



GOVERNMENT OF TAMIL NADU
Project Director (ATMA) / Joint Director of Agriculture
Korampallam, Thoothukudi – 628 101
Tender for Providing Man Power
Block Technology Manager &
Assistant Technology Manager for Block ATMA
2022-23

Tender No. ATMA01/2022

dt. 02.06.2022.

S. No	Name of the item
1	Providing Man Power viz., Block Technology Manager & Assistant Technology Manager on contractual basis.

[Signature] 2/6/2022
PROJECT DIRECTOR (ATMA)/
JOINT DIRECTOR OF AGRICULTURE
THOOTHUKUDI- 628 101

[Signature] 2/6/22

1. INTRODUCTION

The Project Director (ATMA) / Joint Director of Agriculture, Thoothukudi, On behalf of the Department of Agriculture, Government of Tamil Nadu proposes to engage manpower through placement agency on contractual basis SSEPERS (ATMA) 2022-23 as indicated in the sub para, following procedures in accordance with the Tamil Nadu Transparency in Tenders Act 1998 and Rules 2000 and Rule 2012 as amended from time to time by the Government of Tamil Nadu only from the reputed manpower agencies providing manpower on contractual basis for the year 2022-23.

1.2 It is proposed to engage the following staff to Block ATMA

S.No	Name of the Post	No. of persons to be engaged	Salary for 12 months	1% Earnest Money Deposit (Rs.)
1.	Block Technology Manager	1	3,00,000	12000
2	Assistant Technology Manager	5	9,00,000	
	Total Amount		12,00,000	

For all further references items mentioned above will be referred briefly as ATMA Staff and sealed tender should be submitted as per procedure laid down herein.

1.3. Applicability of Tamil Nadu Transparency in Tenders Act 1998, Rules 2000 and rules 2012

This tender will be governed by the Tamil Nadu Transparency in Tenders Act 1998 and Rules 2000 and rule 2012 as amended from time to time.



GOVERNMENT OF TAMIL NADU
PROJECT DIRECTOR (ATMA) / JOINT DIRECTOR OF AGRICULTURE,
KORAMPALLAM, THOOTHUKUDI-620101
Tender No. ATMA01/2022 **dt. 02.06.2022.**

2. TENDER NOTIFICATION

For and on behalf of the Chairman ATMA THOOTHUKUDI, The Project Director (ATMA) / Joint Director of Agriculture, Thoothukudi, Tamil Nadu, sealed tenders are invited from the reputed placement agencies for the year 2022-23 for providing manpower for ATMA. Separate sealed tender schedule should be submitted for all the items (1-4) mentioned above along with EARNEST MONEY DEPOSIT (EMD) 1% on the value for all the items. The non-transferable tender document with the detailed specifications can be downloaded from the E- Publishing Portal of Office of the Project Director (ATMA) / Joint Director of Agriculture, Korampallam, Thoothukudi - 628101 up to 15.06.2022.

The time schedule for opening of the tender is as follows:

a. Last date and Time for receipt of tender	16.06.2022 3.00 PM
b. Last date and Time of opening of the tender	16.06.2022. 4.00 PM

Project Director (ATMA) /
Joint Director of Agriculture
Thoothukudi

26/06/22

3. ELIGIBILITY CRITERIA

3.1 Eligibility criteria for Tendering

A tenderer will be eligible for tendering provided he is a reputed placement agency for the mentioned items and satisfies all the stipulated eligibility criteria. The tenderer should not have been blacklisted by Central / State Government or their undertakings.

3.2 ELIGIBILITY CRITERIA FOR AGENCIES COMPANIES / FIRM PARTICIPATING IN THE TENDER

- I. The participating firm should have a Valid Registration Copy of **Registration Certificate** should be enclosed. Latest VAT /CST clearance certificate should be submitted.
- II.
 - a. Should have license from the competent authority and the document for being a reputed placement agency should be submitted.
 - b. Should furnish the service **capacity for a minimum period of 3 preceding years** and attach the documents in proof of Evidence for being a placement agency for which the tenderer participates continuously for a minimum period of 3 years.
 - c. Should furnish the quantity of manpower provided by the firm.
 - d. Should furnish the manpower engaged by the firm (in its capacity) during the preceding three years for each of the items for which he participates

3.3 FINANCIAL STANDING

The tenderer will be evaluated for financial standing on the basis of the following information as required in Appendix-2.

