



**DEPARTMENT OF EMPLOYMENT AND TRAINING
(TRAINING WING)
(Government of Tamil Nadu)**

**TENDER DOCUMENT
for
Selection of Agency for Outsourcing
for the post of Sweeper/Sanitary worker, Gardener,
Water carrier**

Open Tender No : 34890 /Estt.4/2020 Dt. 29.06.2022

Date of Release of Tender	30.06.2022
Date & Time of Pre-bid Meeting	08.07.2022 at 11.00 am
Due Date and time for Tender Submission	15.07.2022, upto 3.00p.m
Date and Time of Tender Opening	15.07.2022 & 3.30 p.m

**OFFICE OF THE DIRECTOR OF EMPLOYMENT AND TRAINING,
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GUINDY,CHENNAI-600032.
TAMIL NADU**

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Table of Contents

Para No.	Subject	Page No.
1.	Introduction	5
2.	Scope of Bid	5
3.	Eligibility Criteria	6
4.	Cost of Bidding	8
5.	Due Date and Time	8
6.	Tender Document Fees	8
7.	Earnest Money Deposit(EMD)	8
8.	Details to be furnished and mode of submission	9
9.	Pre Bid Meeting	10
10.	Clarification on the Tender Document	10
11.	Opening of Tender and Evaluation thereof	10
12.	Tender Evaluation Criteria	11
13.	Price Bid Evaluation	11
14.	Negotiations with successful bidder	12
15.	Acceptance of Tender and Withdrawal	12
16.	Letter of Acceptance(LoA)	12
17.	Forfeiture of Earnest Money Deposit	12
18.	Agreement to be Executed	12
19.	Validity on Contract and Service Charge	13
20.	Security Deposit	13
21.	Release of Work Order and Implementation of Contract	14
22.	Execution of Work Order	14
23.	Payment Terms	14
24.	Liquidated Damages and Penalty	15
25.	Selection, Deployment and Management of Manpower	16
26.	Other Terms and Conditions	17
27.	Deviations	17
28.	Arbitration	17
29.	Rejection Criteria	17
30.	Emoluments	18
31.	Payroll	19
32.	Payment of contract payment to the Resources	19
33.	Requirement of Outsourcing	19
34.	Withdrawal of Outsourcing/Termination of Resource	19
35.	Working Days and Working Hours	19
36.	Other Special Conditions	20
37.	Jurisdiction of the Court	21

Signature of the Tenderer with seal

Annexures

Annexure No.	Details	Page No.
Annexure-I	Covering Letter for technical bid (Envelope-A)	22
Annexure-II	Details of the Bidder	24
Annexure-III	List of clients to whom Outsourcing already deployed and to be deployed	25
Annexure-IV	Annual turnover statement	26
Annexure-V	Self-Declaration	27
Annexure-VI	Declaration – (Not black listed) form	28
Annexure-VII	Clarification on tender document	29
Annexure-VIII	Covering Letter for price bid (Envelop -B)	30
Annexure-IX	Price Bid	31
Annexure-X	Check list Documents	33
Format	Bank Guarantee	35

IMPORTANT NOTICE

This tender procedure is governed by the Tamilnadu Transparency in Tender Act, 1998 with the Tamilnadu Transparency in Tender Rules 2000 as amended from time to time. In case of any conflict between the terms and conditions in the tender document and the Tamilnadu Transparency in Tender Act, 1998 with the Tamilnadu Transparency in Tender Rules 2000 the Act and Rules shall prevail.

1. INTRODUCTION

The Training Wing of this Department takes the responsibility of producing skilled workforce required by Industries in our State by implementing various skill training programmes through a vast network of Government ITIs and Private ITIs. This Department is having its Regional offices, Industrial Training institutes and District Skill training offices in 37 Districts except Mayiladuthurai in Tamilnadu. DEPARTMENT OF EMPLOYMENT AND TRAINING is in need of manpower for housekeeping its subordinate offices / ITI's located all over state. The manpower requirement is for the posts of Sweeper/ Sanitary worker, Water carrier, Gardener. Therefore, DEPARTMENT OF EMPLOYMENT AND TRAINING invites sealed tenders from reputed Outsourcing agencies in "Two Cover System" for selection of a suitable agency. The contract period is for 1year from the date of Letter of Award(LoA) for providing man power on outsourcing basis and may be extended further based on performance.

2. SCOPE OF BID

- The bidder should provide manpower for the posts of Sweeper/ Sanitary worker, Water carrier, Gardener on out sourcing basis as may be required by DET/ Regional offices / ITI's / District Skill training offices on full time basis for a period of 11months .
- The Minimum Qualification & Age of the candidates to be deployed for the position is notified by DEPARTMENT OF EMPLOYMENT AND TRAINING as given below:

Sl. No.	Name of the post	Qualification	Age	*No.of Manpower required	Salary per Month for one Sweeper/ Sanitary Worker (including Service charge + GST)
1.	Sweeper/ Sanitary worker, Water carrier, Gardener	Able to read and write in Tamil	18 years to 40 years	Requirement may vary from 1 to 5 depending upon the need of DET, Regional offices ,ITI's and District Skill training offices	<u>Rs. 8000/-</u>

***The number of posts are indicative and it may increase or decrease**

Note:

- The Bidder should depute the manpower within 7 days from the date of acceptance of work order.
- Bidder will be selected on the basis of service charges quoted in the price bid District wise.
- Bidder should specifically mention the district / areas in which they can deploy manpower.

