any other timing notified by the Managing Director, Tamil Nadu Fisheries Development Corporation Ltd, from time to time subject to the requirement of the job assigned by TNFDC Ltd.
9. The Outsourcing Agency /Service Provider shall engage necessary persons as required by this office from time to time. The Deployment of personnel is to be on monthly basis. Thus deployment / arrangement of the personnel should be in such a manner that there shall be no violations of any leave Rules and weekly off days. The Outsourcing Agency / Service Provider will have to bear cost of providing personnel for duty hours or weekly off. The said persons engaged by the Outsourcing Agency /Service Provider shall be the employee of the Outsourcing Agency / Service Provider and it shall be the duty of the Outsourcing Agency / Service Provider to pay their salary every month.

10. Leave of absence shall be granted to the staff member for only one day in a month.
11. There is no Master and Servant relationship between the employees of the Outsourcing Agency / Service Provider and this office. Further that the said persons of the Outsourcing Agency / Service Provider shall not claim any absorption in this office.
12. The Outsourcing Agency / Service Provider's persons shall not claim with TNFDC Ltd., for any benefit/ compensation / absorption / regularization of services from/in this office under the provision of Industrial Disputes Act., 1947 or Contract Labour (Regulation & Abolition) Act, 1970. Undertaking from the persons to this effect shall be submitted by the Outsourcing Agency/ Service Provider to this office.
13. The Outsourcing Agency /Service Provider's personnel shall not divulge or disclose to any person, any details of office, administrative / organizational matters as all are of confidential / secret nature.
14. The Outsourcing Agency /Service Provider's personnel should be polite, cordial, positive and efficient, while handling the assigned work. The service provider shall be responsible for any act of indiscipline on the part of persons deployed by him. The agency shall be bound to prohibit and prevent any of their employees from being intoxicated while on duty, trespassing or acting in any detrimental or prejudicial to the interest of this office. The decision of the officer in charge upon any matter arising under the clause shall be final and binding on the agency.
15. That the persons engaged shall not be below the age of 18 years or above the age of 35 years and they shall not interfere with the duties of the employees of this office.
16. The functional control over the personnel deployed by the Outsourcing Agency / Service Provider will rest with this office.

17. This office may require the Outsourcing Agency /Service Provider to dismiss or remove, any person or persons, employed by the Outsourcing Agency / Service Provider, who may be incompetent or for his/ her/their misconduct and the Outsourcing Agency / Service Provider shall forthwith comply with such requirements. The Outsourcing Agency /Service Provider shall replace immediately any of its personnel, if they are unacceptable to this office. As soon as intimation given by the Managing Director, TNFDC Ltd., action shall be taken to replace them.
18. The Outsourcing Agency / Service Provider shall have employer's liability and workers' compensation insurance in respect of the Personnel of the agency and of any sub-contractors, in accordance with the relevant provisions of the Applicable law, as well as, with respect to such personnel, any such life, health, accident, travel or other insurance as may be appropriate.
19. The Outsourcing Agency / Service Provider shall submit the bill for providing the services in triplicate to TNFDC, Chennai – 600 035 on the last day of the service month. The payment will be released to the Outsourcing Agency /Service Provider after scrutiny of the Bills within 1 (One) week from the date of receipt of the Bill; provided the statutory requirement of payment and filing of EPF, ESI & GST returns for the previous month has to be done within the statutory date and proof of having complied i.e., for having remitted the **EPF.ESI and GST amount under appropriate account head, has to be produced along with bill to be processed for payment.** Tax if any shall be deducted at source as per the relevant Act.
20. That the Outsourcing Agency /Service Provider will be wholly and exclusively responsible for disbursement of wages to the manpower provided by them in compliance of all the statutory obligations under all related legislations as applicable to it from time to time including Minimum Wages Act, Employees Provident Fund, ESI Act Bonus Act etc. and this office shall not incur any liability for any expenditure whatsoever on the service of on the persons engaged

through Outsourcing Agency / Service Provider on account of any obligation. The Outsourcing Agency /Service Provider will comply all statutory provisions of law, rules and regulations of Act and keep this office informed about any amendment in the law from time to time. The Outsourcing Agency /Service Provider shall disburse the wages payable to manpowers provided by them **before 5th (fifth) of every month** and report the details of payment so made to the Managing Director, TNFDC Ltd. Also the pay slip to every individual be issued on monthly basis.

