

**Tamil Nadu Arasu Cable TV Corporation Limited
(TACTV)**

(A Government of Tamil Nadu Undertaking)



TENDER DOCUMENT

**TENDER FOR THE APPOINTMENT OF MANPOWER
AGENCY FOR PROVIDING MANPOWER ON
OUTSOURCING BASIS FOR A PERIOD OF 3 YEARS**

TENDER REFERENCE No. TACTV/Manpower/RC/4/2018

SL. No. :

ISSUED TO :

RECEIPT No. & DATE :

TENDER CLOSING DATE : 22.10.2018 – 3.00 P.M.

TENDER OPENING DATE : 22.10.2018 – 3.30 P.M.

COST OF TENDER DOCUMENT : Rs 500/-

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IMPORTANT NOTICE

This tender procedure is governed by the Tamil Nadu Transparency in Tenders Act, 1998 and the Tamil Nadu Transparency in Tender Rules, 2000 as amended from time to time. In case of any conflict between the terms and conditions in the tender document and the Tamil Nadu Transparency in Tenders Act, 1998 and The Tamil Nadu Transparency in Tender Rules, 2000 the Act and Rules shall prevail.

1. PREAMBLE

Tamil Nadu Arasu Cable TV Corporation Ltd (TACTV), is a Government of Tamil Nadu undertaking, incorporated under the Companies Act, 1956 with an aim to provide high quality cable signals to the public through Local Cable Operators at an affordable cost. The service provided by the TACTV is welfare step taken by the Government in the interest of the public and Cable TV operators. The subscriber base of TACTV is around 70.52 Lakhs.

Government of Tamilnadu has now mandated TACTV to operate Common Service Centre (CSC) in all blocks of Tamilnadu with an objective of making it available of government services to the common man at affordable cost. Accordingly, TACTV has established CSC in 65 locations in Tamil Nadu.

TACTV requires manpower for its operations at various locations in Tamil Nadu. In this context, TACTV proposes to appoint a manpower agency for providing the required manpower on outsourcing basis for a period of 3 years under “Piece Work Contract” system. Accordingly, TACTV invites sealed tenders from reputed manpower agencies in “Two Cover System” for the selection and appointment of suitable agency through transparent bidding process. The Tender notification has been published fixing the date of opening of tender as 22.10.2018.

2. SCOPE OF WORK

- (a) The agency should provide manpower for various categories such as Data Entry Operators, Account Assistants, Technical Support or any other category of manpower as may be required by TACTV on full time basis for a period of 3 years.
- (b) The qualification, experience and responsibilities, Salary, etc for each position will be provided by TACTV at the time of notification of requirement.
- (c) The agency should depute the required manpower within 30 days from the date of notification of requirement by TACTV.
- (d) The deployment shall be anywhere in the State of Tamil Nadu.
- (e) TACTV has the right to terminate any deployed person for poor performance, misconduct, etc
- (f) 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.

3. NUMBER OF PERSONS REQUIRED AND SALARY and estimated approximate value of the Contract:

The indicative number of persons in **various categories is estimated around 2000** and the minimum salary is Rs.8000 per month per person. The estimated approximate value of the Contract is Rs.2 crores per month. The number of persons is only indicative which may vary based on the actual requirement and the selected agency is expected to provide any number of persons in any category. The selected agency should not collect any payment on whatever name (registration fee, training fee, deposit etc.,) from the deployed persons. If the collection of payment from the deployed persons is established, an amount equivalent to 5 times of the payment collected from the deployed persons will be deducted from monthly service charges payable to the agency