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3. ELIGIBILITY CRITERIA

The Bidders should have the following Eligibility Criteria for participating in the Tender. The bidders should submit the supporting documents as proof for fulfilling the eligibility in the technical bid.

Sl. No.	Eligibility Criteria	Supporting Documents
1.	The Bidder should be a Registered legal entity in Tamil Nadu and should have been in existence for minimum of Five years as on 31.03.2022	Certificate of Registration in the societies act. /Any relevant government department.
2.	The Bidder should submit an E.M.D for a value of Rs. 1,00,000 to participate in the tender.	E.M.D should be submitted by way of Demand Draft or Banker's Cheque / Bank guarantee drawn on any Indian Nationalized / Scheduled Commercial Bank in favor of "The Assistant Accounts Officer, Department of Employment and Training, Guindy, Chennai-32" "payable at Chennai.
3.	The Bidder should have a Registered / Branch Office in Tamil Nadu as on 31.03.2022	If own, EB/Property Tax receipts, if rented lease - related agreement copy /telephone bill.
5.	The Bidder should have experience of minimum 3 years in outsourcing on contract basis in One Government department as on 31.03.2022	Copies of Work Order/ Invoices / claim bills for minimum of 3 years in outsourcing of Outsourcing on contract basis as on 31.03.2022 to be attached
6.	The Bidder should have an annual average turnover of minimum Rs.1.00 Crore in the last three audited financial years (i.e.2018-19, 2019-20 and 2020-21)	The average annual turnover statement duly certified by Chartered Accountant as per Annexure-IV . The annual report/certified copies of Balance Sheet, Profit & Loss Account Statement along with schedules for last 3 Consecutive financial years.
7.	The Bidder should have valid GST registration and PAN number Issued by Income Tax Department.	Copy of GST and PAN certification

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Sl. No.	Eligibility Criteria	Supporting Documents
8.	Bidder should have financial capability to handle the services by mobilizing enough funds in advance to disburse payment to the resources deployed for at least two months	Banker's certificate to this effect to be produced
9.	Bidder should not have been blacklisted by any of the State or Central Government Departments or Organizations during the past Three years	The declaration form as per Annexure-VI.

4. COST OF BIDDING

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

5. DUE DATE AND TIME

The Tender has to be submitted not later than **3.00 p.m.** on **15.07.2022**. The tenders will be opened at **3.30 p.m** on the same day. The tender submitted after due date and time or incomplete or received by facsimile(Fax) or by electronic mail will be summarily rejected

6. TENDER DOCUMENT FEES

The tender document is available and can be downloaded free of cost from website www.tenders.tn.gov.in & www.skilltraining.tn.gov.in For downloaded tender document, should give a declaration for not having tampered the Tender Document downloaded as per **Annexure-V**. The bidder are informed to drop the tender covers in the tender box kept at Directorate of Employment and Training, Guindy, Chennai-600032.

7. Earnest Money Deposit (EMD)

- i. An EMD amount of Rs.1,00,000/- (Rupees One Lakh only) should be submitted by way of Demand Draft or Banker's Cheque / Bank guarantee drawn on any Indian Nationalized / Scheduled Commercial Bank in favour of **"The Assistant Accounts Officer , Department of Employment and Training, Guindy, Chennai-32 "**payable at Chennai along with technical bid. The bids without EMD amount will be rejected. No other mode of payment will be accepted.
- ii. EMD will be returned to the unsuccessful bidders after the acceptances of the successful bidder, within a reasonable time consistent with the rules and regulations in this regard. The above EMD held

by DEPARTMENT OF EMPLOYMENT AND TRAINING till it is returned to the unsuccessful bidder will not earn any interest thereof.

- iii. Earnest Money Deposit of the successful bidder will be returned after receiving the Performance Security Deposit by the DET, Regional Offices, Industrial Training Institutes and District Skill Training offices towards contract performance

8. DETAILS TO BE FURNISHED AND MODE OF SUBMISSION

Envelope-A	: Technical Bid and EMD Amount
Envelope B	: Price Bid

- i. All Two envelopes sealed and put in an outer sealed cover . All the three covers (Outer cover, Envelop A and Envelop B) should be super scribed with the tender reference No. /sender name and address with due date & time.
- ii. The tender should be filled by the bidders in English language only.
- iii. The Technical Bid should be submitted along with all the scanned copy of supporting documents and documentary proof mentioned in the Bid.
- iv. The Price Bid with incomplete details will be treated as non-responsive offer and the tender is liable for rejection.
- v. The rate quoted should be firm and should not be subjected to any variation during the contract period.
- vi. DEPARTMENT OF EMPLOYMENT AND TRAINING shall not pay any increase in duties, taxes and sur charges on account of any revision by the Government either Central and / or State other than the quoted in the tender.
- vii. The validity of the Bid is for a minimum period of 180 days from the date of submission of the tender.
- viii. The validity of the contract is for one year from the date of LOA and it may be extended beyond one year based on the performance .
- ix. Mode of submission of Tender Documents:
The tender document should be downloaded from the tender portal (www.tenders.tn.gov.in & www.skilltraining.tn.gov.in)and filled tender in a sealed cover and should be dropped in the tender box kept at Directorate of Employment and Training, Guindy, Chennai-32.