21. The Outsourcing Agency /Service Provider shall be responsible for compliance of all statutory regulations such as ESI, EPF, workmen compensation Act, Payment of Wages Act etc., Bonus Act, that are in force and that may become applicable from time to time in all such matters concerning this contract. TNFDC Ltd., is no way binded with payment of **ESI, EPF, Etc.**, to the employees outsourced through the Outsourcing Agency / Service Provider.
22. In case of cash handling staff suitable insurance policy – indemnity bond should be taken by the Outsourcing Agency / Service Provider in the name of the Tamil Nadu Fisheries Development Corporation Limited.
23. Payments to the Outsourcing Agency / Service Provider would be strictly on certification by the officer with whom he / she is attached that his / her services were satisfactory and attendance as per the bill preferred by the service provider.
24. The Outsourcing Agency / Service Provider will provide the required personnel for a shorter period also, in case of any exigencies as per the requirement of this office.
25. The Outsourcing Agency / Service Provider shall provide a substitute well in advance if there is any probability of the person leaving the job due to his/her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the Outsourcing Agency /Service Provider.

26. The Outsourcing Agency / Service Provider shall be contactable at all times and messages sent by phone /e-mail/ fax / special messenger from this office shall be acknowledged immediately on receipt on the same day. The Outsourcing Agency /Service Provider shall strictly observe the instructions issued by the Corporation in fulfillment of the contract from time to time.
27. This office shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the personnel of the Outsourcing Agency /Service Provider.
28. That the Outsourcing Agency / Service Provider shall be responsible for acts of commission and omission on the part of its staff and its employees etc. If this office suffers any loss or damage on account of negligence, willful default or theft on the part of the employees / agents of the agency, then the Outsourcing Agency /Service Provider shall be liable to reimburse to this office for the same. Any accident / casualty occurred during the course of working to any staff engaged by the Outsourcing Agency / Service Provider; the responsibility will remain with the Outsourcing Agency / Service Provider. For any accident or casualty occurred during the course of working to any staff deployed by the Outsourcing Agency/ Service Provider, the liability that will arise out of the accident will be borne by the Outsourcing Agency/Service Provider. The responsibility will remain with Outsourcing Agency / Service Provider and this office will no way be responsible for it or any other clause mentioned above.
29. This office will maintain an attendance register in respect of the staff deployed by the Outsourcing Agency /Service Provider on the basis of which wages/remuneration will be decided in respect of the staff at the approved rates.
30. The Outsourcing Agency / Service Provider should deposit a sum equivalent to **10%** of the annual contract value as Interest free Security deposit / Bank Guarantee valid for **3 years or maximum years** of

agreement as the case may be, **within 14** days of the date of acceptance and communication and also execute an agreement in the prescribed form with this office for supply of suitable and qualified manpowers as per requirement of this office on these terms and conditions on non judicial Rs. 100/- stamp paper. The above stamp paper will be arranged by the Outsourcing Agency /Service Provider for execution of agreement. The agreement will be valid for a period of three years commencing from, and shall continue to be in force in the same manner, unless terminated in writing.

31. The service charges / rates quoted by the Outsourcing Agency /Service Provider shall be fixed for a period of three years and no request for any change/modification shall be entertained before expiry of the period of three years. Any statutory increase in wages/DA etc. is to be absorbed by the Outsourcing Agency / Service Provider.
32. The Outsourcing Agency / Service Provider shall not assign, transfer, pledge or sub contract the performance of services without the prior written consent of this office. When the service of the manpower is not required by TNFDC Ltd., the Outsourcing Agency /Service Provider should withdraw the services of manpowers as soon as the intimation received.
33. The agreement can be terminated by either party by giving one month's notice in advance. If the agency fails to give one month's notice in writing for termination of the Agreement then one month's wages etc and any amount due to the Outsourcing Agency /Service Provider from the TNFDC shall be forfeited.
34. On the expiry of the agreement as mentioned above, the Outsourcing Agency /Service Provider will withdraw all its personnel and clear their accounts by paying them all their legal dues. In case of any dispute on account of the termination of employment or non-employment by the personnel of the Outsourcing Agency / Service Provider, it shall be the

entire responsibility of the Outsourcing Agency /Service Provider to pay and settle the same.

35. If any amount is found payable by the Outsourcing Agency / Service Provider towards, wages, allowances and statutory dues in respect of personnel or any loss to TNFDC property, the same shall be adjusted.
36. TNFDC reserves the right to reject any or all the Outsourcing Agency / Service Provider without assigning any reason whatsoever and the decision of the management shall be final and binding on all the bidders.
37. EPF and ESI contribution to be paid for personnel employed by Outsourcing Agency / Service Provider shall be responsibility of Outsourcing Agency / Service Provider.
38. For every 6 (six) days of duty of personnel one day off with pay will be given. The Outsourcing Agency / Service Provider will have to bear the cost of providing personnel for this weekly off. The total monthly rates quoted shall inclusive of all these, including profits, overheads, bonus, gratuity etc and taxes whatsoever payable.
39. The Managing Director, TNFDC as the competent authority reserves the right to cancel the Contract / Agreement without assigning any reasons there for.
40. For breach of any of these conditions, the Managing Director, TNFDC will be the authority to take penal action as deemed fit.
41. The Managing Director, TNFDC reserves right to reject or accept any of the sealed quotation without assigning any reasons.
42. In case of any dispute between the parties with regard to this Tender/License deed it shall be refer to Civil Court Jurisdiction of Chennai City only.