4. COMPETENCY TEST

TACTV will conduct a competency test for selecting the suitable candidates. The selected agency will have to arrange eligible candidates in the ratio of 1:3 to appear for the competency test that will be conducted by TACTV. For this purpose, a Committee comprising the district level representative of TACTV, ELCOT, TNEGA and NIC has been formed. This committee will conduct the test that will be prescribed by TACTV based on the need of skills for the posts concerned. The test may be of objective type questions or speed test on data entry etc. List of shortlisted candidates will be given to the selected agency who in turn shall issue appointment orders to them. This process will be applicable for all the posts that are proposed to be filled up through the outsourcing agency. If all the candidates sent by the agency do not qualify the benchmark set by the Committee, the agency should forward a fresh list of candidates. 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, <ul style="list-style-type: none"> • Registered Partnership deed
(b)	The tenderer should have at least 5 years of experience (as on 30 th July 2018) in the business of supply of manpower on outsourcing basis in the area of IT, IT services, Communication, Technical support, etc.	(i) List of clients to whom manpower already deployed and being deployed as per Annexure - III. (ii) Work order/ work completion certificate issued by the clients.
(c)	The tenderer should have successfully provided manpower on outsourcing basis (completed as well as ongoing) to at least 1 Government organization and such other private organization in the last 5 years (as on 31 st July 2018).	(i) Work order issued by the clients. (ii) Work completion certificate issued by the clients (for the completed assignments). (iii) GST paid details.
(d)	The tenderer should have at least 2000 persons in its roll (to cater to the requirement of TACTV (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/ Work Order issued by the clients in support of persons deployed.
(e)	The tenderer should have reported an Average Annual Turnover of Rs.10.00 Crore in the last three consecutive financial years i.e. 2014-15, 2015-16 and 2016-17 (or) 2015-16, 2016-17 and 2017-18.	(i) The average annual turnover statement duly certified by Chartered Accountant as per Annexure V. (ii) The Annual Report/ certified copies of Balance Sheet, Profit & Loss statement along with schedules for the last 3 consecutive financial years.
(f)	The tenderer should have full-fledged permanent office in Chennai.	(i) Chennai office address. (ii) Alternatively, the tenderer should give an undertaking that full-fledged office will be established in Chennai within 10 days from the date of receipt of Letter

Clause	Qualification Criteria	Supporting Document
		of Acceptance.
(g)	The tenderer should be registered with GST department	Copy of GST Registration certificate.
(h)	The tenderer should have PAN number issued by Income Tax Department.	Copy of PAN allotment Certificate/ PANCARD issued by Income Tax Department.
(i)	The tenderer should not have been blacklisted for supply of any items or services to TACTV or any other Government agency.	The declaration form as per Annexure VI.

6. LANGUAGE OF THE TENDER

The Tender prepared by the Tenderer as well as all correspondences and documents relating to the Tender shall be in English language only. If the supporting documents are in a language other than English/Tamil, the notarized translated English version of the documents should also be enclosed. Tender received without such translation copy will be rejected.

7. PURCHASE OF TENDER DOCUMENTS

- (a) The tender document shall be obtained from Tamil Nadu Arasu Cable TV Corporation Limited (TACTV), 34 /123, 6th Floor, Dugar Towers, Marshalls Road, Egmore, Chennai - 600 008 on payment of Rs.500/- Payable as Demand Draft drawn on any Indian Nationalised/ Scheduled Commercial Bank in favour of "Tamil Nadu Arasu Cable TV Corporation Limited" payable at "Chennai" or it can be downloaded from www.tactv.in and www.tenders.tn.gov.in at free of cost. For the downloaded tender document, the Tenderer need not enclose the tender document cost but should give a declaration for not having tampered the Tender document downloaded.
- (b) The tender document can be purchased on all working days between 11.00 AM and 03.00 PM from 19.9.2018 to 17.10.2018.

8. PREBID MEETING

There will be a pre-bid meeting on 1.10.2018 at 3.00 P.M. in the Head Office of TACTV, 34/123, 6th Floor, Dugar Towers, Marshalls Road, Egmore, Chennai - 600 008 during which the prospective tenderers can get clarifications about the tender. The tenderers shall send their queries in writing if any so as to reach TACTV at least two days prior to the pre-bid

meeting date. The tenderers may also check www.tactv.in and www.tenders.tn.gov.in for up to date information like change in date / venue etc., of pre-bid meeting as TACTV may not be able to identify and communicate with the prospective bidders at this stage. Non attending of pre-bid meeting is not a disqualification.

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 Arasu Cable TV Corporation Limited (TACTV), 34 /123, 6th Floor, Dugar Towers, Marshalls Road, Egmore, Chennai - 600 008”. The Managing Director will review the same, and where information sought is not clearly indicated or specified in the tender documents, will issue a clarifying bulletin to all those who have purchased the tender documents and will also upload such clarification on www.tactv.in and www.tenders.tn.gov.in. The Managing Director will neither make nor be responsible for any oral instructions. Request for clarification should be brought to the notice of the Managing Director, in writing, before 48 hours of the opening of the tender.

