

AAVIN

THE TAMILNADU CO-OPERATIVE MILK PRODUCERS' FEDERATION LIMITED:
DAIRY CUM POWDER PLANT, AMMAPALAYAM.

PART – I
TECHNICAL –BID

NAME OF WORK : **Providing 10 Nos. of Man Power for Housekeeping and Maintenance and 10 Nos for work in various sections at Dairy Cum Powder Plant, Ammapalayam**

TENDER PERIOD : **2024-2025**

TENDER VALIDITY : **12 MONTHS**

TENDER VALUE : **44.37 LAKHS**

TENDER DOCUMENT SUBMITTED BY

M/S.

.....

INDEX

Sl.No	Description	Page No.
1	Part- I Technical Bid	3-4
2	Check List	5
3	Instructions to the tenderer	6-7
4	Tender details	8
5	Particulars of the tenderer	9
6	Pre qualification of the tenderer	10-11
7	General Terms and Conditions	12-18
8	Payment of Earnest Money Deposit	18
9	Security Deposit	19
10	Agreement	20
11	Payment Terms	20-21
12	Violation Of Contract	21
13	Legal Jurisdiction/Tender Evaluation Criteria/Validity/Deviation	22
14	Scope of work	23-29
15	Penalty	30-31
16	Letter of tender	32-33
17	Profile of the Bidding Organisation	34
18	Statement and Declarations	35-37
19	Commercial Bid qualification	38
20	Part – II Commercial bid	39

TECHNICAL BID

From

To
The Joint Managing Director,
T.C.M.P.F. Limited.,
29 & 30 Industrial Estate,
Ambattur, Chennai-600 098.

Sir,

Sub: Work contract for the Providing 10 Nos. of Man Power for Housekeeping and Maintenance and 10 Nos for work in various sections at Dairy Cum Powder Plant, Ammapalayam for 12 (Twelve) months from the date of execution of agreement by the tenderer - submission of tender documents - Regarding.

&&&&&

Having examined the two part tender documents consisting of Part I Technical Bid and Part II Commercial Bid with price quotation, I/we hereby submit all the necessary documents and relevant information for bidding the above mentioned tender.

The application is made by me/us on behalf of.....
in the capacity of duly authorized to submit
this Two part tender offer.

Necessary legal evidence in respect of authority assigned to me / us on behalf of the bidding firm is herewith attached.

I/we submit the documents herewith agreeing to all the instructions, Terms and Conditions detailed in the Two part tender.

SIGNATURE OF THE TENDERER

I/We understand that the Managing Director, T.C.M.P.F.Ltd., Chennai-35 reserves the right to reject any tender offer fully or partly without assigning any reasons thereof.

I / We hereby agree to hold the tender offer valid for acceptance for a period of not less than 180 days from the date of opening of Technical bid.

I/We understand that the tender on acceptance will be valid for a period of 12 (Twelve) months and extendable upto 3 months on the same rate terms and conditions from the date of execution of the agreement.

Enclosures:

1. Evidence of authority to sign
2. Part I pre-qualification – Technical bid
3. Part-II Commercial bid with price quotation.

SIGNATURE OF THE TENDERER

CHECK LIST:

Kindly ensure compliance of the undermentioned documents attested by the notary public enclosed with part-I Technical bid only as per Tender terms & conditions mentioned in pre qualification in Serial No.4.(4.01 – 4.12)

1. Whether the Photostat copy of experience certificate for 1 year as on the date of opening of Technical bid on contract basis to any Govt. organization or Co- operative Dairy or any reputed organization or enclosed?	Yes / No
1. Whether the EMD amount of Rs.44,000/- remitted (Rupees Forty four thousand only) by means of Online payment.	Yes / No
2. The tenderer should have an average annual financial turnover of minimum 30% of the estimate value in the last 3 years (Financial year i.e 2020-21, 2021-22, 2022-2023) the average annual turnover statement duly certified by the Chartered accountant with proper authentication evidence.	Yes / No
3. Whether the photostat copy of documentary evidence for having provided not less than 30 Nos. of labourers in a single organization for one year on contract basis to any Govt. organization, Co-operative Dairy or any reputed organization as on the date of submitting the tender.	Yes/No
4. Whether the attested copy of the work order or attendance register or wage register or EPF challans or any other document containing a minimum manpower of 30 persons.	Yes/No
6. Whether the Photostat copies of the following notary public certified certificates enclosed? If so, the details: a) E.P.F registration No..... b) PAN Account No..... c) GST Tax registration No	Yes/No
7. Whether the tenderer has either been black listed or charged for non - performance in honouring any of the contractual obligations either partly or fully in the past 3 years in the Federation/Union/Govt/ Private Institute	Yes/No.
8. Whether the price schedule of the Commercial Bid Part-II tender duly filled up in figures and words?	Yes/No
9. Whether all the pages in the Technical bid and Commercial bid have been duly signed by the tenderer or by his authorised signatory?	Yes/No

SIGNATURE OF THE TENDERER

1. INSTRUCTIONS TO THE TENDERERS

This two-part tender consists of the following documents:

- a. Part I - Pre-qualifying Technical bid
 - b. Part II- Commercial bid for price-quote schedules.
- 1.01. The tenderer is requested to read all the terms and conditions of the Two-part tender carefully before start filling up.
 - 1.02. The tenderer is requested to inspect the work site at Dairy Cum Powder Plant, Ammapalayam during the working hours on any working day before submitting his tender offer, so as to have firsthand knowledge about the work.
 - 1.03. The tenderer is requested to submit the Original set through online of the Two-part tender (both Part-I - Technical Bid and part II Commercial Bid) duly filled in, attaching necessary documents and he is advised to retain the duplicate set of document for his reference / records.
 - 1.04. The Part-1 pre-qualification cum technical bid consisting of page Nos. **1 to 37** and the part-II Commercial bid consisting of **page Nos. 38 to 39** should be submitted. The tender documents duly filled can only be submitted by e-tendering through the e-procurement website "<https://tntenders.gov.in>" for the "Tender for the Providing 10 Nos. of Man Power for Housekeeping and Maintenance and 10 Nos for work in various sections at Dairy Cum Powder Plant, Ammapalayam for 12 (Twelve) months for the period from the date of execution of the agreement by the tenderer and that period of 12 months is extendable upto 3 months from the date of expiry of the contract at the same rate and the same terms and conditions. The tenderer may download the tender forms through designated website <https://tntenders.gov.in>
 - 1.05. The tenderer is requested to kindly go through the check-list in **Page No. 5** and to ensure compliance of the documents attested by the Notary Public.
 - 1.06. The tenderer is specifically informed that all the pages in both - Part I-Technical Bid and Part II- Commercial Bid should be signed at the bottom of each page without any omission by the tenderer / his authorized signatory with name and seal of the Firm as token of acceptance of the tender.

