



**Tamil Nadu Medicinal Plant Farms & Herbal Medicine
Corporation Ltd.**

(A Government of Tamil Nadu Undertaking)

CIN: U93090TN1983SGC010336

ANNA HOSPITAL CAMPUS, ARUMBAKKAM, CHENNAI-600 106

**TENDER FORM FOR THE PROVISION OF MANPOWER TO
TAMPCOL - ALATHUR FACTORY AT KANCHIPURAM
DISTRICT & HEAD OFFICE AT CHENNAI - FOR THE PERIOD
OF ONE YEAR AND ONE MONTH FROM
01.06.2015 TO 30.06.2016**

PRE BID MEETING AT 11.00 A.M ON 13.05.2015.

**LAST DATE & TIME FOR RECEIPT OF TENDER AT 11.00 A.M
ON 21.05.2015.**



Ref: 459/Tam/Manpower/2015

"A" Cover

TAMILNADU MEDICINAL PLANT FARMS AND HERBAL MEDICINE CORPORATION LTD
(A GOVERNMENT OF TAMILNADU UNDERTAKING)
CIN: U93090TN1983SGC010336
ARINGAR ANNA GOVT. HOSPITAL OF INDIAN MEDICINES CAMPUS,
ARUMBAKKAM, CHENNAI – 600 106

TENDER FORM FOR THE PROVISION OF MANPOWER TO TAMPCOL - ALATHUR FACTORY
 AT KANCHIPURAM DISTRICT & HEAD OFFICE AT CHENNAI - FOR THE PERIOD OF ONE
 YEAR AND ONE MONTH FROM **01.06.2015 TO 30.06.2016**

1. This Tender form is supplied to

Ms. _____

2. E.M.D. amount, Technical Specification etc., and company profile are furnished in one sealed cover and named as **Cover 'A'**. as per the check list.

3. Tender rates are furnished in another sealed cover and named as Cover 'B'

4. I / Wedo hereby tender to provide manpower of the mentioned description in the tender schedule enclosed and in accordance with the conditions noted and as per the stipulations, specifications etc., mentioned and have read the general terms and conditions (enclosed) of this tender and that I / we have made such examination of the Tender documents and the specifications etc., and of the locations, where the services to be rendered and understand thoroughly and distinctly agree that I / we will not here after make any claim or demand upon the corporation based upon or arising out of any alleged misunderstanding of misconception or mistake on my / our part of the said requirements, stipulations, restrictions, specifications and conditions.

Signature of Tenderer

Date:

PRE BID MEETING WILL BE HELD AT ABOVE ADDRESS AT 11.00 A.M ON 13.05.15

Last date for receipt of completed sealed Tenders cover up to 11.00 A.M on 21.05.15

in the Office of TAMPCOL at ARINGNAR ANNA GOVT. HOSPITAL OF INDIAN MEDICINES CAMPUS, ARUMBAKKAM, CHENNAI – 600 106.

Date and time of opening sealed covers at 11.45 A.M. on 21.05 .15

Authorized Signatory



**Tamilnadu Medicinal Plant Farms
& Herbal Medicine Corporation Ltd.,**

CIN: U93090TN1983SGC010336

Anna Hospital Campus, Arumbakkam

Chennai – 600 106,

Phone No.044 - 26216696, Fax No.26221484

TENDER NOTICE No: A/ 459/ ESTT/ OT/ 2015

Sealed tenders in two covers (Technical bid and Financial bid) are invited for the provision of manpower to Tampcol - Alathur Factory at Kanchipuram District & Head Office at Chennai for the period of one year and one month from 01.06.15 to 30.06.16. Tender documents may be obtained from Tampcol Office, at the address furnished above from 05.05.15 to 20.05.15 up to 4.00 P.M on all working days either in person or by post against payment of Rs.500/- inclusive of taxes, by cash or DD in favour of TAMPCOL, Chennai and Rs.50/- extra for postal delivery. Tender document may also be downloaded free of cost from our website **www.tampcol.in**. Tenders will be received by post, courier or in person by deposit in tender box in Tampcol Office at the above address up to 11.00A.M on. 21.05.15 and will be opened on the same day at 11.45 A.M at the same office.

Chairman & Managing Director



**TAMIL NADU MEDICINAL PLANT FARMS AND HERBAL MEDICINE CORPORATION LTD.,
(A GOVERNMENT OF TAMIL NADU UNDERTAKING)**

CIN: U93090TN1983SGC010336

ARINGNAR ANNA GOVT. HOSPITAL CAMPUS, ARUMBAKKAM, CHENNAI – 600 106.

GENERAL TENDER TERMS AND CONDITIONS

FOR THE PROVISION OF MANPOWER TO - ALATHUR FACTORY AT KANCHIPURAM DISTRICT & HEAD OFFICE AT CHENNAI FOR THE PERIOD OF ONE YEAR AND ONE MONTH FROM **01.06.2015 TO 30.06.2016**.

1. Sealed tenders in two covers (Technical bid and Financial bid) are invited up to **11.00 A.M. on 21.05.15** by the Chairman & Managing Director, Tamil Nadu Medicinal Plant Farms and Herbal Medicine Corporation Ltd., Chennai, for the provision of Manpower to Alathur Factory and Chennai Head Office for the period of one year and one month from **01.06.2015 TO 30.06.2016**. The tender period may be extended for a further period on mutually agreed terms.

