



**TAMILNADU INDUSTRIAL DEVELOPMENT CORPORATION LTD.
(TIDCO)**

**Tender Document
for
Selection of Manpower Agency
2023-2024**

**Managing Director
TamilNadu Industrial Development Corporation Limited
19-A, Rukmini Lakshmipathi Salai
Egmore, Chennai –600 008
Phone: 044-2858 9118; Fax: 044-2855 3729**

Disclaimer

Information contained in this Tender document and/or subsequently provided to Bidders, whether verbally and/or in documentary form by or on behalf of Tamil Nadu Industrial Development Corporation Ltd. (TIDCO) or any of its employees or advisors (collectively referred to as "TIDCO Representatives"), is provided to the Bidders on the terms and conditions set out in this Tender document and any other terms and conditions subject to which such information is provided. This tender document is not an agreement and is not an offer or invitation by TIDCO to any other party. The purpose of this tender document is to provide interested parties with information to enable formulation of their proposal.

This Tender document does not purport to contain all the information each Bidder may require. The Bidders should conduct their own due diligence, investigations and analysis and should check the accuracy, reliability and completeness of the information in this Tender document and obtain independent advice from appropriate sources. TIDCO Representatives make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the Tender document and concerned with any matter deemed to form part of the Tender document, award of the assignment, the information and any other information supplied by or on behalf of TIDCO or otherwise arising in any way from selection process.

TIDCO may in their absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this Tender document from time-to-time, and will intimate only through the authorized website of TIDCO. TIDCO reserves the right to accept or reject any or all proposals without giving any reasons. Bidding process shall be governed by Laws of India and Courts at the State of Tamil Nadu will have jurisdiction over matter concerning and arising out of this Tender document.



**TAMILNADU INDUSTRIAL DEVELOPMENT
CORPORATION LTD (TIDCO)
CIN-U65993TN1965SGC005327**

E – Tender Notice

NOTICE NO. TIDCO/MANPOWER AGENCY/2023-24

Tamil Nadu Industrial Development Corporation Limited (TIDCO), a Government of Tamil Nadu Enterprise is in need of manpower for its one of the projects located in the Kancheepuram District. In this context, TIDCO invites proposals from the eligible Manpower Agencies to provide required manpower as per the terms of Reference, Qualification Criteria and other terms and conditions are stipulated in the Tender Document.

Interested Manpower Agencies can download the Tender from the website <https://tidco.com> and <https://tntenders.gov.in> with free of cost.

The schedule for the bidding process is as follows:-

1. Last date and time for submission of Proposals/ Bids is on or before **3.00 PM** on **22.01.2024** through <https://tntenders.gov.in>
2. Opening of Technical Proposals/ Bids is at **3.30 PM** on **23.01.2024** at TIDCO Office.

Managing Director
TamilNadu Industrial Development Corporation Limited
19-A, Rukmini Lakshmipathi Road,
Egmore, Chennai – 600 008.
E-mail: cmd@tidco.com, hr@tidco.com Website: <https://tidco.com>

LETTER OF CONSENT

e- Tendering

1. I/we agree to abide by all the detailed specifications, terms and conditions stipulated by the Tamil Nadu Industrial Development Corporation Limited (TIDCO), which I/we have read and understood.
2. I/we certify that I/we have fully read and understood the instruction to bidders for online bid submission given by TIDCO and any lapse to properly submit the bids result in rejection of the bid submitted.
3. I/we certify that the tender is offered without any alteration / addition / omission.
4. I/we certify that all the conditions of the tender are accepted.
5. I/we agree that the TIDCO 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.
6. I/we agree that the Corporation 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 TIDCO.
7. I/we certify that I/we are responsible for the uploading of correct copies of scanned documents as per the e-tender procedure of TIDCO & I /we understand that any error in doing so my / our tender may be summarily rejected by TIDCO.
8. 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 department is at its liberty to reject my / our tender.