10. AMENDMENT OF TENDER DOCUMENT

TACTV 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 communicated to all the tenderers who had purchased the tender documents and also will be uploaded on www.tactv.in and www.tenders.tn.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 OF TENDER IN TWO COVER SYSTEM

- (a) Every page of the terms and conditions of the tender document should be signed and enclosed with the tender, in token of having accepted the tender conditions. Failing which the tender will be rejected summarily.

- (b) Tenders should be submitted in two parts:
 - a) Part I will cover technical bid and
 - b) Part II will cover price 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) Tenderers are requested to submit Part I and Part II in a separate sealed cover superscripting as Part I and Part II respectively. These two Parts namely Part I and Part II must be placed in a separate sealed cover superscripted as “Tender for the appointment of manpower agency for providing manpower on outsourcing basis for a period of 3 years” and addressed to “The Managing Director, Tamil Nadu Arasu Cable TV Corporation Limited (TACTV), 34/123, 6th Floor, Dugar Towers, Marshalls Road, Egmore, Chennai - 600 008”, containing the name and address of the Tenderer. Tenders submitted with unsealed cover would summarily be rejected.
- (e) Tenders should be dropped only in the tender box kept at “Tamil Nadu Arasu Cable TV Corporation Ltd.34/123, 6th Floor, Dugar Towers, Marshalls Road, Egmore, Chennai 600 008” on or before 3.00 PM on 22.10.2018”. Tenders will not be received by hand.
- (f) Alternatively, the tenders can be submitted through registered post so as to reach the above address on or before 3.00 PM on 22.10.2018. Tenders received after the specified time will not be considered and TACTV will not be liable or responsible for any postal delays.
- (g) A tender once submitted shall not be permitted to be altered or amended.

13. EARNEST MONEY DEPOSIT

- (a) The Tender should be accompanied by an Earnest Money Deposit (EMD) to the value of Rs.2,00,000/- (Rupees Two Lakh only) in the form of a Demand Draft or Banker’s cheque drawn on any Indian Nationalised/Scheduled Commercial Bank in favour of “Tamil Nadu Arasu Cable TV Corporation Limited”, payable at Chennai. The EMD in any other form will not be accepted. The Earnest Money Deposit will be returned to the unsuccessful Tenderers.
- (b) The Earnest Money Deposit will be retained in the case of successful Tenderer and it will not earn any interest and will be dealt with, as provided in the terms and conditions of the tender.
- (c) Any request of the Tenderer, under any circumstances claiming exemption from payment of EMD will be rejected and their Part II price offer will not be opened.

- (d) The amount remitted towards EMD is liable to be forfeited in case the Tenderer fails to execute the contract after submission of the tender or after acceptance of the offer by TACTV or fail to sign the Agreement or to remit the Security Deposit.

14. VALIDITY

The rate quoted in the Tender should be valid for the acceptance by the TACTV for a minimum period of **180 days** from the date of opening of the Tender. The accepted rate is valid during entire contract period. Escalation in the rates will not be entertained under any circumstances.

15. OPENING AND EVALUATION OF THE TENDER

- (a) The tenders received upto 3.00 PM as per the office clock on 22.10.2018 will be taken up for opening. Tenders received after specified date and time will not be accepted. The Tender will be opened by the Managing Director of Tamil Nadu Arasu Cable TV Corporation Limited or by the Person/Committee authorized by him at 03.30 PM on the same day in the presence of the available Tenderers/ representatives of the Tenderers who choose to be present. The Tenderers or their authorized agents are allowed to be present at the time of opening of the tenders.
- (b) The Managing Director of Tamil Nadu Arasu Cable TV Corporation Limited or Person/Committee authorized by him will inform the attested and unattested corrections, before the Tenderers and sign all such corrections in the presence of the Tenderers. If any of the Tenderers or agents are not present then, in such cases the Person/Committee will open the tender of the absentee Tenderer and take out the unattested corrections and communicate it to them. The absentee Tenderer should accept the corrections without any question whatsoever.
- (c) If the date fixed for opening of the tender happens to be a Government holiday, the sealed tenders will be received up to 3.00 PM on the next working day and opened at 03.30 PM on the same day.
- (d) The Technical bid will be evaluated by the Committee of TACTV in terms of the qualification Criteria. The Committee reserves the right to disqualify any of the tender in case the Committee is not satisfied with the documents furnished, including the past performances

- (e) TACTV may arrange for field inspection to verify their pre-qualifying conditions before opening of Part II cover and in case if any failure to satisfy the requirements, their Tender will be rejected and their Part-II Cover will not be opened.
- (f) The Tenderers declared as qualified by the Committee, will be informed the date of opening of Part II (Price bid).