SIGNATURE OF THE TENDERER

- 1.07. The tenderer who is downloading the document from the website is instructed to look for any corrigendum after the date of pre bid meeting, for any amendments if any issued. The tenderer is advised to download the above amendments and enclose it without fail along with the technical bid document, duly authenticating. In case of failure to submit the amended document (if any), the Federation reserves the right to reject the tender offer.
- 1.08. A prospective tenderer requiring any clarification with respect to any Tender condition may address to the Tender Inviting Authority by letter and he/she will respond in writing to any relevant query regarding the Tender conditions. However, correspondence in this regard or delay in getting reply from The Tamil Nadu Co-operative Milk Producers' Federation Limited shall not be taken as an excuse for delayed submission of tender or non submission of tender.
- 1.09. All the tenderers must periodically browse the above websites for any amendment or corrigendum issued in connection with this Tender. The Tamil Nadu Co-operative Milk Producers' Federation Limited will not be responsible for the failure of the tenderer to update or to have comprehensive understanding of the provisions of this tender document including the changes announced through the websites

SIGNATURE OF THE TENDERER

2. TENDER DETAILS

This Two part tender form contains the schedules as indicated.

1.	Name and address of Tender inviting Authority	:	The Joint Managing Director, Tamilnadu Co-operative Milk Producers' Federation Ltd., Plot No. 29 & 30, SIDCO Industrial Estate, Ambattur, Chennai – 600 098.
2.	Name and address of the User	:	The Deputy General Manager (Engg) T.C.M.P.F. Limited, Dairy Cum Powder Plant, Ammapalayam, Eraiyr. Chengam Tk., TVMalai Dt
3.	Name of the work	:	Providing 10 Nos. of Man Power for Housekeeping and Maintenance and 10 Nos for work in various sections at Dairy Cum Powder Plant, Ammapalayam for 12 (Twelve) months
4.	Method of Tender	:	e-Tender System (Online Technical Bid and Financial Bid) through e-Procurement Portal https://tntenders.gov.in
5.	Tender Reference Number	:	Ref No:35/DCPP/Estt/2024
6.	Tender Estimate Value	:	Rs. 44.37 Lakh
7.	Earnest Money Deposit (EMD)	:	Rs.44,000/-
8.	Website for e-submission of tender	:	https://tntenders.gov.in
9.	Cost of Tender Document	:	Tender documents can be downloaded at free of cost from the website https://tntenders.gov.in
10.	Date of Pre-Bid meeting	:	19.06.2024 Time : 11.00 AM
11.	Last date and time for submission of the Two part tender – both technical and commercial bids through online	:	26.06.2024 Time : 03.00 PM
12.	Date and time of opening of Technical Bid Document.	:	27.06.2024 Time : 03.00 PM
13.	Date and time of opening of Commercial Bid	:	The date of opening of Financial Bid will be informed to the eligible bidders through Online Portal and registered e-mail.
14.	Place of Pre- Bid meeting & Technical Bid and Financial Bid opening	:	The Joint Managing Director, Tamilnadu Co-operative Milk Producers' Federation Ltd., Plot No. 29 & 30, SIDCO Industrial Estate, Ambattur, Chennai – 600 098.

SIGNATURE OF TENDERER

3. PARTICULARS OF THE TENDERER

1	Registered name of the tenderer:	
2	Registered address of the tenderer:	
3	Address for all communications	
4	e-mail ID	
5	Mobile Nos.	
6	Aadhar No.	
7	Name/Names of persons whom to be contacted regarding this tender with Telephone Nos. & Mobile Nos.	
8	Is the tenderer a registered contract Firm? If so the details including registration & enclose a copy of the registration Certificate.	

SIGNATURE OF THE TENDERER

4. PRE QUALIFICATION OF THE TENDERER

The Part – I Pre-qualification cum technical bid contain the undermentioned aspects pertaining to the prospective tenderer about his suitability, capacity, financial status, antecedents, past performance etc., The tenderer should furnish all the Photostat copies of the following documents duly attested by a Notary Public and enclose them along with the technical bid of the tender.

- 4.01. The tenderer should furnish an earnest money deposit amount of Rs.44,000/- (Rupees Forty four Thousand only) by Online payment only. No other form of remittance shall be accepted.
- 4.02. The tenderer should have a minimum of 1 year previous experience as on the date of opening of Part – I Technical bid for Providing 10 Nos. of Man Power for Housekeeping and Maintenance and 10 Nos for work in various sections at Dairy Cum Powder Plant, Ammapalayam for 12 (Twelve) months for having provided 30 labourer on contract basis to any Govt. organization, Co-operative dairy or any reputed organization. The Federation reserves the right to inspect any organization where the tenderer provided labourers on contract basis. The copies of work order or any other authentic document to show that the tenderer has such experience should be enclosed as evidence.
- 4.03. The tenderer should have an average annual financial turnover of minimum 30% of the estimate value in the last 3 years (Financial year i.e 2020-21, 2021-22, 2022-2023) the average annual turnover statement duly certified by the Chartered accountant with proper authentication evidence.
- 4.04. The tenderer should furnish Photostat copy of documentary evidence for having provided 30 No of labourer in a single organization for one year on contract basis to any Govt. organization, Co-operative dairy or any organization as on the date of submitting the tender.
- 4.05. The tenderer should furnish the attested copy of the work order or attendance register or wage register or EPF challans or any other document containing a minimum manpower of 30 persons.
- 4.06. The tenderer should furnish Photostat copy of Employees Provident Fund registration certificates.
- 4.07. The tenderer should furnish Photostat copy of Employees State Insurance certificates.
- 4.08. The tenderer should furnish Photostat copy of Permanent Account No. card.

