

**THE TAMILNADU CO-OPERATIVE MILK PRODUCERS' FEDERATION LTD
AAVIN ILLAM, HEAD OFFICE, NANDANAM, CHENNAI-600 035**

Ref.No.02/SDC/MVM/2025

Dated: 09.01.2025

TWO PART TENDER

(E-Tender through eProcurement Portal at <https://tntenders.gov.in>)

E-Tender Document for

SERVICE CONTRACT FOR HOUSE KEEPING AND GARDENING WORKS AT
TCMPF LIMITED, AAVIN SKILL DEVELOPMENT CENTRE, MADHAVARAM,
CHENNAI-51 FOR A PERIOD OF 24 MONTHS.

**PART - I
TECHNICAL -BID**

Tender Reference No:02/SDC/MVM/2025

General Manager (Admn.),
The Tamilnadu Cooperative Milk Producers' Federation Limited
No.3A, Pasumpon Muthuramalinganar Salai (Chamiers Road),
Aavin Illam, Nandanam, Chennai - 600 035.

Website for online bid submission

<https://tntenders.gov.in>

Signature of the Tenderer

TENDER INFORMATION

1. Tender inviting Officer and Address	GENERAL MANAGER (ADMN.), TAMILNADU COOPERATIVE MILK PRODUCERS' FEDERATION LIMITED No.3A, Pasumpon Muthuramalinganar Salai, (Chamiers Road), Aavin Illam, Nandanam, Chennai – 600 035.
2. Name and address of the Tender Procurement Officer/ Address	Principal/AGM (Admn), Skill Development Centre, Madhavaram Milk Colony, Madhavaram, Chennai-51. Contact no: 044-25550255
3. Name of the Work	Service contract for Housekeeping and Gardening works at Skill Development Centre, Madhavaram, Chennai-51 for 24 months (2025-2027).
4.Tender Reference Number	02/SDC/MVM/2025
5.Tender Estimated Value/	Rs.35.00 Lakhs
6.Earnest Money Deposit (EMD)	Rs.30,000.00
7.Method of Tender	e-Tender System only through eProcurement Portal https://tntenders.gov.in
8.URL for online bid submission for e-tender	https://tntenders.gov.in
9.Cost of Tender Document	Tender document can be downloaded at free of cost from the website https://tntenders.gov.in and www.aavin.tn.gov.in
10. Tender Document Availability on the Portal	From: 27.01.2025 to 20.02.2025 upto 3.00 PM
11.Date of Pre-Bid meeting	Date:04.02.2025 Time: 11.30 AM
12.Date of Closing of e-Submission of Technical Bid and Financial Bid.	Date: 20.02.2025 Time:3.00 PM
13.Date and time of opening of Part I Technical Bid of e-Tender	Date:21.02.2025 Time: 3.30 PM
14.Date and time of opening of Part II Financial Bid	The date of opening of Financial Bid will be informed to the eligible bidders through Online Portal and registered e-mail.
15. Place of Pre-Bid meeting & Part I Technical Bid and Part II Financial Bid opening	GENERAL MANAGER (ADMN.), THE TAMILNADU COOPERATIVE MILK PRODUCERS' FEDERATION LIMITED, No.3A, Pasumpon Muthuramalinganar Salai, (Chamiers Road), Aavin Illam, Nandanam, Chennai – 600 035.

Signature of the Tenderer

TABLE OF E-TENDER DOCUMENT CONTENTS

SL. NO.	DESCRIPTION	PAGE NO.
1.0	Preamble of e-Tender	5
2.0	Instruction to Bidders	5
3.0	Mode of Submission	6
4.0	Language of the e-Tender	6
5.0	Pre-qualification Criteria – Technical Bid (Part-I)	6-8
6.0	Scope of work	8-14
7.0	Commencement of supply of manpower	14
8.0	Total Requirement to be supplied	14-15
9.0	Earnest Money Deposit	15-17
10.0	Cost of Bidding	17
11.0	Submission of e-Tender	17-19
12.0	Signing of Bids	19-20
13.0	Modifications / Clarifications to Tender Documents	20
14.0	Withdrawal of Bids	20
15.0	Opening of e-Tender	21
16.0	e-Tender Evaluation Criteria	21-22
17.0	Rejection of Tender	23
18.0	Negotiation	23
19.0	Validity of Price Tender	24
20.0	Deviations	24
21.0	Security Deposit	24-25
22.0	Agreement	25-26
23.0	Payment Terms	26
24.0	Termination of Contract	27-28
25.0	Cancellation	28

Signature of the Tenderer

SL. NO.	DESCRIPTION	PAGE NO.
26.0	Penalty	28-29
27.0	Rights of the TCMPF Limited	29-30
28.0	Force Majeure	30
29.0	Disputes and Arbitration	31
30.0	Legal Jurisdiction	31
31.0	Ambiguities in conditions of tenders	31
32.0	Special conditions of the contract	31-38
33.0	Penalty Clause	39
Annexure		
Annexure-I	Profile of the bidding organization	40
Annexure-II	Financial Capability	41
Annexure-III	Declaration Form	42-43
Annexure-IV	Certificate of conformity	44
Annexure-V	Bidder's Experience Details	45
Annexure-VI	Details of Abandonment of work litigation / debaring done	46
Annexure-VII	Financial Bid	47
Check List		48-49

Signature of the Tenderer

TECHNICAL BID

1.0 PREAMBLE OF E-TENDER:-

1.1 The General Manager(Admin), TCMPF Limited invites Bids by way of E-Submission only from reputed firms on behalf of the Managing Director, TCMPF Ltd., to submit e-Tender for "Service contract for Housekeeping and Gardening works at TCMPF Limited, Aavin Skill Development Centre, Madhavaram, Chennai for 24 months.

1.2 Applicability of Tamil Nadu Transparency in Tenders Act, 1998:-

This Tender will be governed by the Tamil Nadu Transparency in Tenders Act, 1998 and The Tamil Nadu Transparency in Tenders Rules, 2000 and subsequent amendments thereof are applicable to this Tender.

2.0 INSTRUCTION TO BIDDERS:-

2.1 The tenders are in Two Part System (a) Technical Bid without Financial Bid and (b) Financial Bid. All the Bidders are requested to examine the instructions, terms & conditions and specifications laid down in the Tender. Failure to furnish all required information in every aspect will be at their risk and may result in the rejection of their bid.

2.2 THE BIDDERS WHO DO NOT FULFIL THE "PRE-QUALIFICATION CRITERIA" AS PER CLAUSE 5.0 NEED NOT PARTICIPATE IN THE TENDER. OFFERS NOT SATISFYING THIS "PRE-QUALIFICATION CRITERIA" WILL NOT BE CONSIDERED AND WILL BE SUMMARILY REJECTED.

3.0 MODE OF SUBMISSION:

3.1 All the documents are to be uploaded in the Online Portal only. Website <https://tntenders.gov.in>.

3.1.1 Part A – Technical Bid

3.1.2 Part B – Financial Bid

4.0 LANGUAGE OF THE E-TENDER:-

All information in the tender offer shall be in ENGLISH only. It shall not contain interlineations, erasures or over writings except as necessary to correct errors made by the bidder.

5.0 PRE QUALIFICATION CRITERIA – TECHNICAL BID (PART-I):-

The Bidders should meet the following Pre-Qualification Criteria for bidding this tender and the proof for the Eligibility should be provided in the Technical Bid.