Signature of Tenderer

E-TENDERING – INSTRUCTIONS TO BIDDER FOR ONLINE SUBMISSION:-

1. The above tender notice is available on the website <https://tidco.com> , and <https://tntenders.gov.in>.
2. The intending bidder may visit <https://tntenders.gov.in>.Website & upload the tender documents on or before the due date and time as mentioned in the Data Sheet.
 - a. The Bidders should download the documents which are digitally signed only from this website <https://tntenders.gov.in>.
3. The bidders are requested to digitally sign the Bid Document and convert them to .pdf format.
4. Bidders are requested to use the Digital Signature (e-token) for Registration for e-submission through the website <https://tntenders.gov.in>.
5. The Scanned copies of the following list of documents are also to be uploaded by the bidder at the time of submission of bids through the website by converting the documents to .pdf form
 - a. Earnest Money Deposit: -
 - (i)The online Payment Gateway has been enabled for TIDCO in TN Tenders Portal (<https://tntenders.gov.in>). All the payments for the tenders like EMD etc., will be carried out by the Bidders only through <https://tntenders.gov.in>.
 - (ii) The EMD amount should be the exact amount and no excess or less amount should be transferred through online payment gateway. If excess or short, the tender status will be shown as invalid.
 - (iii) Micro and small Enterprises if registered with MSME, GoI/ NSIC, registered under MSME (UDYAM) and any Government bodies specified by Ministry of Micro, Small & Medium Enterprises (M/o MSME) with valid certificate duly issued by GOI are exempted for submitting the EMD. The exemption and relaxation in EMD is subject to the validity & acceptance of their registration certificate on the date of opening of tender.
6. The Digital Signature Certificate / e-token may be obtained by the bidders individually at the risk and cost of the bidder.

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1. PREAMBLE

Tamil Nadu Industrial Development Corporation Limited (TIDCO) is a Government of Tamil Nadu Enterprise involved in establishing and facilitating the large and medium Industries to stimulate industrial development in the State. TIDCO has promoted several joint venture companies for manufacturing various products and also set up I.T Parks, Bio-Tech Parks, Special Economic Zones, Road Development Projects, Agri Export Zones and Special Investment Regions. TIDCO is a Nodal Agency for the development of Industrial Corridor projects in the State.

TIDCO is in need of manpower for its project located in Kancheepuram district. The manpower to be deployed preferred from Kancheepuram and surrounding areas. In this context, TIDCO proposes to appoint a manpower agency for providing the required manpower on outsourcing basis for a period of one year and extendable every year for a further period of 2 years based on satisfactory performance at the same rate of service charges quoted by the tenderer.

2. SCOPE OF WORK

- (a) The agency should provide manpower for various categories which includes Assistant, Typist, Data Entry Operator, Record Clerk, Office Assistant and Field Assistant or any other category of manpower as may be required by TIDCO.
- (b) The agency should depute the manpower within 15 days from the date of Work Order.
- (c) The selected agency will be paid the service charges as a percentage on their Take Home Salary paid to the deployed manpower every month.
- (d) The deployment shall be anywhere in the state of Tamil Nadu.
- (e) Frequent change of persons will not be entertained. The person(s) deployed for a particular position should work in that position for a period of at least 6 months from the date of joining continuously.
- (f) The tenderer should provide UAN for PF to the deployed employees. If not available, the tenderer should create the UAN to the deployed employee.
- (g) Salary should be remitted to the employees on or before 5th of the every month.
- (h) Pay slip should be provided to the employees on or before 10th of the every month.
- (i) PF and ESI amounts should be calculated and remitted within timelines as prescribed under the provisions of The Employees' Provident Funds and Miscellaneous Provisions Act, 1952 and Employees State Insurance Act, 1948.
- (j) Bonus should be paid as per Bonus Act, 1965.

- (k) Tenderer should furnish the PF and ESI remittance copies and submit form 36B on or before end of the every month.
- (l) Tenderer should remit GST amount every month and furnish Challan for the same to TIDCO before the end of the month.
- (m) Tenderer should provide experience letter to the employees at the time of relieving within 15 days of the last date of reporting at TIDCO.
- (n) Non adherence to the compliance provisions mentioned in points above will negatively impact the ability of the bidder to continue to provide services to TIDCO and may also result in blacklisting for up to 5 years.
- (o) The indicative list of manpower required, minimum qualification and age for each position is as below:

Positions Details

S.No	Position	Qualification	No. of Persons (to be engaged through outsourcing)	Minimum Age
1.	Assistant	Any degree with minimum 5 years of Experience	87	23
2.	Typist / Data Entry Operator	Any degree with English and Tamil Typewriting and MS office skills with minimum 2 years of Experience	58	28
3.	Record Clerk	Any degree with English and Tamil Typewriting and MS office skills with minimum 2 years of Experience	12	23
4.	Office Assistant	8 th pass	32	18
5.	Field Assistant	8 th Pass	48	28
TOTAL			237	

- (p) The take home salary for each position of manpower is as below:

S.No	Position	Proposed Salary p.m (INR)
1.	Assistant	25,000
2.	Typist / Data Entry Operator	20,000
3.	Record Clerk	20,000
4.	Office Assistant	15,000
5.	Field Assistant	15,000

Note:-

1. Preference will be given for the candidates who have Experience in Land Acquisition.
2. The salary will be fixed based on the experience and last pay drawn for the retired staff of Government or PSUs if engaged through the O/s Agency.
3. TIDCO reserves the rights to increase or decrease the salary of the personnel based on their experience, qualifications and performance.
4. TIDCO reserves the rights to increase or decrease the no of personnel as per the requirement.