1. **Annual Turnover:** The average Annual Turnover of the tenderer shall be calculated from the Annual Audit Report/Balance sheet and Profit and loss statement for the three (3) preceding financial years, a copy of which should be attached
2. **Bankers Certificate (in original)** regarding credit facility in the format on financial capability enclosed, (**APPENDIX-II**) from his bank as a proof of being financially sound to undertake the tender. This certificate should be submitted in original.
3. **Performance Standing:** It is necessary that the tenderer has a sound financial standing. For this purpose, the tenderer should submit testimonials from bankers and references from clients with whom the tenderer has been associated. Their report and the tender accepting authority's assessment, wherever possible and necessary will be duly weighed to establish the overall financial capacity. Further, the tenderer should submit testimonials to the effect that he has transacted the tendered quantity of each of the items quoted in the tender during the preceding three years.

4. COST OF TENDERING

The Tenderer shall bear all costs associated with the preparation and submission of this Tender and the tender accepting authority will in no case be responsible or liable for these costs.

5. TENDER DOCUMENT

5.1 CONTENTS OF TENDER DOCUMENT

This Tender document is for providing manpower on contractual basis in separate cover. The Tender document contains conditions, specifications, educational qualification and experience of the manpower.

6. GENERAL INSTRUCTIONS

6.1. The tenderer is requested to go through the instructions, terms and conditions and specifications given in the tender. Failure to furnish the required information in every aspect will be at the tenderer's risk and may result in the rejection of the tender.

For any queries contact **Office of the Project Director (ATMA) / Joint Director of Agriculture, Korampallam, Thoothukudi - 628101. Phone No: 0461-2340933, email id: atmatuti2012@gmail.com**

6.2 Tenderer to Check Tender Documents:

The Tenderer should check all specifications shown in the tender documents and obtain his own information on all matters which may in any way affect this tender as no claim for extras for any alleged ignorance in respect thereof shall be entertained. The documents/certificates *etc.*, mentioned anywhere in this tender document including the Check List, wherever applicable shall be a part of this tender and the tenderer shall submit the same

6.3 Clarification on the tender

A prospective tenderer requiring any clarification on the tender may request the Office of the Project Director (ATMA) / Joint Director of Agriculture, Thoothukudi by a letter or by fax or by e-mail. Project Director (ATMA) / Joint Director of Agriculture, Thoothukudi will respond in writing to any request for clarification in the tender. For e-mail communication from the tenderers, e-mail reply from the Project Director (ATMA) / Joint Director of Agriculture, Thoothukudi shall be treated as valid communication.

6.4 Amendments to the Tender

1. Project Director ATMA) / Joint Director of Agriculture, Thoothukudi may amend the tender wherever it is felt that such an amendment is absolutely necessary.
2. Amendment to tender may also be given in response to clarifications by prospective tenderer and it is solely the discretion of the Project Director (ATMA) / Joint Director of Agriculture, Thoothukudi . **Any amendment to the tender will be informed to the tenderer to those who have purchased the document from the Tender Inviting Authority. It is the responsibility of the tenderer to verify the amendments if any and get the amendment documents before the submission of**

the tender provided no such change could be effected 48 hours prior to the time fixed for opening of the tender.

6.5 The Tender document is not transferable under any circumstances.

6.6 Each tenderer is eligible to submit only one tender. Any deviation to these criteria may result in rejection of the tender.

7. EARNEST MONEY DEPOSIT (EMD)

7.1. Each tender should be accompanied by a Demand Draft for each item towards EMD as 1%. No interest will be paid for the EMD by the Project Director (ATMA) / Joint Director of Agriculture, Thoothukudi.

7.2 The Demand Draft should be obtained from any Nationalized Bank and shall be drawn in favor of **Project Director (ATMA) / Joint Director of Agriculture, and Payable at Thoothukudi.**

7.3 The Office/department will arrange to refund the Earnest Money Deposit to the unsuccessful tenderers after publishing the list of successful tenderers, within a reasonable time.