9. PRE BID MEETING

A pre-bid meeting will be held on **08.07.2022 at 11.00 a.m.** in the Conference Hall 2nd Floor, Directorate of Employment and Training, Guindy, Chennai-600032 during which the prospective bidder can get clarifications about the tender. The bidder shall send their queries in writing to ddadmnnchennai@gmail.com at least one day prior to the pre-bid meeting date. The bidder are advised to check www.tenders.tn.gov.in & www.skilltraining.tn.gov.in for up to date information like change in date, place etc. of pre-bid meeting.

DIRECTORATE OF EMPLOYMENT AND TRAINING may not be able to identify and communicate with the prospective bidder at this stage. Non attending of pre-bid meeting is not a disqualification.

10. CLARIFICATION ON THE TENDER DOCUMENT

Any discrepancies, omissions, ambiguities or conflicts in the tender document or any doubts as to their meaning and any request for clarification may be sent in writing to the Director, DEPARTMENT OF EMPLOYMENT AND TRAINING , Guindy, Chennai-600032 or through e-mail to ddadmnnchennai@gmail.com as per **Annexure-VII** prior to pre bid meeting. Director will review the same and where information sought is not clearly indicated or specified in the tender documents, will issue a clarifying bulletin which will be uploaded on www.tenders.tn.gov.in & www.skilltraining.tn.gov.in The DEPARTMENT OF EMPLOYMENT AND TRAINING will neither make nor be responsible for any oral instructions.

11. OPENING OF TENDER AND EVALUATION THERE OF

The tenders submitted up to **3.00 p.m on 15.07.2022** will be opened at **3.30 pm** on the same day by the Director of Employment and Training or any other officer authorized by him on his behalf at the DEPARTMENT OF EMPLOYMENT AND TRAINING , Guindy Chennai-600032 in the presence of such of those Bidder or their representatives. Representatives who are attending the opening of the tenders should bring a letter of authority from the tendering Agencies , which they represent to identify their bonafides.

12. TENDER EVALUATION CRITERIA

Technical Bid:

- i. The Technical Bid will be evaluated based on the compliances filled in the technical bid and also all the terms and conditions of the tender. The tenders that do not conform to the tender conditions and tenders from outsourcing Agencies without adequate capabilities for execution of the work as per tender requirements shall be liable for rejection. All eligible tenders will be considered for further evaluation. The technically qualified bidder alone will be informed about the date of opening of the Price Bid. The Price Bids of technically qualified Bidder will alone be opened and evaluated. The decision of DEPARTMENT OF EMPLOYMENT AND TRAINING will be final in this regard.
- ii. The technical bid will be examined by an evaluation committee on the basis of responsiveness to the scope of work, applying the evaluation criteria. The details and the documents provided in the technical bid will be taken up as reference for evaluation.
- iii. Tenders with incomplete information are liable for rejection.

13. PRICE BID EVALUATION

- i. The price Bids of the technically qualified Bidder alone will be opened and evaluated.
- ii. The Bidder can quote their service charges in percentage (%) for the resources district wise.
- iii. The service charge exclusive of taxes will be the basis for deciding the Lowest 1 rates and Lowest 1 bidder. The lowest 1 bidder will be identified based on the district wise bids submitted by the bidders
- iv. The Lowest 1 Bidder will be called for further negotiations by the DEPARTMENT OF EMPLOYMENT AND TRAINING .
- v. The DEPARTMENT OF EMPLOYMENT AND TRAINING reserves the right to negotiate with the successful bidder.

Signature of the Tenderer with seal

14. NEGOTIATIONS WITH SUCCESSFUL BIDDER

- i. As per the evaluation criteria specified above in this Tender Document, selection of the successful bidder will be made and such Bidder will be called for negotiations for improvement of scope of work, further reduction in the price offered, commercial terms including the contract payment to the resources, statutory payments, payment disbursement methods etc.

15. ACCEPTANCE OF TENDER AND WITHDRAWAL

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

16. LETTER OF ACCEPTANCE (LoA)

After successful completion of the negotiations, the Letter of Acceptance (LoA) of tender is issued to the successful bidder by the DEPARTMENT OF EMPLOYMENT AND TRAINING .

17. FORFEITURE OF EARNEST MONEY DEPOSIT

If the successful bidder fails to act according to the tender conditions or backs out after our work order/ tender has been accepted, Performance security deposit will be forfeited to the DEPARTMENT OF EMPLOYMENT AND TRAINING .

18. CONTRACT AGREEMENT TO BE EXECUTED

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The successful bidder should execute an contract agreement as may be drawn up to suit the conditions on a non-judicial stamp paper of value, Rs.100 as prescribed in law on the date of remittance of Security Deposit and shall pay for all stamps and legal expenses incidental thereto. In the event of failure to execute the agreement, within the time prescribed, the EMD/SD amount remitted by the Bidder will be forfeited besides cancelling the Tender.