5.1 The tenderer should have minimum 1 year experience for having provided a minimum 10 labourers on contract basis to any Government organization or Co-operative Institution or any organization within the last 3 (Three) years as on the date of submitting the tender. The TCMPF Limited reserves the right to inspect any organization where the tenderer provided labourers on contract basis.

5.2 The contractor should have previous experience for 2 years in the Housekeeping work and should produce the copies of recent work orders for 2 years.

5.3 The tenderer should have the financial capacity of meeting one month bill amount of approximately Rs.1.50 lakhs.

5.4 The tenderer should have minimum man power strength of 20 persons.

5.5 The tenderer should have Employees Provident Fund & Employees State Insurance registration certificates.

Signature of the Tenderer

- 5.6 The tenderer should have Permanent Account No Card. (PAN Card) and GST registration certificate.
- 5.7 If the day of pre bid meeting is declared as holiday, the meeting will be held on the next working day at the same place and time.
- 5.8 The tenderer can visit the work site i.e. Skill Development Centre and State Central Laboratory on any working day between 11.00A.M. to 4.00P.M.
- 5.9 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.
- 5.10 If the tender opening day is declared as holiday, the tenders shall be received and opened immediately on the next working day at the same place and time.
- 5.11 Part-I Technical bid, specifies the pre-qualification based on various factors such as man power strength, capacity, suitability, eligibility, etc., of the tenderer, that will be evaluated, considered and decided prior to the opening of Part-II Financial bid of the tenderer.
- 5.12 The tenderer(s) who do not satisfy any/all the terms and conditions specifically so mentioned under Part – I Technical bid, are not eligible for opening of financial bid and the Part II Commercial bid shall not be opened, treating it as non-responsive.
- 5.13 The Part – II Financial bid shall normally be opened within 60 days from the date of opening of the Part – I Technical Bid at the convenient date and time of Tender Inviting Authority.
- 5.14 The date of opening of Financial bid will be intimated separately to those who are qualified in the Part-I Technical bid. The Part-II Financial bid will be opened in the presence of tenderers or their authorized representative who are present at the time.

Signature of the Tenderer

- 5.15 The Tender forms are not transferable or assignable.
- 5.16 In the event of escalation in cost due to reasons of daily wages by the District Collector, Chennai payable during the period of the contract, the successful tenderer shall not claim any additional amount for such escalation.
- 5.17 The signatory of the tenderer should indicate his status in which he / she has signed and should submit necessary legally admissible documentary proof in respect of such authority assigned to him / her by the firm.
- 5.18 A 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.
- 5.19 No tenderer shall be allowed to withdraw the tenders after submitting the tender.

6.0 SCOPE OF WORK

- 6.1 To maintain the cleanliness daily at TCMPF Ltd, Aavin Skill Development centre and State Central Laboratory premises of all the floors including all the officers chambers, rooms, training halls, outer area, toilets, parking, Ground floor lobby, corridor, reception hall, Garden area etc., located at Madhavaram Milk Colony, Aavin Illam(Old Office), Madhavaram, Chennai – 600 051.
- 6.2 The contractor should deploy 7 Nos. of persons on regular basis (4 No's- Skill Development Centre; 3 No's- State Central Lab) and additional 2 No's for Training Centre on special requirements like mass cleaning, conducting more than one training, etc.

Signature of the Tenderer

6.3 The contractor should deploy employees to carry out housekeeping and Gardening works in General Shift out of which male workers and female workers are almost equal proportion.

6.4 **General Cleaning:**

The following areas have to be Cleaned daily.

- i. All the places leading from main gate to main building and in and around the premises of the Training center and Laboratory.
- ii. All the floors-Training halls, office rooms, Hostel rooms, Stair case, etc.
- iii. Tables at Dining area, Office room, Training Hall, reception, etc.
- iv. Rest rooms, Canteen, Vehicle Parking area.
- v. Open terrace- weekly.
- vi. The office premises have to be cleaned daily, adequate number of dustbins have to be placed on required places.
- vii. Waste collected in the Dustbin have to be removed daily. Waste papers / Garbage should not be fired inside the complex.
- viii. Washing and drying soiled bed spreads, Door carpets, Screens, etc once a week or on requirement,
- ix. Cleaning lab wares.

6.4 **Mopping:**

- i. Training Halls, Corridors, Office rooms, Dining area - on daily basis.
- ii. Hostel rooms – on alternate days.

6.5 **Glass / Wooden panel:**

- i. The glass/ wooden panels of doors, windows & walls, furniture & fittings, handicrafts have to be cleaned once in a week.
- ii. The Glass panels in the entrance, training halls, Office rooms have to be cleaned on alternate days.

6.6 COBWEB CLEANING:

The Cobweb cleaning has to be done in all the rooms, Corridors, restrooms, Staircase once in a week.

6.7 TOILETS:

Wash Basin/Bath room/ Lavatory Cleaning (Cleaning the Bathrooms & Toilets, including washbasins, taps, mirrors, doors, lights, showers, etc.,) of both SDC and SCL on Daily basis. Only permissible non- corrosive materials should be used for SS items.

6.8 GARDEN AREA:

- i. The Garden Maintenance Work should be done on all days except Sundays and Festival/ Public holidays. On requirement work has to be done on Festival/ Public holidays also.
- ii. Watering, weeding, lawn moving, grass cutting, etc., should be done daily. Special works if any shall be done as per the direction of the Officials of the unit.
- iii. Unwanted bushes in and around the premises should be removed. Any Plant/Part of lawn which dies shall be replaced by the Contractor. Necessary protective measures to save plants from dying is to be taken by the contractor at contractor's cost.
- iv. Complete sweeping of dried leaves and other wastes, trimming of plants should be done on regular basis.
- v. Maintenance of flower pots, Grass cutting, Plant cutting, hedge laying, manuring, supplying water and removing unwanted material should be done daily.
- vi. Unnecessary plant growth in and around should be removed.
- vii. The new plants should be planted wherever the bushes are cleared. (Plants will be supplied by the Federation).

6.9. **MATERIALS FOR HOUSEKEEPING AND GARDENING:**

- i. All the following materials required for House keeping work should be supplied by the successful tenderer at his own cost, which should be of standard quality.

Sl. No	Name of the Material
1.	Odonil - 50 gms
2.	Mop refill, Mop stick, Super Easy MOP
3.	Coconut Broom, Soft Broom
4.	Checked Cloths, Micro Fibre cloth, Yellow cloth
5.	Floor cleaner - Lizol/Harpic
6.	Soap oil
7.	Toilet cleaner - Harpic/ Domex
8.	Urinal cubes
9.	Garbage cover (76 cm x 94 cm) &(43 cm x 48 cm)(Thick)
10.	Diluted Acid
11.	Naphthalene Balls
12.	Perfumed Phenoyl
13.	Glass wiper/ Dining Table wiper
14.	Scotch Brite- Sponge scrubber, Steel Scrubber
15.	Colin Liquid (500 ml)
16.	Dettol / Lifebuoy Hand wash (250 ML)
17.	Toilet brush, Washbasin Brush, Floor Brush
18.	Hit spray (500 ml)
19.	Rat catch glue pad
20.	Drain Remover Powder - 50gms
21.	Cobweb Stick
22.	Plastic net dustbin , Pedal Plastic dustbin
23.	Hollow Door Mat (Medium)

Signature of the Tenderer

- ii. Gardening Materials like lawn mower, Crow bar, MS or plastic Bond pan, Sickles, Spades, Weeds remover, long knife to cut grasses and plants, Wood cutter, Sprinklers, insecticides, wheel barrows, etc., shall be brought and utilized by the contractor at his / her own cost.
- 6.10 To carry out fumigation and pest control activities every month for the control of pests such as insects, cockroach, flies, rodents, birds etc. through certified operator with licensed chemicals.
- 6.11 The labourers of the contractor should be present on all working days i.e. except on Sundays and National/Festival Holidays.
- 6.12 The deployment of no of workers on Saturday/Sunday and National/Festival holidays will differ for Skill Development Centre and State Central Laboratory. The contractor should deploy accordingly based on requirement.
- 6.13 If the above persons do not attend the duty for cleaning in time, fine will be imposed at the rate of the 30% of quoted amount / per person / per 8 hours duty.
- 6.14 In case of any essential or urgent work, they shall attend duty on the holidays as and when informed.
- 6.15 Payment will be made for the actual number of days the housekeeping work is carried out by the contractor every month duly deducting statutory payment like TDS, GST etc.