7.4. To avail exemption from payment of EMD the tenderer has to submit a SSI/NSIC certificate.

7.5. The EMD amount may be forfeited if:

- a) The Tenderer withdraws his tender at any stage after the last date and time fixed for submitting the tender.
- b) In case of a successful tenderer, if he fails to furnish the required security deposit or sign the agreement, within the stipulated time limit.

8. TENDER PRICE AND CONTRACT REQUIREMENTS

8.1 Tenderers are required to fill up the service charges quoted and corrections if any shall be made out by crossing out, rewriting, signing and indicating the date.

8.2 Tenderer shall not make any changes in the format

8.3. The tenderer shall fill up and sign the letter of tender and all schedules *etc.*, which are included in the tender documents.

8.4. Tenderers shall submit their tenders in accordance with the specifications of the tender documents only. Alternatives will not be considered

8.5. The service charges tendered shall be firm and fixed during the entire currency of the contract and till completion of all contractual obligations. Any extension in time granted by the tender accepting authority to the completion schedule shall be subject to the condition and there shall be no additional financial implication to the Project Director (ATMA) / Joint Director of Agriculture, Thoothukudi. The accepting Tender authority shall not be responsible for any change in the tax rate during the contract period.

8.6. The rates quoted in the tender should be valid for periods of one year from the date of acceptance of Tender i.e. date of execution of agreement.

9. TENDER VALIDITY

- 9.1** Tenders shall remain valid for a period of 365 days from the due date of submission of the Tender.
- 9.2** In exceptional circumstances, prior to expiry of the initial time limit as indicated in above, the tender accepting authority may request the Tenderer to extend the period of validity for a specified additional period. The request and the Tenderers responses shall be made in writing or by fax. A Tenderer may agree the request without forfeiting his Earnest Money Deposit. A Tenderer refuse the request will not be permitted to modify his Tender. However, he shall extend the validity of the Earnest Money Deposit for the period of the extension.

11. PROCEDURE FOR TENDER SUBMISSION

11.1. Due Date for Tender Submission

- i. The tender document duly filled in, signed and stamped on all pages shall be submitted in sealed cover to **The Project Director (ATMA) / Joint Director of Agriculture, Thoothukudi** at his office up to 3.00 PM on 16.06.2022 as per the procedure laid down herein.
- ii. The Tender Inviting Authority will not be held responsible for any delay in the receipt of the Bank Draft or any delay in the receipt of the document by the tenderer including loss of the document in transit or delay in obtaining any document / certificate or on any other account. No extension of date and time for submission of the tender will be given for any such delay.
- iii. The tender inviting authority may extend the due date for submission of tender by issuing an amendment in which case all the rights and obligations of the Project (ATMA) / Joint Director of Agriculture, Thoothukudi and the Tenderers previously subject to the original due date for submission will then be subject to the new date for tender submission, as extended.
- iv. **Any Tenders received by the Project Director (ATMA) / Joint Director of Agriculture, Thoothukudi after the due date and time will not be considered and will be returned to the tenderer.**

11.2. Procedure for Submission of Tender

- i) Tenderers are advised to go through the tender documents and understand all the provisions and stipulations contained therein before submitting the tender.
- ii) The tender shall be submitted as per the procedures and requirements stipulated herein.
- iii) The tender must be submitted so as to be received within the stipulated date and time
- iv) Tender submitted by telex, cable or fax will not be accepted and will be summarily rejected.
- v) The tender shall be submitted separate forms for the called for items

The envelope / cover shall be super scribed as follows
Tender for providing manpower for ATMA Thoothukudi on contractual basis

Name of the item	Manpower for ATMA
Due date / time	16.06.2022 3.00 PM

vi) The sealed tender envelope shall be addressed to

**Project Director (ATMA) / Joint Director of Agriculture,
Korampallam,
Thoothukudi – 628 101.**

The tender envelope shall carry the name and address of the tenderer prominently with Phone No/ email ID / and FAX No.

11.3. Signing of the Tender

- i) The tender shall be signed by a person or persons duly authorized to sign on behalf of the Tenderer. All pages of the tender shall be signed by the person or persons signing the tender.
- ii) The tender shall contain no alterations or additions, except those to comply with instructions issued by the Project Director (ATMA) / Joint Director of Agriculture, Thoothukudi or as necessary to correct errors made by the tenderer, in which case such corrections shall be signed by the person or persons signing the tender.
- iii) All the pages in the tender document should be signed by the tenderer, after filling the prices in **figures & words**.