2. The eligibility criteria for the tenderers are given as follows.

1. Reputed manpower agencies, that have experience of at least three years in providing Man power on outsourcing basis to any Govt / Quasi Govt organization / establishments in the Tamil Nadu, are eligible to participate in the tender. Documentary evidence like work order/Agreement of the client to be enclosed in cover A.
2. The Man Power Agency should have an average annual turnover of Rs.25.00 Lakh during the previous 3 years.
3. The tenderers shall quote their rates not below the minimum wages in existence at that time as take home wages in addition to all other **statutory payments, Like ESI , EPF and Personal Accidental Insurance**, etc. on monthly basis for each person for all categories. Not abiding the Minimum Wages Act will lead to rejection of the tender.
4. The tenderers shall quote firm rates for a period of one year and one month which may be extended to further period on mutual consent. No variation in rates on account is admissible during the contract period.

3. TENDER PROCEDURE:

- 3.1.a. THE AMOUNT PAID FOR THE TENDER FORM SHALL NOT BE REFUNDABLE AND THE TENDER FORM IS ALSO NOT TRANSFERABLE UNDER ANY CIRCUMSTANCES.
- 3.1. b. Separate form shall be used for sister concerns, associates, group concerns, etc.
- 3.2 a. The Corporation shall not take responsibility for delay or loss or non-receipt of the tender documents sent by post or courier or in person or any request for extension of time for submitting tenders will not be considered.

- 3.2 b. The tenders submitted by facsimile (fax) or by electronic mail will not be accepted.
- 3.3 The tender will be accompanied by all relevant particulars as required under. In the absence of the particulars, the tenders are liable for rejection.
- 3.4.a The Cover A (Eligibility Criteria) & Cover B (Financial bid) should be separately sealed, and both the sealed covers should be kept in an outer envelope and all the covers should be addressed to the CHAIRMAN & MANAGING DIRECTOR, TAMIL NADU MEDICINAL PLANT FARMS AND HERBAL MEDICINAL CORPORATION LTD., ARINGNAR ANNA GOVT. HOSPITAL CAMPUS, ARUMBAKKAM, CHENNAI – 600 106. Cover “A” will be opened at the office of Tampcol at the above address at **11.45 A.M. on 21.05.15** in the presence of the Tenderers / representative of the organization who choose to be present.
- b. Covers ‘B’ of only those Tenderers who satisfy the standard criteria laid down by the Tampcol on the basis of the details furnished by the tenderer in Cover ‘A’ will be opened.
- c. All the sealed covers – A, B and outer cover should be super scribed as TENDER FOR THE PROVISION OF MANPOWER TO ALATHUR FACTORY AND CHENNAI HEAD OFFICE FOR THE PERIOD OF ONE YEAR AND ONE MONTH FROM 01.06.2015 TO 30.06.2016. AND ADDRESSED TO “THE CHAIRMAN & MANAGING DIRECTOR, TAMIL NADU MEDICINAL PLANT FARMS AND HERBAL MEDICINE CORPORATION LTD., ARINGNAR ANNA GOVT. HOSPITAL CAMPUS, ARUMBAKKAM, CHENNAI – 600 106.
- d. TENDER COVER SHALL BE SENT BY POST/COURIER/ IN PERSON BY DEPOSITING IN THE TENDER BOX KEPT IN THE OFFICE OF TAMPCOL, ARINGNAR ANNA GOVT. HOSPITAL CAMPUS, ARUMBAKKAM, CHENNAI – 600 106 ON OR BEFORE **21.05.15. at 11.00 A.M.**

COVER – A

- 4.1. a) The tenderer must send the following certificates for the items tendered, arranged serially as per the Annexure VII, in a separate cover hereafter called ‘A’ Cover.
- b) Earnest Money Deposit in the form of Demand Draft drawn in favour of Tampcol.
- c) Documentary evidence for the constitution of the organization details of the name, address, telephone number, Fax no. E-mail address of the firm and of the Managing Director / Partners / Proprietor etc.
- d) Copies of balance sheet and Profit and Loss Account for last three years i.e., **2011-2012, 2012-2013 & 2013-2014** duly certified by a Chartered Accountant.
- e) The Tenderer shall furnish attested copy of Income Tax assessment order for the previous three years for which income tax assessment is completed. Or copy of Returns Filed.
- f) The Tenderer shall furnish Service Tax Registration Certificate as on **31.03.2015** as per the format given in the Annexure - I. (or) copy of service tax monthly return for the last month (with acknowledgement).

- g) The declaration form in annexure II signed by the tenderer.
- h) The declaration form in annexure III signed by the tenderer
- i) Undertaking as in annexure – IV signed by the tenderer.
- j) Particulars of Agencies/firms as in annexure – V and particulars of Agencies in annexure – VI -signed by the tenderer.
- k) Each page of the tender terms and conditions should be duly signed by the tenderer.
- l) Authorization letter from the agencies for participant.
- m) The tenderer shall submit a checklist for the list of documents enclosed with their page number. The documents shall be serially arranged as per Annexure VII and shall be securely tied or bound.
- n) Tampcol reserves the right to reject the tender of blacklisted companies whose past performance with Tampcol was poor due to delayed and erratic supplies, frequent failures in providing manpower, etc.,
- o) The above Certificates should be submitted in “Cover- A”, addressed to THE CHAIRMAN & MANAGING DIRECTOR, TAMIL NADU MEDICINAL PLANT FARMS AND HERBAL MEDICINE CORPORATION LTD., ARINGNAR ANNA GOVT. HOSPITAL CAMPUS, ARUMBAKKAM, CHENNAI – 600 106.

