

NOTICE INVITING TENDER
FOR
OUTSOURCING MANPOWER
IN
TAMILNADU STATE APEX FISHERIES CO-OP.
FEDERATION LTD, (TAFCOFED)
FISHERIES and FISHERMEN WELFARE DEPARTMENT
TAMIL NADU,
CHENNAI-35

INTEGRATED OFFICE BUILDING FOR ANIMAL
HUSBANDARY AND FISHERIES DEPARTMENT,
4TH FLOOR, NANDANAM, CHENNAI 600 035.

TAFCOFED,Chennai - 35**R.C. No. 744/D/2015****Dated** 19.07.2021**IMPORTANT DATE**

1	Last date for sale of tender document	30.07.2021 up to 5:00P M
2	Last date & time for submission of tender	02.08.2021 upto 3.00 PM
3	Date &time of opening of technical bid	02.08.2021 at 3.30 PM
5	Date and time of opening of price bid	02.08.2021 at 4.30 PM

N.B:

1. The technical bids will be opened on 02.08.2021 at 3.30 PM which shall be reviewed by a Tender scrutinizing Committee constituted for this purpose by the Managing Director.
2. Tender Scrutinising Committee may visit the bidder's firm if it is felt necessary.
3. On receiving the Tender Scrutinising Committees report, the financial bids of only technically qualified bidders shall be opened on 02.08.2021 at 4.30pm.
4. The bidders or their authorized representative (one person will be permitted) may remain present at the time of opening of bids.

5. **Special Note For Goods & Service Tax (GST)**

The Goods & Service Tax (GST) is implemented with effect from 1stJuly, 2017 in India. Accordingly, VAT/Sales Tax were discontinued and these taxes are subsumed to GST. GST will be payable on all goods. Hence, all bidders having VAT Registration (TIN) needs to register with GST for continuing any transaction with TAFCOFED. Copy of certificate mentioning GST registration number needs to be submitted along with the tenders in the technical bids. Tender submitted without GST registration certificate copy shall be liable for rejection.

**Managing Director,
TAFCOFED,Chennai-**

NOTICE INVITTING TENDER FOR OUTSOURCING MANPOWER
IN TAFCOFED ,CHENNAI

The TAFCOFED ,Chennai-35 invites sealed tenders from the eligible registered contractors holding valid license/registration certificate issued by the relevant competent authority for supply of Manpower at TAFCOFED Office and its sub offices/diesel bunks located in various places of Tamil Nadu given as under:-

Sl. No.	Category	Qualification	Salary per month (incl all recovries) Rs.	Nos	EMD (Rs. in Lakh)	SD Rs.in lakh
1	Audit assistant	B.Com., and above well versed in Tally, GST & latest tax acts& rules , IT tax filing	22000	1	5	16
2	Data Entry Operator cum junior assistant	Ms office any degree	17000	6		
3	Driver	SSLC pass with Heavy driving license	15000	4		
4	Salesmen	HSC Pass and above with computer knowledge	15000	16		
5	Pump man	SSLC pass and above	14000	26		
6	DSM (Drive way salesman)	SSLC pass and above	14000	14		
7	watchman	8 th Std Pass or fail	10000	3		
	Total			70	5	16

I) The bidding organisation must have its office at Chennai with its branch offices or anywhere in the State of Tamil Nadu. The contractor must have complied with and obtained all necessary valid permissions /authorizations/licenses/registration certificate issued by the relevant competent authority for supply of man power in Tamil Nadu.

2) Detailed terms & conditions forming part of this Notice are contained in the Tender Document which is available on the website of the State Fisheries Department, Tamil Nadu i.e, www.fisheries.tn.gov.in) The contractor firm/agency must be having a turnover of more than Rs.1.00 Crore (Rupees one Crore) during each of the last two Financial Years i.e. 2019- 20 and 2020 - 21 for providing similar services. The bidder must have at least 5 years of experience of providing similar services at the time of submission of tender document.