12. Tender Opening and Evaluation

12.1. Tender Opening

- i) Tender will be opened in the presence of the tenderers or their authorized representative who choose to be present and the tender scrutiny committee at **4.00 P.M. on 16.06.2022** **The representative of tenderer who attend the tender opening must produce their identification proof and authorization letter from the companies / tenderer.**
- ii) In the event of the specified date of Tender opening being declared a holiday, the tenders will be opened at the same time on the next working day.
- iii) On opening the tender, the details such as name of the tenderer, address, EMD details, *etc.*, will be read out.

12.2. Process to be Confidential

- i) Information relating to the examination, clarification, evaluation and comparison of tenders and recommendations for the award of contract shall not be disclosed to tenderers or any other persons not officially concerned with such process until the award to the successful tenderer has been announced.

- ii) Any effort by a tenderer to influence the tender accepting authority, scrutiny / evaluation committee or its members in the processing of tenders or award decisions may result in the rejection of his tender.

12.3.Criteria for Technical Evaluation

- i. Submission of EMD / Submission for exemption of EMD if any.
- ii. The Tender Inviting Authority will determine whether the tenderer has fulfilled all the tender conditions as stipulated in the tender document and whether the tender is substantially responsive or not.
- iii. A responsive tender is one which confirms to all the terms, conditions and specifications of the tender documents without material deviation or reservation. A material deviation or reservation is one:
 - a) Which affects in any substantial way the scope, quality or performance of the contract
 - b) Which in a substantial way is inconsistent with the Tender conditions, the tender accepting authority's rights or the Tenderers obligations under the contract, or
 - c) Whose rectification would affect unfairly the competitive position of other Tenderers presenting substantially responsive tender
- iv. Tenderers who have not fulfilled the tender conditions shall be a non-responsive tender and will not be taken up for further evaluation and Price bid opening.
- v. To assist the examination, evaluation and comparison of Tenders, the tender accepting authority may at his discretion, ask any tenderer for clarification on his Tender. The request for clarification and the response shall be in writing or by fax but no change in the substance of the Tender shall be sought, offered, or permitted.
- vi. When a Tender fails to be responsive, it will be rejected by the tender accepting authority and may not subsequently be made responsive by correction or/ withdrawal of the non-confirming deviation or reservation.
- vii. The purchaser reserves the right to verify the availability of infrastructure facilities to ascertain the ability of the tenderer to supply quality material at any time and the purchaser also reserves the right to reject the tender of any tenderer based on the inspection report of the authorized representative.

13. PRICE BID OPENING

13.1. Price Bid Opening

- i. The Tender accepting Authority will then proceed with opening the cover of those tenderers have been found substantially responsive in all aspects and fulfill all the tender conditions. The opening of the "Price Bid Cover" will be done in the presence of those tenderers or their representatives who choose to be present. The Tender accepting Authority will inform such tenderers in advance about the acceptance of their technical tender and the date and time of opening of the "Price Bid Cover".
- ii. On opening of the "Price Bid", the price as quoted by the tenderers will be read out.

13.2. Criteria for Price Bid Evaluation

- i) Tender evaluation will be carried out in accordance with the “Tamil Nadu Transparency in Tenders Act, 1998 Rules 2000” and Rules 2012.
- ii) In price bid evaluation the following procedures will be adopted.
 - a. The quoted prices shall be corrected for arithmetical errors.
 - b. In case of discrepancies between the prices quoted in words and in figures, lower of the two shall be considered.
 - c. The Evaluation shall include all central duties such as customs duty and central excise duty and sales tax as a part of the price.
 - d. In a tender where all the tenderers are from within the State of Tamil Nadu or where all the tenderers are from outside the State of Tamil Nadu, the sales tax shall be included for evaluation of the price; and
 - e. In a tender where the tenderers are both from the state of Tamil Nadu as well as from outside the State of Tamil Nadu the sales tax under the Tamil Nadu Value Added Tax shall be excluded for the evaluation of the price, as per Rules 29 (d) (IV) of the Tamil Nadu Transparency in Tenders Act 1998 read with the Tamil Nadu Transparency in Tenders Rules 2000 and 2012.
 - f. The Tender Accepting Authority may carry out negotiation with lowest tenderer (L1) as per evaluation.
 - g. The Tender Accepting Authority reserves the right to ask other tenderers to match the L1 price if required, according to the Tamil Nadu transparency in Tenders Rules 2000 and 2012.
 - h. The total ordered quantity will be apportioned among the L1 bidder and the other bidders who are matching the L1 rate, at the discretion of Tender inviting authority as per the provisions of Tamil Nadu Transparency in Tenders Act and Rules and other terms and conditions of the Tender.