43. If any dispute arises in regard to the Tender / License, the Court in the City of Chennai alone with have the territorial Jurisdiction where the Registered Office of this Corporation is situated.

Sd./-MANAGING DIRECTOR

Annexure II

TERMS OF REFERENCE

FOR OUT SOURCING OF THE MAINTENANCE OF ECO PARK & ITS RELATED FACILITIES AT CHETPET ECO PARK IN CHENNAI (SECURITY, HOUSE KEEPING AND GARDENING SERVICES) FOR A PERIOD OF THREE YEARS

Prequalification Criteria:

- The service provider should have the experience of providing same prescribed services for more than **3 (three) years** in Managing / Maintaining Botanical Gardens, parks, Eco Park or in same kind of services provided to both Governmental and Private sector under constant supervision of qualified personnel.
- The service provider should have local Office at Chennai to ensure satisfactory fulfillment of all contractual obligations or should open an office if they are awarded the work.
- The Service provider must be in possession of mandatory Police licenses for services of security personnel.

The Service Provider Agencies / Firms having good track record, manpower capacity and relevant experience in prescribed services are eligible to apply. They should produce satisfactory i) Work / task Completion certificates with the appropriate value of work and ii) Certificates showing Annual Turnover for a minimum of two preceding years for not less than equivalent of the estimated cost of the present contract.

1. Project Components:

This Request for Proposal document invites firms / service providers to maintain the Eco Park and its related activities in the lake i.e., Security, Housekeeping and Gardening. The period of contract would be for a minimum of three years. The major development components proposed are Lake Area including the bunds, Landscape areas, Walkers pathway, Children Play Area and Link Infrastructure facilities. Other facilities in the lake such as Multilevel Car Parking facilities, Amphitheater, Media Center, Restaurant, Refreshment counters are also tendered by the Tamil Nadu Fisheries Development Corporation Limited to increase revenue and proper management.

The facilities, which are to be maintained under this tender, are shown in the Master plan drawing given in Annexure 1.

2. Objectives:

The objectives of the Operation and Maintenance services are listed below.

- Regular upkeep of the infrastructure facilities developed in the lake and its surroundings.

- To maintain the health and hygiene aspects of the various components to standards laid by the Client
- To provide effective Surveillance and security from vandalism and other illegal activity
- To provide standard facilities in par with any other commercial facilities offered in the city with forgoing the ecological parameters of the lake
- To provide effective maintenance to the landscape in lake bunds, gardens, trees and other Ecological components of the park.

3. Scope of Work:

The various maintenance works (but not limited to) for the contractor is listed in the following sections of the report

A. HORTICULTURE AND LANDSCAPING:

Horticulture and landscaping activities of the lake include the below listed but not limited activities proposed in the lake.

- Maintenance of Pathways along with the maintenance of the edges, checking and preventing erosion, stabilizes damaged areas etc.,
- Maintenance of planting areas of the park after the completion of the project including removing and controlling unwanted invasive species, Replacement of mortalities, maintenance of the grass covered areas, arrival and orientation zones, interactive learning spaces and children's play area etc.

A team of gardeners and support labour including 9 men and 9 women (details specified in the Manpower requirement table) with constant supervision. The following are the detailed activities.

Maintenance of pathways including maintenance of the edges, checking and preventing erosion, stabilizes damaged areas etc.

1. Mowing the grass pathways
2. Filling the cracks with mixed earth between the interlocked tiles
3. Removal of weeds from gravel pathways, encourage grass cover (no sweeping)
4. Prune trees along the pathway margins
5. Clear weeds along the margins to define path clearly
6. If the path margin gets eroded, it needs to be stabilized with boulders, filled with earth, bound and covered up by grass.

Maintenance of planting areas and lawns including removal and control of invasive, replacement of mortalities, maintenance of grass-covered areas, arrival and orientation zones, interactive learning spaces, children's play area etc.