19. VALIDITY OF CONTRACT AND SERVICE CHARGE:

- i. The rate quoted in the tender and the service charge will be valid for a period of 11 months from the date of signing of Agreement.
- ii. The contract period can be further extended on mutual agreement basis without any change in rates or the terms and conditions.

20. SECURITY DEPOSIT

The successful bidder will be required to remit a Performance Security Deposit. The EMD amount paid by the successful bidder will be returned on receipt of performance security deposit for a value of 5% of contract value and returnable after 45 days on successful completion of the contract period. The Security Deposit can be paid in the form of a Demand draft in favour of the following officers

Sl. No.	Name of the Officers	performance security deposit paid in favour of	Payable at
1	Department of Employment and Training	Assistant Accounts Officer Department of Employment and Training, Guindy, Chennai-32	Respective destination within 15 days from the date of LoA.
2	Regional offices	Concerned Regional Joint Director	
3	Industrial Training Institutes	Concerned Industrial Training Institutes Principal	
4	District Skill Training offices	Concerned District Skill Training offices Assistant director	

If the successful bidder fails to remit the Security Deposit within the above said period, the Earnest Money Deposit remitted by them will be forfeited to DEPARTMENT OF EMPLOYMENT AND TRAINING and their tender will be held void.

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21. RELEASE OF WORK ORDER AND IMPLEMENTATION OF CONTRACT

After the execution of the agreements and receipt of the Security Deposit, the DET/ Regional Offices/ ITIs / District Skill Training offices will release the formal Work Order to the successful bidder.

22. EXECUTION OF WORK ORDER

- a. Out Sourcing Agency/successful bidder alone will be liable or responsible to DEPARTMENT OF EMPLOYMENT AND TRAINING for due fulfillment of terms and conditions of the tender.
- b. The Outsourcing Agency on receipt of work order has to arrange for deployment of resources within 7 days on receipt of work order and inform DET/ Regional Offices/ ITIs / District Skill Training offices on the details of deployment of resources and execution of the work assigned and the progress.

23. PAYMENT TERMS

- a. No advance payment will be made.
- b. Payment will be released after scrutiny of the invoice submitted along with the required documents against work order along with the submission of previous month's statutory remittances in respect of employees deployed for the DET/ Regional Offices/ ITIs / District Skill Training offices as per Government rules, procedures, guidelines, tender requirement etc

DET/ Regional Offices/ ITIs / District Skill Training Offices will take care to settle the payment to outsourcing Agencies within a reasonable time of about 30days from the date of receipt and acceptance of claims.

a. Payment to resources:

The contract payment to the resources to be done (either by bank creditor / by cheque etc.,) on or before 10th of every month for the previous month's work for the resources whose attendance and required particulars and documents have been received on or before 5th of every month.

- b. Outsourcing Agency to submit claim for payment with Invoice and other support documents for having made the contract

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payment to the resources including statutory payments to the respective office / ITI with details of payment, A/c no, date of payment.

- c. Late Claim will attract penalty per day @ 0.25% on the total claim of invoice per day subject to maximum penalty of 10%.
- d. Payment to the resources and payment to be received from DET/ Regional Offices/ ITIs / District Skill Training Offices should be dealt separately and under no circumstances to be linked. Non receipt of payment from DET/ Regional Offices/ ITIs / District Skill Training Offices should not be cited as reason for default to pay to resources.
- e. Outsourcing Agency to generate and keep sufficient funds to pay the resources in time without awaiting the funds / settlement of claim from DET/ Regional Offices/ ITIs / District Skill Training Offices for at least 2 months.

24. LIQUIDATED DAMAGES AND PENALTY

- a. Liquidated Damages (LD): The Outsourcing Agency have to arrange deployment of resources at the designated locations within 7 days from the date of receipt of work order. Otherwise Liquidated Damage will be applicable at a rate of 0.5% of contract value per week after permissible 7 days. Subject to maximum 2% . If the Outsourcing Agency fails to deploy the resources beyond 4 weeks the contract shall be terminated.
- b. Outsourcing Agency is permitted for 7 days to complete their internal process of issuing the Appointment/engagement letter to the resources with clear structure of contract payment.
- c. The Appointment letter issued by the Outsourcing Agency should clearly mention the last date to report at the designated location/authorities duly taking into consideration of the "Notice Period" indicate by the candidates.
- d. If the selected resource is not joining duty within the permitted notice period, the selection of the resource is liable for cancellation and alternate resource should be arranged by the Outsourcing Agency.