14. AWARD OF TENDER

- 14.1.** The award of the tender shall be made strictly in accordance with the “Tamil Nadu Transparency in Tenders Act 1998 Rules 2000 and Rules 2012” and no deviation will be made.
- 14.2.** The Project Director (ATMA) / Joint Director of Agriculture, Thoothukudi has the right to accept any tender and to reject any or all tenders.
- 14.3.** Notwithstanding anything that is said herein, the tender accepting authority reserves the right to accept or reject any tender, and to cancel the tendering process and reject all tenders, at any time prior to the award of tender, without thereby incurring any liability to the affected tenderer or tenderers or any obligation to inform the affected tenderer or tenderers on the grounds for the tender accepting authority’s action.
- 14.4.** The tender accepting authority reserves the right to split up the items into convenient portions and allot them to different contractors and to increase or decrease any of the quantities mentioned in the tender document as per the Tamil Nadu Transparency in Tenders Act 1998 Rules 2000 and 2012.

14.5. The Tender accepting Authority may vary the No. of Persons for the items as stated above to the extent of possible as per the Tamil Nadu Transparency in Tenders Act 1998 and Rules 2000 and 2012.

15. NOTIFICATION OF AWARD

15.1 The tenderer whose tender has been accepted will be notified by the Tender Accepting Authority, in writing by registered letter.

15.2. Notification of award will constitute the formation of contract and EMD will be treated as Security Deposit

15.3. Upon signing the Agreement, the EMD will be returned to the unsuccessful tenderer within a reasonable time period.

16. TERMINATION OF CONTRACT

16.1.Termination for Default:

a) The Purchaser 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 Agency, terminate the contract in whole or part, (i) if the Agency fails to deliver any or all of the staff within the time period(s) specified in the contract, or (ii) if the Agency fails to perform any of the obligation (s) under the contract; or (iii) if the Supplier, in the judgment of the Purchaser, has engaged in fraudulent and corrupt practices in competing for or in executing the contract.

b) In the event of tender accepting authority terminates the contract in whole or in part, the tender accepting authority may engage, upon such terms and in such manner as it deems appropriate, the services similar to those delivered and the Agency shall be liable to the tender accepting authority for any additional costs for such similar activity. However, the Agency shall continue the performance of the contract to the extent not terminated.

16.2 Termination for Convenience:

The tender accepting authority may issue notice, with a notice period of 7 days sent to the Agency, and 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 the tender accepting authority convenience, the extent to which performance of work under the contract is terminated, and the date upon which such termination becomes effective.

17. SPECIAL CONDITIONS

17.1. Adducing reasons like strikes, non-availability of technical candidates for required Nos. for not accepting orders when placed or for delays if any in actual supplies or any other reason will not be entertained. **Non-fulfillment of the contract on any grounds** will result in forfeiture of part or whole of Security Deposit /Earnest money deposit amount which may be decided by the Project Director ATMA) / Joint Director of Agriculture besides debarring the Agency to enter into subsequent tenders. Besides this the tenderer will be liable for all damages arising there from such default including the cost of conducting fresh tenders and the increase in rates if any in the subsequent tender and shall compensate for all losses sustained by the Government in this regard.