3. PAYMENT TO THE DEPLOYED PERSONS

The selected agency should pay the entire amount to deployed personnel and should produce proof of all statutory remittance to the complete satisfaction of TIDCO.

4. COMPETENCY TEST

- (a) TIDCO on its own discretion may conduct competency test for selecting the suitable candidates. TIDCO will select the candidates who qualify the competency test. If all the candidates sent by the agency do not qualify, the agency should forward afresh list of candidates.
- (b) In order to avoid delays associated with the selection process, the agency may adopt a preliminary screening process before sending the candidates for the Competency test.

5. QUALIFICATION CRITERIA

Clause	Qualification Criteria	Supporting Document
(a)	The tenderer should be a registered legal entity operating within the territory of India.	(i) In case of Private / Public Limited Companies, <ul style="list-style-type: none"> • Copy of Incorporation Certificate issued by the Registrar of Companies • Copy of Memorandum and Articles of Association (ii) In case of Partnership Firm/LLP <ul style="list-style-type: none"> • Registered Partnership (iii) In case of Proprietorship <ul style="list-style-type: none"> • Copy of Incorporation Certificate issued by the Registrar of Companies
(b)	The tenderer should have at least 7 years of experience (as on 30 th Sep 2023) in the business of supply of manpower on outsourcing basis in the area of IT, IT Services, Communication, Technical support, Office administration, etc.	Copy of IT returns/Work order & Work completion certificate issued by the clients.

(c)	The tenderer should have satisfactorily provided manpower on outsourcing basis (completed as well as ongoing) to atleast 3 Government Organizations / Public Sector Undertakings / Banks, each with a minimum of 300 manpower in the last 7 years (as on 30 th Sep 2023)	(i) Work order issued by the clients. (ii) Work completion certificate issued by the clients (for the completed assignments). (iii) List of clients to whom manpower already deployed and being deployed as per Annexure-III.
(d)	The tenderer should have at least 1000 persons in its roll (both already deployed and available for deployment)	(i) The list of employees as per Annexure -IV. (ii) The tenderer should produce Remittance proof of Provident Fund.
(e)	The tenderer should have reported an Average Annual Turnover of Rs.40.00 Crores in the five consecutive financial years i.e. 2018-19, 2019-20, 2020-21, 2021-22 and 2022-23.	(i) The average annual turnover statement duly certified by Chartered Accountant with UDIN as per Annexure V (Certificates without UDIN will not be considered) (ii) The Annual Report / certified copies of Balance Sheet, Profit & Loss statement along with Schedules for the 5 consecutive financial years.
(f)	The tenderer should have full-fledged office in Chennai	i. Proof for Chennai office address. (Rental Agreement / EB / Telephone Bills)
(g)	The tenderer should have valid GST registration certificate and PAN number issued by Income Tax Department	i. Copy of GST Registration certificate. ii. Copy of PAN allotment certificate/PAN CARD issued by Income Tax Department.
(h)	The tenderer should not have been blacklisted for supply of any items or services to TIDCO or any other Government agency	Declaration as per Annexure VI.

6. LANGUAGE OF THE TENDER

If the Tender and supporting documents are in a language other than English/Tamil, the notarized translated English version of the documents should also be closed. Tender received without such translation copy will be rejected.

7. VALIDITY

The price quoted in the Tender should be valid for the acceptance by the TIDCO for a minimum period of **90 days** from the date of opening of the Tender.

8. PURCHASE OF TENDER DOCUMENTS

The tender document can be downloaded from <https://tidco.com> and <https://tntenders.gov.in> at free of cost. For the downloaded tender document, should give a declaration for not having tampered the Tender document downloaded as per **Annexure VII**.

9. CLARIFICATION ON THE TENDER DOCUMENT

Any discrepancies, omissions, ambiguities or conflicts in the tender document or any doubts as to their meaning and any request for clarification must be sent in writing to "The Managing Director, Tamil Nadu Industrial Development Corporation Limited (TIDCO), 19A, Rukmini Lakshmi Pathy Road, Egmore, Chennai-600008" or through the-mail to hr@tidco.com as per Annexure-VIII. TIDCO will review the same and where information sought is not clearly indicated or specified in the tender documents, will issue clarifying bullet in to all those who have purchased the tender documents and will also upload such clarification on <https://tidco.com> and <https://tntenders.gov.in>. TIDCO will neither make nor be responsible for any oral instructions.

10. AMENDMENT OF TENDER DOCUMENT

TIDCO whether on its own initiative or as a result of a query, suggestion or comment of an Applicant or a Respondent, may modify the tender document by issuing an addendum or a corrigendum at any time before the opening of the tender. Any such addendum or corrigendum will be uploaded on <https://tidco.com> and <https://tntenders.gov.in> and the same will be binding on all Applicants or Respondents or Tenderers, as the case may be.