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25. SELECTION, DEPLOYMENT AND MANAGEMENT OF MANPOWER

- a. Outsourcing Agency to have a resource pool / registration of persons to arrange the sufficient number of resources within 7 days time.
- b. Outsourcing agency to select the suitable resources / candidates from their resource pool based on the qualifications/special skills, experience, expertise etc. indicated by the DET/ Regional Offices/ ITIs / District Skill Training Offices and deploy them.
- c. The responsibility of the selection of suitable resources rest with the outsourcing agency.
- d. The resources deployed have to work as per the working hours of DET/ Regional Offices/ ITIs / District Skill Training Offices and all Saturdays except Sundays , National holidays and other holidays for the designated offices , where the resources are deployed.
- e. The resources should work and carry out the jobs assigned to them by their reporting authorities and higher level officials in any holidays or extended hours also if the situation so demands.
- f. Payment to the resources should be deducted from their contract payment for the leave days which are taken by the resources. If the resources are taking any unauthorized leave for three or more days should be replaced by another suitable person by the outsourcing agency.
- g. Alternative resources to be arranged in 7 days time in the event of the original/regular resource have not reported for duty for a maximum of 3 days without prior information / permission. Outsourcing Agency can arrange any suitable stop gap arrangement.
- h. Any settlement of payment to discontinuing resources can be made by the outsourcing agency only on obtaining "No Objection or No due" certificate from the DET, Regional Offices , ITIs and District Skill Training offices .
- i. The administrative management of resources is purely the responsibility of the outsourcing agency and in no way the DEPARTMENT OF EMPLOYMENT AND TRAINING is responsible.

26. OTHER TERMS AND CONDITIONS

The DEPARTMENT OF EMPLOYMENT AND TRAINING reserves the right to/not to accept lowest price, to reject any or all the tenders without assigning any reason therefore award the contract to anyone to relax or waive any of the conditions stipulated in the terms and conditions of tender as deemed necessary in the best interest of the DEPARTMENT OF EMPLOYMENT AND TRAINING for good and sufficient reasons.

27. DEVIATIONS

The tender should be for the complete scope of work, as per the tender. However, in case of any deviations, the bidder should clearly fill up any deviation only in the technical bid document. This should be clearly stated under deviations head quoting the clause No. and page No. of the tender document. Any deviation mentioned elsewhere in the tender but not clearly stated under this section will not be considered. The deviations have to be cleared as part of technical bid evaluation and only clearance the tender will be qualified for price bid opening. Tender with deviations and conditional forms are not acceptable and are liable for rejection.

28. ARBITRATION

In case of any dispute, the matter will be referred to a sole Arbitrator to be appointed by Director of Employment and Training, Guindy, Chennai in accordance with the Arbitration and Conciliation Act 1996. The arbitration shall be held in Chennai.

29. REJECTION CRITERIA

- a. Tenders not submitted in the form specified as per clauses in the tender document will be summarily rejected.
- b. The tenders without the EMD amount will be summarily rejected.
- c. Tenders with incomplete information, subjective and conditional offers as well as partial offers are liable for rejection.
- d. Tenders submitted without filling the details about the Bidder

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experience, technical compliance etc .are liable for rejection.

- e. Tenders with variance/contradiction between technical bid and price bid will be liable for rejection. If the offer does not meet the tender requirements, The DEPARTMENT OF EMPLOYMENT AND TRAINING reserves the right to reject offer without assigning any reason whatsoever.
- f. Tenders submitted without proper attachments and documentary proof such as audited financial Statements of the bidder etc. is liablefor rejection.
- g. In addition to the above rejection criteria, if there is non-compliance of any of the other clauses of this tender Document, the tender is liablefor rejection.

30. EMOLUMENTS

- 1) The monthly remuneration to the manpower to be engaged is fixed as Rs.8000/-pm.
- 2) Contract payment for the first year takes effect from the date of signing of contract.
- 3) The contract payment is inclusive of all statutory remittances for the resources.

31. PAYROLL

DET/ Regional Offices/ ITIs / District Skill Training Offices will intimate the Manpower Agency in prescribed formats details of attendance, leave, sums recoverable from the manpower on or before the 5th day of every month.

32. PAYMENT OF CONTRACT PAYMENT TO THE RESOURCES

The Salary to the resources has to be released by the manpower agency by way of Cheque / ECS on or before 10th of every month.

33. REQUIREMENT OF OUTSOURCING

- a. The required Outsourcing has to be supplied within 7 days from the date of work order and has to be positioned at the appropriate locations.
- b. The Outsourcing agency should deploy resources based on agreed terms and conditions .The DEPARTMENT OF EMPLOYMENT AND TRAINING will not commit to a person or absorb anybody for work permanency as this is purely on contract arrangement for specific requirement.

34. WITHDRAWAL OF OUTSOURCING/TERMINATION OF RESOURCE

- i) DET/ Regional Offices/ ITIs / District Skill Training Offices will request for withdrawal of persons in case of theft, fraud and acts that constitute moral turpitude. In such cases, the Outsourcing agency should immediately withdraw the resources.
- ii) DET/ Regional Offices/ ITIs / District Skill Training Offices has the right to terminate any deployed person for poor performance, misconduct etc

35. WORKING DAYS AND WORKING HOURS

The manpower supplied should work in the working days and working hours stipulated by the Deputy Director / Principal, of Government ITI's and Head of the Office. In the event of absent for more than 2 days, necessary replacement has to be provided by the Outsourcing agency.