SIGNATURE OF THE TENDERER

- 4.09. The tenderer should furnish Photostat copy of have GST registration certificate.
- 4.10. **The tenderer should furnish the self declaration form for has either been black listed or charged for non - performance in honouring any of the contractual obligations either partly or fully in the past 3 years in the Federation/ Unions/Govt. / Private Institution.**
- 4.11. The tenderer should produce all the above mentioned documents in original for verification when called for.
- 4.12. The Federation reserves the right to reject the offer of a tenderer who had either been black listed or charged for non-performance of any work either in part or full in the Federation / Union previously during the last 3 years.

THE TENDER NOT COMPLYING WITH THE ABOVE TENDER REQUIREMENT IS LIABLE TO BE REJECTED.

SIGNATURE OF THE TENDERER

5. GENERAL TERMS AND CONDITIONS

TWO PART TENDER for the contract work Providing 10 Nos. of Man Power for Housekeeping and Maintenance and 10 Nos for work in various sections at Dairy Cum Powder Plant, Ammapalayam for 12 (Twelve) months from the date of execution of agreement by the tenderer

- 5.01. The tenderer should have a minimum of 1 year previous experience as on the date of opening of Technical bid for Providing 10 Nos. of Man Power for Housekeeping and Maintenance and 10 Nos for work in various sections at Dairy Cum Powder Plant, Ammapalayam for 12 (Twelve) months for having provided 30 labourer on contract basis to any Govt. organization, Co-operative dairy or any organization. The Federation reserves the right to inspect any organization where the tenderer provided labourers on contract basis. The copies of work order or any other authentic document to show that the tenderer has such experience should be enclosed as evidence.
- 5.02. The tenderer should furnish an earnest money deposit amount of Rs.44,000/- (Rupees Forty four Thousand only) by Online payment only. No other form of remittance shall be accepted.
- 5.03. Online payment gateway has been enabled for Tamilnadu Cooperative Milk Producers' Federation Limited, Chennai in e-Procurement Portal <https://tntenders.gov.in>. The EMD amount should be paid only through online payment mode in e-tender portal of <https://tntenders.gov.in>. The EMD will not carry any interest.
- 5.04. Tenderer has to select the payment option as "pay online" to pay the EMD amount. Only after payment of EMD, tenderer will be able to encrypt/upload their bids. In order to avoid any issues and last minute delay in processing of payment online, it is recommended to make payment and submit the bid as early as possible. TCMPPF will not be responsible for any sort of difficulty faced/failure in submission of bids online by the tenderers. Any other mode of payment of EMD shall not be accepted.
- 5.05. The PART – I Technical bid will be opened on the date, time and venue specified, in the presence of the tenderers or their authorized representatives who opt to be present during the opening.
- 5.06. If the tender opening day is declared as holiday unfortunately, tender shall be opened on the next working day at the same time and place.

SIGNATURE OF THE TENDERER

- 5.07. PART I Technical bid, specifies the pre qualification based on various factors such man power strength, capacity, suitability, eligibility etc., of the tenderer, that will be evaluated, considered and decided prior to opening of their part II commercial Bids of the tenderer.
- 5.08. The tenderer who do not satisfy any/all the terms and conditions specifically so mentioned under Part – I Technical bid, are not eligible for opening of commercial bid and the Part II Commercial Bid shall not be opened, treating it as non responsive.
- 5.09. The Part – II Commercial bids shall normally be opened within 180 days from the date of opening of the Part – I Technical Bid at the convenient date and time of Tender Inviting Authority.
- 5.10. The date of opening of commercial bid will be intimated separately to those who are qualified in the Part – I Technical bid. The Part – II Commercial bid will be opened in the presence of tenderers or their authorized representative who are present at the time.
- 5.11. The tenderer should hold the tender offer valid for acceptance for a period of 180 days from the date of opening of part I Technical Bid.
- 5.12. The Tender forms are not transferable or assignable.
- 5.13. In the event of escalation in cost due to revision of daily wages by the District Collector, the revised wages will be effected to the contractor from the date of effect given by the Federation.
- 5.14. The signatory of the tenderer should indicate his/her/their status in which he/she/they have signed and should submit necessary legally admissible documentary proof in respect of such authority assigned to him/her/them by the Firm.
- 5.15. No tenderer shall be allowed to withdraw the tenders after submitting the tender.

SIGNATURE OF THE TENDERER

- 5.16. The tenderer may submit a modified tender before the last date for receipt of tender provided that where more than one tender is submitted by the same tenderer, the lowest eligible financial tender shall be considered for evaluation.
- 5.17. Any variation in the statutory levies and taxes by state Government / Central Government will be effected to the contractor from the date of effect made by Government.
- 5.18. In case the tenderer engaged workers from other states, it is the liability of the contractor to obtain necessary migration certificate from the authorities of the state concerned as per rules in force and a copy of it should be provided to this office.
- 5.19. The successful tenderer should ensure that his workers abide the instructions given by the officials of the Section Head or DGM (Engg) of this from time to time.
- 5.20. The tenderer should quote the rate in service charges in Column No. 5. The aggregate value quoted in column No. 7 will be taken for evaluation.
- 5.21. The contractor should furnish the copy of the contract labour licence under contract labour act 1970 section 12.
- 5.22. The successful tenderer alone is the sole employer and it is his responsibility to extract work from his employees conforming to the stipulations in this tender document. For any commission or omission on the part of his employees, the successful tenderer alone is liable and the latter shall pay damages to the Federation for any damage / loss caused to the Federation by his employees.
- 5.23. There will be no employer- employee relationship between the employees of the successful tenderer and the Federation.
- 5.24. The successful tenderer alone is liable for implementation of all the Labour Laws applicable to his employees.
- 5.25. In case, by chance, the Federation has to shoulder any liability arising out of any statutory provisions, the successful tenderer shall make good the loss in that regard to the Federation.
- 5.26. In case of any accident involving the employees of the successful tenderer the compensation and the penal consequences under the relevant Act shall be borne entirely by the successful tenderer.
- 5.27. If the Federation has to incur any expenditure in that regard, the same shall be reimbursed by the successful tenderer.