11. AUTHORISATION OF THE TENDERER

The Tender should be signed on each page by the Tenderer or by the person who is duly authorized for the same by the Tenderer.

12. SUBMISSION, RECEIPT AND OPENING OF PROPOSALS

- a. The bid should be submitted through <https://tntenders.gov.in> portal only
- b. Tenders should be submitted in two parts:
 - a) Part I will cover technical bid and
 - b) Part II will cover financial bid
- c. Tenderers should ensure submission of all documents along with Part-I and Part II proposal as per the Check list given in **Annexure -X**.
- d. The Technical Bid (i.e.) Pre-Qualification Tender together with the bank transaction details for payment of Bid Security shall be submitted. The Financial bid should be prepared as per the Financial bid Format.
- e. Proposals must be submitted on or before 22.01.2024 at 3.00 P.M through <https://tntenders.gov.in>

- f. The Price should be quoted in the Financial bid only, in case found in Technical bid the tender will be rejected.
- g. Evaluators of Technical bids shall have no access to the Financial bid until the technical evaluation, including its approval by Competent Authority is obtained.
- h. From the time the Proposals are opened to the time the Contract is awarded, if any consultant wishes to contact TIDCO on any matter related to its proposal, it should do so in writing at the address indicated in the Data Sheet. Any effort by the firm to influence TIDCO in TIDCO's proposal evaluation, proposal comparison or contract award decisions may result in the rejection of the consultant's proposal.
- i. Prior to evaluation of Proposals, TIDCO will determine whether each proposal is responsive to the requirements of the tender document at each evaluation stage. TIDCO may, at its sole discretion, reject any Proposal that is not responsive here under.
- j. As part of the evaluation, the Technical proposal submission shall be checked to evaluate whether the Bidder meets the prescribed Eligibility Criteria.
- k. TIDCO reserves all rights to accept or reject any proposal without assigning any reason.

13. EARNEST MONEY DEPOSIT

An EMD for an amount of Rs.9,00,000 (Rupees Nine Lakh only) will be carried out by the Bidders only through <https://tntenders.gov.in>. The EMD amount should be the exact amount and no excess or less amount should be transferred through <https://tntenders.gov.in> . If excess or short, the tender status will be shown as invalid. TIDCO is entitled to cause forfeiture of the EMD if the Bidder revokes/ withdraws the Bid during the period of its validity and or fails to comply with the conditions of the LoA. Post signing the contract agreement with the successful bidder, the EMD will be returned.

Note: Micro and small Enterprises if registered with MSME, GoI/ NSIC, registered under MSME (UDYAM) and any Government bodies specified by Ministry of Micro, Small & Medium Enterprises (M/o MSME) with valid certificate duly issued by GOI are exempted for submitting the EMD. The exemption and relaxation in EMD is subject to the validity & acceptance of their registration certificate on the date of opening of tender.

Note: The Earnest Money Deposit (EMD) of the unsuccessful bidders will be auto refunded without any interest to their bank account as per the procedure of the e-tender portal.

14. PRICE OFFER

- (a) The price bid should be prepared as per Annexure-XI (BOQ Uploaded in e-

procurement portal).

- (b) The price should be quoted as percentage of takehome salary that will be paid by TIDCO to the deployed manpower, exclusive of GST. TIDCO will pay the applicable GST. The price quoted by the Tenderer shall remain same for all the positions during the entire period of contract.

15. AWARD OF CONTRACT

- (a) The tenderer who has quoted lowest percentage of salary as service charges will be declared as L1 and called for price negotiations.
- (b) Upon finalization of price, TIDCO will issue the Letter of Acceptance (LoA) to the L1 bidder.
- (c) A Letter of Award (the "LoA") will be issued, in duplicate, by TIDCO to the Successful Bidder and the Successful Bidder shall, within 5 (Five) days of the receipt of the LoA, sign and return the duplicate copy of the LoA in acknowledgement thereof. In the event the duplicate copy of the LoA duly signed by the Successful Bidder is not received within the stipulated date, TIDCO may, unless it consents to extension of time for submission thereof, appropriate the Bid Security of such Bidder.

16. PERIOD OF CONTRACT

The contract is for a period of 1 year from the date of execution of agreement and extendable every year for a further period of 2 years based on satisfactory performance with same terms and conditions.