- › The bidder has to pay EMD fees of Rs 5,00,000/- and the tender document fee of RS. 1000/ - by means of DD drawn in the name of Managing Director, TAFCOFED, payable at Chennai.
- › The Managing Director,TAFCOFED reserves the right to accept or reject the tender or any part of the bid without assigning any reason thereof.

ANNEXURE I-A

ELIGIBILITY CRITERIA FOR BIDDERS

- I The bidder must be a proprietary firm, partnership firm, limited company, corporate body legally constituted for providing man power and must be empanelled / registered with appropriate authority as per law. The license/permission of providing man power must be legally valid.
2. The bidder shall have at least 5 years experience of providing similar Services in Highly Skilled/Skilled/Semi-Skilled/Un-skilled Man power.
3. The bidder must be having his office at Chennai along with its branch offices anywhere in Tamil Nadu .
4. There should not be any criminal case pending with the police/court of law against the Company/Firms or its Proprietor / Partner/Director etc.
5. The Contractor who has been black-listed by State Govt./Central Govt/ Govt undertakings/PSUs will not be eligible to participate in this tenders. The Company/Firm

must be having a clean past track record of providing manpower services.

6. The Contractor must be having a turnover of more than Rs.1.00 Crore (Rupees One Crore) during each of the last two Financial Years i.e. 2019-2020 and 2020- 21 for providing similar services.
- 7, The intending tenderers shall submit the proof of solvency accounting to Rs. 2 crore from a Nationalised bank
8. The Contractor should have deployed more than 100 employees in different offices of either private or Government.
9. The Bidder must have **at the time of submission of tender**, the following registrations which should be valid during the tenure of contract:
 - a) PF Registration at EPFO.
 - b) ESI Registration.
 - c) GST Registration,
 - d) Valid License/Registration certificate issued by the relevant competent authority for supply of Man power to TAFCOFED.
 - e) Permanent Account Number (PAN) and TAN.
 - f) Other statutory documents required for the purpose.
 - g) NOC from the local Police Station that no case is pending against the firm.
10. No tender shall be accepted without Earnest Money Deposit.
- 11 . The tender document must be accompanied with all relevant documents in support of the eligibility of the Firm/Company. Conditional/incomplete tenders and those received after the due date and time of submission of tenders in TAFCOFED office shall not be considered. Such of those bids without necessary document copies, EMD, Tender document fee shall not be considered by TAFCOFED.

Dated : _____

Place :

Signature and the Seal of
Tenderer

ANNEXURE I-B

TERMS AND CONDITIONS

1. EARNEST MONEY and SECURITY DEPOSIT

Earnest money of Rs. 5,00,000/- (Rupees five Lakh only) has to be deposited through Demand Draft drawn infavour of Managing Director, TAFCOFED Payable at Chennai at the time of submission of this tender document and thereafter, the successful bidder will be required to deposit a Security Deposit amount of Rs. 16,00,000/- (Rupees sixteen lakh only) through DD /Bank Guarantee in the name of Managing Director, TAFCOFED, Chennai within seven days from the date of receipt of work order and before the commencement of execution of work. In case the successful bidder fails to deposit the Security amount as mentioned above within the stipulated period, the work will be allotted to another eligible firm at the risk & the cost of the failing bidder and the earnest money deposited by the defaulting bidder will be forfeited. The security amount of the contractor deposited with TAFCOFED will be released to the Contractor on successful completion of work as defined in Para 15 hereunder, after deducting any loss/damage or misappropriation or any other financial liability(i.e) due to TAFCOFED by the contractor or his manpower as per the terms of contract or the law, if any. Exemption of Earnest Money or Security Deposit will not be considered and permitted in any case. No interest shall be paid to the contractor for the security deposit amount.