1. Pruning of all trees at least thrice a year
2. Training of staff in identification of invasive
3. Removal of invasive species to use for mulching
4. Replacing dead plants with new ones

5. Weeding the unwanted species out of the grassy areas
6. Mowing
7. Replanting of grasses from one area to the other, as required
8. Sweeping of paving, cuddapah pathway and parking area/drive ways.
9. Washing signages
10. Dusting of signboards
11. Sweeping of the stage
12. Raking the sandpit
13. Mowing the grass in the amphitheatre and media centre area once a month
14. Removal of invasive grasses from mangrove seedlings

B. HOUSE KEEPING MAINTENANCE ACTIVITIES:

Clearing of Solid Waste and Garbage generated at site, through regular collection and disposal actions. At least once every day throughout the week. Extremely high visitation may increase the frequency. Adequate waste bins should be provided to hold all trash generated between clearances.

Housekeeping activities of sanitary facilities: They should be maintained at all times as long as they are open to public. High use may dictate additional servicing's per day. Servicing period should ensure an adequate supply of paper and that restrooms are reasonably clean and free from foul odors.

C. SECURITY & SURVEILLANCE ACTIVITIES:

1. Establishing proper surveillance and security system to protect the lake from vandalism and other illegal activities
2. Maintaining the security sheds with proper equipment's for First aid facilities, Life guard equipment's and to safe keep and crowd control
3. Sweeping of the security rooms
4. To maintain & providing proper service such as cleaning, plumbing, electrification and other facilities required for the security rooms

D. MAINTENANCE OF OFFICE & ADMINISTRATIVE BUILDINGS:

1. Daily cleaning of window panels.
2. Periodic cleaning of ceilings to remove cobwebs.
3. Regular maintenance of cleanliness of electric fans and light fittings of building.
4. Moving of articles like tables, chairs, almirahs, display boards, etc. as and when such shifting is necessary.
5. Keeping the drains around the building clean and clear from choking.
6. Cleaning and maintenance staff should be present from 6.00 A.M. to 4.00 P.M. with morning and afternoon breaks.
7. Pre monsoon and post monsoon clearing of all building roofs.
8. No modifications are permitted to the infrastructural facilities provided, by the tenderer without permission of the Park Administration.

4. Details of manpower deployment:

A team of manpower as listed in the below has to be appointed for regular maintenance activities. At 6.00 am they will report to the duty and continue routine work assigned to them till 4.00 pm with a break for lunch etc. They will also keep a watch on visitors who come in to the Eco Park to make sure that they don't litter or vandalize. The tenderer will deploy the staff and the supervisors will train them in skills required for maintenance activities

- Gardening - 9 Nos. of Gardeners (Maallis) to be engaged
- House Keeping - 3 Nos. of Sanitary workers and 5 Nos. of Sweepers to be deployed.
- Security - 1 Security incharge, and 19 Security Staff to be engaged for Security purposes
- Mechanical and Plumbing - 1 Electrician-cum-Pump Operator to be deployed on shift basis i.e. 2 Nos. per day with minimum I.T.I Electrical / Mechanical Certificate
- Records on attendance should be maintained
- Training on how to interact with visitors has to be done

Project staff and the labour deployed for maintenance work has to be covered under Workmen Compensation Insurance. They should be provided bonus and will be covered by PF,ESI etc.,

All equipment/stores and expendables required for execution of above scope is deemed to have been included in the quoted amount.

5. Period of Contract:

The initial period of contract would be **Three years only**. Service charges/rates quoted by the agency would be fixed for a period of Three years and any statutory increase in wages/DA etc. will have to be absorbed by the agency.

GENERAL CONDITIONS OF TENDER

1. (a) Tenders by firm shall be in the firm's name signed on behalf of the firm by the person authorized in this behalf. In case of partnership firm, the names of all the partners with their full postal address should be furnished with the tender and if the firm is registered under the Indian Partnership Act of 1931 the registration Number of the firm should also be given. The partner who is signing a tender form should hold a power of Attorney in his favor to act for and on behalf of the partnership of firm.
2. (a) The tender amount should be legibly written in INK BOTH IN FIGURES AND WORDS.
(b) Tenders containing erasures or alterations without proper Attestation/Omissions are liable to be rejected.
3. (a) The Envelope for the Earnest money shall be super scribed with "Earnest Money" and shall contain **EMD of Rs.50,000/-** in the form of DD issued by a nationalized / scheduled bank **located in India favoring Managing Director "TNFDC"** payable at Chennai to keep the offer open till acceptance/ rejection thereof is communicated by the TNFDC Administration or till 120 days (One hundred and twenty only) days from the date of opening the tender whichever is earlier. The EMD should be valid for 45 days beyond the validity of the Tender. Offers received without earnest money shall be summarily rejected.