17. SECURITY DEPOSIT

- a. On receipt of the Letter of Acceptance from the TIDCO, the successful tenderer should remit a Security Deposit of 5% of annual contract value including GST in the form of a Demand Draft or Banker's cheque drawn on any Indian Nationalized / Scheduled Commercial Bank in favour of "Tamil Nadu Industrial Development Corporation Limited", payable at Chennai or an irrevocable Bank Guarantee with a validity period of 12 months in favour of "Tamil Nadu Industrial Development Corporation Limited" and the same can be extended each year for the further period of two years , within 5 (five) working days from the date of receipt of letter of acceptance.
- b. Any other amount pending with TIDCO will not be adjusted under any circumstances, against the Security Deposit if so requested.
- c. If the Security Deposit amount is not paid within the time specified, the EMD remitted by the Tenderer shall be forfeited, besides cancelling the communication of acceptance of the Tender.
- d. Security Deposit amount remitted will not earn any interest.

18. AGREEMENT

The successful Tenderer should execute an agreement as may be drawn up to suit the conditions on a non-judicial stamp paper of value, as prescribed in law on the date of remittance of Security Deposit and shall pay for all stamps and legal expenses incidental thereto. In the event of failure to execute the agreement, within the time

prescribed; the EMD/SD amount remitted by the Tenderer will be forfeited besides cancelling the Tender.

19. PAYMENT TERMS

- (a) Separate claims are to be raised for the Salary of the deployed persons and Service Charges once in a month.
- (b) The claim should be based on the position wise number of persons deployed in service in each month (leaving 4 Sundays, list of holidays approved by TIDCO and 1 paid holiday in a month for each position). The paid holidays shall be accumulated and availed continuously for period not exceeding 7 days with the approval of TIDCO. If the number of days worked in a month is less than the working days after adjusting Sundays, list of holidays approved by TIDCO and paid holidays, the payment will be considered on pro-rata basis.
- (c) The claims should be supported with the proof of payment of salary approved by TIDCO to the persons deployed.
- (d) The payment will be made upon verification of attendance/work sheet of the persons deployed and payment of the statutory dues (PF, ESI, GST etc.) by the tenderer.
- (e) The payment will be made by TIDCO within 30 days of submission of claims.
- (f) TDS on IT and TDS on GST will be deducted by TIDCO for the entire amount including monthly payments payable to the deployed personnel. The applicable GST will be paid by TIDCO along with monthly payments.

20. PENALTY

- (a) Failure to depute the manpower within 15 days of notice will attract penalty of 1% per day of the approved monthly cost of the persons/ positions not deputed.
- (b) Change of persons without consent of TIDCO will attract a penalty of 10% of the approved monthly cost of the persons / positions.
- (c) Persons involved in malpractice / negligence of duty / impersonation / not completing the assigned task in time will be immediately terminated. Such persons should be replaced within 7 days of notification failing which a penalty of 1 month approved cost for such persons / positions will be levied. Further, any financial losses / claims in connection with the malpractice / negligence of duty / impersonation / not completing the assigned task have to be borne by the tenderer.

21. TERMINATION OF CONTRACT

TIDCO reserves right to terminate the contract at any time during the validity period on account of non-fulfillment of contract or any of the reasons.

22. GENERAL CONDITIONS

- (a) Conditional Tender in any form will not be accepted.
- (b) Any notice regarding any problems, to the tenderer shall be deemed to be sufficiently served, if given in writing this usual or last known place of business.

- (c) TIDCO reserves the right to split the tender and award it to more than one manpower agency.
- (d) TIDCO reserves the right to relax or waive or amend any of the tender conditions.
- (e) The right of final acceptance of the tender is entirely vested with TIDCO and TIDCO reserves the right to accept or reject any or all of the tenders in full or in parts without assigning any reason what so ever.
- (f) After acceptance of the tender by TIDCO, the tenderer will have no right to withdraw his tender.
- (g) The Tenderer shall not off load either full or part of the work too the agency.
- (h) TIDCO has the right to terminate any deployed person for poor performance, misconduct, etc.
- (i) The tenderer should communicate the names, parentage, residential address, age, bank account number, PF account number, ESI account number, etc. of the persons to TIDCO immediately after their deployment. The tenderer should ensure these employees are medicallyfit and free from communicable disease.
- (j) For the purpose of proper identification of the employees of the contractor deployed, the contractor shall issue them identity cards/bio tags at his own cost and his employees are duty bound to display the identity cards/bio tags during duty hours.
- (k) The persons deployed shall be the employees of the Contractor.
- (l) The tenderer shall be responsible for fulfilling all his obligations towards the persons deployed under Minimum Wages Act, EPF Act, ESI Act, Bonus Act, Maternity Benefit Act, GST Act, IT Act or any other provision or act relevant to the deployment of manpower. His responsibilities also include depositing of employee's and principle employer's share of statutory contributions with the ESI/EPF authorities at his own level and maintenance of such record as per rules. He should furnish proof of deposit of such contributions to the appropriate authority along with bills for the next month. He should also arrange to open such EPF/ESI accounts etc. of all the employees deployed by him. The tenderer shall also remit GST and any other tax payable to the Government due to him towards the services provided to TIDCO. In case of failure on the part of tenderer to deposit EPF/ESI/GST etc. or Govt. taxes, if any, with the law concerned authorities within the stipulated period the tenderer shall be liable to pay penalty so imposed by such authority.
- (m) Any obligation and/or formalities which are required to be fulfilled under the Contract Labour (Regulation & Abolition) Act, 1970 as amended from time to time or any other Act for the purpose of entering into and/or execution of this contract shall be carried out by the contractor at his own expenses etc, and the contractor shall report the compliance there of to the Executive Director of TIDCO. The tenderer shall be liable for violation of any provisions of the said Act