COVER – B

- 4.2 (a) The tenderers shall quote rate as required in tender schedule in a separate sealed cover herein after known as cover-‘B’ (Use separate cover for each tender schedule).
- (b) The rate quoted per unit price excluding service tax but, the rate of service tax chargeable shall be specified.
- (c) Each Tender must contain not only the rate but also the total value of each item of supply in the respective columns. The aggregate value of all the items quoted in the Tender shall be furnished. The rate quoted in Tenders should also be expressed in words in a separate column provided for the purpose. The Manpower should be provided to Alathur Factory, Kanchipuram District and Chennai Head Office.
- (d) The details of rates and quantity should also be entered clearly so that they are able to provide the manpower within the specified time as per the tender conditions.
- (e) “Cover-‘B’ should also be addressed to THE CHAIRMAN & MANAGING DIRECTOR, TAMIL NADU MEDICINAL PLANT FARMS AND HERBAL MEDICINE CORPORATION LTD., ARINGNAR ANNA GOVT. HOSPITAL CAMPUS, ARUMBAKKAM, CHENNAI – 600 106. Each page of the tender price schedules should be duly signed by the tenderer.

5. EARNEST MONEY DEPOSIT

- 5.1 The Earnest Money Deposit shall be 1 % of the value of the man power for which rates are quoted.

5.2 The Earnest Money Deposit shall be paid in the form of Demand Draft favoring Tampcol, payable at Chennai. This should be enclosed with the tender in Cover 'A'. Earnest Money Deposit in the form of cheque / at par cheque /cash / postal order will not be accepted.

5.3 **EARNEST MONEY DEPOSIT EXEMPTION TO SMALL SCALE INDUSTRIES / SELF HELP GROUP.**

Organizations, which are claiming to be State Public Sector Undertaking, Small Scale Industries, Co-operative Societies and organization run by Self Help Group which are located within the State should produce the following documents to claim EMD exemption.

a. STATE PUBLIC SECTOR UNDERTAKING

Competency Certificate from the Government / Registrar of companies/ Director of Industries and Commerce etc.

b. SELF HELP GROUP:

Competency Certificate from the Concerned Collectorate / Competent Authority.

5.4. The Earnest Money Deposit of the unsuccessful tenderers will be arranged to be refunded within a reasonable time consistent with rules and regulations in this regard.

5.5. The Earnest Money Deposit of the successful tenderer will be adjusted against Security Deposit for due performance.

5.6. This Corporation does not accept any liability to return the Earnest Money Deposit amount within a definite time or to allow any interest thereon.

5.7. If the tenderer fails to adhere to the conditions of the tender or wishes to withdraw when his tender is under process, but before the signing of agreement, his EMD will be forfeited to "Tamil Nadu Medicinal Plant Farms and Herbal Medicine Corporation Limited".

6. SECURITY DEPOSIT

6.1. The successful tenderer shall be required to pay a **Security Deposit of 5%** of the ordered value of the tender.

6.2 The Security Deposit should be paid in respect of each contract, in the form of **Demand Draft drawn in favour of the Tampcol payable at Chennai** within 7 days from the date of receipt of the Tender acceptance.

6.3 The Security Deposit furnished by such tenderer in respect of their tender will be returned to them upon complete fulfillment of the contract and after six months of the tender period or the extended period, if any, to the satisfaction of the Corporation.

6.4 Though the Co-operatives / Public Sector Undertakings are exempted from EMD and all the tenderer have to remit security deposit. No exemption from payment of Security Deposit to any tenderers.

6.5 The Security Deposit shall not bear interest.

7. AGREEMENT / DOCUMENTATION

The tenderer whose tender is accepted shall execute an agreement on a non-judicial stamp paper of value of **Rs.100/-** (stamp duty to be paid by the tenderer) with “The Chairman & Managing Director, Tamil Nadu Medicinal Plant Farms and Herbal Medicine Corporation Limited, Chennai – 106” within seven days from the date of receipt of the intimation by them that their tender has been accepted. The specimen form of agreement is enclosed as in the Annexure - VI.

8. PRICES AND OTHER CONDITIONS

- 8.1. The details of the required manpower are shown in tender schedules. The quantity mentioned is only the tentative requirement and may increase or decrease as per the decision of the Chairman & Managing Director, Tamil Nadu Medicinal Plant Farms and Herbal Medicine Corporation Limited. The rates quoted should not vary with the quantum of the order or the destination.
- 8.2. The tender price schedules should be signed by the tenderer at the bottom of each page with the office seal duly affixed and returned along with the tender Cover ‘B’.
- 8.3. Tenders should be typewritten and every correction in the tender should invariably be attested with full signature by the tenderer with date before submission of the tenders to the authorities concerned, failing which the tender will be ineligible for further consideration. Corrections done with correction fluid should also be duly attested.
- 8.4. Rates inclusive of any incidental charges, but excluding of service tax should be quoted for each category of manpower, separately according to the unit asked for. Tender for the provision of manpower, etc., with conditions like “AT CURRENT MARKET RATES” shall not be accepted.
- 8.5. Each tender form must contain not only the unit rate but also the total value of each item quoted for supply in the respective columns. The aggregate value of all the items quoted in the tender shall also be furnished.
- 8.6. a. To ensure sustained supply without any interruption the Chairman & Managing Director, Tamil Nadu Medicinal Plant Farms and Herbal Medicine Corporation Limited, reserves the right to split orders for supplying the requirements among more than one tenderer provided that, the rates and other conditions of provision of manpower are equal.
b. The rates quoted and accepted will be binding on the tenderer for the stipulated period and any increase in the price will not be entertained till the completion of this tender period. Rates quoted with adjustable price will be rejected.
- 8.7. The tenderer shall furnish all particulars as per the checklist, in cover – A, failing which tender documents will be rejected summarily.