SIGNATURE OF THE TENDERER

- 5.28. The employees so engaged by the successful tenderer under no circumstances could be considered for appointment in the Federation on the ground that they have worked as a contract labourer.
- 5.29. The employees of the successful tenderer cannot claim any benefits or amenities extended to Federation employees.
- 5.30. All sums found due to the Federation under or by virtue of these payments shall be recoverable from the successful tenderer under the provisions of Tamilnadu Co-op. Societies Act 1983 or in any other legal manner as the Federation may deem fit, if the same could not be recovered by adjusting from the security deposit or the bills of the tenderer, due to any reason.
- 5.31. The Managing Director, TCMPF Ltd., Chennai reserves the right to spilt the tender and place orders on one or more tenderer. The Managing Director, also reserves the right to reject any tender offer fully or partially without assigning any reason thereof.
- 5.32. The successful tenderer, after the expiry of the contract period has to execute the work at the same rate, terms and conditions for a period upto 3 months from the date of expiry of the contract in case of delay in finalization of new tender.
- 5.33. The successful tenderer should not engage persons below 18 years and above 50 years of age to do this work. Aadhar card / other govt. record to be submitted for proof. The successful tenderer should supply all the manpowers and the tenderer should supply manpower as per requirement .For each shortfall of manpower proportionate wages will be recovered for short fall of mandays.
- 5.34. The successful tenderer shall be responsible to the TCMPF for any loss or damage arising out of theft, burglary, pilferage, larceny, mischief, looting etc., due to the involvement or negligence of his workers and the successful tenderer shall make good any such losses or damages as ascertained by the Federation and such losses are liable for deduction from his bills/deposits etc.
- 5.35. The Successful tenderer should furnish medical fitness certificates as per FSSAI within 30 days from the date of taking over the job in respect of all his workers that they are not affected with any communicable diseases. Failing which the Federation will arrange for the medical checkup and certificates and the cost of expenditure incurred in such medical checkup will be recovered from the successful tenderer.

SIGNATURE OF THE TENDERER

- 5.36. The Successful tenderer should execute the work as per requirement in the tender documents. If the successful tenderer fails to execute the work in part or in full or any lapse is noticed for more than 3 occasions, the Federation reserves the right to terminate the contract and the Federation would be at liberty to call for new tender. This is in addition to forfeiting the Security Deposit and recovering damages for the losses caused to the Federation by such lapses.
- 5.37. If the contract is prematurely terminated for lapses on the part of the tenderer to fulfill the terms and conditions or prematurely withdrawn by the successful tenderer, the Security Deposit is liable to be forfeited and if the amount of such loss is more than the security deposit, the same will be recovered from the successful tenderer by legal means, apart from forfeiture of any amount due to the successful tenderer.
- 5.38. The successful tenderer should pay not less than the daily wages prescribed by the District Collector to his workers.
- 5.39. The successful tenderer should compulsorily maintain a wage register in Form No XVII showing that the minimum wages are paid to his workers as per the "Minimum wages Act". The wage register should be produced as and when demanded for verification.
- 5.40. The Federation shall have no control over the employees of the contractor. It is for the contractor to engage the employees of his choice and the Federation is concerned only with the quality of the work. Based on the quality of work the monthly bill will be settled.
- 5.41. The successful tenderer shall be responsible for the discipline of the persons engaged by him for the execution of the work in this dairy.
- 5.42. The successful tenderer should provide Uniform (or) Over coat or Apron with cap and face mask to his employees with the name or emblem the Company, failing which it will be supplied by the Federation and the cost will be recovered from the successful tenderer.
- 5.43. All the workers should be provided with the Identity card with color photo; Name, date of birth, local and Permanent address of his workers and the supervisor. Failing which, it will be supplied by the Federation and the cost will be recovered from the successful tenderer.

SIGNATURE OF THE TENDERER

- 5.44. The successful tenderer should remit EPF and GST amount payable to the concerned Department as per rules in force in respect of his workers.
- 5.45. The successful tenderer alone shall be responsible for discharge of all the legal obligation & under various labour legislation statutory dues in force for the persons engaged by him. In case, by chance the Federation has to shoulder any liability arising out of any statutory provisions, legal obligations the successful tenderer shall make good the loss in that regard to the Federation.
- 5.46. The successful tenderer shall indemnify and keep harmless the TCMPF Ltd., from any claim by employee/workers employed/engaged by him for the purpose raised under workman's compensation Act, or other enactments of such nature in force.
- 5.47. It shall be incumbent upon the successful tenderer to register himself with the appropriate authorities under the contract labour (Regulation & Abolition) Act 1970.
- 5.48. In respect of the successful tenderer liability under the Labour laws or any other laws, if the Federation incurs any loss, or expenditure the same will be recovered/ deducted from the successful tenderer
- 5.49. No labourer of the Contractor shall be supplied any eatables from the Dairy Cum Powder Plant canteen at subsidized rates applicable to workers/staff of TCMPF Ltd.
- 5.50. All the contract labourers should enter attendance through Bio metric while on entry and leaving from the Dairy. The late arrival of contract labourers penalty will be imposed. If any late attendance found management reserves to take final decision.
- 5.51. **The successful tenderer shall pay the salary to the workers not less than the collector wages declared by the District Collector. The salary must be deposited in the individual workers' bank account only is preferable the remittance details for the above must be submitted to TCMPF Ltd., along with the next month bill, violation of any of the above conditions will be seriously viewed and the successful tenderer will only be held responsible for any sort of action that will be taken by the Labour Welfare Department.**

SIGNATURE OF THE TENDERER

- 5.52. The successful tenderer should pay the minimum wages for 8 hours duty per person. No Contract labourers to be allowed beyond the 8 hours duty. Double duty also not entertained.
- 5.53. The successful tenderer should do the work directly and no sub contract is allowed.
- 5.54. The successful tenderer shall bear all expenses regarding uniforms, preparation of their ID Cards, compensation, wages and allowances such as PF, etc.,
- 5.55. The successful tenderer shall pay the wages to the individual on or before 12th of every succeeding month.
- 5.56. The successful tenderer shall submit the workers name EPF number and proof of submission of EPF, GST etc., as applicable every month for the previous month along with the monthly bill with respect to all the employees deployed by the successful tenderer.

PAYMENT OF EARNEST MONEY DEPOSIT:

- 5.57. The tenderer shall pay an Earnest Money Deposit amount of Rs.44,000/- (Rupees Forty four Thousand Only) by online payment only. No other form of remittance will be accepted.
- 5.58. The Tender not accompanied with Earnest Money Deposit payment through online, the Tender will be summarily rejected. No other Exemption for EMD.
- 5.59. The Earnest Money Deposit remitted by the tenderer shall be forfeited in full and the offer will be summarily rejected in the following contingencies:-
- a. If the tenderer withdraws his offer or backs out before the expiry of the validity period or after acceptance of the tender.
 - b. If the tenderer revises any of the terms quoted during the validity period.