- 17.2. Failure on the part of the tenderer to execute the orders in time and entailing the department / agencies to resort to the purchase of any particular material from other sources at higher prices, than this contract, will also subject to recovery of the difference in cost from the tenderer.
- 17.3. If the tenderer fails to provide manpower approved under this contract, the tenderer may be debarred from participating in the subsequent tenders at the discretion of the Tender Accepting Authority.
- 17.4. The price quoted by the tenderer shall not exceed the local market rate, should be comparable with the Local Market Rate and the Maximum Retail Price.
- 17.5. Request to execute the contract will be issued by the officials of the Project Director (ATMA)/ Joint Director of Agriculture, Thoothukudi or by any agency nominated by Government of Tamil Nadu.
- 17.6. In the event of non-compliance of the tender conditions by the tenderer, the Project Director (ATMA) / Joint Director of Agriculture, Thoothukudi reserves the right to reallocate or revise the allotment already approved at any time during the currency of the tender period.
- 17.7. The rates should be quoted with reference to the specifications as mentioned in the tender schedule. The Tender Inviting Authority reserves the right to verify any information and documents submitted by the tenderer in response to this tender and the tenderer shall, when so required by the tender inviting authority, make available all such information, evidence and documents including the original as may be necessary for such verification. Any such verification or lack of verification by the tender inviting authority shall not relieve the tenderer of its obligation or liabilities hereunder nor will it affect any rights of the Tender inviting Authority / Purchaser.
- 17.8. If additional Posts are created by Government, subsequently during the contract period, in both District and Block ATMA , Tenderer must be in a position to provide the additional manpower (viz ATM etc.,) by following the same terms and Conditions laid down in this tender document for which additional service charges may be claimed in line with the service charges that may be approved in this tender.
- 17.9. During the contract period, if any person resigned or debarred from attending office for the reasons which the tender accepting authority consider that the individual is fraudulent misappropriated or abstain from duty or in the event of any incidence of individuals, the tenderer must fill the vacancies arising out of these events without seeking additional service charges.

18. PROVIDING MANPOWER

- 18.1. The tenderer should depute the person at the office of the concerned Block Assistant Director of Agriculture in the Thoothukudi . District as per the dispatch instructions within 15 days of the receipt of the letter without penalty. Any delay in executing the contract irrespective of the power cut if any enforced by the power utilities, strikes, non-availability of labour, will not be entertained and acceptable.

19. WARRANTIES & PENALTIES:

- 19.1. The entire supply of manpower shall be completed within 30 days from the date of issuing letter of acceptance.
- 19.2. Further, the Project Director (ATMA) / Joint Director of Agriculture, Thoothukudi reserves the right to initiate any other action, as deemed fit, such as to debar the agency from participating in future tenders and/or blacklist for non-compliance of the contract.

- 19.3** The Project Director (ATMA) / Joint Director of Agriculture, Thoothukudi reserves the right to decide whether the security deposit should be forfeited for non-fulfillment of the contract or for belated dispatches.
- 19.4.** The Project Director (ATMA) / Joint Director of Agriculture, Thoothukudi also reserves the right to waive or alter any of the conditions depending on exigencies within the frame work of the Tamil Nadu Transparency in Tenders Act 1998 Rules 2000 and Rules 2012.

DECLARATION BY THE TENDERER

DECLARATION BY THE TENDERER FOR MANPOWER ATMA(2022-23) - THOOTHUKUDI DISTRICT

I/We.....
.....(Herein after referred to as to tenderer) being desirous of tendering for the work under the above mentioned tender and having full understood the nature of work and having carefully noted all the terms and conditions, Specifications etc. as mentioned in the tender document, DO HEREBY DECLARE THAT

- 1) The tenderer is fully aware of all the requirements/Terms and conditions of the tender document and have gone through the tender document thoroughly.
- 2) The tenderer is capable of executing and completing the work as required in the tender.
- 3) The tenderer accepts all risks and responsibilities directly or indirectly connected with the performance of the tender.
- 4) The tenderer has no collusion with the other contractor and employee of the Department or with any other person or firm in the preparation of the bid.
- 5) The tenderer has not been influenced by any statement or promises of the Department by any of its employees but only by the tender document.
- 6) The tenderer is financially solvent and sound to execute the tendered work.
- 7) The tenderer is sufficiently experienced and competent to perform the contract to the satisfaction of the Department.
- 8) The information and the statements submitted with the tender are true.
- 9) The tenderer is familiar with all general and special laws, Acts, ordinance Rules and Regulations of the Municipal, District, State and Central Government that may affect the work, its performance or personnel employed therein.
- 10) The tenderer has not been debarred from similar type of work by the Department and Tamil Nadu Government.
- 11) This offer shall remain valid up to 31.03.2023.
- 12) The tenderer has attached herewith the Earnest Money as required in the tender document.
- 13) The tenderer accepts that the Earnest Money be absolutely forfeited by the Department if the tenderer fails to undertake the work or sign the contract within the stipulated period.
- 14) The tenderer gives the assurance to execute the tendered work as per the terms and conditions and in exact configuration of the sample submitted (Wherever applicable) on award of work.