- 9.1. Tender should not be submitted by the organization, which has been blacklisted either by Tampcol or by any other State / Central Government organization.
2. No tenderer shall be allowed at any time on any ground whatsoever to claim revision of or modification in the rates quoted by them. Clerical error, typographical error, etc., committed by the tenderer in the tender forms shall not be considered after opening of the tenders. Conditions such as "SUBJECT TO AVAILABILITY", "MANPOWER WILL BE PROVIDED AS AND WHEN AVAILABLE", etc. will not be considered under any circumstances and the tenders of those who have given such conditions shall be treated as incomplete and for that reason, shall be summarily rejected.
3. The personnel to be supplied by the tenderer in various categories must have the educational qualification, experience as prescribed in the Tender Document.
4. Reputed manpower agencies, that have experience of at least three years in providing personnel / Man power on outsource basis to any Govt./ Quasi Govt. organization / establishments in the state, are eligible to participate in the tender.
5. The personnel to be supplied by the tenderer in various categories must have the educational qualification, experience as per the annexure.
6. The tenderer shall quote their lump sum rates on monthly basis for each person each category which shall include all the cost towards the each person each category which shall include all the cost towards the wages to the personnel as per the Minimum Wages Act, statutory payments. Uniforms and other allowances as per relevant rules in force.
7. The tenderer shall be solely responsible for all civil & criminal liabilities and damages caused by the personnel provided by them during their services.
8. The tenderer shall be solely responsible for disbursement of wages due to the personnel on the due dates promptly besides other remittances and liabilities in this regard. Tampcol to whom the personnel provided are not responsible for any default by the manpower agency and the consequence arising out such default by the tenderer.
9. The decision of the Chairman & Managing Director, Tamil Nadu Medicinal Plant Farms and Herbal Medicine Corporation Limited, Chennai, or any officer authorized by him as to the manpower provided, shall be final and binding.

10. ACCEPTANCE OF TENDER FOR PROVISION OF MANPOWER

- 10.1. The Chairman & Managing Director, Tamil Nadu Medicinal Plant Farms and Herbal Medicine Corporation Limited reserves to himself the right to reject the tenders or to accept the tenders for the supply of all materials or for any one or more of the materials tendered for in this tender without assigning any reason.
- 10.2. The Chairman & Managing Director, Tamil Nadu Medicinal Plant Farms and Herbal Medicine Corporation Limited will be at liberty to terminate without assigning any reasons thereof the contract either wholly or in part on 30 days notice. The tenderer will not be entitled for any compensation whatsoever in respect of such termination.

- 10.3. The acceptance of the tenders shall be communicated to the tenderers in writing.
- 10.4. The Chairman & Managing Director, Tampcol or his authorized representatives has / have the right to inspect the performance of those companies who have quoted for the tender, before accepting the rate quoted by them or before releasing any orders or at any point of time during the continuance of tender and has also the right to reject the tender or terminate / cancel the orders issued or to take action properly based on facts brought out during such inspections.
- 10.5. In cases where the man power offered at the lowest price is less than the total quantity required, the Corporation may, after placing orders with the lowest evaluated tenderer for the entire man power offered by such tenderer subject to his ability to supply, adopt either or both of the following procedures to procure the balance manpower:
- i) The Corporation will negotiate with the next lowest tenderer in strict ascending order of evaluated price and require them to match the price offered by the lowest evaluated tenderer and place orders until the entire man power required is ordered.
 - ii) Or the Corporation will require all the other eligible tenderer who participated in the tender and offered a price higher than that offered by the lowest evaluated tenderer, to submit sealed offers of the man power they would be willing to supply at the price quoted by the lowest evaluated tenderer, and thereafter place orders for the remaining required man power with all those who match the lowest evaluated price such that those who bid lower prices in the original tender get a higher priority for the provision of manpower.
 - iii) In case the bidders other than the lowest evaluated bidder fail to agree to accept the lowest price or the total man power offered by them at the price quoted by the tenderer with lowest evaluated price is less than the required quantity the Corporation may place orders for remaining required man power at different rates with different suppliers in the ascending order of evaluated price until the entire man power required is covered.
 - iv) Provided that, where different man power have to be procured at more than one price from one or more tenderers, the Corporation may decide not to procure beyond a price considered economical although the entire man power originally stated to be required in the tender documents is not ordered.
- 10.6 In case where two or more tenderer quoted the same price, the Chairman & Managing Director, Tampcol shall split the man power among such tenderers taking into consideration the experience and credentials of such tenderers.
- 10.7. The Chairman & Managing Director, Tampcol or representative assure the right to negotiate with the tenderers in a manner considered to be beneficial to the Corporation.

11. PAYMENT PROVISIONS

- 11.1. No advance payment towards provision of manpower will be made to the tenderer.

- 11.2 Payments towards provision of manpower will ordinarily be made within 30 days from the date of submission bills. Every month the bill has to be enclosed with proof of remittance of statutory payments like ESI & EPF of the manpower for the previous month regularly.
- 11.3 No claims shall lie against the Tamil Nadu Medicinal Plant Farms and Herbal Medicine Corporation Limited, Chennai in respect of interest on Earnest Money Deposit or on Security Deposit or for late payment of bills due to any reason.
- 11.4 The Manpower to be supplied by the tenderer should not be changed/replaced without prior permission of the Corporation.
- 11.5 If the performance of any of the persons is found to be not satisfactory, the Chairman & Managing Director / General Manager, Tampcol, shall disengage that person and the tenderer has to replace the services of such person within two days.