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36. OTHER SPECIAL CONDITIONS

- i) The man power supplied shall work under the guidance, instructions of the DET/ Regional Offices/ ITI's / District Skill Training Offices. wherever there sources have been deployed.
- ii) Further, it may be noted that, the DET/ Regional Offices/ ITI's / District Skill Training Offices as per the requirements, may increase or decrease the no. of manpower required. It is not mandatory on the part of DET/ Regional Offices/ ITI's / District Skill Training Offices to keep the number of manpower supplied as constant throughout the contract period.
- iii) For the purpose of proper identification of the person deployed by the agency, the agency shall issue identity cards / geo tags at their own cost and the persons are bound to display the identity cards/geo tags during duty hours.
- (iv) The persons deployed shall be the employees of the Outsourcing Agency.
- (v) In case of any unfortunate incidents, DET/ Regional Offices/ ITI's / District Skill Training Offices will not be held liable for any compensation etc. The medical expenses, compensation etc., should be borne only by the outsourcing agency.
- (vi) Bidder shall not disclose information of confidential and proprietary nature relating to this tender.

37. JURISDICTION OF THE COURT

Any dispute arising out of non-fulfillment of any of the terms and conditions of agreement signed by the successful bidder or any other dispute arising out of the arbitration award will be subject to the jurisdiction of the of Chennai city only.

We agree to the above terms and conditions.

SIGNATURE OF THE BIDDER

:

DATE

:

NAME IN BLOCK LETTERS

:

DESIGNATION

:

ADDRESS

:

ANNEXURE-I

Envelope- A
(Covering Letter
for technical bid)

Date:

From

To

The Director,
Department of Employment and training (Training Wing)
Alandhur Road,
Guindy,
Chennai-600032.

Sir,

Sub: Tender for the selection of agency for Outsourcing for the
post of Sweeper / Sanitary worker ,Gardener ,Water carrier
for a period of 1year-Submission-Reg.

Ref: Your Tender Notice_____dated_____

With reference to the tender notice cited in reference, we submit
herewith our sealed tender for providing manpower through
outsourcing basis for a period of 1year as specified by DEPARTMENT
OF EMPLOYMENT AND TRAINING in this tender document.

We enclose the following documents:

1. Tender conditions duly signed in each page and enclosed in token of accepting the tender conditions.
2. Demand Draft or Banker's Cheque for Rs.1,00,000/- Rupees One Lakh only) towards EMD (DD/Banker's Cheque No. _____ dated drawn on Bank in favour of "The Assistant Accounts Officer , Department of Employment and Training, Guindy, Chennai-32 " payable at Chennai .
3. Letter of Authorization for authorized signatory from the bidder organisation.

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4. details of the Bidder(as per **Annexure-II**)
5. List of clients to whom Outsourcing already deployed and being deployed as per (as per **Annexure-III**).
6. Average annual turnover of the entity in the last 3 financial yearsduly certified by a Chartered Accountant (as per **Annexure-IV**).
7. Declaration for not having black listed either by DEPARTMENT OF EMPLOYMENT AND TRAINING or by any otherGovt. agencies (as per **Annexure-VI**).
8. Declaration for not having tampered the Tender documents downloaded from the websites www.tenders.tn.gov.in & www.skilltraining.tn.gov.in (**Annexure-V**).
9. The copy of certificate of incorporation/registration.
10. The work order/ work completion certificate issued by the clients
11. The Annual Report / certified copies of Balance Sheet, Profit & Loss statement along with schedules for the last 3 consecutive financial years i.e. FY 2018-19, 2019-2020 & 2020-21.
12. Copy of GST Registration certificate.
13. Copy of PAN allotment Certificate/ PANCARD issued by Income Tax Department.
14. Income Tax return for the last three years.

Yours faithfully

signature of the Bidder

Encl: As above

Note: Any other documents related to this tender shall be enclosed.

Signature of the Tenderer with seal

ANNEXURE-II

DEPARTMENT OF EMPLOYMENT AND TRAINING DETAILS OF THE BIDDER

1.	Name of the Bidder	
2.	Registered Office Address	
3.	Phone Number	
4.	Email	
5.	Website, if any	
6.	Contact Person (Name, Designation, Contact Number, Email)	
7.	Date of Registration	
8.	Legal Status of the society / trust	
9.	Address of Offices located in Tamil Nadu with phone number, email	1. Chennai Address (If more than one office, enclose in separate sheet)
10.	GST Registration Number	
11.	PAN Number	
12.	Other Statutory details if any (Specify)	

**Signature of the Bidder
(with seal and address)**

ANNEXURE-III

LIST OF CLIENTS TO WHOM OUTSOURCING ALREADY DEPLOYED AND BEING DEPLOYED

Sl. No.	Name & Address of the Client with Phone No./Email	Name of the contact person & Designation with phone No./Email	Contract Period (in years / months)

ANNEXURE-IV

ANNUAL TURN OVER STATEMENT

The annual turnover of M/s._____for the last three years are given below and certified that the statement is true and correct.