16. PRICE OFFER

- (a) The Price bid should be kept only in the Part II cover.
- (b) The price bid should be prepared as per Annexure-IX.
- (c) The rate should be quoted as percentage of salary fixed by TACTV for the category manpower to be deployed, exclusive of GST. TACTV will pay the applicable GST. The rate quoted by the Tenderer shall remain same for all the positions during the entire period of contract.

17. AWARD OF CONTRACT

- (a) The tenderer who has quoted lowest percentage of salary as service charges will be declared as L1 and called for rate negotiations.
- (b) Upon finalization of rate, TACTV will issue the Letter of Acceptance (LoA) to the L1 bidder.
- (c) However, TACTV may also award the contract to Other Technically Qualified Tenderers who are matching the negotiated price of L1 bidder, in accordance with Tamil Nadu Transparency in Tenders Act, 1998 read with the Tamil Nadu Transparency in Tenders Rules, 2000.
- (d) TACTV reserves the right to vary the quantity finally ordered to the extent of 25% either way of the requirement indicated in the tender document.

18. SECURITY DEPOSIT

- (a) On receipt of the Letter of Acceptance from the TACTV, the successful Tenderer should remit a Security Deposit (SD) of Rs.10,00,000/- (Rupees Ten Lakh only) in the form of a Demand Draft or Banker's cheque drawn on any Indian Nationalised/Scheduled Commercial Bank in favour of "Tamil Nadu Arasu Cable TV Corporation Limited",

payable at Chennai, within 5 (five) working days from the date of receipt of letter of acceptance. The EMD shall be adjusted with the Security Deposit.

- (b) Any other amount pending with TACTV 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.

19. 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.

20. PAYMENTS TO THE DEPLOYED PERSONS

Salary for each position of manpower to be deployed will be fixed by TACTV from time to time. The amount includes PF, ESI and other statutory payments. The selected agency should pass it on the entire amount to deployed person and should produce proof of payment to the complete satisfaction of TACTV. The Agency should release salary to the deployed persons within 3 days from the date of receipt of attendance work sheet. The applicable GST will be paid by the TACTV.

21. PAYMENT TERMS

- (a) Separate claims are to be raised for the Salary of the deployed person 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 TACTV 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. If the number of days worked in a month is less than the working days after adjusting Sundays, list of holidays approved by TACTV and paid holidays, the payment will be considered on pro rata basis.

- (c) The claim should be supported with the proof of payment of salary approved by the TACTV to the persons deployed.
- (d) The payment will be made upon verification of biometric attendance/work sheet of the persons deployed and payment of the statutory dues by the tenderer.
- (e) The payment will be made by TACTV within 15 days of submission of claims.

22. PENALTY

- (a) Failure to depute the manpower within 30 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 within 6 month 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. This would involve a penalty of One month approved cost for such persons/positions. 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.

23. TERMINATION OF CONTRACT

TACTV 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.

24. GENERAL CONDITIONS

- (a) Conditional Tender in any form will not be accepted.
- (b) Any notice regarding any problems, to the tenderer shall deemed to be sufficiently served, if given in writing at his usual or last known place of business.
- (c) TACTV reserves the right to split the tender and award it to more than one manpower agency.
- (d) TACTV 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 TACTV and TACTV reserves the right to accept or reject any or all of the tenders in full or in parts without assigning any reason whatsoever.
- (f) After acceptance of the tender by TACTV, the tenderer will have no right to withdraw his tender.

- (g) The Tenderer shall not off load either full or part of the work to other agency.
- (h) In the course of discussion and instruction TACTV may disclose information of confidential and proprietary nature relating to its products, knowhow, to the Tenderer. Such information shall be considered as confidential.

25. TACTV reserves the right to accept or reject any or all the tenders in part or in totality or to negotiate with any or all the tenderers or to withdraw/ cancel/ modify this tender without assigning any reason whatsoever.