- 6.16 If the labourers of the Contractor are on continuous absence for 3 days, the contract will be cancelled without any notice and the TCMPF Limited reserves the right to terminate the contract and also the payment will be withheld.
- 6.17 The contractor should maintain attendance for the Housekeeping persons and it will be authenticated daily by the TCMPF official.
- 6.18 The Housekeeping persons deployed shall be physically and medically fit for performing work and while on duty they should carry out the instructions of the officials then and there to maintain hygienic conditions at the office.
- 6.19 The contractor should deploy the required number of persons daily in the age of between 18-50 years.
- 6.20 Monthly wages should be paid directly to the bank account of the persons engaged by the contractor and the payment receipt details (Bank statement) should be submitted along with monthly bill for making payment.
- 6.21 To provide the required cleaning materials, tools & equipment daily to clean all the floors, rooms, toilets, etc.
- 6.22 If any theft or pilferage and in the event of any loss caused by the House keeping persons, the contractor is responsible for the cost of the same.
- 6.23 To display working chart at all floors in a visible area to confirm the performance and the contract in charge should inspect and certify the chart and submit along with the invoice for monthly payment.

DAILY CHECK LIST FOR HOUSEKEEPING WORK - FLOORWISE																								
Sl. No.	Description	Session	1	2	3	4	5	6	7	8	9	10	25	26	27	28	29	30	
1	Sweeping of floors	A.M																						
		P.M																						
2	Mopping of floors	A.M																						
		P.M																						
3	Cleaning of officers rooms	Daily																						
4	Toilet cleaning	A.M																						
		P.M																						
5	Cleaning of Glass panel / window / furniture / handicrafts	Once a week																						
6	Waste to be collected and handed over to Garbage Trucks	Daily																						
7	Cleaning of cobweb /	Once a week																						
	Pest control at all floors	Once a month																						
Signature of the Contrator incharge & TCMPF official																								

7.0 COMMENCEMENT OF SUPPLY OF MANPOWER:-

7.1 The tenderer should deploy manpower within 15 days from the date of receipt of the work order.

8.0 TOTAL REQUIREMENT TO BE SUPPLIED

8.1 Details of required persons to be supplied for the Housekeeping and Gardening works as follows

Name of Work	No of persons required
Service contract for Housekeeping and Gardening works at TCMPF Limited, Aavin Skill Development Centre, Madhavaram, Chennai-51.	Skill Development Centre - 4 State Central Laboratory - 3 Addl persons only on requirement -2

Signature of the Tenderer

8.2 The quantities mentioned in the tender document are approximate. The tender accepting authority shall be permitted to vary the quantities finally ordered and execute the work through the contractor to the extent of 25% (Twenty five percent) either way of the requirements as per Rule 14(9) of Tamil Nadu Transparency in Tenders Rules, 2000.

8.3 The Bidder should ensure that the quantity of tendered work should be as given by the TCMPF Limited. However, the TCMPF Limited reserves the right to modify the quantity depending upon the requirement.

9.0 EARNEST MONEY DEPOSIT:

9.1 Bidder should pay the specified amount of **Rs.30,000.00** towards Earnest Money Deposit.

9.2 Online payment gateway has been enabled for the Tamil Nadu Co-operative Milk Producers' Federation Limited, Chennai in eProcurement 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>.

9.3 The EMD will not carry any interest.

9.4 Bidder has to select the payment option as "pay online" to pay the EMD amount. Only after payment of EMD, bidder 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.

9.5 The TCMPF Limited will not be responsible for any sort of difficulty faced/failure in submission of bids online by the bidder. Any other mode of payment of EMD will not be accepted.

Signature of the Tenderer

9.6 **Online payment mode (EMD):**

9.6.1 During online bid submission process, bidder shall select SBI MOPS option and submit the page, to view the terms and conditions page. On further submission, bidder will be re-directed to MOPS gateway, where two options namely SBI and Other Banks will be shown, here the bidder may proceed as follows:

9.6.2 SBI Account Holder: Shall click 'SBI' option to view the Net Banking Facility, where they can enter their internet banking credentials and transfer the EMD amount.

9.6.3 Other Bank Account Holders: Shall click 'Other Bank' option to view the bank selection page and select their respective bank to proceed with Net banking Facility for payment of EMD.

Note - Bidders using "Other Bank" option under SBI MOPS payment Gateway are advised by SBI to make online payment 72 hours in advance before tender submission closing time.

9.6.4 Any transaction charges levied while using any of the above modes of online payment has to be borne by the bidder.

9.6.5 The bidders will be evaluated only if payment status shows "Success" during bid opening. It is necessary to click on "Freeze bid" link/icon to complete the process of bid submission, otherwise the bid will not get submitted online and same shall not be available for viewing/opening during technical bid opening.

9.7 **Refund of EMD of unsuccessful bidders:**

The EMD paid by the bidder will automatically be deposited in the "Pooling Account" of the State Govt. only and not in TCM PF's account. Hence refund process will be initiated automatically, once the bid is rejected by the TCM PF Limited during technical / financial evaluation and TCM PF Limited is in no way responsible for refund of EMD of the unsuccessful bidders.

Signature of the Tenderer

9.8 Tenders not accompanied with Online Payment towards the prescribed EMD thereon shall be summarily rejected.

10.0 COST OF BIDDING

10.1 The bidder shall bear all costs associated with the preparation and submission of its tender and TCMPF Limited will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the tendering process.

11.0 SUBMISSION OF e-TENDER

Two-part (Technical and Financial Bid) online system should be uploaded in eProcurement Portal (<https://tntenders.gov.in>):

11.1 General Instructions for Two Part E-Tender:

11.1.1 The service tender proposes two stage tender system viz. (PART A) Technical Bid and (PART B) Financial Bid. The first stage enables the TCMPF Limited to know whether the Bidder is technically competent and capable of executing the order. Only those who qualify in the first stage would be eligible to take part in the second stage viz. Financial Bid. The Financial Bid of Bidders who failed in the first stage will not be opened.

11.1.2 Both the Technical and Financial Bids should be submitted in Online Portal <https://tntenders.gov.in>.

11.1.3 In Technical Bid – Documents listed in the **Tender Clause No.11.2** shall be uploaded.

11.1.4 In Financial Bid – The firm rates alone are to be quoted in the Financial Bid - BOQ (Excel Format) and to be uploaded online.