Place:

Signature of the tenderer

Date:

Seal:

Schedule of specification (Educational Qualification & Experience)

S.No	Name of the Post	No of persons to be engaged	Basic Pay + Operational Expenses Rs.	Educational Qualification & Experience;	Age limit
1	Block Technology Manager (BTM)	1	20000 + 5000	PG in Agri and allied Sector with computer skill (2 years Field Experience in agri related activities)	Below 45 yrs.
2	Assistant Block Technology Manager (ATM)	5	11000 + 4000	Graduate / PG in Agri and allied sector with Computer skill (1 years Field Experience in agri related activities)	Below 45 yrs.

***Candidates with experience in the above relevant field may given preference.**

TENDER SCHEDULE FOR PROVIDING MANPOWER TO ATMA,
THOOTHUKUDI FOR THE YEAR 2022-23

S.No	Name of the Post	No. of Persons to be engaged	Salary for 12 months	Service charges
1	Block Technology Manager (BTM)	1	25000x12x1=3,00,000	
2	Assistant Block Technology Manager (ATM)	5	15000x12x5=9,00,000	
		TOTAL	12,00,000	

Terms & Conditions

Signature of the tenderer
(With seal)

APPENDIX- 1
Service Capacity of the Agency

**REFERENCE LIST OF CONTRACTS TO ESTABLISH THE CAPACITY
TO PROVIDE MANPOWER**

Name of the item:

Financial year	Department/ Institution/	To whom provided (Post)	No of Person engaged	Service charges quoted

Signature of Person (s) Authorized person:

Date:

Name and Designation:
Seal of the company

APPENDIX-2

FINANCIAL CAPABILITY (from bankers)

1. Name of the Firm:
2. Address of the Registered Office:
3. Name and address of the bank:
4. Annual Turnover in Rupees for the preceding three years:

S.No	Year	Turnover in Rs.
1		
2		
3		
Average Annual Turnover for the above three years		

Signature of Person (s) Authorized person:

Date:

Name and Designation:

Seal:

Check list

Tender for providing manpower under ATMA 2022-23

(Please mention Yes / No for the items mentioned below)

Check list for enclosing the following?

Sl.No	Items / Documents	Remarks
1	Signature of the tenderer of the firm in places wherever applicable	Yes/ No
2	The Earnest Money Deposit (EMD) as demand drafts enclosed	Yes/ No
3	Evidence of certificate on previous work experience for 3 proceeding years as per appendix-I	Yes/ No
4	Evidence of financial capability as required from bankers as per appendix-II	Yes/ No
5	registration certificate from the Commercial Tax Department of Tamil Nadu / the state in which the firm is situated	Yes/ No
6	Tender Schedule of Price (after filling the prices in figures words)	Yes/ No
7	Agreed over the technical specification mentioned in the tender document	Yes/ No
8	Declaration by the tenderer (that his tender is without any technical deviations in the letter format as given) enclosed	Yes/ No
9	Whether the Price Bid cover in the prescribed format is submitted (in separate cover)	Yes/ No

Signature of the authorized Signatory of tenderer:

Name of the tenderer:

Seal of the company:

ஒப்பந்தப்புள்ளி அளிக்க நிபந்தனைகள்

1. ஒப்பந்தப்புள்ளிகள் பதிவுபெற்ற நிறுவனங்களிடமிருந்து மட்டுமே பெற்றுக் கொள்ளப்படும்.
2. ஒப்பந்தப்புள்ளி அளிக்கும் நிறுவனம் தங்களின் சமீபத்திய பதிவு சான்றுகள், வருமானவரி சம்மந்தமான சான்றிதழ்கள் இதுவரை தங்கள் நிறுவனம் மூலம் பணியமர்த்தப்பட்ட விபரங்கள் ஆகிய ஆவணங்களுடன் ஒப்பந்தப்புள்ளிகள் அளிக்க வேண்டும்.
3. ஒப்பந்தப்புள்ளியானது தெரிவு செய்யும் பணியாளர்களின் அடிப்படை சம்பளம் 12 மாதங்களுக்குரியது கணக்கிட்டு அதற்குரிய சதவிகிதம் சேவை கட்டணமாக குறிப்பிடப்படவேண்டும்.
4. ஒப்பந்தப்புள்ளி இவ்வலுவலகத்திலிருந்து வழங்கப்பட்ட குறிப்பிட்ட படிவத்தில் மட்டுமே அளிக்க வேண்டும்.
5. பூர்த்தி செய்த ஒப்பந்தப்புள்ளி படிவம் இவ்வலுவலகத்தில் 16.06.2022 அன்று மாலை 3.00 மணிக்குள் பெறப்பட வேண்டும். அதன்பிறகு பெறப்படும் ஒப்பந்தப்புள்ளிகள் நிராகரிக்கப்படும்.
6. அன்று மாலை 4.00 மணியளவில் அல்லது கீழ் கையொப்பமிட்ட அலுவலர் நிர்ணயிக்கும் நாளில் ஒப்பந்தப்புள்ளி அளித்த நிறுவனங்களின் முன்னிலையில் திறக்கப்பட்டு பரிசீலனைக்கு எடுத்துக்கொள்ளப்படும். சம்மந்தப்பட்ட நிறுவனங்களின் / முகவர்கள் ஆகியோருடன் Negotiation செய்து குறைந்தபட்ச ஒப்பந்தப்புள்ளி அளிக்கும் நிறுவனத்திற்கு நிபந்தனைக்குட்பட்டு பணி உத்தரவு வழங்கப்படும்.
7. கீழ் கையொப்பமிட்ட அலுவலருடன் பணி உத்தரவிடப்படும் நிறுவனம் அதிகபட்சம் ஓராண்டிற்கு அல்லது திட்டம் செயல்படுத்தப்படும் காலம் வரை இதில் எது முன்னதோ அதுவரை ஒப்பந்தம் செய்து கொள்ளப்படவேண்டும்.
8. அவ்வப்போது பணியாளர்கள் விலகும் போது பதில் நபரை சேவைக்கட்டணமின்றி பணியமர்த்தி தர வேண்டும்.

9. பணியாளர்களது சம்பளம் பணியாளரது வங்கிக்கணக்கில் மாதாந்திர அடிப்படையில் PFMS மூலம் வழங்கப்படும்.
10. பணியாளர்களது நலன் காக்கும் திட்டங்களுக்கு தாங்களே பொறுப்பேற்க வேண்டும்.(EPF, ESIC, etc.,)
11. பணியாளர்களை தேர்வு செய்யும்போது எழுத்துத்தேர்வு / நேர்காணல் மற்றும் உயர்கல்வித்தகுதி மற்றும் முன் அனுபவம் ஆகியவற்றை அடிப்படையாக கொண்டு தேர்வு செய்யவேண்டும். வெளிப்படையான தேர்வு முறைகளை பின்பற்றி பெறப்பட்ட விண்ணப்பங்களின் பட்டியல் மற்றும் அதிலிருந்து தேர்வு செய்யப்பட்ட பணியாளர்களின் இறுதிப்பட்டியலை இவ்வலுவலகத்திற்கு சமர்ப்பிக்க வேண்டும்.
12. தற்சமயம் பணிபுரியும் தகுதிவாய்ந்த நல்ல பணித்திறன் உள்ள பணியாளர்களுக்கு தகுந்த முக்கியத்துவம் அளித்து உரிய காரணங்களுடன் தேர்வு செய்யப்பட வேண்டும்.
13. மேலும் கீழ் கையொப்பமிட்ட அலுவலரால் / அரசால் அவ்வப்போது அறிவிக்கப்படும் நிபந்தனைக்குட்பட்டு பணியாளர்கள் பணியமர்த்தப்பட வேண்டும்.

ஒப்பந்தப்புள்ளி அனுப்ப வேண்டிய முகவரி
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