SIGNATURE OF THE TENDERER

SECURITY DEPOSIT

- 5.60. After evaluation and finalization of Technical bids and Commercial bids, selected tenderer shall furnish a Security Deposit amount at 5% of the order value (including EMD) for 12 (Twelve) months, by means of Demand Draft drawn from any Nationalized / Scheduled Bank drawn in favour of The Deputy General Manager (Engg), Dairy Cum Powder Plant, Ammapalayam payable at Eraiyr within 10 days from the date of receipt of work **order without fail on or before the end of the office working hours and also clearness details to be obtained from the Accounts section, Dairy Cum Powder Plant** . Failing which the successful tenderer will not be permitted to execute the work. Further the Federation reserves the right to cancel the work order without any prior intimation.
- 5.61. No exemption will be given from payment of Security deposit under any circumstances as per TNTT Act and the same should be remitted by Demand Draft only. Bank guarantee or any other form of remittance will not be accepted.
- 5.62. The Earnest Money Deposit paid along with the tender shall be adjusted against security deposit to be paid by the successful tenderer. If the successful tenderer fails to remit the Security Deposit the tender will be treated as cancelled and the EMD remitted by the tenderer will be fully forfeited. Besides the tenderer will be debarred from participating in any of the subsequent tenders for a period of 3 years in the Federation.
- 5.63. The security deposit is liable to be adjusted against any loss or damage caused by the successful tenderer to the Federation by his violation of the tender conditions.
- 5.64. The security deposit will be refunded only after the expiry of 6 months from the date of satisfactory completion of the contract and satisfactorily complying with the scope of work and the conditions thereof.
- 5.65. No interest shall be paid on the earnest money deposit or security deposit.

SIGNATURE OF THE TENDERER

AGREEMENT:

- 5.66. The successful tenderer should sign an agreement on a non judicial stamp paper to the value of Rs.100/- prior to the date of execution of work. Non execution of the agreement will lead to cancellation of work order and forfeiture of Earnest Money Deposit.
- 5.67. If the successful tenderer fails to execute the contract satisfactorily at the tendered rate, the security deposit will be forfeited by the Federation besides recovery of consequent losses.
- 5.68. If the Federation incurs any loss or damage or any additional expenditure due to the negligence of the successful tenderer during the period of contract or on extension period, the same shall be recovered from the successful tenderer.
- 5.69. The losses or damages, if any, caused by the successful tenderer or his employees to the property of the Federation, the cost ascertained by the Federation will be recovered from the successful tenderer.

PAYMENT TERMS:

- 5.70. Performance of the work done by the successful tenderer will be evaluated daily.
- 5.71. The successful tenderer shall submit necessary monthly bill in duplicate along with advance stamped receipt, performance report, copies of the EPF Challans of the previous month and monthly GST tax remittance for making payments.
- 5.72. **The quality of the work as certified by the official concerned only will be considered as work of the day for payment of the bill. The payment shall be made within 30 days from the date of receipt of the bills based on satisfactory performance of the work.**
- 5.73. Income tax will be deducted from the monthly bill of the successful tenderer and the same will be remitted to the Income Tax Department.
- 5.74. It is the liability of the successful tenderer to pay GST Tax as per the rules in force.

SIGNATURE OF THE TENDERER

5.75. The payment shall be made within 30 days from the date of receipt of the correct bill based on satisfactory performance of the work.

5.76. Any changes in statutory levies and taxes by state Government / Central Government shall be effected on the Basic price to the benefit of either the contractor (or) Federation as the case it may be

VIOLATION OF CONTRACT

5.77. Not with-standing anything contained in the tender schedule, no obligation is cost on the Federation to accept the lowest tenderer and the Federation shall also have the right to accept or reject the tender, if the Tender Accepting Authority decides that the price quoted by the tenderer is higher than the prevailing market rate.

5.78. For violation of any of the Terms and conditions of the contract, the Federation reserves the right to terminate the contract.

5.79. In the event of termination of contract, the Security Deposit will be forfeited and further the resultant loss if any shall be recovered from the successful tenderer.

5.80. If the contract is found to be blacklisted or terminated in any other contract with the Federation/ District Union or any Govt. entries the Federation reserves the right to terminate the contract.

5.81. If the successful tenderer defaults to execute agreement or to pay security deposit shall be terminated from the contract and shall be debarred from participating in the subsequent any tenders for a period of 3 years in the Federation and it's District Union Dairies. Besides, the existing contract works being carried out in the Federation and it's Dist. Unions also will be terminated.

LEGAL JURISDICTION:

5.82. The successful tenderer shall become an Associate Member of TCMPF Ltd. by paying the requisite fees under the Tamilnadu Co-operative Societies Act & Rules 15 days from the receipt of the work order.

5.83. If either party is in any way aggrieved, that party has the right to raise dispute by way of Arbitration under Section 90 of the Tamilnadu Co-operative Societies Act before the Deputy Registrar (Dairying) Thiruvallur whose decision shall be accepted as final.

5.84. In case of dispute, the relevant court in Chennai alone will have jurisdiction.

SIGNATURE OF THE TENDERER

TENDER EVALUATION CRITERIA:

- 5.85. The tender offer should be unconditional and it should be for conforming to all the stipulations in the tender terms and conditions.
- 5.86. The tender will be evaluated as per TTTT Act 1998.
- 5.87. The successful tenderer should pay not less than the minimum wages prescribed by the District Collector to his workers and take care of other statutory dues.
- 5.88. The tender should quote only service charges in the commercial bid.
- 5.89. Minimum Service Charges to be quoted not less than 3.85%. Service charges quoted lesser than 3.85% of minimum wages will be summarily rejected.
- 5.90. The tenderer should offer his rate as mentioned in the tabular column of the commercial bid.
- 5.91. No column should be left blank in the commercial bid. In such case the tender will not be considered for evaluation.
- 5.92. All inclusive end rates and aggregate total shall be considered for evaluation of lowest offer.

VALIDITY

- 5.93. The tender offer shall be valid for acceptance for a period of not less than 180 days from the date of opening of Technical bid. The offers with lower validity period are liable for rejection.
- 5.94. The tenderer shall agree to extend the validity of the bids without altering the Substance and prices of his bid for further period, if required by Federation.