11.2 Details to be Uploaded in the Technical Bid:

- 11.2.1 Details of E-Remittance towards EMD Amount.
- 11.2.2 Documentary evidence for having provided 10 labourers for one year as per **Tender Clause No.5.1.**
- 11.2.3 Documentary evidence for minimum experience of 2 Years in the housekeeping works as per **Tender Clause No.5.2.**
- 11.2.4 Documentary evidence for financial capacity as per **Tender Clause No.5.3.**
- 11.2.5 Documentary evidence for manpower strength as per **Tender Clause No.5.4.**
- 11.2.6 Copies of valid registration documents of EPF and ESI along with documentary proof for remittance of EPF and ESI for the workmen for the last two years.
- 11.2.7 Digitally signed tender documents.
- 11.2.8 The following Supporting Documents, including the Annexures / Amendments are to be uploaded duly signed and sealed in each and every page
 - 11.2.8.1 Profile of the Bidding Organisation as per Annexure-I.
 - 11.2.8.2 Financial Capability as per Annexure-II
 - 11.2.8.3 Declaration Form as per Annexure-III
 - 11.2.8.4 Certificate of Conformity as per Annexure-IV
 - 11.2.8.5 Bidder's Experience Details as per Annexure-V
 - 11.2.8.6 Details of Abandonment of work Litigation / debarring done as per Annexure – VI
 - 11.2.8.7 Any other documents wherever insisted in the tender document.

11.3 Details to be Uploaded in Financial Bid:

11.3.1 All rates shall be quoted in the format provided and no other format is acceptable. If the Financial Bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and complete the unprotected cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.

11.3.2 This financial bid will be opened only if the bidder is qualified to execute the tender as per technical bid.

12.0 SIGNING OF BIDS:

12.1 The signatory of the tender should indicate his/her/their status in which he/she/they have signed and submit necessary documentary proof admissible in law in respect of such authority assigned to him/her/them by the firm.

12.2 If the Qualification application is made by a FIRM in partnership, it shall be signed by all the partners of the firm with their full names and current address or by a partner authorized by the firm (either as per Articles of the Deed of Partnership / by power of attorney) - for signing in Tenders, Agreements etc. In which case, certified copy of the Registered Deed of Partnership along with the current address of all the partners and a certified photocopy of the Registered Power of Attorney issued in favour of the Signatory, should be produced.

Signature of the Tenderer

12.3 If the Qualification Application is made by a Limited Company or a Limited Corporation, it shall be signed by a duly authorized person holding the Power of attorney for signing the application, in which case, the certified copy of the power of attorney shall accompany the qualification application. Such limited company or corporation shall also furnish satisfactory evidence of its' existence along with the Qualification schedule.

13.0 MODIFICATIONS/CLARIFICATIONS TO TENDER DOCUMENTS:

13.1 At any time after the issue of the tender documents and before the opening of the tender, the TCMPF Limited may make any changes, modifications or amendments to the tender documents and the same will be intimated to the concerned vendors through corrigendum which can be downloaded from the vendor login.

13.2 The responses to the clarification will also be notified on <https://tntenders.gov.in> without indicating the source of query

13.3 The TCMPF Limited at its discretion may or may not extend the due date and time for the submission of bids on account of amendments.

13.4 All the Bidders must periodically browse website <https://tntenders.gov.in> till the closing date of this Tender for any amendments or corrigendum issued in connection with this Tender. The TCMPF Limited will not be responsible for any misinterpretation of the provisions of this tender document on account of the Bidders failure to update the bid documents based on changes announced through the website.

14.0 WITHDRAWAL OF BIDS

14.1 No Bidder shall be allowed to withdraw the tenders after submitting the tender on the portal. If they do so, their EMD will be forfeited.

Signature of the Tenderer

15.0 OPENING OF e-TENDER

15.1 Opening of Technical Bids without Price (Part-I):

15.1.1 The Tender offers except Financial Bid will be opened electronically on the date and time notified at the Office of the General Manager (Admn.), Head Office, TCMPF Limited, No.3A, Pasumpon Muthuramalinganar Salai (Chamiers Road), Aavin Illam, Nandanam, Chennai - 600 035, through eProcurement Portal <https://tntenders.gov.in> in the presence of bidder's authorized representative who may wish to be present on the date of opening

15.1.2 Technical Bid would be opened first on the due date and time. Pre-Qualification Criteria such as payment of EMD and compliance with pre-qualification conditions will be checked. The supporting documents would be cross checked wherever required.

15.1.3 Only the Technical Bid will be opened on the due date.

15.1.4 In the event of the specified date for tender opening day being declared as a holiday, bids will be opened on the next working day at the same time and venue.

15.2 Opening of the Financial Bids: (Part - II)

The date and time of opening of Financial Bids shall be later notified through the registered e-mail to the Bidders who fulfill the Pre-Qualification criteria and whose bids are found to be technically acceptable.

16.0 e-TENDER EVALUATION CRITERIA

The tenders will be evaluated strictly as per the Tamilnadu Transparency in Tenders Act 1998 and the Tamilnadu Transparency in Tenders Rules 2000 and amendments made thereon in the Act & Rules by the Government.

16.1 Technical Bid Evaluation:

Bidders will be eligible for further processing, only if they fulfil the following criteria:

- 16.1.1 Payment of EMD in accordance with Tender Clause No.9.0.
- 16.1.2 Furnishing the tender document, Annexures, Amendments if any and any other document wherever insisted in the tender document duly signed.
- 16.1.3 Compliance with the Pre-Qualification Criteria indicated in Tender Clause no 5.0
- 16.1.4 Compliance with scope of work of tendered items / works as per Tender Clause 6.0.
- 16.1.5 If any clarification is needed from the bidder about the deficiency in his uploaded documents in technical bid he will be asked to provide it through Tamil Nadu Tender portal. The bidder shall upload the requisite clarification/ documents within the time specified failing which tender will be liable for rejection
- 16.1.6 The TCMPF Limited will prepare a list of Bidders based on the compliance of detailed Technical details for tendered item and company profile as given in Tender form. The Tenders, which do not conform to the Technical Specifications or Tender conditions or Tenders from Companies without adequate capabilities for supply shall be rejected. The eligible bidders alone will be considered for further evaluation.

16.2 Financial Bid Evaluation

- 16.2.1 For the purpose of evaluation of tender offers, the following factors will be taken into account for arriving the evaluation price.
- 16.2.2 The evaluation of offer will be computed by taking into account Supply of manpower related with tender items put together.
- 16.2.3 The evaluation for L1 shall be on total end price of all work.

Signature of the Tenderer

17.0 REJECTION OF TENDERS

17.1 Tender will be SUMMARILY rejected if

- 17.1.1 The EMD requirements are not complied with as specified in Tender Clause 9.0.
- 17.1.2 Bid Pre-Qualification Criteria as specified in Tender Clause 5.0 are not complied with.
- 17.1.3 If the documents furnished with the offer is found to be bogus or the documents contains any false particulars.

17.2 Tender is LIABLE to be rejected, if it is:

- 17.2.1 Not covering the entire scope of work.
- 17.2.2 Not in conformity with the TCMPF's tender terms and Technical Specifications.
- 17.2.3 Not properly signed by the bidder.
- 17.2.4 From any black listed Firm or Contractor.
- 17.2.5 Received by E-Mail / Fax / Post / Courier.
- 17.2.6 Not containing all required particulars as per Annexures I to VI.
- 17.2.7 Offer submitted without GSTIN and PAN is liable for rejection.

18.0 NEGOTIATION

- 18.1 The TCMPF Limited reserves the right to negotiate with the Bidder whose offer is the lowest evaluated price for further reduction of price. The TCMPF Limited also reserves the right to negotiate with other Bidders to match the negotiated L1 price, strictly according to the Tamil Nadu Transparency in Tenders Rules, 2000.