2. BID DOCUMENT-

The bidder must have a valid license/registration certificate for supply of Manpower issued by the relevant competent authority, PAN, TIN,GST and other Statutory documents as applicable and attached attested copies of the same with the tender document at the time of submission of tender and shall produce the original documents at the time of opening of tender. In case the bidder fails to produce the original documents at that time, his tender shall not be considered. Further, if any document/information given by the bidder is found to be forged/false/fabricated at any stage then it would lead to termination of the contract as well as initiation of civil or criminal or both proceedings under appropriate law and the earnest money paid to TAFCOFED will be forfeited.

3. RIGHT TO ACCEPT / REJECT

The Managing Director ,TAFCOFED, Chennai reserves the right to accept or reject any or all tender(s) without assigning any reason whatsoever. MD ,TAFCOFED also reserves the right to award any or part or full contract to any Contractor (s) at his discretion and this will be binding on the bidder. Any attempt to negotiate directly on the part of the bidder with authority competent to finalize and accept the tender or influence the acceptance of the tender by any means will result to debar his tender from consideration.

Merely quoting of lowest rates among other bidders does not automatically entitle such firm to get the work awarded in its favour. Any Contractor submitting a bid which is considered as unrealistically or/ and financially unworkable in view of the existing policy / instructions of the State Government relating to minimum wages, a reasonable margin of contractor profit etc. shall be out-rightly rejected. In addition to the above, the contractor will be selected on the basis of performance and satisfactory work and not on the basis of L-1. The contractor quoting lesser rate than prescribed rate of State Government of Tamil Nadu (amended from time to time) will not be considered.

4. AWARD OF WORK

The committee constituted for tender scrutiny will scrutinize the eligible bidder on the basis of their Technical bid evaluation including their past performance/confidential report/solvency ability/financial standing, ability to perform the work. Merely quoting of minimum rate fix will not entitle the bidder to claim the award of work being the lowest amongst other bidders. In addition to above, the contractor will be selected on the basis of performance and satisfactory work and not on the basis of L-1. The contractor quoting less rate than prescribed rate of Tamil Nadu Government (amended from time to time) will not be considered. If the rates are same of two or more, the firm will be selected on the basis of assessing weightage points of turnover, number of Man power, experience etc. will be preferred.

5. RESPONSIBILITY OF EXECUTING CONTRACT;

The successful bidder / contractor will have to sign contract agreement with the competent authority on a non-judicial stamp paper of appropriate value. The Contractor is to be entirely responsible for the execution of the contract in all respects in accordance with the terms and conditions as specified in the acceptance of bid at his own cost within the stipulated time.

6. RELEASE OF PAYMENT;

The payment terms shall be as under:-

The Contractor shall raise the bills to the MD, TAFCOFED on monthly basis. TDS towards Income Tax and any other statutory taxes/ cess /levies as per Acts & Rules on the rates prevalent at the time shall be deducted at source. The manpower provided by the contractor will be on the pay rolls of the contractor. If there is a deficiency in provision of service, penalty amount will be deducted from the bills of the Contractor (after giving the written notices on each occurrence) as under:-

Service not provided properly:

Say rude behavior by workmen, lapses in duty, financial misappropriation, incurring loss in sales due to carelessness or negligence of workmen not done properly, not punctual to duty etc. in such eventuality, the Controlling Officer shall intimate to Managing Director, TAFCOFED, who in turn may impose penalty on Contractor ranging from Rs 1000/- to Rs 3000/- for each occurrence and intimate the Contractor in writing.

7. The contractor shall submit bills on monthly basis for the preceding month after making payment to the staff deployed by firm in TAFCOFED by 2nd date of the month. After that, the payment will be reimbursed by TAFCOFED within a week's time as per the terms and conditions. No bill of the contractor will be reimbursed unless the contractor has provided the copies of all documentary details of payments along with the proof of challans for depositing the Tax/Subscription of EPF/ESI deposited by him duly attested by the contractor.