or any other Act.

- (n) In case of any unfortunate incidents, TIDCO will not be held liable for any compensation etc. The medical expenses, compensation etc., should be borne only by the tenderer.
- (o) In the course of discussion and instruction, TIDCO may disclose information of confidential and proprietary nature relating to its products, know how, to the Tenderer. Such information shall be considered as confidential.

23. ARBITRATION

- (a) In case of any dispute in the tender, including interpretation if any on the clauses of the tender or the agreement to be executed, the matter shall be referred by the TIDCO/ Tenderer to an Arbitrator who shall be selected by the Tenderer from the panel of Arbitrators approved by TIDCO and communicate the same within 15 days, from the date of receipt of the letter from TIDCO along with the panel. If there is no reply from the Tenderer within 15 days, TIDCO shall choose any of the Arbitrators from the panel of Arbitrators referred to above. The remuneration for the Arbitrator and other expenses shall be shared equally by TIDCO and the Tenderer.
- (b) The venue of the Arbitration shall be at the Registered office of TIDCO, Chennai. The decision of the Arbitrator shall be final and binding on both the parties to the Arbitration.
- (c) The Arbitrator may with the mutual consent of the parties, extend the time for making the award. The award to be passed by the Arbitrator is enforceable in the Court at Chennai city only.

24. JURISDICTION OF THE COURT

Any dispute arising out of non-fulfillment of any of the terms and conditions of this Tender/Agreement or any other dispute arising out of the arbitration award will be subject to the jurisdiction of the Courts in the City of Chennai only.

We agree to the above terms and conditions.

SIGNATURE OF THE TENDERER WITH DATE:

NAME IN BLOCK LETTERS:

DESIGNATION:

ADDRESS:

ANNEXURE-I
(Part – I)
(Covering Letter)

Date: _____

From,
Name:
Address:
Ph:
Fax:
E-mail:

To,
The Managing Director,
Tamil Nadu Industrial Development Corporation Ltd(TIDCO),
19-A,Rukmini Lakshmipathy Road,
Egmore, Chennai-600008.

Sir,
Sub: Tender for the appointment of manpower agency –Submission ofPart-I
- Reg.
Ref: Your Tender Notice _____ dated _____

With reference to your tender notice, we submit here with our sealed tender for providing manpower on outsourcing basis as specified by TIDCO in this tender document.

We enclose the following documents:

- 1) Tender conditions duly signed in each page and enclosed into ken of accepting the Tender conditions.
- 2) Proof of payment of EMD (Receipt).
- 3) Letter of Authorization for authorized signatory from the tenderer organization.
- 4) Details of the Tenderer (as per Annexure-II)
- 5) List of clients to whom manpower already deployed and being deployed (as per Annexure-III)

- 6) List of employees on roll-Both already deployed and available for deployment (as per Annexure-IV)
- 7) Average annual turnover of the legal entity in the 5 preceding financial years duly certified by a Chartered Accountant with UDIN (as per Annexure-V) .
- 8) Declaration for not having blacklisted either by TIDCO or by any other Govt. agencies (as per Annexure-VI).
- 9) Declaration for not having tampered the Tender documents downloaded from the websites <https://tidco.com> and <https://tntenders.gov.in> (Annexure-VII).
- 10) The copy of certificate of incorporation /registration.
- 11) Copy of Memorandum and Articles of Association.
- 12) Copy of Registered Partnership deed, in case of Partnership Firm.
- 13) Proof of address (at Chennai) or the tenderer should give anundertaking that full-fledged office will be established in Chennai within 15 days from the date of issue of Letter of Acceptance.
- 14) Copy of Remittance proof of Provident Fund for the existing employees.
- 15) The work order/ work completion certificate issued by the clients
- 16) The Annual Report /certified copies of Balance Sheet, Profit & Loss statement along with schedules for the 5 consecutive financialyears viz. FY 2018-19, 2019-20, 2020-21, 2021-22 and 2022-23.
- 17) Copy of GST Registration certificate.
- 18) Copy of PAN allotment Certificate/PANCARD issued by Income Tax Department.
- 19) Latest I.T return (Financial Year (2018-19) / AY (2019-20) / AY (2020-21) / AY (2021-22) / AY (2022-23)).
- 20) Notarized translated English version of the documents in a language other than English/Tamil, if any.