26. 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 TACTV/ Tenderer to an Arbitrator who shall be selected by the Tenderer from the panel of Arbitrators approved by TACTV and communicate the same within 15 days, from the date of receipt of the letter from the TACTV along with the panel. If there is no reply from the Tenderer within 15 days, TACTV 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 TACTV and the Tenderer.
- (b) The venue of the Arbitration shall be at the Head office of the TACTV, 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.

27. 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

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,
Tamilnadu Arasu Cable TV Corporation Limited (TACTV),
34 /123, 6th Floor, Dugar Towers,
Marshall's Road, Egmore,
Chennai - 600 008

Sir,

Sub: Tender for the appointment of manpower agency for providing manpower on outsourcing basis for a period of 3 years – Submission of Part I –Reg .

Ref: Your Tender Notice _____ dated _____

With reference to your tender notice, we submit herewith our sealed tender for the providing manpower for various functions on outsourcing basis for a period of 3 years as specified by TACTV in this tender document.

We enclose the following documents:

- 1) Tender conditions duly signed in each page and enclosed in token of accepting the Tender conditions.
- 2) Demand Draft or Banker's Cheque for Rs.2,00,000/- (Rupees Two Lakhs only) towards EMD (DD/ Banker's Cheque No. _____ dated _____ drawn on _____ Bank in favour of "Tamilnadu Arasu Cable TV Corporation Limited", payable at Chennai).
- 3) Letter of Authorization for authorized signatory from the tenderer organisation.
- 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 3 preceding financial years duly certified by a Chartered Accountant (as per Annexure-V).
- 8) Declaration for not having black listed either by TACTV or by any other Govt. agencies (as per Annexure-VI).
- 9) Declaration for not having tampered the Tender documents downloaded from the websites www.tactv.in and www.tenders.tn.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) The work order/ work completion certificate issued by the clients
- 14) The Annual Report / certified copies of Balance Sheet, Profit & Loss statement along with schedules for the last 3 consecutive financial years i.e. FY 2014-15, 2015-16, 2016-17 or 2015-16, 2016-17 & 2017-18. Copy of GST Registration certificate.
- 15) Copy of PAN allotment Certificate/ PANCARD issued by Income Tax Department.
- 16) Latest I.T return.
- 17) Latest GST Clearance Certificate.
- 18) Notarized translated English version of the documents in a language other than English/Tamil, if any.
- 19) Proof of Remittance of PF.

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	Proprietorship/partnership/Pvt. Limited/Public Limited/others(Pl. mention)
10. Addresses of Offices located in Tamilnadu along with phone number, fax and email.	1. Chennai: (Please enclose a separate sheet incase more than one office in Tamilnadu)
11. Total number of persons on the roll	Already deployed: Available for deployment:
12. Brief profile of the tenderer	
13. GST Registration Number	
14. PAN Number	
15. PF Registration Number	

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					
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ANNEXURE – IV

LIST OF EMPLOYEES ON THE ROLL

Minimum 2000 persons (Both already deployed and available for deployment)

ALREADY DEPLOYED

Sl.No	Name	Qualification	Experience	Functional Area	Client Organization

(Please enclose a Separate sheet)

AVAILABLE FOR DEPLOYMENT

Sl.No	Name	Qualification	Experience	Functional Area

(Please enclose a Separate sheet)

ANNEXURE – V

ANNUAL TURN OVER STATEMENT

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

S.no	Year	Turnover (Rs. in lakh)
1	2014-15	
2	2015-16	
3	2016-17	
4	2017-18	
	Total	
Average annual turnover		

Note: Average Turnover of any **three** consecutive financial years will be considered i.e. FY 2014-15, 2015-16, 2016-17 or 2015-16, 2016-17 & 2017-18.

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 Arasu Cable TV Corporation Limited (TACTV), 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 Tamilnadu Arasu Cable TV Corporation Limited (TACTV), for the tenders floated vide tender ref.no._____ for the appointment of manpower agency for providing manpower on outsourcing basis for a period of 3 years will complete the contract as per the tender conditions.

b) I/We have downloaded the tender document from the internet site www.tactv.in / www.tenders.tn.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 TACTV or prosecuted.