8. PAYMENT OF WORKS/EPS/ESI/GST THROUGH ESCROW A/C'

The payment of all bills will be credited in the ESCROW A/C of the firm , The contractor shall submit the detailed salary statement of EPS, ESI statement to the MD,TAFCOFED who will then electronically transfer the respective amount to respective stake holders.

9. DURATION OF WORK

Initially, the contract will be initially for a period of one year or till the filling of vacant post whichever is earlier, which will be extended in respect of performance and satisfactory work of the contractor for another one year basis on the mutual consent of both the parties. If the performance of the Contractor is not found satisfactory at any time during the contract period, the MD,TAFCOFED shall be at liberty to terminate the contract without any liability on its part by giving fifteen days' notice.

10. INDEMNITY

The MD,TAFCOFED shall not be responsible for the payment of any claim whatsoever made by the workmen engaged by the Contractor. **The Contractor will ensure all the safety precautions required for a job and ensure that his workmen are adequately insured to cater for any incidences happening.** The MD,TAFCOFED shall not be liable for discharging any financial, judicial and / or administrative commitments made by the contractor to any entity whatsoever. The contractor shall be solely responsible for fulfilling its obligations towards its staff under various laws as applicable and amended from time to time. The contractor shall be responsible for payment of wages to its staff at the rates fixed from time to time by MD,TAFCOFED. The contractor shall indemnify/compensate TAFCOFED and its employees and its properties against any loss and / or damage caused or likely to be caused by any omission/neglect/action. demand, proceedings, dishonesty or connivance of and work force of the contractor, prosecutions attachments, non payment of taxes, non -clearance of liabilities , non— observance of statutory laws, rules of the Governments.

11. DOUBTS/ AMBIGUITIES:

If any doubt or ambiguity arises as to the meaning and effect of any provision(s) of this Tender the same shall be referred to the MD,TAFCOFED as the case may be for clarification. 7 days before the bid closing date. The clarification so provided by the MD,TAFCOFED shall be binding on both parties. All instructions/directions of the MD,TAFCOFED to the contractor shall be in writing. There shall be no verbal communication in these matters.

12. AMENDMENT TO THE MOU

The obligations of the contractor and the MD,TAFCOFED have been spelt out in this MOU. However, during the operation of the agreement, circumstances may arise which may call for amendment or modification of the terms and conditions of this agreement. In such a situation, *the* amendments/ modifications as may be mutually agreed upon shall be incorporated in this agreement.

13. JURISDICTION

The dispute, if any shall be subjected to the jurisdiction of courts at Chennai (Tamil Nadu). Any other jurisdiction mentioned in the quotations tender or invoices or any other document shall have no legal sanctity. Terms and conditions printed on Quotation/invoice of the firm if any shall not be binding on the MD,TAFCOFED except those mentioned specifically on the work order and acceptance of the work order shall be construed as the firms complete agreement to all the terms and conditions contained in the work order. Any dispute arising with regard to any aspect of the contract shall be settled through mutual consultations and agreement between the Contractor and the MD,TAFCOFED.

14.ARBITRATION:

For the purpose of this contract, there will be no provision of arbitration. The decision of the MD,TAFCOFED shall be final and binding in case of any dispute. The contract will be guided by the terms and conditions of the tender document only.

15. SUCCESSFUL COMPLETION :

The work will be considered to be successfully completed on payments of all dues to the workers, deposition of all payments of EPF/Insurance premium/Taxes to the concerned Authority/office and clearance/settlement of all disputes and court cases.

16. RECOVERY OF SUMS DUE

Whenever any claim for the payment of money arises out of or under this contract against the contractor, the MD,TAFCOFED, Chennai shall be entitled to recover such sum by appropriating, in part or whole of the bills, performance amount / security deposit amount in TAFCOFED deposited by the contractor. When the sum is not be sufficient to cover the full amount recoverable, the Contractor shall pay on demand the remaining balance due to the TAFCOFED.