Signature of the Tenderer

19.0 VALIDITY OF PRICE TENDER:

- 19.1 The rate quoted should be valid for a minimum period for 120 days for acceptance from the due date. The offers with lower validity period are liable for rejection. During the validity period, no bidder is permitted to make any upward revision in the rate. Further no bidder is permitted to withdraw their offer within the validity period of the tender or before finalisation of Tender.
- 19.2 In exceptional circumstances, TCMPF may solicit the bidder's consent for an extension of the period of validity totally not exceeding 180 days. The request and the responses thereto shall be made in writing.

20.0 DEVIATIONS :

- 20.1 The offers of the Bidders with deviations in Financial terms and Technical Terms of the Tender Document are liable for rejection.
- 20.2 No alternate offer will be accepted.
- 20.3 No deviation will be allowed from the tender terms and conditions. Tenders with deviation will be summarily rejected. The Bidder has to submit a Certificate that the tender is in complete conformity with the tender terms and conditions as per format vide Annexure-IV

21.0 SECURITY DEPOSIT

- 21.1 The successful bidders would be required to sign an agreement and furnish a Security Deposit of 5% of the order value, drawn by means of Demand Draft / Banker's Cheque from any Indian Nationalised Bank or Scheduled Bank drawn in favour of "Managing Director, TCMPF Ltd" payable at Chennai within 15 days from the date of acceptance of the tender. The EMD already paid along with tender shall be adjusted against SD to be paid by the successful bidder.

- 21.2 No exemption will be given from payment of Security deposit under any circumstances as per TNTT Act and the same should be remitted by above means. Any other form of remittance will not be accepted.
- 21.3 The security deposit will be refunded only after the expiry of 6 months from the date of satisfactory completion of the contract.
- 21.4 The security deposit is liable to be adjusted against any loss or damage caused by the tenderer to the TCMPF Limited by violation of the tender conditions.
- 21.5 No interest shall be paid on the Earnest Money Deposit or Security Deposit.

22.0 AGREEMENT:

- 22.1 The successful bidder has to execute an agreement on Rs.100/- non-judicial stamp paper incorporating the terms and conditions of the contract within 15 days from the date of acceptance of the tender. In case of default of either of the conditions (i.e) remitting the security deposit or execution of the agreement within the time allowed, the EMD paid is likely to be forfeited by the TCMPF Limited.
- 22.2 If the contractor fails to execute the contract satisfactorily at the tendered rate, the security deposit will be forfeited by the TCMPF Limited.
- 22.3 If the TCMPF Limited incurs any loss / additional expenditure due to the negligence of the contractor in connection with the work during the period of contract, the same shall be recovered together with all charges and expenses from the contractor.
- 22.4 In the event of breakages or damages, if any, caused by the contractor to the property of the TCMPF, the cost will be recovered from the contractor.

Signature of the Tenderer

- 22.5 **RATES AND PRICE:** This is a fixed price contract. Price adjustment clause (to account for raise or fall in the money value / taxes during the contract period) is not operatable for this contract. However, any variation in the statutory levies and Taxes by State Government / Central Government shall be affected on the end price to the benefit of either the contractor or TCMPF Limited as the case may be.
- 22.6 The Agreement in Rs.100/- non-judicial stamp paper shall be signed and returned within 15 days of receipt of the work order along with the D.D or Bank Guarantee for Security Deposit.

23.0 PAYMENT TERMS:

- 23.1 Payment will be made on monthly basis. The tenderer should submit claim bill every month. It will be settled within 15 days from the date of receipt of the bill based on satisfactory performance of the work.
- 23.2 The claims in bills regarding advance stamp receipt, performance report, copies of EPF & ESI Challans and Payment made details to the deployed employees to this work contract of the current month and monthly GST tax remittance for making payments should be necessarily accompanied with documentary proof pertaining to the concerned bill month.
- 23.3 Performance of the work done by the successful tenderer will be evaluated daily based on the fulfillment of the contractual obligations.
- 23.4 The performance of the work as certified by the official concerned only will be considered as work of the day for payment of the bill.
- 23.5 **No other terms of payment will be entertained.**

24.0 TERMINATION OF CONTRACT

24.1 The TCMPF Limited may, without prejudice to any other remedy for breach of contract by the Contractor, terminate the contract in whole or part, by a 7 days written notice of breach of contract to the Contractor.

- a) If the contractor fails to supply any or all of the man power within the time schedule specified in the Work Order / Delivery Schedule / e-Mail / Letter.
- b) If the contractor fails to perform any of the obligation(s) under the Contract;
- c) If the contractor is found to have involved in fraudulent, corrupt and unfair practices in competing for or in executing the Contract.

24.2 Termination for delay: Successful tenderer shall have to perform all activities / services as per the terms and conditions of the contract. If the Successful tenderer fails to do so, the Contract will be terminated by giving 7 days written notice.

24.3 The TCMPF Limited reserves the right to terminate the contract without giving notice if tenderer is involved in any illegal activities or if the tenderer violates any terms of the contract or if it is learnt that the contract was obtained based on any false information or fraud.

24.4 The TCMPF Limited may, at any time, at its option cancel and terminate this contract by written notice stating reasons for such cancellation or termination to the Contractor, in which event the Contractor shall be entitled to payment for the work done up to the time of such cancellation.

24.5 The TCMPF Limited may, at its option, cancel or omit the execution of one or more items of work under this contract, and any part of such item(s) without any compensation whatsoever to the Contractor by giving due notice in writing stating reasons therefore.

Signature of the Tenderer

- 24.6 The TCMPF Limited reserves the right to terminate the contract if the tenderer fails to remit EPF and ESI to the workmen.
- 24.7 The TCMPF Limited reserves the right to terminate the contract if the tenderer fails to pay the monthly wages directly to the bank account of the persons engaged by the contractor.
- 24.8 If at any time after commencement of the work, for any reason, whatsoever not require the whole work or part thereof as specified in the tender to be carried out, the TCMPF Limited shall give notice in writing of the fact to the Contractor who shall have no claim to any payment of compensation whatsoever on account of any profit or advantage which he might have derived from the execution of the work in full but which he did not derive in consequent of the full amount of the work not having been carried out.

25.0 CANCELLATION:

In the event of unsatisfactory performance in executing the order as per the terms, the order is liable for cancellation. In the event of cancellation, the Security Deposit will be forfeited. Also, the TCMPF Limited reserves the right to cancel the order in full or part thereof without giving any reason by giving 15 days' notice if the tendered works are not required due to any reason. This cannot be a ground for the contractor to claim any compensation saying that the contractor has been put to loss because of this.

26.0 PENALTY:

- 26.1 **FORFEITURE OF EMD / SECURITY DEPOSIT:** If the successful bidder fails to act according to the Tender conditions their Security Deposit will be forfeited or withdraws the offer after their tender is accepted, their EMD will be forfeited.

Signature of the Tenderer

- 26.2 If the selected Bidder(s) fails to remit the Security Deposit within 15 days from the date of letter of acceptance, the EMD remitted by him will be forfeited and their Tender will be held void. The TCMPF Limited will have the right to divert the order to other bidders.
- 26.3 VIOLATION IN TERMS AND CONDITIONS: For any other violations in the terms and conditions, besides banning the business dealings with the Government, recovery of additional cost plus 100% penalty and forfeiture of Security Deposit amount shall be imposed.