(b) It shall be understood that the tender documents have been sold/issued to the Tenderer and that the tenderer is permitted to tender in consideration of the stipulation on his part that after submission of his tender, will not renege from or modify the terms and conditions thereof in a manner not acceptable to the TNFDC Administration. Should the tenderer fail to observe or comply with the said stipulation, the aforesaid amount shall be liable to be forfeited to the TNFDC.

No interest will be allowed on the Earnest Money Deposit Tenders will not be considered unless the Earnest Money Deposit, have been deposited in accordance with the stipulations of this para.
4. The Earnest Money Deposit deposited by the successful tenderer will be adjusted towards Security deposit payable by them before entering into acceptance subject to the conditions stipulated above. The earnest Money Deposit of the unsuccessful tenders will be returned /refunded as soon as the tenders have been disposed off.
5. Each tender must be accompanied by the following:-
 - a. The remittance of Earnest Money Deposit.
 - b. In case of a Partnership Firm, the copy of the certificate of registration issued by the Competent Authority.

- c. The copy of the a power of Attorney of the Managing Partner to sign the Tender document should also be enclosed with the tender
6. Tenders submitted without proper and fully complying with tender requirement will be disqualified and will not be considered.
7. The Successful tenderer shall be required to execute an agreement in the prescribed form without which he will not be considered.
8. (i) The successful tenderer must deposit to the TNFDC Administration in advance at the time of initial award of the contract a sum equivalent to **10%** of the contract value as Security deposit / Bank Guarantee within 14 days of the date of acceptance and communication of the tender and execute an agreement in the prescribed form.

(ii) The successful applicant shall remit security deposit in the form of Demand Draft / Bank Guarantee being 10% of the contract value which will be veils and kept open not only during the contract period of three years but also for a further period of six months beyond the contract period and take up the contract within 14 days of the date of acceptance of tender.
9. Should a tenderer whose tender has been accepted and communicated, if declined or failed to remit the **10%** bank Guarantee and also execute an Agreement in the prescribed form and take up the contract within 14 days from the date of acceptance of tender, the Earnest Money Deposit will be forfeited by the TNFDC administration as ascertained liquidated damages.
10. The contractor or his Agent must be available at the Chetpet Eco Park from **06.00 hrs. to 16.00 hrs.** or such period as may be specified from time to time by any authorized official of TNFDC.
11. The successful tenderer shall not assign, sublet or transfer the contract either on whole or part. If it is found that the contract has been assigned or sublet or either in part or in full, the TNFDC Administration will terminate the contract without any notice duly forfeiting the Security as ascertained liquidated damages.
12. No separate communication relating to the tender must be addressed by the tenderer to the officer or any other person in the TNFDC Administration by all explanatory or qualifying remarks which the tenderer may desire to make must be recorded in the tender form in the space provided for purpose in the respective paras.
13. Further the TNFDC Administration reserves to itself the right to accept/negotiate with the next second highest tenderer in the event the highest tenderer withdraws the bid or not able to abide by the terms and conditions of the contract.

14. The quantum of requirement of such material may be more explicit. It should be ensured that all cleaning material is supplied regularly as per the requirement.
15. The manpower will have to be supplied by the agency within 15 days of award of contract.
16. Cleaning should be completed in office cited premises (except common places) prior to opening of office hours i.e. **9.30 AM** so that work in office does not get interrupted in the middle for cleaning purpose.
17. The persons supplied by the Agency should not have any Police records/criminal cases against them. The Agency should make adequate enquiries about the character and antecedents of the persons whom they are recommending. The character and antecedents of persons will be verified by the Service Provider before their deployment through local police, collecting proofs of residence, driving license, bank account details, previous work experience and recent photograph and a certification to this effect submitted to this office. The service provider will also ensure that the personnel deployed are medically fit and will keep in record a certificate of their medical fitness. The Service Provider shall withdraw such employees who are not found suitable by the office for any reasons immediately on receipt of such a request.
18. The service provider shall engage necessary persons as required by this office from time to time. The Deployment of personnel is to be on monthly basis. Thus deployment/arrangement of the personnel should be in such a manner that there shall be no violations of any leave Rules and weekly off days. The tenderer will have to bear cost of providing personnel for this work load/ duty hours or weekly off. The said persons engaged by the service provider shall be the employee of the service provider and it shall be the duty of the service provider to pay their salary every month.
19. There is no Master and Servant relationship between the employees of the service provider and this office and further that the said person of the service provider shall not claim any absorption in this office or the Government.
20. The service provider's person shall not claim any benefit/ compensation/ absorption/ regularization of services from/in this office under the provision of Industrial Disputes Act., 1947 or Contract Labor (Regulation & Abolition) Act, 1970. Undertaking from the persons to this effect shall be submitted by the service provider to this office.
21. The service provider's personnel shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangements and administrative / organizational matters as all are of confidential/secret nature.
22. The service provider's personnel should be polite, cordial, positive and efficient, while handling the assigned work. The service provider shall be responsible for

any act of indiscipline on the part of persons deployed by him. The agency shall be bound to prohibit and prevent any of their employees from being intoxicated while on duty, trespassing or acting in any detrimental or prejudicial to the interest of this office. The decision of the officer in charge upon any matter arising under the clause shall be final and binding on the agency.