17.IMPLEMENTATION OF TAMIL NADU GOVT INSTRUCTIONS:

Tamil Nadu Governments instructions issued from time to time have to be followed in all matters and such order/instructions/guidelines will be binding upon the contracting firm and such instructions are considered as deemed amendment in the MOU.

18.CONFIDENTIALITY:

It is understood between the parties hither to that during the course of business relationship, the contractor or its personnel in the office of MD,TAFCOFED, Chennai may have access to confidential information of MD,TAFCOFED and it undertakes that it shall not, without MD,TAFCOFED prior written consent, disclose, provide or make available any confidential information in any form to any person or entity or make use of such information. This clause shall survive for a period of 5 years from the date of expiry of this agreement. In case of default, suitable punishment in the form of fine, financial loss suffered by TAFCOFED or debaring the firm for works associated with TAFCOFED in future, can be imposed by MD,TAFCOFED on the contractor and the same shall be acceptable to the contractor . The MD,TAFCOFED shall have the liberty to initiate civil/criminal action against the concerned personnel or/and contractor in case of default as aforesaid.

19.MISCELLANEOUS—

a)The offer should be on two covers, one super-scribed as "Pre-qualification/Technical bid" (Annexure-' II-C') and the second super-scribed as "Financial Bid (Annexure-'I I I'). These two sealed covers shall be put in an envelope which shall also be sealed and super-scribed with the words "Pre-qualification Technical bid and financial bids".

b).The financial bid will only be opened after ascertaining that the firm is eligible on the basis of Technical Bid in Annexure ` I-C and II-Ato II-C'. The rates to be quoted for this BID may be given in the Financial Bid in Annexure-'III'.

c)The intending tenderers should submit the proof of solvency accounting to Rs. 2.00 Crore (Rupees two crore only) from a scheduled bank.

d) In case any family member of the Contractor is serving in the office of MD,TAFCOFED,Chennai ,then the Contractor must record a certificate to that effect on the offer failing which the quotation/ tender shall be rejected out-rightly.

e) Whenever there is a duplication of clause either in the terms and conditions or in the agreements. the clause which is beneficial to TAFCOFED, will be considered.

f) The contractor will be selected on the basis of performance and satisfactory work and not on the basis of L-1 . The contractor quoting rate less than prescribed rate of Tamil Nadu Government (amended from time to time) will not be considered. If the rates are same of two or more, the firm will be selected on the basis of assessing weightage points of turnover, number of Manpower, experience etc. will be preferred. The service charges will be paid on basic wages only. Further, over- time wages will not be allowed to any Man power for any work after office hours.

g) TAFCOFED may secure additional manpower for specific purpose and for specific period etc. from Contractor on prevailing D.C. rates issued from time to time rate where applicable to enhancement will be done to the contractor above the awarded rates during the contract period, in any case.

h) The Contractor should be ready to start the work within a notice of 10 days.

i) The person deployed should be more than 18 years of age with sound health to the satisfaction of the competent authority and should have the requisite qualification as prescribed by Tamil Nadu Government from time to time.

j) The contractor cannot engage any Sub-Contractor or transfer the contract to any other person.

k) The Contractor shall maintain a register of the employees appointed by the Contractor together with names/ address and telephone numbers of the employee.

l) The terms and conditions contained herein shall form part of and shall be taken as if they were included in contract agreement to be entered into by the Contractor.

m) The contract shall remain valid for the period of award of work and is deemed to be renewed upon extension of work.

n) The Contractor will not allow or permit his /their employees to participate in any trade union activities or agitation in the premises of the office, violation of which may result in the termination of the contract immediately.

o) The MD,TAFCOFED, Chennai reserves the right of removal of any persons considered by him to be incompetent or disorderly from the MD,TAFCOFED, Chennai office premises and other premises and the contractor will provide the replacement at once.

p) In case of any mis-happening such as accident/incident, it is mandatory for the Contractor to take-up follow-up with the Legal Police at its own level to the logical end.