27.0 RIGHTS OF THE TCMPF LIMITED:

- 27.1 Time being the essence of contract no variation shall be permitted in the schedule. If the bidder fails to execute the work in full or part of the order as per the schedule, the TCMPF Limited shall reserve the right to cancel the order besides forfeiture of Security Deposit.
- 27.2 Notwithstanding anything contained in the tender schedule, no obligation rests on the TCMPF Limited to accept the lowest tender and the TCMPF Limited shall also have the right to accept or reject any or all the tenders fully or partly without assigning any reasons.
- 27.3 For violation of any of the terms and conditions of the contract, the TCMPF Limited reserves the right to terminate the contract, with or without notice as applicable.
- 27.4 On termination of contract, the Security Deposit is liable to be forfeited and any of the resultant loss beyond Security Deposit will be recovered from the contractor by legal means apart from forfeiture of any amount due to the contractor.
- 27.5 If the bidder defaulted in any of the previous tenders to execute agreement or to pay Security Deposit or to supply ordered quantity either in part or full, the bidder will not be eligible to participate in this tender.

Signature of the Tenderer

27.6 If the successful bidder either in the TCMPF Limited or in DCMPUs defaulted to execute agreement or to pay Security Deposit or to supply ordered quantity either in part or full, the successful bidder shall be debarred from participating in the subsequent tenders for a period of 3 years.

28.0 FORCE MAJEURE:

28.1 Failure or delay in the part of bidder for supply due to force majeure causes enumerated hereunder shall be considered, provided the supplier produces documentary evidence.

- a. Any cause which is beyond the reasonable control of the bidder.
- b. Natural phenomena such as floods, drought, earthquakes and epidemics.
- c. Act of any Government Authority, domestic or foreign, such as wars declared or undeclared quarantines, embargoes licensing control on production or distribution restrictions.
- d. Accident and disruptions such as fire, explosion, increase in power cut with respect to date of tender opening etc.,
- e. Strikes, slow down and lockouts.

28.2 The cause of force majeure condition will be taken into consideration only if the tenderer notifies within 30 days from the occurrence of such eventualities. The TCMPF Limited shall verify the facts and grant such extension as the facts justify. For extension due to force majeure conditions, the tenderer shall submit his representation with documentary evidence for scrutiny and decision of the TCMPF Limited shall be binding on the time.

29.0 DISPUTES AND ARBITRATION:

In case of disputes arising out of this tender, an arbitrator as mutually acceptable to the bidder and the TCMPF Limited will be appointed by the Managing Director, TCMPF Limited. The arbitrator's decision shall be final, conclusive and binding on both the parties.

30.0 LEGAL JURISDICTION

In case if either party to the tender is aggrieved by the award of the arbitrator so appointed as per clause 29.0 or otherwise, they can appeal to Court of Deputy Registrar (Dairying), Thiruvallur. The legal jurisdiction will be only Deputy Registrar (Dairying), Thiruvallur Court.

31.0 AMBIGUITIES IN CONDITIONS OF TENDERS:

In the case of ambiguous or contradictory terms / conditions mentioned in the bid, interpretation as may be advantageous to the TCMPF Limited will be taken without any reference to the Bidder.

32.0 SPECIAL CONDITIONS OF CONTRACT:

- 32.1 The tenderer should supply the required housekeeping persons as specified in the tender document. The supplied housekeeping persons should have adequate knowledge of the housekeeping work.
- 32.2 The character and antecedents of each personnel supplied shall be verified by the tenderer before their deployment and no police/criminal cases shall be pending against them. Certificate to this effect to be submitted by the tenderer to the TCMPF Limited. The tenderer shall also ensure that the personnel deployed are medically fit and should produce medical certificate in this regard.
- 32.3 The tenderer should strictly adhere to the rules and regulations framed under the Central and State Acts.

Signature of the Tenderer

- 32.4 Payment will be made for the actual number of days the housekeeping work is carried out by the contractor every month duly deducting statutory payment like TDS, GST etc.
- 32.5 The successful tenderer, after the expiry of the contract period has to execute the work at the same rate, terms and conditions and execute the work through the contractor to the extent of 6 months or 25% (Twenty five percent) of tender value either way of the requirements as per Rule 14(9) of Tamil Nadu Transparency in Tenders Rules, 2000 from the date of expiry of the contract in case of delay in finalization of new tender.
- 32.6 The contractor should deploy 7 Nos. of persons(addl 2 No') to carry out housekeeping works out of which almost male workers and female workers are in equal proportion.
- 32.7 The successful tenderer should not engage persons below 18 years and above 50 years of age to do this work.
- 32.8 The successful tenderer shall be responsible to the TCMPF Limited 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 TCMPF Limited and such losses are liable for deduction from his bills/deposits etc.
- 32.9 The successful tenderer should furnish medical fitness certificates from Govt. Medical officer within 15 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 TCMPF Limited 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

- 32.10 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 TCMPF Limited reserves the right to terminate the contract and the TCMPF Limited would be at liberty to call for new tender. This is addition to forfeiting the Security Deposit and recovering damages for the losses caused to the TCMPF Limited by such lapses.
- 32.11 The successful tenderer should provide Uniform and safety materials for his / her employees with the name or emblem the company, failing which it will be supplied by the TCMPF Limited and the cost will be recovered from the successful tenderer.
- 32.12 All the workers of the successful tenderer should be provided with an Identity card with color photo, name, date of birth, local and permanent address, failing which it will be supplied by the TCMPF Limited and the cost will be recovered from the successful tenderer.
- 32.13 The successful tenderer should give payment to the persons engaged directly through their bank account. The bank transaction details should be enclosed along with monthly bill.
- 32.14 The tenderer should replace the manpower within 3 days from the date of intimation by the Management, if it is found that they are not discharging their duties satisfactorily.
- 32.15 If the tenderer fails to replace or provide workmen within 3 days, the TCMPF Limited will make its own arrangements and any extra expenditure on this account (i.e.) difference between rates fixed for manpower and the rate at which TCMPF Limited replaces manpower will be deducted from the bills of the contractor payable to him.

Signature of the Tenderer

- 32.16 The successful tenderer shall be responsible for the discipline of the persons engaged by him for the execution of the work in the work premises.
- 32.17 The tenderer shall ensure proper conduct of the persons engaged and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering, etc.
- 32.18 The tenderer shall at his own expense take and keep comprehensive insurance for all the workmen deployed without limiting any of his obligations or his liabilities, in the units where ESI is not covered. The tenderer shall also take Workmen's compensation insurance as required by law and undertake to indemnify the TCMPF Limited for and against all claims that may arise.
- 32.19 The TCMPF Limited may require the tenderer to dismiss or remove from the site of work, any person or persons, employed by the tenderer, who may be incompetent or for his/her/their misconduct and the tenderer shall forthwith comply with such requirements.
- 32.20 The tenderer shall replace immediately any of its personnel, if they are unacceptable to the TCMPF Limited because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct.
- 32.21 The TCMPF Limited shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the persons engaged of the tenderer.
- 32.22 The persons engaged by the tenderer shall not divulge or disclose to any person, any details of office, operational process, security arrangements and administrative/organizational matters as all are of confidential nature that can attract legal action.