Yours faithfully,

SIGNATURE OF THE TENDERER

Encl: As stated above

ANNEXURE – II
DETAILS OF THE TENDERER

1.	Name of the Tenderer	
2.	Registered Office Address	
3.	Telephone Number	
4.	Fax	
5.	Email	
6.	Website,if any	
7.	Contact Person	Name: Designation: Phone: Mobile: Email:
8.	Date of Incorporation	
9.	Legal Status	Partnership /LLP/Pvt. Limited/Public Limited others(Pl.mention)
10.	Addresses of Offices located in Tamil Nadu along with phone number, fax and email.	1.Chennai: (Please enclose as separate sheet incase more than one office in Tamil Nadu)
11.	Total number of persons on the roll	Already deployed: Available for deployment:
12.	GST Registration Number	
13.	PAN Number	
14.	PF Registration Number	
15	ESI Registration Number	

Signature of the tenderer with seal

ANNEXURE-III

LIST OF CLIENTS TO WHOM MANPOWER ALREADY DEPLOYED AND BEING DEPLOYED

Sl.No	Name of the client	Address	Phone/Mobile No.of contact person	Contract period	Details						
1.					<table border="1"><thead><tr><th>No. of persons</th><th>Functional Area</th></tr></thead><tbody><tr><td></td><td></td></tr><tr><td></td><td></td></tr></tbody></table>	No. of persons	Functional Area				
No. of persons	Functional Area										
2.					<table border="1"><thead><tr><th>No. of persons</th><th>Functional Area</th></tr></thead><tbody><tr><td></td><td></td></tr><tr><td></td><td></td></tr></tbody></table>	No. of persons	Functional Area				
No. of persons	Functional Area										
3.					<table border="1"><thead><tr><th>No. of persons</th><th>Functional Area</th></tr></thead><tbody><tr><td></td><td></td></tr><tr><td></td><td></td></tr></tbody></table>	No. of persons	Functional Area				
No. of persons	Functional Area										

Signature of the tenderer with seal

ANNEXURE-IV

LIST OF EMPLOYEES ON THE ROLL

Minimum 250 persons (Both already deployed and available for deployment)

ALREADY DEPLOYED

Sl.No	Designation	Qualification	Experience	Functional Area	Client Organization

(Please enclose a Separate sheet)

AVAILABLE FOR DEPLOYMENT

Sl.No	Designation	Qualification	Experience	Functional Area

(Please enclose a Separate sheet)

Signature of the tenderer with seal

ANNEXURE-V

ANNUAL TURN OVER STATEMENT

The Average Annual turnover of M/s for the three Years are given below and certified that the statement is true and correct.

S.No.	Year	Turn over (Rs.in lakh)
1	2018-2019	
2	2019-2020	
3	2020-2021	
4	2021-2022	
5	2022-2023	
	Total	
Average annual turnover		

DATE:

SIGNATURE OF THE TENDERER

**SIGNATURE OF CHARTERED ACCOUNTANT
(with seal and Address)**

ANNEXURE-VI

CERTIFICATE

Date: _____

Certified that M/s. /the firm/company or its partners/share holders had not been blacklisted by Tamil Nadu Industrial Development Corporation Limited (TIDCO), or by any Government Agencies.

**SIGNATURE OF THE TENDERER
(With seal and address)**

ANNEXURE – VII

DECLARATION

FORM

Date: _____

a) I/We.....having our office at do declare that I/We have carefully read all the conditions of tender sent to me/us by the Tamil Nadu Industrial Development Corporation Limited(TIDCO)for the tenders floated vide tender ref.no.....For the appointment of manpower agency for providing manpower on outsourcing basis will complete the contract as per the tender conditions.

b) I/We have downloaded the tender document from the internet site <https://tidco.com> /<https://tntenders.gov.in> and I /We have not tampered / modified the tender document in any manner. In case, if the same is found to be tampered / modified, I/ We understand that my/our tender will be summarily rejected and full Earnest Money Deposit will be forfeited and I /We /am/are liable to be banned from doing business with TIDCO or prosecuted.