SIGNATURE OF THE TENDERER
(with seal and address)

ANNEXURE - VIII

BREAKUP OF SALARY in percentage of CTC for various Category:

Sl.No:	Category	CTC	Basic	DA	HRA	PF	ESI	Prof.Tax
1	e.g.DEO	8000						

ANNEXURE - IX
PART-II (Covering Letter)

From,

Name:

Address:

Ph:

Fax:

E-mail:

To,

The Managing Director,

Tamilnadu Arasu Cable TV Corporation Limited (TACTV),

34 /123, 6th Floor, Dugar Towers,

Marshall's Road, Egmore,

Chennai - 600 008

Sir,

Sub: Tender for the appointment of manpower agency for providing manpower for various functions on outsourcing basis for a period of 3 years - Submission of Part – II – Price Offer-Reg

Ref:- Our tender (Technical Bid) submitted today for “the appointment of manpower agency for providing manpower for various functions on outsourcing basis for a period of 3 years”

In continuation of our above tender, we submit herewith the price offer for “the appointment of manpower agency for providing manpower for various functions on outsourcing basis for a period of 3 years” as specified by TACTV in this tender document. We agree to abide by the terms and conditions stipulated by the TACTV and also agree to complete the entire contract, at the rates quoted by us. The rate quoted and approved by the TACTV in this tender will hold good as per TACTV tender conditions.

Yours faithfully,

SIGNATURE OF THE TENDERER

ANNEXURE –X
PRICE BID
FOR OUTSOURCING MANPOWER TO TACTV

Description	Service charges (as % of Salary fixed by TACTV for the manpower to be deployed exclusive of GST) (in Number and Words)
Service charge for the deployment of various categories of manpower as per the requirements of TACTV on outsourcing basis for a period of 3 years	

Notes:

1. The applicable GST will be paid by TACTV.
2. The entire approved salary against each position should be paid to the respective employee. The approved salary is inclusive of statutory payment Viz. PF, ESI, etc.
3. The Service Charge quoted by the Tenderer shall remain same for all the posts.
4. In case of discrepancy in the Service Charge between the Number and Words quoted by the Tenderer, the Service Charge quoted in Words will be taken for evaluation.

SIGNATURE OF THE TENDERER
(with seal and address)

ANNEXURE – XI
CHECKLIST OF DOCUMENTS

Documents to be enclosed in Part-I:

1. A covering letter on your letter head addressed to The Managing Director, Tamilnadu Arasu Cable TV Corporation Limited (TACTV), 34 /123, 6th Floor, Dugar Towers, Marshall's Road, Egmore, Chennai - 600 008 (as per Annexure-I)
2. Tender conditions duly signed in each page and enclosed in token of accepting the Tender conditions.
3. Demand Draft or Banker's Cheque for Rs.2,00,000/- (Rupees Two Lakhs only) towards EMD (DD/ Banker's Cheque No. _____ dated _____ drawn on _____ Bank in favour of "Tamilnadu Arasu Cable TV Corporation Limited", payable at Chennai).
4. Letter of Authorization for authorized signatory from the tenderer organisation.
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 3 preceding financial years duly certified by a Chartered Accountant (as per Annexure-V).
9. Declaration for not having black listed either by TACTV or by any other Govt. agencies (as per Annexure-VI).
10. Declaration for not having tampered the Tender documents downloaded from the websites www.tactv.in and www.tenders.tn.gov.in (Annexure-VII).
11. The copy of certificate of incorporation/registration.
12. Copy of Memorandum and Articles of Association.
13. Copy of Registered Partnership deed, in case of Partnership Firm.
14. The work order/ work completion certificate issued by the clients
15. The Annual Report / certified copies of Balance Sheet, Profit & Loss statement along with schedules for the last 3 consecutive financial years i.e. FY 2014-15, 2015-16 & 2016-17 or 2015-16, 2016-17 & 2017-18. Copy of Service Tax Registration certificate.
16. Copy of PAN allotment Certificate/ PANCARD issued by Income Tax Department.

17. Latest I.T return.
18. Latest GST Clearance Certificate.
19. Notarized translated English version of the documents in a language other than English/Tamil, if any.
20. Proof of Remittance of PF.

Documents to be enclosed in Part-II

1. A covering letter on the letter head addressed to The Managing Director, Tamilnadu Arasu Cable TV Corporation Limited (TACTV), 34 /123, 6th Floor, Dugar Towers, Marshall's Road, Egmore, Chennai - 600 008 (as per Annexure-VIII)
2. Price Bid as per Annexure-IX of the Tender document.

Note: Tenders submitted in unsealed cover would summarily be rejected.