12. PENALTIES

- 12.1(a) A tenderer may withdraw their tender after submission provided that written notice of withdrawal is received by Tampcol prior to the deadline prescribed for submission of tender.
- (b) If the successful tenderer fails to execute the agreement and/or to deposit the required Security deposit within the time specified or withdraw his tender after opening of tender/after the intimation of the acceptance of his tender has been sent to him or owing to any other reasons, he is unable to undertake the contract, his contract will be cancelled and the EMD deposited by him along with his tender shall stand forfeited by Tampcol.
- (c) In case of the Small Scale Industries those exempted from payment of EMD fail to adhere to the Terms and conditions of the tender, the firm will be disqualified to participate in the tender for the next five years.
13. Non performance of contract provisions will disqualify a firm to participate in the tender for the next five years.
14. In case of the firm, if any one or more of the partners thereof dies / shall be adjudicated insolvent during the continuance of the contract, Tampcol shall be at liberty to terminate the contract.
15. The contract should not be sublet or given to other parties in any manner.
16. For any short fall of manpower, a penalty of 1% of the monthly wages quoted against that category of manpower will be levied.
- 16.a **Clarification of Tender document:** - At any time after the issue of the tender documents and before the opening of the tender, the Chairman & Managing Director, Tampcol may make any changes, modifications or amendments to the tender documents and shall send intimation of such change to all those who have purchased the original tender documents. For those who have downloaded the tender document will be informed by publishing in the web site.

- b. In case any one tenderer asks for a clarification to the tender documents before 48 hours of the opening of the Tender, the Chairman & Managing Director, Tampcol shall ensure that a reply is sent and copies of the reply to the clarification sought will be communicated to all those who have purchased the tender documents without identifying the source of the query.
17. In all the above conditions, the decision of the Chairman & Managing Director, Tamil Nadu Medicinal Plant Farm and Herbal Medicine Corporation Limited, shall be final and binding.

18. **Force Majeure clause**

Notwithstanding the provisions of the tender terms and conditions **clause No. 6**, the tenderer shall not be liable for forfeiture of its security deposit for default, if and to the extent, its delay in performance or other failure to perform its obligations under the contract is the result of an event of Force Majeure.

For purposes of this clause "Force Majeure" means an event beyond the control of the tenderer and not involving the tenderer's fault or negligence and foreseeable.

Such events may include, but are not limited to, acts of the Service utiliser either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

19. **DISPUTE:**

If any dispute between the supplier and Tampcol arises in regard to any claim or liability which is not covered by the terms and conditions of the contract, the same shall be referred to an Arbitrator to be named and appointed by the Chairman & Managing Director of TAMPCOL. Any request by the agency to refer to any dispute to an Arbitrator should be made within a period of 6 months after expiry of the contract and the Arbitrator shall conduct arbitration under the Arbitration and Conciliation Act 1996 and the rules framed there under and, subsequent amendments, if any and the Arbitrator shall pass an award which shall be final conclusive and binding upon the supplier and the Tampcol and the Courts at Chennai.

20. The Courts in the city of Chennai alone shall have the Jurisdiction to entertain any suit or dispute that may arise between the parties to this contract.

Signature of the Tenderer, _____

Date:

Name of the Organization & Address

**OPEN TENDER PRICE SCHEDULE FOR PROVIDING MAN POWER ON OUTSOURCE BASIS TO THE
FACTORY AT ALATHUR, THIRUPPOROUR, KANCHIPURAM DISTRICT AND CHENNAI HEAD OFFICE
FOR THE PERIOD OF ONE YEAR AND ONE MONTH FROM 01.06.2014 TO 30.06.2015.**

Ref.No. A/459/ESTT/OT/2015

Sl. No	DESCRIPTION	SCHEDULE OF REQUIREMENT / DAY	Rate/ Person / Per Day	ESI	EPF	Service Charges and any other charges	Total Tender Value
1	<u>Worker Category</u> Men and Women Workers	Alathur Factory at Kanchipuram Dist Men Workers - 41 } 162 Women Workers - 121 }					
		Sales Counter at Chennai Head Office Men Worker - 1					
2	Computer Operator Men or Women Worker	Alathur Factory at Kanchipuram Dist - 4					
		Chennai Head Office - 4					
3	Computer Tally Operator Men or Women Worker	Alathur Factory at Kanchipuram Dist - 5					
		Sales Counter at Chennai Head Office - 1					
		Sales Counter at Palayamkottai, Tirunelveli Dist. - 1					
4	Junior Assistant / Clerk Women or Men	Alathur Factory at Kanchipuram Dist - 2					
		Chennai Head Office - 3					
5	Machine operator	With ITI certificate holders - 2 for Alathur Factory at Kanchipuram Dist					
6	Boiler Operator	ITI, B Certificate issued by the Govt. of Tamilnadu - 1 for Alathur Factory at Kanchipuram Dist					
7	Boiler Fireman	Men Worker - 1 for Alathur Factory at Kanchipuram Dist					
8	Supervisor (Technical)	Any Graduate (Botany / Chemist) with computer knowledge- 4 for Alathur Factory at Kanchipuram Dist					
9	Packing Assistant	10 th or +2 qualification - 3 for Alathur Factory at Kanchipuram Dist					
10	<u>House keeping</u>	Alathur Factory at Kanchipuram Dist. Men Worker - 4 } 13 Women Worker - 9 }					
		Chennai Head Office - 4					
11	<u>Gardener</u>	Alathur Factory at Kanchipuram Dist Men Worker - 2					
		Chennai Head Office Men Worker - 1					
12	Mechanical Maintenance (Fitter)	I.T.I Certificate - 2 Fitter/Welder/Plumber for Alathur Factory at Kanchipuram Dist					
13	Electrical Maintenance (Electrician)	I.T.I Certificate - 1. Electrician for Alathur Factory at Kanchipuram Dist					