23. That the persons engaged shall not be below the age of 18 years or above the age of 45 years and they shall not interfere with the duties of the employees of this office.
24. The functional control over the personnel deployed by the Agency will rest with this office and the disciplinary administrative / Technical control will be with the Agency.
25. This office may require the service provider to dismiss or remove from the site of work, any person or persons, employed by the service provider, who may be incompetent or for his/ her/their misconduct and the service provider shall forthwith comply with such requirements. The Service provider shall replace immediately any of its personnel, if they are unacceptable to this office because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct upon receiving written notice from office.
26. The service provider has to provide Photo Identity Cards to the persons employed by him/her for carrying out the work. These cards are to be constantly displayed & their loss reported immediately.
27. The transportation, food, medical and other statutory requirements in respect of each personnel of the service provider shall be the responsibility of the service provider.
28. The agency shall have employer's liability and workers' compensation insurance in respect of the Personnel of the agency and of any sub-contractors, in accordance with the relevant provisions of the Applicable law, as well as, with respect to such personnel, any such life, health, accident, travel or other insurance as may be appropriate; and
29. That the agency will be wholly and exclusively responsible for payment of wages to the persons engaged by it in compliance of all the statutory obligations under all related legislations as applicable to it from time to time including Minimum Wages Act, Employees Provident Fund, **ESI Act** etc. and this office shall not incur any liability for any expenditure whatsoever on the persons employed by the agency on account of any obligation. The Agency will comply all statutory provisions of law, rules and regulations of Act and keep this office informed about any amendment in the law from time to time.

30. The service provider will submit the bill in triplicate to TNFDC, Chennai – 600 035 in respect of a particular month in **the first week of the next month**. The payment will be released by the third week. Tax if any shall be deducted at source as per the relevant Act.
31. Payments to the service provider would be strictly on certification by the officer with whom he is attached that his services were satisfactory and attendance as per the bill preferred by the service provider.
32. The service provider will provide the required personnel for a shorter period also, in case of any exigencies as per the requirement of this office.
33. The service provider shall provide a substitute well in advance if there is any probability of the person leaving the job due to his/her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the service provider.
34. The service provider shall be contactable at all times and messages sent by phone /e-mail/ fax / special messenger from this office shall be acknowledged immediately on receipt on the same day. The Service Provider shall strictly observe the instructions issued by the Corporation in fulfillment of the contract from time to time.
35. This office shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the personnel of the service provider.
36. That the Service Provider on its part and through its own resources shall ensure that the goods, materials and equipment's etc. are not damaged in the process of carrying out the services undertaken by it and shall be responsible for acts of commission and omission on the part of its staff and its employees etc. If this office suffers any loss or damage on account of negligence, default or theft on the part of the employees/agents of the agency, then the agency shall be liable to reimburse to this office for the same. The agency shall keep this office fully indemnified against any such loss or damage. Any accident/ casualty occurred during the course of working to any staff engaged by the Agency; the responsibility will remain with the Agency. For any accident or casualty occurred during the course of working to any staff deployed by the Agency, the liability that will arise out of the accident will be borne by the Agency. The responsibility will remain with Agency and this office will no way be responsible for it or any other clause mentioned above.
37. This office will maintain an attendance register in respect of the staff deployed by the agency on the basis of which wages/remuneration will be decided in respect of the staff at the approved rates.