REJECTION

- 5.95. The offers of the tenderer with deviations on Technical/ Commercial bids of the tender will be rejected.
- 5.96. No alternate offer will be accepted.
- 5.97. Tenderers with service charge quoted less than 3.85% will be summarily rejected.

SIGNATURE OF THE TENDERER

6.0 SCOPE OF WORK FOR HOUSEKEEPING AND FOR WORK IN VARIOUS SECTIONS

6.1. Housekeeping :

The House keeping work should be done on all days (365 days) including Sundays throughout the year by deploying not less than **10 workers** daily in general shift (8 AM to 5 PM). **Shift officer/ concerned section head would verify the work in daily.**

6.1.1. Daily Services

GENERAL CLEANING:

1. All the roads in Dairy premises
2. Table cleaning, steps cleaning, Glass cleaning and dust removal in all places daily.
3. Admin. Block (Both floor),
4. Cleaning of Process Hall.
5. Lab, Control room, Processing hall, Rest room, PLC control room.
6. Shift officer room, Varandhah, MR Record room, SMP SEction, Butter Section Ghee Section, BDF room & anti cold room.
7. CIP Room, Refrigeration room, Engineering Room.
8. Boiler room, Electrical room, General Stores.
9. Security Cabin.
10. Canteen, Workers rest room, workshop
11. Loading dock, Reception dock and weigh bridge
12. Furniture like tables, chairs, visitors chairs, almirahs etc., and all the Electronic gadgets like computers, Telephones and Photo copier machine etc have to be cleaned daily. The doors, windows, Partitions including the Particle board, Glass and Aluminium Channels in the entire office should be cleaned daily.

SIGNATURE OF THE TENDERER

TOILET Cleaning:

Approximately 19 Nos. of IWC toilets, 13 EWC toilets, 15 Nos of urinals, and 8 Nos. of bath rooms in various locations to be cleaned by jet cleaning twice in a month. Failing which the Federation will arrange for the Jet cleaning and the cost of the expenditure incurred in such cleaning will be recovered from the successful tenderer.

In front of the all the Toilet cleaning schedule & pin card to be displayed visible and the contract workers has to sign after completion of the work and get sign from section head. **Shift officer/ concerned section head would verify the work in daily.**

Daily in two times (Morning & Evening) cleaning of the following toilets.

Two workers for cleaning the gents toilet (Male workers) and ladies toilet daily in two times (Morning & Evening)

1. Toilet in the DGM(Engg)'s room.
2. Toilet in the Admin block.
3. Toilets in the Dairy section.
4. Toilets in the rest room for ladies / Gents Workers.
5. Toilets in the Canteen.
6. Toilets in the Engineering Section
10. Foot Dip cleaning & fresh water with solution as recommended by lab authority.
11. Cleaning of all sanitary fittings, Tiles and mirrors on the walls in the Toilets should be done daily.
12. Glass panels has to be cleaned daily.

MACHINERIES:

All the Silos and plant's accessories and the connected Stainless Steel Pipe lines in the processing hall and CIP room should be cleaned daily. For which 2 male persons should be exclusively allotted for this work compulsorily.

SIGNATURE OF THE TENDERER

6.1.2. Alternative day services

1. Deep Cleaning of the Toilers including water closets and Urinals with attached water and washbasins by using disinfecting materials like Phenyl, Toiler Cleaner, Cleaning Powder, Soap Powder etc., is to be done daily.
2. Cleaning of SMP godown, lift and staircase, unloading dock has to be done in alternative days.
3. Mopping of stair case leading to the Deputy General Manager (Engg)'s room and the Office.
4. Mopping of Main Administrative block entrance and the Stair case.
5. Mopping of the entire office room and the Officers room.
6. Mopping of the entire Dairy and canteen etc.,
7. Reception room , Office in the Administrative block, the entire side walls in the Corridor and the reception dock has to be cleaned with water flushing mixed with detergent.

6.1.3. Once in Fortnight Services

1. The Cobweb cleaning has to be done in all the rooms in the dairy premises as well as in the service block once in a fortnight, using the own vacuum cleaner of successful tenderer.
2. Vacuum Cleaning of Control Rooms, PLC panel rooms , All computers in the Office, Photo copier and printers has to be done once in fortnight.
3. Collection of all the garbage and waste and transport/disposal of the same to the nearest dumping point set up the municipality.
4. All Name boards of the machinery should be wiped and cleaned once in fortnight.
5. Cleaning of Notice boards has to be done once in fortnight.
6. **The tenderer should provide one skilled resource person for handling the Floor cleaning machine provided by Federation and Jet cleaning machine.**

SIGNATURE OF THE TENDERER

6.1.4. Monthly once services:

The tenderer should clean the 23 Nos. of the drainage chambers in periodically on monthly once within first week failing which the Federation will arrange for the cleaning work and the cost of expenditure incurred in such cleaning will be recovered from the successful tenderer.

6.1.5. General and need basis services:

1. In case of visits by VIPs special cleaning should done as instructed by Dy. Genl. Manager (Dg) The tenderer providing labourer should do the work & any other work assigned by DGM (Engg)/AGM(Engg)/AGM(F)/AGM(DG)/M(QA) /M(Dairy) or any of the DCPD dairy officer.
2. The entire storm water drain and the drains in the reception dock and other places to be cleared periodically to avoid stagnation of water.
3. **The Housekeeping Staff shall be good properly trained and should be able to handle usage of the Floor cleaning machinery & Jet cleaning machine.**
4. Housekeeping work to be done as per ISO norms and Schedules.
5. Removal of blockages and clogging in the Wash Basins and other sanitary Fittings in the Toilers has to be done as soon as the problem is detected for smooth drainage of waste-water.
6. Shifting of Furniture and other equipment and files whenever required.
7. Care should be taken that the gadgets and equipment are not tampered with during the cleaning operation.
8. Such other cleaning or other work that may be entrusted from time to time by the officers concerned.