Sl. No.	Financial Year	Turnover (Rs.In lakh)
1	2018-19	
2	2019-20	
3	2020-21	
	Total	
	Average annual turnover	

Date:

Signature of the Bidder

**Signature of the Chartered Accountant with
UDIN(with seal and address)**

Signature of the Tenderer with seal

ANNEXURE-V

SELF- DECLARATION FORM

Date:

1) I/We _____ having our office at _____ do declare that I/we have carefully read all the conditions of tender document issued by DEPARTMENT OF EMPLOYMENT AND TRAINING for the tenders invited vide tender reference number _____ for the appointment of Outsourcing agency for providing manpower on outsourcing basis for a period of 1 year will complete the contract as per the tender conditions.

2) I/We have downloaded the tender document from the website www.tenders.tn.gov.in & www.skilltraining.tn.gov.in and I /We have not tampered / modified the tender document in any manner. In case, if the same is found to be tampered / modified, I/We understand that my/our tender will be summarily rejected and full Earnest Money Deposit will be forfeited and I /We am/are liable to be banned from doing business with Department of Employment and Training or prosecuted.

Signature of the Bidder
(with seal and address)

Signature of the Tenderer with seal

ANNEXURE-VI

DECLARATION – (Not black listed) FORM

Date:

I/We _____ having our
office at _____ do declare that I/we are not
black listed by any State or Central Government departments or organizations
during last three years.

Signature of the Bidder
(with seal and address)

ANNEXURE-VII

CLARIFICATION ON TENDER DOCUMENT

Name and Address
of the Bidder :

Name & Designation of the
authorized person
submitting the request :

Phone No. :
Email :

TENDERER'S REQUEST FOR CLARIFICATION			
Name and Address of the Organization submitted the request		Name and Position of Person submitting request	Contact details of the Organization/Authorized Representative
			Telephone/ Mobile: Email
Sl. No.	Reference(s) (Page No. and Para No.)	Content of Tender requiring clarification	Points of clarification required

Signature of the Tenderer
(with seal and address)

Signature of the Tenderer with seal

ANNEXURE-VIII
Covering Letter for price bid Envelop B

From

To

The Director,
Department of Employment and training
Alandhur Road, Giundy,
Chennai – 600 032.

Sir,

Sub: Tender for the selection of agency for Outsourcing for the post of
Sweeper / Sanitary worker ,Gardener ,Water carrier for a period
of 1year–Submission-Reg.

Ref: Our tender Envelope-B – Price Bid) submitted today for selection of
agency for Outsourcing for the post of Sweeper / Sanitary worker
,Gardener ,Water carrier for a period of 1year

In continuation of our above agency for a period of 1 year" as specified by
DEPARTMENT OF EMPLOYMENT AND TRAINING tender, we submit herewith
the Price Bid for "the selection of agency for Outsourcing for the post of
Sweeper / Sanitary worker ,Gardener ,Water carrier for a period of one year in
this tender document.

We agree to abide by the terms and conditions stipulated by the
DEPARTMENT OF EMPLOYMENT AND TRAINING and also agree to complete
the entire contract, at the price quoted by us. The price quoted and approved
by the DEPARTMENT OF EMPLOYMENT AND TRAINING in this tender will
hold good as per DEPARTMENT OF EMPLOYMENT AND TRAINING tender
conditions.

Yours faithfully

Signature of the Tenderer

Signature of Tenderer

ANNEXURE-IX

PRICE BID (Part -B)

Open Tender Ref.No : 34890 /Estt 4 /2020 Dt. 29.06.2022

Scope of Bid: Tender for the selection of agency for Outsourcing for the post of Sweeper / Sanitary worker ,Gardener ,Water carrier for a period of 1year-Submission-Reg.

Description	Name of the districts in which services can be provided		Service charges in percentage (%) (in figure and words)
Service Charges for providing manpower viz Sweeper / Sanitary worker ,Gardener ,Water carrier on outsourcing basis as per the scope of work given in para 2 & 2.1. in the tender document	1.	Ariyalur	
	2.	Chengalpattu	
	3.	Chennai	
	4.	Coimbatore	
	5.	Cuddalore	
	6.	Dharmapuri	
	7.	Dindigul	
	8.	Erode	
	9.	Kallakkurichi	
	10.	Kancheepuram	
	11.	Kanniyakumari	
	12.	Karur	
	13.	Krishnagiri	
	14.	Madurai	
	15.	Nagapattinam	
	16.	Namakkal	
	17.	Nirgiris	
	18.	Perambalur	
	19.	Pudukottai	
	20.	Ramanathapuram	
	21.	Ranipet	
	22.	Salem	
	23.	Sivagangai	
	24.	Tenkasi	
	25.	Thanjavur	
	26.	Theni	
	27.	Thoothukudi	
	28.	Tirunelveli	

Signature of Tenderer with seal

	29.	Tirupathur	
	30.	Tirupur	
	31.	Tiruvallur	
	32.	Tiruvannamalai	
	33.	Tiruvarur	
	34.	Trichy	
	35.	Vellore	
	36.	Villupuram	
	37.	Virudhunagar	

Note:

1. **The Bidder can quote their service charges in percentage (%) for the resources District wise.**
2. The Applicable GST is to be paid by bidder.
3. The Service Charge quoted by the bidder shall remain fixed during the contract period.
4. The filled up price bid should be submitted and the incomplete details on the above will be treated as non-responsive and the tender is liable for rejection.
5. The rate quoted by the bidder should be firm and should not be subject to any variation during the contract period.
6. The Service Charges in % should be neatly and legibly written both in words and figures district wise.
7. The bidder should specify the district /areas in which they can deploy manpower clearly.
8. The service charge exclusive of taxes will be the basis for deciding the Lowest 1 rates and Lowest 1 bidder district wise. The lowest 1 bidder will be identified based on the district wise bids submitted by the bidders
9. In case of discrepancy between the price quoted in words and figures lower of the two shall be considered.
10. In event that two or more bidder have made the same financial bid ,by asking the tenderer the two bidder to provide their best and final offer of the financial bid in a sealed cover and the tenderer offering the most advantageous financial bid shall be adjudged the lowest tenderer.(Tenders Transparency rule 29(4)(b)& (c))
11. In case a tie still persists after the procedure contained in clause (a) or (b) of this sub rule has been followed the selected tenderer shall be identified by draw of lots ,which shall be conducted, with prior notice ,in the presence of the tied bidder or their representatives who choose to be present.
12. The bid should not contain any commercial conditions.

Signature of the Tenderer
(with seal and address)

Signature of Tenderer with seal

ANNEXURE-X

CHECKLIST OF DOCUMENTS

Documents to be enclosed in Envelope A & Envelope B

Sl. No.	Checklist	Enclosed (Yes/No)	Reference in the Bid (Page No.)
1	A covering letter on the letter head of the bidder addressed to The Director, Employment and Training Department (as per Annexure-I)		
2	Tender conditions duly signed in each page and enclosed in token of accepting the Tender conditions		
3	Demand Draft for Rs.1,00,000/- in favour of " Assistant Accounts Officer , Department of Employment and Training, Guindy, Chennai-32 "payable at Chennai .towards EMD		
4	Letter of Authorization for authorized signatory from the bidder organization		
5	details of the bidder (as per Annexure-II)		
6	List of clients to whom Outsourcing already deployed and being deployed (as per Annexure-III)		
7	Average annual turnover of the legal entity in the 3 preceding financial years duly certified by a Chartered Accountant (as per Annexure-IV).		
8	Declaration for not having tampered the Tender documents downloaded from the websites www.tenders.tn.gov.in & www.skilltraining.tn.gov.in (as per Annexure-V).		
9	Declaration for not having black listed either by DEPARTMENT OF EMPLOYMENT AND TRAINING or by any other Govt. agencies (as per Annexure-VI).		
10	The copy of certificate of incorporation/ registration.		
11	Copy of Memorandum of Association in case of society /trust.		
12	Proof for address of the bidder office		

Signature of Tenderer with seal

13	The work order/ work completion certificate issued by the clients		
14	The Annual Report / certified copies of Balance Sheet, Profit & Loss statement along with schedules for the last 3 financial years i.e. FY 2018-19, 2019-20 & 2020-21.		
15	Copy of GST Registration certificate.		
16	Copy of PAN card issued by Income Tax Department.		
17	Income Tax returns for the last 3 years.		
18	A covering letter on the letter head of the bidder addressed to The Director, DEPARTMENT OF EMPLOYMENT AND TRAINING (as per Annexure-VIII)		
19	Price Bid as per Annexure-IX of the Tender Document		

Signature of the tenderer with seal

Signature of Tenderer with seal

BANK GUARANTEE FORMAT

Tender Reference 34890 /Estt4 /2020

To

The Director,
Employment and training Department (Training Wing)
Alandhur Road,Guindy,
Chennai – 600 032.

Bank Guarantee No.

Amount of Guarantee:

Guarantee covers from

Last date for lodgment of claim:

This Deed of Guarantee executed by (Bankers name and Address), having our head Office at (address) - (hereinafter referred to as "the Bank") in favour of The Director of Employment and Training ,Guindy, Chennai- 600 032 (hereinafter referred to as "the Beneficiary ") for an amount not exceeding Rs.....(in words) as per the request of M/s.(Name & Address) (hereafter referred to as Outsourcing Agency) against order No..... Due on..... of The Director of Employment and Training ,Guindy, Chennai- 600 032 This guarantee is issued subject to the condition that the liability of the Bank under this guarantee is limited to a maximum Rs (in words) and the guarantee shall remain in full force up to.....and cannot be invoked otherwise by a written demand or claim by the beneficiary under Guarantee served on the Bank on or before --.

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

Signature of Tenderer with seal

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

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

This Guarantee is valid untiland we hereby undertake to extend the guarantee for further period as may be agreed between you and the Outsourcing Agency Notwithstanding anything contained herein: Our liability under this guarantee shall not exceed Rs (in words). This bank guarantee shall initially be valid up to

We are liable to pay the guaranteed amount or any part thereof under this Bank Guarantee only and only if you serve upon us a written claim or demand on or before.

In witness whereof the Bank, through its authorized Officer, has set its hand and stamp on thisday of, 2022, at Chennai.

Witness:

Signature

(Name in Block Letter)

The Additional Director (Craftsman Training),
(Tender Inviting Authority)
O/o Director of Employment and Training,
Guindy, Chennai-32
TEL: 044-22501002 /1006

Signature of Tenderer with seal