Signature of the Tenderer

- 32.23 The persons engaged by the tenderer shall not claim any benefit / compensation / absorption / regularization of services in the TCMPF Limited under the provision of Tamil Nadu Industrial Establishments (Conferment of Permanent Status to Workmen) Act, 1981 or Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970. Undertaking from the persons to this effect will be required to be submitted by the tenderer to this office.
- 32.24 The persons deployed shall not claim any Employer and Employee relationship in the TCMPF Limited and they shall not claim any benefit from the TCMPF Limited.
- 32.25 The tenderer shall engage the persons as required by the TCMPF Limited from time to time. The said person engaged by the tenderer shall be his / her employee and it shall be his / her duty to pay their salary every month in time.
- 32.26 The statutory requirements under the Acts, Rules and Govt. Regulations in respect of each person of the tenderer will be his responsibility. This shall include payment of EPF, ESI, and GST etc. However, payments in respect of EPF, ESI, etc. or any such other statutory requirements to the tenderer shall be made subject to furnishing of proof of such payments to the concerned authorities indicating the PF No., ESI No. etc. of the outsourced persons every month without fail. The bills should be for reimbursement of the actual amount to the service rendered by the tenderer.
- 32.27 The tenderer should deploy the workmen in the General shift (9.00 a.m. to 5.00p.m) based on requirement. The personnel may be required to discharge their functions beyond these working hours if required for which no over-time wages will be paid.

Signature of the Tenderer

- 32.28 The tenderer shall provide a substitute well in advance if there is any probability of the person leaving the job due to his/her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the tenderer.
- 32.29 On the expiry of the agreement with notice, the tenderer will withdraw all its personnel and clear their accounts by paying them all their legal dues. In case of any dispute on account of the termination of employment or non-employment by the personnel of the tenderer, it shall be the entire responsibility of the tenderer to pay and settle the same.
- 32.30 The tenderer and the persons engaged should co-operate with the TCMPF Limited in case of any EMERGENCY or CALAMITY or ACCIDENT or FIRE or THEFT, etc. to help investigate and take appropriate action. The tenderer should not interfere in any way in the normal discharge of the functioning of the TCMPF Officials.
- 32.31 In case it is found by the TCMPF Limited that a property or any material of the TCMPF Limited is lost or put to loss or damaged due to the negligence of the manpower supplied by the tenderer, the tenderer will be held fully responsible and he will have to make good the loss or damage so incurred. The decision of the TCMPF as to the quantum of loss is final.
- 32.32 In case any workmen of the tenderer suffers any injury or meets with any accident during the discharge of duty the entire cost of compensation shall be borne by the tenderer and the TCMPF Limited shall not be responsible for any claims, damage compensations, etc. All legal cost will have to be borne by the tenderer.

Signature of the Tenderer

- 32.33 The tenderer shall maintain all statutory registers under the Law and shall produce the same, on demand, to the authority of the TCMPF Limited or any other authority under Law.
- 32.34 In case, the tenderer fails to comply with any liability under appropriate law, and as a result thereof, the TCMPF Limited is put to any loss / obligation, monetary or otherwise, the TCMPF Limited will be entitled to get itself reimbursed out of the outstanding bills or the Security Deposit of the tenderer, to the extent of the loss or obligation in monetary terms.
- 32.35 The responsibility of arranging required number of workmen for each day rests with the tenderer only. The required number of workmen should be available on all days. Reliever arrangements will be the responsibility of the tenderer.
- 32.36 All records as envisaged by all applicable Central and State Tax Acts and Rules should be maintained by the tenderer and these records are subject to scrutiny by the officials of the TCMPF Limited.
- 32.37 The successful tenderer should nominate a Co-ordinator / Nodal Officer with contact addresses, Phone Nos., Cell Nos. who will be available on 24 hours, 7 days basis for resolving any issue. The person so nominated will be responsible for monitoring and managing the deployed manpower and he will report to the TCMPF Limited regarding all matters related to the deployed manpower and their performance.
- 32.38 The persons provided by the tenderer should perform their duties in accordance with the instructions given by the Officer of the TCMPF Limited from time to time.
- 32.39 None of the persons engaged by the tenderer shall enter into any kind of private work in the work premises.

Signature of the Tenderer

- 32.40 The tenderer shall arrange to maintain the daily attendance, record of the contract personnel deployed by him showing their arrival and departure time. This attendance record to be submitted every week to the TCMPF Limited with an attested photo copy of the attendance record of the personnel to which it pertains. The attendance record shall be produced for verification on demand by the TCMPF Limited at any time.
- 32.41 The tenderer should pay not less than the daily wages, prescribed by the District Collector, Chennai to his / her worker.
- 32.42 In the event of escalation in cost due to revision of daily wages by the District Collector, Chennai or revised by tax payable during the period of contract, the successful tenderer should alone bear such escalation and the successful tenderer shall not claim any additional amount for such escalation.
- 32.43 The successful tenderer should compulsorily maintain a wage register in Form No XVII and the wage register should be produced as and when demanded for verification.
- 32.44 The TCMPF Limited shall have no control over the employees of the contractor and the TCMPF Limited is concerned only with the quality of the work based on which the monthly bill will be settled.
- 32.45 The successful tenderer alone is the sole employer and it is his responsibility for the discipline of the persons engaged by him and to extract work conforming to the stipulations in this tender document. For any commission and omission on the part of his / her employees, the successful tenderer alone is liable and the latter shall pay damages to the TCMPF Limited for any damage loss caused to the TCMPF Limited by his / her employees.

Signature of the Tenderer

33.0 PENALTY CLAUSE

The following penalties shall be levied on the tenderer and shall be deducted from their monthly bill for the violation of terms and conditions indicated below:

i)	For attending duty without uniform or with dirty uniform	A sum of Rs.100 per day of default / person shall be levied as penalty.
ii)	For failure to supply the required manpower	The payable wages for the days for which the manpower was not supplied shall be levied as penalty and the same will be recovered from the monthly bill or Security Deposit.
iii)	Poor Performance / Work	Rs.1000 per day per person shall be levied as penalty for poor performance / work per day of default or the TCMPF Limited will decide the penalty for the major loss incurred by the workman.

Signature of the Tenderer

ANNEXURE-I
PROFILE OF THE BIDDING ORGANISATION

The Bidder shall furnish the following details without fail:

Name of the Organization	
Nature of the Organization: PSU/Public Ltd/Private Ltd	
Year of Incorporation (Furnish copy of Certificate of incorporation)	
Address of the Registered Office:	
Contact Person Name	
Contact Person Mobile	
E-Mail Address	
GST Registration Number (Furnish copy of GST Certificate)	
PAN Number (Furnish copy of PAN Card)	
ESI Registration details	
EPF Registration details	

Note: The Bidder 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 am / we are aware that I/we may be held liable for it.

Signature of the Bidder with office seal

Place:

Date:

Signature of the Tenderer

ANNEXURE-II**FINANCIAL CAPABILITY**

The Average Annual Sales / Revenue Turnover of M/s.....
 (Name of Firm) and address

 for the past two years are given below and certified that the statement is true
 and correct:-

S. No.	Financial Years	Sales / Revenue Turnover in Lakhs (Rs)
1.	2022-23	
2.	2023-24	
Total		

Average annual Sales / Revenue turnover - Rs._____/ - Lakhs

Note:-The Bidder must upload either the Annual Turnover Certificate for above 2 years certified by Chartered Accountant or Annual statement of Accounts (i.e.) Profit & Loss Accounts and Balance Sheet for the above 2 years certified by Chartered Accountant in support of Annual Turn Over without fail.

Signature of the Bidder with office seal

Place:

Date:

Signature of the Tenderer

ANNEXURE-III**DECLARATION FORM**

(To be signed with company seal on letter head and uploaded in the Technical Bid)

To
The General Manager (Admn.),
TCMPF Ltd., No.3-A,
Pasumpon Muthuramalinganar Salai (Chamiers Road),
Aavin Illam, Nandanam,
Chennai – 600 035.