38. The successful tenderer shall furnish a security deposit equivalent to **10%** of the contract value in the form of an account payee demand draft drawn in favour of the Managing Director, TNFDC Ltd. or Fixed Deposit Receipt from a nationalized / commercial bank or Bank Guarantee from a nationalized / commercial bank in an acceptable form safeguarding the interest of this office in all respects. The security deposit shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the service provider. The security deposit will be forfeited in case the supply of manpower is delayed beyond the period stipulated by this office or non-compliance of the terms of agreement by the service provider or frequent absence from duty/misconduct on the part of manpower supplied by the Agency.
39. The successful tenderer will enter into an agreement with this office for supply of suitable and qualified manpower as per requirement of this office on these terms and conditions on non judicial Rs. 100/- stamp paper. The above stamp paper will be arranged by the bidder for execution of agreement. The agreement will be valid for a period of three years commencing from, and shall continue to be in force in the same manner, unless terminated in writing.
40. The service charges/rates quoted by the agency shall be fixed for a period of three years and no request for any change/modification shall be entertained before expiry of the period of three years. Any statutory increase in wages/DA etc. is to be absorbed by the service provider.
41. The service provider shall not assign, transfer, pledge or sub contract the performance of services without the prior written consent of this office.
42. The agreement can be terminated by either party by giving one month's notice in advance. If the agency fails to give one month's notice in writing for termination of the Agreement then one month's wages etc and any amount due to the Service Provider from the office shall be forfeited.
43. That on the expiry of the agreement as mentioned above, the agency will withdraw all its personnel and clear their accounts by paying them all their legal dues. In case of any dispute on account of the termination of employment or non-employment by the personnel of the agency, it shall be the entire responsibility of the agency to pay and settle the same.
44. That if any amount is found payable by the tenderers towards, wages, allowances and statutory dues in respect of personnel or any loss to this office property, the same shall be adjusted from the security deposit of the extent of the amount so determined reserving right to recover the deficit amount through other modes of recovery including the right to terminate the agreement without notice.

45. This office reserves the right to reject any or all the tenders without assigning any reason whatsoever and the decision of the management shall be final and binding on all the bidders.
46. EPF and ESI contribution to be paid for personnel employed by tenderer shall be responsibility of tenderer.
47. For every 6 (six) days of duty of personnel one day off with payment will be given. The tenderer will have to bear cost of providing personnel for this weekly off. The total monthly rates quoted shall inclusive of all these, including profits, overheads, bonus, gratuity etc and taxes whatsoever payable.
48. The employed personnel shall wear a common dress and shall have a badge mentioning their cadre. It should be worn inside the park when on duty.
49. The personnel shall not cook or make noise or use music system inside the park
50. In case of dispute arising between the contractor and staffs of other firms personnel of Chetpet Eco Park, the contractor shall refer the matter in writing to The Managing Director, TNFDC whose decision in the matter shall be final.
51. The Managing Director, TNFDC as the highest authority reserves the right to cancel the lease without assigning any reasons therefore.
52. For breach of any of these conditions The Managing Director, TNFDC will be the authority to take penal action as deemed fit.
53. Any money due by the contractor under the terms of the tender shall be recovered by the appropriate statutory act or any modifications thereof.
54. In case of any dispute between the parties with regard to this Tender / License deed it shall be refer to Civil Court Jurisdiction of Chennai City only.
55. If any dispute arises in regard to the Tender / License, the Court in the City of Chennai alone will have the territorial Jurisdiction where the Registered Office of this Corporation is situated.

Others ;

1. The rates quoted should be inclusive of all taxes, cess etc.
2. Para 8 of General Conditions of tender be read as under,
“The successful tenderer must deposit to the TNFDC Administration in advance at the time of initial award of the contract a sum equivalent to 10% of the annual contract value as Interest free Security deposit / Bank Guarantee valid for 3 years or maximum years of agreement as the case may be, within 14 days of the date of acceptance and communication of the tender and also execute an agreement in the prescribed form’.

3. Quote to be in 'Rate in Rs per month for Packages I. Delete Employees contribution from PF and ESI and Consolidated pay. Other details to be provided for overall amount.
 - a. Man-days of all categories remain constant. Their Deployment may be worked out in conjunction with the Park manager as per day to day ground requirements. Leave part to be taken care by tenderer.
 - b. Security agencies must be in possession of **mandatory police licenses**.
 - Licenses**
 - c. Gardening personnel must have previous experience.

4. GST Amount:

The bidders were asked to quote the rate in the Tender from along with GST payable on it (i.e) inclusive of GST Amount

5. Quotation of Rate:

In a reply to the clarification on quotation of Rate, the bidders were instructed to quote the rate per person/per month basis only.

6. Bonus Eligibility:

The outsourced workers are eligible for Annual Bonus as per the payment of Bonus Act 1965 and it should be calculated on annual wages and period of service rendered etc, and a minimum of 8.33% of pay.

7. EPF Applicability:

The workers to be outsourced are covered under the provision of EPF Act and the tenderers have to make equal contribution for the employee on the rates contributed by the workers from their wages. If the maximum is above Rs.15,000/- then contribution should be restricted to a wages of Rs.15,000/- only.

Sd/- MANAGING DIRECTOR

Dated: _____

Format – I

We M/s----- Service Provider / Outsourcing Agency placing our quote for monthly consolidate pay for the following posts based on the daily wages prescribed by the Collectorate of Chennai to provide Man powers to TNFDC., Registered Office, Chennai -35.