SIGNATURE OF THE TENDERER

6.2. Scope of Work for other section works

Section wise Deployment of 10 Manpower

Sl. No.	Section	Man Power
1	Admin	1
2	Finance	1
3.	Store	1
4	Electrical	1
5	Boiler	1
6	Refrigeration	1
7	Engg Office	1
8	Dairy	3
	Total	10

6.2.1. Stores Section

- 6.18. Daily inward entry in ledger.
- 6.19. Inspection work inward work.
- 6.20. After completion of report & checking GRN report taken work
- 6.21. After that payment follows in accounts section.
- 6.22. Material issue and posting work.
- 6.23. Packing material to be issue production follows up work.
- 6.24. Return indent collect from Dairy section.
- 6.25. Scrap details to engineering section and disposal follow up work

6.2.2. Electrical Section

1. Main gate HT Panel maintenance work.
2. Street light maintenance work.
3. Motor bearing changing work.
4. All panel board cleaning work.
5. Motor grease applying work.
6. Motor doors painting work.
7. Tube light changing work.

SIGNATURE OF THE TENDERER

6.2.3. Boiler Section:

1. Panel Board cleaning work.
2. Chimney cleaning work.
3. Furnace oil tank water painting work.
4. Door & Cable tray cleaning and painting work.
5. Feed Water tank cleaning work.
6. Nozzle cleaning work.
7. Filters cleaning work.

6.2.4. Refrigeration Section

1. RO Tank filling work.
2. Liquid ammonia pump area water pumping work.
3. IBT compressor -2 nos maintain work.
4. BDF Compressor - 3 Nos maintain work.
5. Evaporator condenser - 2 nos maintain work.
6. Cable tray cleaning and painting work.
7. Air compressor cleaning work.
8. Air line soft water line cleaning and painting work.

6.2.5. Engineering office

1. Daily update of energy parameters.
2. File enquiry status update.
3. Note file initiation work.
4. After Tapal collection and file completion work.
5. IDMS file initiation work.
6. All section reading return work.
7. Consumable usage update work.

6.2.6. Dairy Section

1. Assisting in recording materials receipts like SMP, Butter and Milk.
2. Assisting in creating Material Transfer note for Butter, SMP and Ghee.
3. To maintain production records of Butter, SMP and Ghee in Register and computer system.
4. To maintain godown stock of Butter, SMP and Ghee in Register and computer system.
5. To update on daily basis Casual labour attendance details.
6. To account weightment entry for vehicle in and out in systems.

SIGNATURE OF THE TENDERER

6.2.7. Admin Section

1. All the incoming and outgoing files entries to be made in the relevant registers
2. Distribution of approved files/ Register to the relevant section
3. Maintaining DGM Chamber in neat and tide and also follow the Unit officer instruction then and there.
4. For arranging Tea /Coffee to the VIP Visitor and Higher officials
5. Any other work assigned by the Unit officer to be fulfilled then and there.
6. All thabal entry in IDMS website, and thabal distribution
7. File movement entry

6.2.8. Finance Section:

1. Voucher entry in IDMS website
2. File movement
3. Bank work, cheque distribution,
4. Voucher and other document filing and entry made in IDMS
Dairy
5. Weighment duty
6. vehicle entry for all register
7. IDMS entry for milk movement, Butter Production, Ghee Production and SMP
Production Details
8. stock details entry in IDMS and register

SIGNATURE OF THE TENDERER

7.0. Penalty

While all contractual obligations will be strictly enforced, deduction will be made for poor service like.

- 7.01. For shortage of manpower, proportionate wages for unattended duty will be recovered from the bill of the successful tenderer.
- 7.02. Penalty at 2 times of the MRP cost will be recovered from the bill of the successful tenderer if milk or milk product or any Dairy materials is found with the worker of the successful tenderer at the Security Gate while leaving from the duty. Such worker should be immediately stopped from working at this dairy
- 7.03. The Minimum 20 Nos of man power to be provided daily as per the scope of work
- 7.04. No worker will be permitted to bath inside the premises or take lunch other than the specified places. If found, penalty of Rs. 100 per occasion will be recovered.
- 7.05. The workers of the successful tenderers should be present in their work spots during the working hours. Failing which, double the minimum wages will be recovered from the Contractor as penalty, for each shortfall of man hours.
- 7.06. Any shortage of the unskilled labourers and supervisor, double the cost of wages will be recovered from the bill of the successful tenderer.
- 7.07. Use of panparag, smoking, betel chewing, spitting, littering or any other kind of intoxicants by the workers inside the Dairy is prohibited. If any above found on the lawns or inside the Dairy, any littering penalty will be imposed and the amount will be deducted from the bill of the successful tenderer

- 7.08. The Contractor should maintain the entire Dairy and its premises neat, clean and hygienic. Failing which suitable penalty will be imposed and deducted from the bill of the successful tenderer(Rs.100/- per occasion)
- 7.09. Workers are not permitted to take lunch other than the specified places. Penalty will be levied and recovered. However the workers can use to the canteen place for taking lunch.

SIGNATURE OF THE TENDERER

8. LETTER OF TENDER

To,

The Managing Director,
TCMPF LTD, Aavin Illam,
Nandanam
Chennai – 600 035.

Sir,

I / We do hereby tender / offer to the Tamil Nadu Co-operative Milk Producers' Federation Limited for the "for the Providing 10 Nos. of Man Power for Housekeeping and Maintenance and 10 Nos for work in various sections at Dairy Cum Powder Plant, Ammapalayam for 12 (Twelve) months of Tamil Nadu Co-operative Milk Producers' Federation Limited" conforming to the terms and conditions stated in the contract.

I / We have understood the requirement of the Tamil Nadu Co-operative Milk Producers' Federation Limited, the details of the manpower to be supplied and have carefully understood the conditions of contract and the specification with all the stipulations of which I /We agree to comply.

I / We hereby undertake to provide required manpower at the places mentioned in the tender, within the time limit specified by the Tamil Nadu Co-operative Milk Producers' Federation Limited.

I am / We are aware that time of providing manpower is the essence of this contract and accordingly, I / we would adhere to the same.

I / We further agree that I / We would not withdraw this tender either in full or in part. If by chance, I / we have to withdraw the offer, I / we agree that the EMD/SD paid will be forfeited by the Tamil Nadu Co-operative Milk Producers' Federation Limited, without any notice to me / us.

I / We affirm that in any previous tender to the Tamil Nadu Co-operative Milk Producers' Federation Limited I / we have not committed any fraud by furnishing wrong information and the Tamil Nadu Co-operative Milk Producers' Federation Limited had not written to us alleging fraud in our transaction with the Tamil Nadu Co-operative Milk Producers' Federation Limited.