Madam,

Sub : Acceptance of Terms & Conditions of Tender.
Tender Ref. No. : 02/SDC/MVM/2025
Name of work : Service contract for Housekeeping & Gardening
work at TCMPF Limited, Skill Development
Centre, Madhavaram, Chennai – 51.

I / We, the undersigned, declare that:

- 1) I/we hereby certify that I / we have read the entire terms and conditions of the tender documents including all documents like detailed scope of works, annexure(s), etc ,
- 2) I/we agree to abide by all the detailed scope of work, terms and conditions stipulated by the TCMPF Limited which I/we have read and understood.
- 3) I/we certify that I/we have fully read and understood the instruction to bidders for online bid submission given by the TCMPF Limited, and any lapse to properly submit the bids result in rejection of the bid submitted.

Signature of the Tenderer

- 4) I/we certify that the tender is offered without any alteration / addition / omission.
- 5) The corrigendum(s) issued from time to time by your department / organisation too has also been taken into consideration, while submitting this declaration form
- 6) I/we certify that all the conditions of the tender are accepted.
- 7) I/we agree that the TCMPF Limited is not responsible for any data corruption that might arise during the transmission / uploading of data in the website or due to disruption in communication error in my / our tender.
- 8) I/we agree that the TCMPF Limited has right to change schedule of opening or any technical corrective action to resolve any error that might arise during the opening of the e-tender by the TCMPF Limited.
- 9) I/we certify that I/we are responsible for the uploading of correct copies of scanned documents as per the e-tender procedure of the TCMPF Limited.
- 10) I/we understand that any error in doing so my /our tender may be summarily rejected by the TCMPF Limited.
- 11) I/we hereby agree to hold the tender offer valid for acceptance for a period of 120 days from the date of opening of Part – I – Technical bid
- 12) In the event of failure on my / our part to comply with all the requirements mentioned in this tender document I / we unconditionally agree that the TCMPF Limited is at its liberty to reject my/our tender including the forfeiture of the earnest money deposit absolutely.

Signature of the Bidder with office seal

Place:

Date:

Signature of the Tenderer

ANNEXURE – IV

CERTIFICATE OF CONFORMITY

Certified that the offer is in total conformity with tender terms and scope of work without any deviation, whatsoever.

SIGNATURE OF THE BIDDER :

FULL NAME :

DESIGNATION :

SEAL OF COMPANY :

Signature of the Tenderer

ANNEXURE - V**BIDDER'S EXPERIENCE DETAILS**

Details of work orders successfully executed in last three years may please be summarized chronologically in the given format and copies of the same may be scanned and uploaded.

Sl. No.	Name and address of the Company / Organization	Name of the Work	Work Order No. & Date	Qty.	Value of order in Rs.
1.					
2.					
3.					
4.					

Signature of the Bidder with office seal

Place:

Date:

Signature of the Tenderer

ANNEXURE – VI

INFORMATION REGARDING CURRENT LITIGATION / DEBARRING / EXPELLING OF APPLICANT OR ABANDONMENT OF WORK BY THE APPLICANT

1.	a) Is the Applicant currently involved in any Arbitration / litigation relating to any contract works	Yes /No
	b) If Yes, give details thereon	
2.	a) Has the Applicant or any of it's constituent partners been Debarred/Expelled by any agency during the last Three years	Yes/No
	b) If yes, give details thereon	
3.	a) Has the Applicant or any of it's constituent Partners failed to complete, any contract work during the past Three years	Yes/No
	b) If yes, give details thereon	

Signature of Applicant with seal

Place:

Date:

Note: If any information in this Annexure is found to be incorrect or concealed, the Qualification Application will be summarily rejected & Financial bid will not be opened.

Signature of the Tenderer

ANNEXURE - VII**FINANCIAL BID**

I/we have gone through and understood all the terms and conditions of the tender and will abide by all the conditions as per the detailed scope of work, terms and conditions laid down in the tender document.

Sl. No	Description	No. of Persons required as per tender	Rate per person / per day wages (Rs.)	EPF 13% (Incl. EDLI 0.5% + Admn Charges 0.5%) (Rs.)	ESI 3.25% (Rs.)	Service Charge (Minimum 3.85%) + (including material cost) per day (Rs.)	GST 18% (Rs.)	Total rate per person / per day (Rs.)
1	Housekeeping Gardening works	7	465	60.45	15.11	Rate should be quoted in price bid in online.		

1. The tenderer should pay not less than the daily wages prescribed by the District Collector, Chennai to his/her worker.
2. The variations in the statutory levies and taxes by the Government / Central Government namely EPF/ESI/GST shall be effected on the end price to the benefit of either the tenderer or the TCMPF Limited as the case may be.

Signature of the Bidder with office seal

Place:

Date:

Signature of the Tenderer

CHECK LIST**BIDDER TO FILL IN THE CHECK LIST AND UPLOAD IN THE ONLINE PORTAL WHILE SUBMITTING THE TENDER**

(State YES / NO for each item)

Kindly ensure compliance of the under-mentioned requirements, as per Tender Terms and Conditions.

S. No.	Description	Bidders Response
I. TECHNICAL BID		
1.	Whether details of E-Remittance towards EMD Amount is uploaded.	Yes/No
2.	Whether the documentary evidence for having provided 10 labourers on contract basis as per Tender Clause No.5.1 are uploaded	Yes/No
3.	Whether the documentary evidence for minimum experience of 2 Years in the Housekeeping work as per Tender Clause No.5.2 are uploaded	Yes/No
4.	Whether the documentary evidence for financial capacity as per Tender Clause No.5.3 are uploaded	Yes/No
5.	Whether the documentary evidence for manpower strength as per Tender Clause No.5.4 are uploaded	Yes/No
6.	Whether the copies of registration documents of EPF and ESI as per Tender Clause No.5.5 are uploaded	Yes/No
7.	Whether the copies of registration documents of Permanent Account No Card. (PAN Card) and GST as per Tender Clause No.5.6 are uploaded	Yes/No
8.	Whether documentary evidence for annual Sales / Revenue turnover for the last two financial years (2022-23 & 2023-2024) are uploaded	Yes/No

Signature of the Tenderer

S. No.	Description	Bidders Response
9.	Whether the tender documents are Digitally signed and uploaded	Yes/No
10.	Whether the following Supporting Documents, including the Annexure / Amendments are uploaded duly signed and sealed in each and every page, failing which their offer will be rejected	Yes/No
	a) Profile of the Bidding Organization as per Annexure-I.	Yes/No
	b) Financial Capability as per Annexure-II	Yes/No
	c) Declaration Form as per Annexure-III	Yes/No
	d) Certificate of Conformity as per Annexure-IV	Yes/No
	e) Bidder's Experience Details as per Annexure-V	Yes/No
	f) Details of Abandonment of work Litigation / debarring done as per Annexure - VI	Yes/No
	g) Any other documents wherever insisted in the tender document.	Yes/No
II. FINANCIAL BID		
11.	Whether the Financial Bid - BOQ (Excel Format) is filled and uploaded	Yes/No

Note: Please ensure that all the relevant boxes are marked YES / NO against each column

Important Note: Bidders must ensure to upload all the required documents indicated in the Tender document without fail in the Online Portal. Bids uploaded without supporting documents (See Clause No.5.0 Pre-Qualification Criteria) in respect of the various requirements mentioned in the tender document are liable to be rejected at the initial stage itself.

Signature of the Tenderer