14	Mechanical Supervisor	Diploma in Mechanical Engineer -1 for Alathur Factory at Kanchipuram Dist					
15	Driver	Driving License holder - 3 for Alathur Factory at Kanchipuram Dist					
16	Pharmacognosy / Botany /Lab Assistant,	B.Sc (Botany/Pharmacognosy) - 1 for Alathur Factory at Kanchipuram Dist					
17	Chemistry / Lab Assistant	B.Sc (Chemistry/Biochemistry) - 2 for Alathur Factory at Kanchipuram Dist					
18	Microbiologist. Microbiology & Toxicology	M.Sc (Microbiology) – 1 for Alathur Factory, Kanchipuram Dist.					
19	Lab Attendant cum House Keeping	Women Workers - 1 for Alathur Factory at Kanchipuram Dist					
20	Office Assistant	Men Worker with 8 th Pass – 2 Chennai Head Office					
	Total					228	

Note:- Specify the Service Tax % (percentage) separately.

Date:.....

Signature of the Tenderer.

Place:.....

Name.....

Office Seal:.....

Designation.....

ENCLOSURE – I TO THE TENDER PRICE SCHEDULE**1. Worker Category / House Keeping / Gardener / Boiler Fireman (Men and Women):**

Educational Qualification: 8th passed.

Nature of Work : To attend packing of Medicines, loading and unloading, to assist in the production process like cleaning of Floor, Vessel & Toilet, Drying of Raw Drugs, Green Herbs, cutting, grinding of Herbs, Housekeeping, etc.

Age : 19 to 35 years.

Place of work : Factory at Alathur, Thirupporur, Kanchipuram District & Chennai.

2. Computer Operator/Tally Operator

Educational Qualification: + 2 passed (Preferably Any Degree)

Technical Qualification : Knowledge in Computer operation, such as MS Word, MS Excel, Tally, etc. is must. (Evidence shall be furnished).

Experience : Minimum two years experience.

Age : 20 to 35 years.

Place of work : Head Office at Chennai and Factory at Alathur, Thirupporur, Kanchipuram District.

3. Driver :

Educational Qualification: 10th passed.

Technical Qualification : Four Wheeler License (Light / Heavy) (Evidence shall be furnished).

Experience : Minimum two years experience.

Age : 20 to 35 years.

Place of work : Factory at Alathur, Thirupporur, Kanchipuram District.

4. Mechanical Maintenance (Fitter/Welder/Electrician)

Educational Qualification: 10th passed.

Technical Qualification : With ITI certificate holder

Experience : Minimum two years experience.

Age : 20 to 35 years.

Place of work : Factory at Alathur, Thirupporur, Kanchipuram District.

5. Machine Operator:

Educational Qualification: 10th passed. ITI Holder

Technical Qualification : With ITI certificate holder

Experience : Minimum two years experience.

Age : 20 to 35 years.

Place of work : Factory at Alathur, Thirupporur, Kanchipuram District.

6. Electrical Maintenance (Electrician)

Educational Qualification: 10th passed.

Technical Qualification : With ITI certificate holder

Experience : Minimum two years experience.

Age : 20 to 35 years.

Place of work : Factory at Alathur, Thirupporur, Kanchipuram District.

7. Mechanical Supervisor:

Educational Qualification: +2 Passed

Essential Experience : Minimum one year experience in Pharmaceuticals Laboratory

Nature of Work : To attend the Lab. Works under the control of the Quality Assurance Officer.

Age : 20 to 35 years.

Place of work : Factory at Alathur, Thirupporur, Kanchipuram District.

8.Boiler Operator:

Educational Qualification : ITI, B Certificate issued by the Govt. of Tamilnadu.

Experience : Minimum 5 years experience in maintenance of 2 Ton Boiler and above.

Age : 25 to 35 years.

Place of work : Factory at Alathur, Thirupporur, Kanchipuram District.

9.Packing Assistant:

Educational Qualification : + 2 and any above.

Experience : Minimum 2 years experience in any factory work.

Age : 25 to 35 years.

Place of work : Factory at Alathur, Thirupporur, Kanchipuram District.

10. Supervisor:

Educational Qualification: Any Graduate with Computer Knowledge.

Essential Experience : Minimum one year experience

Nature of Work : To attend the Supervisor work for the preparation of Medicine.

Age : 20 to 35 years.

Place of work : Factory at Alathur, Thirupporur, Kanchipuram District.

11. Pharmacognosy / Botany.

Educational Qualification: B.Sc (or) B.Sc. Botany/ Pharmacognosy with computer knowledge.

Experience : Quality Control Laboratory from reputed Pharmaceuticals.
With Computer Knowledge especially in MS Word, MS Excel, Power Point, Tally etc.

Age : 25 to 35 years.
Place of work : Factory at Alathur, Thirupporur, Kanchipuram District.

12. Microbiologist.

Educational Qualification: M.Sc (or) B.Sc. Microbiology with computer knowledge.
Experience : If under graduate Minimum Five years experience in Quality Control Laboratory / For Post graduate Two years experience in Quality Control Laboratory from reputed Pharmaceuticals. With Computer Knowledge especially in MS Word, MS Excel, Power Point, Tally etc.

Age : 25 to 35 years.
Place of work : Factory at Alathur, Thirupporur, Kanchipuram District.

13..Chemist

Educational Qualification: B.Sc. Chemistry / Biochemistry with computer knowledge.
Experience : Quality Control Laboratory from reputed Pharmaceuticals. With Computer Knowledge especially in MS Word, MS Excel, Power Point, Tally etc.

Age : 25 to 35 years.
Place of work : Factory at Alathur, Thirupporur, Kanchipuram District.