q) The bidder should have a permanent place of business in Tamil Nadu Along with its branch office anywhere in the State of Tamil Nadu and the complete Postal Address, Telephone/ Mobile Fax / E-

mail address. etc. should be provided, while submitting the completed tender form.

r) The contractor shall maintain all statutory records in respect of workforce deployed by him as required under the provision of law.

s) The Contractor shall not close or wind up its Branch office without written consent of the MD, TAFCOFED before the successful completion of this work.

t) The contractor shall have to issue appointment letter, ESIC cards as per instructions issued from time to time and identity Card on its own name and trading style to its personnel deputed for rendering the services and cannot charge any money/amount in the name of MD, TAFCOFED, Chennai etc.

u) Policy verification of manpower provider shall be sole responsibility of the service providers.

v) In case where the payment is delayed by one month or more the TAFCOFED shall be at liberty to initiate action to black list the service provider and forfeit its Bank Guarantee.

w) Consumption of any kind of intoxicant liquor and smoking is strictly prohibited in office TAFCOFED premises.

x) The contractor can not change the constitution or the firm/company during the award of work period.

aa) The contractor can not add / remove partners in the firm during the period of work period.

bb) Tender offer should be complete in all respects. The tender submitted without specified Amount of earnest money will be rejected. The MD, TAFCOFED will not take any responsibilities for any delay in receipt of the bidding document if it is sent by post/courier.

cc) The contractor will be fully responsible for the behavior and conduct of its manpower. Any dispute arising among its manpower will be dealt with by the contractor only and MD, TAFCOFED will not be responsible in any manner.

dd) In case, the manpower provided/deployed by the contractor create nuisance due to rude behavior by manpower, shirking from work allotted by the TAFCOFED, creating undue pressure, leaving the office without intimation or nuisance of any kind, the MD, TAFCOFED will report in writing to the contractor and the contractor will debar the faulty/ guilty

manpower immediately at its own level. Thereafter the contractor will provide the replacement as per the requirement of MD,TAFCOFED.The offices of TAFCOFED are located in all the coastal areas of Tamil Nadu. The number of manpower can be increased or decreased as per the requirement of TAFCOFED

Sl. No.	Category	Qualification	Salary per month (incl all recoveries) Rs.	Nos	EMD (Rs. in Lakh)	SD (Rs.in Lakh)
1	Audit assistant	B.Com., and above well versed in Tally ,GST & latest tax acts& rules , IT tax filing	22000	1	5	16
2	Data Entry Operator cum junior assistant	Ms office any degree	17000	6		
3	Driver	SSLC pass with Heavy driving license	15000	4		
4	Salesmen	HSC Pass and above with computer knowledge	15000	16		
5	Pump man	SSLC pass and above	14000	26		
6	Drive way Sales Man (DSM)	SSLC pass and above	14000	14		
7	watchman	8 th Std Pass or fail	10000	3		
	Total			70	5	16

.The contract is on the principle to principle basis and does not create and shall not deem to create any employee-employer relationship between the TAFCOFED and the Contractor

Place :

Date:

Signature and
Seal of the Bidder

ANNEXURE- I-C
DECLARATION AND UNDERTAKING

I/We

(Name)_____

hereby solemnly affirm and declare and undertake that

1. I/we have studied the terms and conditions of the tender documents i.e scope of work, guidelines of submission of tender etc. and have filled up the tender under my/our full understanding. Nothing has been left without studying and we have visited the website of TAFCOFED and I/ we have filled up the rates accordingly. All the Terms & conditions of the tender form are acceptable to me/us.
- 2.The facts stated by me/us in the Technical Bid and Financial Bid are correct and true to the best of my/our knowledge and belief and nothing has been concealed there in. In case of any concealment or misrepresentation detected at any stage, I/We shall be liable to legal action under Section 182 and section 415 read with section 417 and 420 of Indian Penal Code as the case may be including termination of the contract, forfeiture of all dues including Earnest Money and black listing of my/our firm and all partners of the firm etc.
- 3.I/our partners do *not* have any relative working in the office of TAFCOFED
- 4.All documents/credentials submitted along with this tender are genuine. authentic, true and valid.
5. The Price-Bid submitted by me/us is "WITHOUT ANY CONDITION "
6. I/We have never been banned/debarred by any Government or Quasi Government agencies or PSUs.
- 7.I/We will open an ESCROW account which will be operated by the MD,TAFCOFED for making payment of all Wages/EPF/ES1/GST etc. to the respective stake holder/beneficiaries.
- 8.The demand draft of earnest money of Rs. 5,00,000/- (Rupees five Lakh only) is enclosed with the tender application.
- 9.I/We will neither change the constitution of the firm nor the partners during the period of contract and for any change, if any, I/We will intimate the MD,TAFCOFED of such change and get written consent from competent authority.
- 10 .I/We hereby agree to abide by all the terms and conditions of the tender document and amendments made. if any at a later stage.

(Signature of the Bidder with Seal)

Annexure-II A

Selection criteria for offering services like Highly Skilled/Skilled/semi-Skilled/Un-Skilled Man power in the TAFCOFED

The bids shall be submitted offline in two separate envelopes:

Envelope 1: Technical Bid

The bidders shall submit the following eligibility & technical documents duly signed by the contractor in the Technical Bid:

1. Copy of Constitution of Firm
2. Copy of company policies regarding Labour welfare.
3. Copy of valid license/registration certificate issued by the relevant competent authority for supply of Manpower at TAFCOFED office.
4. proof of solvency amount for Rs. 2 Crore from a scheduled bank.
5. Copy of GST registration.
6. Copy of EPF Registration at EPFO
7. Copy of **ESI** registration .
8. Copy of PAN number and TIN Number
9. Copy of work order of providing similar Services in security, housekeeping and handling of data along with the copy of certificate of having successfully completed works of similar magnitude and duration.
10. Copy of the address proof of the Firm.
11. Copy of Balance sheet of the Firm (duly attested by Chartered Accountant) indicating a turn over of more than Rs. 1 .00 Crore during each of the last two financial years for providing similar services.
12. Proof regarding total number of employees deployed in different organization.
13. Contact Details (Details of the Authorised Representative of the Bidder who is likely to attend technical/financial bid).

Envelope 2: Financial Bid

The bidders shall quote their Rates for Service Charges for providing Manpower on the Performa of Financial Bid(Annexure-III).

Note: Photocopies of required certificates duly attested must be enclosed with the Tender document and ORIGINAL is required to be produced at the time of Tender opening only.

Place:

Date :

Signature and Seal of
the Bidder

Annexure- II B
Proforma for the Technical Bid

S.No.	Name of Document to be attached with the bid	Details of document (Please mention No.)	Documents attached (Yes/No)
1	Eligibility criteria for Bidding as per Annexure 1 - A		
2	Terms and conditions as per Annexure I- B		
3	Declaration and undertaking as per Annexure I -C		
4	Annexure II -A		
5	Copy of Constitution of Firm/company		
6	Valid License /Registration Certificate for supply of Manpower issued by the relevant competent authority.		
7	GST Registration		
8	EPFO Registration		
9	ESIC Registration		
10	Copies of Five work orders as per Annexure- II -C		
II	PAN /TIN Number		
12	Cancelled Bank account Cheque of the firm		
13	Certificate of successful completion for 5 institutions		
14	Address proof of organization		
15	Balance Sheet for last two Financial Years attested by Chartered Accountant		
15 (a)	NOC from the local police station that no case is pending against the firm		

16	Proof regarding total number of employees deployed by the contractor in different organizations		
17	Earnest Money of Rs. 5,00, 000/- (to be deposited through Demand Draft Payable at Chennai) _____		
18	Annexure – III (Financial Bid)		