I / We further confirm that in case, any of the information noted above is found to be incorrect, I / We will be liable for any action under the terms of the tender / contract including termination of the contract and forfeiture of the Earnest Money / Security Deposit.

I / We hereby undertake and agree to pay the Security Deposit as per the tender conditions within ten days from the date of issue of Work Order.

I / We undertake to sign the contract with the Tamil Nadu Co-operative Milk Producers' Federation Limited within ten days from the date of issue of Work Order.

I / We further agree that the acceptance of the tender conditions would, by itself, constitute a valid and concluded contract binding on me/us, even if separate contract is not signed.

I / We further agree that in the event of my/our failing to deposit securities mentioned above or to execute the Contract within the period of ten days as referred to above, the Manager Director, Tamil Nadu Co-operative Milk Producers' Federation Limited, shall be entitled to cancel the contract and there upon arrange for any other person or persons to supply manpower herein before mentioned and I / We agree to be liable for all damages, losses, charges and expenses arising from or by reason of such failure on our part.

I / We hereby further agree and undertake that in case, there is any misconduct noticed with any of the personnel by the Tamil Nadu Co-operative Milk Producers' Federation Limited, I/we undertake to withdraw the personnel immediately.

Having fully understood the tender conditions and the above undertaking in this letter, we sign on this Day ofat Chennai.

Yours faithfully,
Authorized Signature :

Name & Title of Signatory :
.....
....

Name of the Tenderer :

Address :
.....
.....

9.PROFILE OF THE BIDDING ORGANISATION

The tenderer shall furnish the following details without fail:

Name of the Organization	
Whether Sole Trader / Partnership / Private Limited Co. / Public Limited Co.	
Year of Incorporation(Furnish copy of Certificate of incorporation)	
Address of the Registered Office:	
Contact Person Name:	
Contact Person Mobile:	
E-Mail Address:	
Registered under (give details under which Act the Company is registered)	
ISO Registration:	
List of large companies / Public Sector Undertakings / Local Bodies /Companies to which the manpower has been supplied	
GST Registration Number(Furnish copy of GST Certificate)	
PAN Number(Furnish copy of PAN Card)	
EPF Registration details	
Names of the Bankers	
Whether registered with MSME/NSIC. If so, furnish the details.	

Note: The tenderer must upload documentary proof for the above details without fail. I/we hereby declare that the details furnished above are true and correct to the best of my knowledge. In case any of the above information is found to be false or untrue or misleading or misrepresenting, I/we am/are aware that I/we may be held liable for it.

Signature of the tenderer with office seal

Place:
Date:

10 . STATEMENTS and DECLARATION

I / We having the registered office at
..... hereby declare that the Firm / Company or its Partners /
Shareholders have not been blacklisted by the Tamil Nadu Co-operative Milk Producers'
Federation and its District Unions or any Undertaking / Corporation of the Central /
State Governments or any other reputed Organization.

**Signature of the Tenderer
with Seal**

11. DECLARATION FORM

I/We having the registered office at..... declare that I/we have carefully read all the terms and conditions of Tender floated by the Tamil Nadu Co-operative Milk Producers' Federation vide Tender Ref. No for the supply of labourers for Providing 10 Nos. of Man Power for Housekeeping and Maintenance and 10 Nos for work in various sections at Dairy Cum Powder Plant, Ammapalayam for 12 (Twelve) months strictly conforming to the specifications as given in the Tender Document and I / we shall abide by all the conditions set forth therein.

**Signature of the Tenderer
with Seal**

12. CERTIFICATE

I/we having office at declare that the tender forms downloaded from the website <https://tntenders.gov.in> and www.aavin.tn.gov.in have not been tampered with /modified in any manner. In case, if the same is found to be tampered with / modified, my / our Tender shall be summarily rejected.

**Signature of the Tenderer
with Seal**

AAVIN**THE TAMILNADU CO-OPERATIVE MILK
PRODUCERS' FEDERATION LIMITED:
DAIRY CUM POWDER PLANT, AMMAPALAYAM****Part - II
COMMERCIAL BID QUALIFICATION**

The Commercial offers of such of those tenderer who qualify themselves for being considered for the tender for the Work contract for **the Providing 10 Nos. of Man Power for Housekeeping and Maintenance and 10 Nos for work in various sections at Dairy Cum Powder Plant, Ammapalayam for 12 (Twelve) months** period from the date of execution of agreement by the tenderer by fulfilling the entire Terms and Conditions as laid in "Technical Bid" of this tender will be considered for opening the Commercial Bid.

SIGNATURE OF THE TENDERER

THE TAMILNADU CO-OPERATIVE MILK PRODUCERS FEDERATION LIMITED
DAIRY CUM POWDER PLANT, AMMAPALAYAM, THIRUVANNAMALAI
COMMERCIAL BID

Contract work for the Providing 10 Nos. of Man Power for Housekeeping and Maintenance and 10 Nos for work in various sections at Dairy Cum Powder Plant, Ammapalayam for 12 (Twelve) months,

SL.No	Description	Rate per person/ per day wages (Rs.) (District Collector approved minimum wages)	EPF 13% (Including of admin & EDLI charges)	Service Charges(Per Day) (Should not be less than 3.85% of minimum wages)	GST 18% (Rs.)	Total rate Per person/ per day (Rs.)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1	Tender for 20Nos of Persons (Rate shall be quoted per person per day)	438.00	56.94			
Total						
Rate should be quoted in price bid in online						
Total in words per person / 8 hours						

NOTE:

- A. The successful tenderer should pay not less than the minimum wages prescribed by the District Collector to his workers and take care of other statutory dues.
- B. The rate should be quoted for the above work both in figures and in words without correction. If any corrections are made, the same should be attested by the tenderer or his authorized signatory.
- C. If any discrepancy is found between the prices quoted in words and in figures, the lower of the two shall be considered.
- D. The rate quoted is taking into consideration of the Minimum wages Act and Statutory dues
- E. After quoting the rate, if the tenderer goes back, the Earnest Money Deposit remitted by the Tenderer shall be forfeited fully.
- F. The lowest service charge (as per column No.5) will be considered for award of contract.
- G. Minimum Service Charges to be quoted not less than 3.85% of wages. Service charges quoted lesser than 3.85% of minimum wages will be summarily rejected.
- H. The tenderer should quoted the aggregate value least in Column.7

SIGNATURE OF THE TENDERER