14. Lab. Attendant:

Educational Qualification: +2 Passed with Science subject.
Essential Experience : Minimum one year experience in Pharmaceuticals Laboratory
Nature of Work : To attend the Lab. Works under the control of the Quality Assurance Officer.

Age : 20 to 35 years.
Place of work : Factory at Alathur, Thirupporur, Kanchipuram District.

15. Junior Assistant

Educational Qualification: Any Degree
Technical Qualification : Knowledge in Computer operation (Evidence shall be furnished).
Experience : Minimum two years experience.
Age : 20 to 35 years.
Place of work : Head Office at Chennai and Factory at Alathur, Thirupporur, Kanchipuram District.

16. Office Assistant

Educational Qualification: 10th Passed
Technical Qualification : Write & Read in English & Tamil..
Age : 20 to 35 years.
Place of work : Head Office at Chennai.

ANNEXURE – I
FORM OR CERTIFICATE OF SERVICE TAX VERIFICATION TO BE PRODUCED BY AN APPLICANT FROM THE
CONTRACT OR OTHER PATRONAGE AT THE DISPOSAL OF THE GOVERNMENT.

(Name of the State)

(To be filled up by the applicant)

1. Name or style in which the applicant is assessed or assessable to Service Tax Assessee or assessment.
2. a. Name and address of all companies, firms or associations or persons in which the applicant is interested in his individual or fiduciary capacity.
- b. Places of business of the applicant (All places of business should be mentioned).
3. The Districts, Taluks and divisions in which the applicant is assessed to Sales Tax (All the places of business should be furnished).
4. a. Total contract amount or value of patronage received in the preceding three years. 2011-2012, 2012-2013 & 2013-2014.
- b. Particulars of Sales – Tax for the preceding three years.

Year	Total T.O Be assessed Rs.	Total Tax assessed	Total Tax Paid Rs.	Balance Due Rs.	Reasons for balance Rs.
2011 - 2012					
2012 - 2013					
2013 - 2014					

- c. If there has been no assessment in any year, whether returns were submitted any, if there were, the division in which the returns were sent.
- d. Whether any penal action or proceeding for the recovery of Sales Tax is pending.
- e. The name and address of Branches if any:

I declare that the above information is correct and complete to the best of my knowledge and belief.

Signature of the applicant:

Address:

Date:

(To be filled up by the Assessing Authority)

In my opinion, the applicant mentioned above has been / has not been/ doing everything possible to pay the tax demands promptly and regularly and to facilitate the completion of pending proceedings.

Date Seal : Deputy / Asst. Commercial Tax – Officer

Note : A separate certificate should be obtained in respect of each of the place of business of the applicant from the Deputy Commercial Tax Officer or Assistant Commercial Tax Officer having jurisdiction over that place.

ANNEXURE – II

DECLARATION - I

I do hereby declare that I will provide the services as per the instructions given / specification prescribed in this regard.

Signature of the Tenderer

Name in capital letters with Designation

ANNEXURE – III

DECLARATION - II

1. I / We enclose herewith Demand Draft / Bankers Cheque for Rs. _____/- towards Earnest Money Deposit.
2. I/We bind myself/ourselves to the conditions prescribed in the Tender Form.
3. I/ We the Tenderers agree to have the Earnest Money forfeited to Tamil Nadu Medicinal Plant Farms and Herbal Medicine Corporation Ltd. in case of my / our failure in full or part to undertake the contract upon the acceptance of this Tender.

Signature:

Designation:

Name of the Firm and Address

ANNEXURE – IV**UNDERTAKING**

We, M/s. _____ having our registered office at _____ agree that in the event of non fulfillment or non-observance of any of the condition stipulated in the contract and orders placed by M/s. Tamil Nadu Medicinal Plant Farms and Herbal Medicine Corporation Limited, having their office at Anna Hospital Campus, Arumbakkam, Chennai – 106, under this tender for the provision of manpower tendered, we shall pay penalty as per Tender conditions or an amount equal to the actual loss incurred by the Tamil Nadu Medicinal Plant Farms and Herbal Medicine Corporation Limited consequent on such breach of contract, whichever is higher.

Date: _____

Signature: _____

Place: _____

Name: _____

Office Seal:

Designation: _____

ANNEXURE – V

DETAILS OF THE AGENCY

Name of the Tenderer & Full Address :

Phone No :

Fax :

E-mail :

VAT No. :

CST No. :

Signature: _____

Name: _____

Designation: _____

TENDER AGREEMENT

THIS INDENTURE made this the _____ day of _____ 2015 at Chennai between the Tamil Nadu Medicinal Plant Farms & Herbal Medicine Corporation Limited/Public Sector Undertaking of Government of Tamil Nadu having its registered office at "Aringnar Anna Government Hospital of Indian Medicine Campus", Arumbakkam, Chennai – 600 106, represented by its Chairman & Managing Director herein after called the "SERVICE RENDER" (which expression shall unless repugnant to the context or assignees) of the one part and _____ M/s. _____ having its Registered Office at _____ represented by its Appropriate Authority here in after called the "VENDOR" (which expression shall unless repugnant to the context or meaning there of be deemed to mean and include its successors or assignees) of the other part.

THIS AGREEMENT is valid from _____ to _____ only, unless specifically extended by Tamil Nadu Medicinal Plant Farms and Herbal Medicine Corporation Limited.

WHERE AS the Corporation service render offered to engage the service of person, as detailed in the Schedule.

AND

"WHERE AS" the Vendor has agreed to supply the said persons, subject to the conditions set forth in the Tender - Terms and conditions and specifications, as agreed to which reference to the work orders being issued from time to time, forming part of the tender contract where in referred to as the said conditions, to the satisfaction of the service renderer or Corporation.