Date:

Place:

(Signature of the Bidder
with Seal)

ANNEXURE- II-C
Information about bidder firm/persons

Paste Photograph of the Bidder

1.	Name of the firm	
2.	a) Address of Registered Head Office of the Firm b) Regd. Branch Office (at Chennai along with its branch offices anywhere in the State of Tamil Nadu)	
3.	Type of Organization (Proprietor Firm/Partnership Firm/Limited Company/Society etc.)	
4.	Name & address of each Partner.*Director (PAN card/Adhaar No.)	
5.	Registration Number of the Firm/Company with full details	
6	GST Registration Number	
7.	PAN /TIN Number of the Firm	
8.	EPF registration number	
9	ESIC Registration Number	
10.	Address of the Tenderer for communication along with land line and mobile phone numbers & fax number	
11.	E-mail of the Firm (In future, all correspondence	

	will be made through this e-mail)																										
12.	Bank Details of the Tenderer (a) Account Holder's Name (b) Bank Account Number (c) Name of Bank with Branch address (d) USC IFSC Code	(a) (b) (c) (d)																									
	(Attach copy of cancelled cheque of the Firm's Bank Account)																										
13.	Attach Balance Sheet of the Firm for the last two Financial Years i.e. for 2019- 20 and 2020-21. Turn over of the firms business for Rs. 2.00 Crore during the last two Financial Years.																										
14	List of Institutions where similar services has been provided by the Firm and successfully completed:																										
	<table border="1"> <thead> <tr> <th>Sl.No</th> <th>Name of the Institution</th> <th>Year</th> <th>No of Employees</th> <th>Monthly Bill Amount</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Sl.No	Name of the Institution	Year	No of Employees	Monthly Bill Amount																					
Sl.No	Name of the Institution	Year	No of Employees	Monthly Bill Amount																							
15	Whether the firm is ever debarred or blacklisted? If yes, relevant detail be given viz. name of office by which debarred/blacklisted, duration, reasons etc.																										

16	Whether any civil or criminal or both proceedings under appropriate law with the police/court of law has been initiated against the Company/Firm or its Proprietor / Partner/ Director etc.? If yes, the relevant details be given.	
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Note: Photocopies of required certificates duly attested must be enclosed with the Tender and ORIGINAL is required to be produced at the time of Tender.

It is certified that the particulars given above are true to the best of my knowledge and nothing has been concealed therein.

Date : _____

Place:

Full Name & Signature of
Authorized Signatory with
Seal

ANNEXURE- III
FINANCIAL BID

Rates of Service
Charges:

Sr. No.	Type of Services	Service Charges for Man power Supply
1	(a) Supply of Highly Skilled man power. Audit assistant. (b) Supply of Skilled Man power i.e. Data Entry Operator/Junior assistant (c) Supply of Semi-Skilled Man power i.e. Driver / Diesel Bunk salesman (d) Supply of Unskilled Man power i.e watchman/ pump man	

Note: The contractor quoting rate less than prescribed rate of Government of Tamil Nadu (amended from time to time) will not be considered.

Date :

Place:

Signature of the Tenderer with
Seal)

ANNEXURE- IV

Sl. No.	Category	Qualification	Salary per month (incl all recovries) Rs.	Nos
1	Audit assistant	B.Com., and above well versed in Tally ,GST & latest tax acts& rules , IT tax filing	22000	1
2	Data Entry Operator cum junior assistant	Ms office any degree	17000	6
3	Driver	SSLC Pass with Heavy driving license	15000	4
4	Salesman	HSC Pass and above with computer knowledge	15000	16
5	Pump man	SSLC pass and above	14000	26
6	Drive Way Salesman (Shift basis)	SSLC pass and above	14000	14
7	watchman	8 th Std Pass or fail	10000	3
	Total			70

Managing Director