**SIGNATURE OF THE TENDERER
(with seal and address)**

ANNEXURE-VIII

**CLARIFICATION ON TENDER DOCUMENT
FORMAT**

BIDDER'S REQUEST FOR CLARIFICATION			
Name and Address of the Organization submitting request		Name and Position of Person submitting request	Contact Details of The Organization / Authorized Representative
			Tel:
			Email:
S.No.	Reference(s) (Section, Page)	Content of Tender requiring Clarification	Points of clarification required
1			
2			
3			

**SIGNATURE OF THE TENDERER
(with seal and address)**

ANNEXURE-IX
PART-II(Covering Letter)

From,

Name:

Address:

Ph:

Fax:

E-mail:

To

The Managing Director,

Tamil Nadu Industrial Development Corporation Limited (TIDCO),

19-A, Rukmini Lakshmi pathy Road,

Egmore, Chennai-600008

Sir,

Sub: Tender for the appointment of manpower agency-Submission
of Part –II– Price Offer-Reg.

Ref: Our tender (Technical Bid) submitted today for“
the appointment of manpower agency”

In continuation of our above tender, we submit here with the price offer or“ the appointment of manpower agency” as specified by TIDCO in this tender document. We agree to abide by the terms and conditions stipulated by the TIDCO and also agree to complete the entire contract, at the price quoted by us. The price quoted and approved by the TIDCO in this tender will hold good as per TIDCO tender conditions.

Yours faithfully,

SIGNATURE OF THE TENDERER

ANNEXURE – X

CHECK LIST OF DOCUMENTS

Documents to be enclosed in Part-I:

S. No	Checklist	Enclosed(Yes/No)	Reference in the Bid (Page No.)
1.	A covering letter on your letter head addressed to The Managing Director, Tamilnadu Industrial Development Corporation Limited(as per Annexure-I)		
2.	Tender conditions duly signed in each page and enclosed into ken of accepting the Tender conditions		
3.	Proof of payment of EMD / MSME Certificate		
4.	Letter of Authorization for authorized signatory from the tenderer organization		
5.	Details of the Tenderer(as per Annexure-II)		
6.	List of clients to whom manpower already deployed and being deployed (as per Annexure-III)		
7.	List of employees on roll-Both already deployed and available for deployment(as per Annexure-IV)		
8.	Average annual turnover of the legal entity in the 5 preceding financial years duly certified by a Chartered Accountant (as per Annexure-V)		
9.	Declaration for not having blacklisted either by TIDCO or by any other Govt. agencies(as per Annexure-VI)		
10.	Declaration for not having tampered the Tender documents downloaded from the websites https://tidco.com/ https://tntenders.gov.in (Annexure-VII)		
11.	The copy of Certificate of incorporation/registration		
12.	Copy of Memorandum and Articles of		

Signature of the tenderer with seal

	Association in case of company		
13.	Copy of Registered Partnership deed, incase of Partnership Firm/LLP		
14.	Copy of Remittance proof of Provident Fund for the existing employees		
15.	Proof of address(at Chennai) or the tenderer should give an undertaking that full-fledged office will be established in Chennai within 15 days from the date of issue of Letter of Acceptance		
16.	The work order/work completion certificate issued by the clients		
17.	The Annual Report / certified copies of Balance Sheet, Profit& Loss statement along with schedules for the 5 consecutive financial years viz. FY 2018-19, 2019-20, 2020-21, 2021-22, 2022-23		
18.	Copy of GST Registration certificate		
19.	Copy of PAN allotment Certificate/PAN CARD issued by Income Tax Department		
20.	I.T return for the last 5 Years		
21.	Notarized translated English version of the documents in a language other than English/Tamil, if any.		

Documents to be closed in Part-II

Sl. No.	Checklist	Enclosed (Yes/No)
1.	A covering letter on the letter head addressed to The Managing Director, Tamil Nadu Industrial Development Corporation Limited(as per Annexure-IX)	
2.	Financial Bid Format given in e-Procurement Portal	

Signature of the tenderer with seal

ANNEXURE-XI

FINANCIAL BID

FOR OUTSOURCING MANPOWER TO TIDCO

Note: The e-Procurement System automatically calculates and inserts the Value in the BOQ Schedule on the basis of (i) the percentage entered by the Bidder in the BOQ Schedule online and (ii) quantities provided in the BOQ Schedule. The System also automatically populates the amount in words from the amount in figures. Therefore, there is no scope of discrepancy and need for arithmetic correction.

Description	Service charges (as a % of total Take Home Salary paid to the deployed manpower every month exclusive of GST(Percentage in number and words))
Service charge for providing manpower on outsourcing basis as per the scope of work given in clause-2	

Notes:

1. The applicable GST will be paid by TIDCO.
2. The Service Charge quoted by the Tenderer shall remain same for all the posts for the tender period.

SIGNATURE OF THE TENDERER
(with seal and address)

Signature of the tenderer with seal