NOW it is hereby agreed as follows:

1. Time shall be considered as the essence of this Agreement and the Vendor here by agrees to supply person as per the delivery schedule stipulated by the service renderer.
2. The said condition as contained in the work orders which is constructed as Schedule forming part of this agreement and the vendor herein it will strictly abide the conditions and stipulations and perform their respective obligations under the agreement.
3. In the event of the non-fulfillment or non-observance of any of the said conditions, stipulated in the work orders which form part of this agreement, the Vendor shall pay a sum, equivalent to the actual loss incurred by the service renderer or Corporation, consequent on such breach of the agreement.
4. The Disputes, differences, claims and questions, not covered by the Terms & Conditions which may arise during the subsistence of this agreement or supplemental agreement between the service renderer and Vendor touching any matter covered by this agreement shall be referred to the arbitrator, in accordance with the Provisions of the Arbitration and conciliation Act 1996 and the rules framed there under and, subsequent amendments, only
5. (a) If the vendor does not fulfill or supply the requirement of person within the specified time limit of the work order, the service renderer or Corporation has got the right to claim the loss, damages, compensations, cost, expenses and all the charges with interest at 22.5% per annum at the risk and cost of the defaulting vendor and the service renderer or Corporation shall also be at liberty to cancel that work orders and to make alternative arrangements from such other sources as may be possible and to recover the difference in cost of procurement from the said Vendor.
 - (b) Where there is no such loss, the service renderer or Corporation is at liberty to impose penalty as follows:
 - (c) In case of the Small Scale Industries those exempted from payment of EMD fail to adhere to the Terms and conditions of the tender, the firm will be disqualified to participate in the tender for the next five years.
6. Only the Courts in Chennai shall have jurisdiction in respect of the award claims, arising out of the Agreement.
7. The service renderer or Corporation is entitled to terminate the agreement at any time for violation of the terms & conditions stipulated here in.
8. EMD remitted by the successful tenderer will be adjusted against security deposit till the entire transaction is over. The

Vendor should remit the Security Deposit of 5% of the value of the Tender offered. The Earnest Money Deposit / Security Deposit thus remitted will attract no interest whatsoever. The earnest Money Deposit / Security Deposit will be forfeited for non-fulfillment of the conditions of the purchase order resulting in loss or damages to the service renderer or Corporation notwithstanding the conditions in clauses 5(1) to 5(7) & 6(1) to 6(5). If any defectiveness in providing person supplied / noticed the value of the same would be deducted from the payment of the bill.

- 9. The service renderer or Corporation will take all efforts to settle the bills of the Vendor within the stipulated period. In case of delay due to unavoidable circumstances, the Vendor is not entitled to claim any interest for belated settlement.
- 10. If the Manpower provided are found at any time that they do not confirm to the quality parameters prescribed in the work order the Vendor shall remove such person within the prescribed time limit specified in the Tender – Terms & Conditions.
- 11. Any other clauses found in the Tender - Terms and Conditions supplied along with tender documents, but not included in this agreement shall also form part of this agreement. **(Ref.No. 459/Tam/Estt/OT/2015)**. Therefore Tender Form Price Schedule, Schedule of Requirements, Specifications, Tender Terms & Conditions and Notification of Tender Award shall be deemed to form and be read and constructed as part of this agreement.

IN WITNESS whereof the parties here to have set their hands on this day, month and year first above written in the presence of

Signature:
Vendor (Contractor)

Signature:
Render (Service Utilizer)

Name: _____
Address:

for Tamil Nadu Medicinal Plant Farms and Herbal
Medicine Corporation Ltd Arumbakkam,
Chennai– 106

WITNESS

1. _____

2. _____

Cover "A"

ANNEXURE – VII

CHECK LIST

S. No	DESCRIPTION	Page No		Remarks
		From	To	
1	EMD in the form of DD shall be kept in an envelope, NSIC certificates may be enclosed for exemption			
2	SSI/ NSIC/DGSD Certificate.			
3.	a. Documentary evidence for the Constitution of the firm. b. Documentary evidence like work order/Agreement of the client to be enclosed for the 3 years experience.			
4.	The Tenderer should furnish proof for their activities for payment of ESI & EPF of the concern unit.			
5.	Authorization letter nominating a responsible officer of the organization with authority to transact business.			
6.	List of Items quoted			
7.	Copies of Balance Sheet and Profit Loss account for last three years.			
8.	I.T. Assessment order for previous Three years or for completed years or SARAL copies			
9.	True copy of Service Tax Registration Certificate			
10.	Tender Terms & Conditions duly signed by the Tenderer.			
11.	Annexure – I (Service Tax Certificate) OR copy of the Return filed for the last 3 months.			
12.	Annexure – II (Declaration – I)			
13.	Annexure – III (Declaration – II)			
14.	Annexure – IV (Undertaking)			
15.	Annexure - V – (I) (Details of Agency)			
16.	Annexure-VI- TENDER AGREEMENT			

Note:

The bidder shall submit the above documents failing which the tender documents are liable for rejection. Please Enter page Number only.

Signature: _____



**TAMIL NADU MEDICINAL PLANT FARMS & HERBAL
MEDICINE CORPORATION LTD.
(A GOVERNMENT OF TAMIL NADU UNDERTAKING)
CIN: U93090TN1983SGC010336**

ANNA HOSPITAL CAMPUS, ARUMBAKKAM, CHENNAI-600 106

Regd.Office : ANNA HOSPITAL CAMPUS,
ARUMBAKKAM, CHENNAI-600 106.

Telephone No. : 044 – 26216696.
Fax : 044 -- 26221484.
Web Site : www.tampcol.in
e.mail : tampcolho@gmail.com