Sl. No	Name of the Post	Consolidated monthly pay as per minimum wages Act (Rs.)	EPF amount with % (employer's share) (Rs.)	ESI amount with % (Rs.)	Service Provider charges on pay (*) Rs.	Statutory Bonus per month (Rs.)	total (3+4+5+6+7) (Rs.)
1	2	3	4	5	6	7	8
1.	Assistant Programmer						
2.	Skilled Assistant with Tally & Computer Knowledge						
3.	Computer Operator						
4.	Driver						
5.	Office Assistant						
6.	Watchmen / Security Guard						
						GST as applicable	
						Grand Total	

Note:

- The Monthly pay under the column no.3 for each post should be quoted by taken into a/c of the daily wages as fixed by the District Collector, Chennai for the Financial year 2022-23 adhering to the minimum wages Act in force. The daily wages for the Financial Year 2022 -2023 if not published by the District Collector the daily wages published for the year 2021 – 2022 should be taken in to document.
- (*) - “Percentage” for the Service Provider charges should be quoted under the column no.6, the same should not be less than the percentage of amount deducted against TDS & GST TDS by the Principal Employer as per rules in force.

We, the Service Provider / Outsourcing Agency is hereby agreed to deduct the TDS on total payment.

Name of the Service Provider & Sign
Name of the Agency

Format – II

We M/s----- Service Provider / Outsourcing Agency placing our quote for monthly consolidate pay for the following posts based on the daily wages prescribed by the Collectorate of Chennai to provide Man powers to the Manager, TNFDC., Chennai (Marketing) unit at Santhome, Chennai -28.

Sl. No	Name of the Post	Consolidated monthly pay as per minimum wages Act (Rs.)	EPF amount with % (employer's share) (Rs.)	ESI amount with % (Rs.)	Service Provider charges on pay (*) Rs.	Statutory Bonus per month (Rs.)	total (3+4+5+6+7) (Rs.)
1	2	3	4	5	6	7	8
1.	Assistant Manager						
2.	Computer Operator						
3.	Skilled Assistant						
4.	Chef						
5.	Driver						
6.	Semi skilled Cook						
7.	Semi Skilled Helper						
8.	Salesman (Helper)						
9.	Cutter						
10.	Helper						
11.	Cleaner						
						GST as applicable	
						Grand Total	

Note:

1. The Monthly pay under the column no.3 for each post should be quoted by taken into a/c of the daily wages as fixed by the District Collector, Chennai for the Financial year 2022-23 adhering to the minimum wages Act in force. The daily wages for the Financial Year 2022 -2023 if not published by the District Collector the daily wages published for the year 2021 – 2022 should be taken in to document.
2. (*) - “Percentage” for the Service Provider charges should be quoted under the column no.6, the same should not be less than the percentage of amount deducted against TDS & GST TDS by the Principal Employer as per rules in force.

We, the Service Provider / Outsourcing Agency is hereby agreed to deduct the TDS on total payment.

**Name of the Service Provider & Sign
Name of the Agency**

Format – III

We M/s----- Service Provider / Outsourcing Agency placing our quote for monthly consolidate pay for the following posts based on the daily wages prescribed by the Collectorate of Chennai to provide Man powers to the Manager, TNFDC., Eco Park at Chetpet, Chennai -10.

Sl. No	Name of the Post	Consolidated monthly pay as per minimum wages Act (Rs.)	EPF amount with % (employer's share) (Rs.)	ESI amount with % (Rs.)	Service Provider charges on pay (*) Rs.	Statutory Bonus per month (Rs.)	total (3+4+5+6+7) (Rs.)
1	2	3	4	5	6	7	8
1.	Supervisor						
2.	Security officer						
3.	Computer Operator						
4.	Skilled Assistant						
5.	STP Operator						
6.	Ticketing Assistant						
7.	Office Assistant						
8.	Watchmen / Security Guard						
9.	Electrician - Pump operator						
10.	Gardener						
11.	Mechanical-Plumber						
12.	Sweeper /Sanitary worker						
GST as applicable							
Grand Total							

Note:

1. The Monthly pay under the column no.3 for each post should be quoted by taken into a/c of the daily wages as fixed by the District Collector, Chennai for the Financial year 2022-23 adhering to the minimum wages act in force. The daily wages for the Financial Year 2022 -2023 if not published by the District Collector the daily wages published for the year 2021 – 2022 should be taken in to document.
2. (*) - “Percentage” for the Service Provider charges should be quoted under the column no.6, the same should not be less than the percentage of amount deducted against TDS & GST TDS by the Principal Employer as per rules in force.

We, the Service Provider / Outsourcing Agency is hereby agreed to deduct the TDS on total payment.

**Name of the Service Provider & Sign
Name of the Agency**