

**Expression of Interest (Eoi) for
Selection of an Agency for the supply of labourers and supervisors for house-
keeping services in the Tamil Nadu Pollution Control Board, Corporate Office
and Annexe Building.**



Tamil Nadu Pollution Control Board

தமிழ்நாடு மாசு கட்டுப்பாடு வாரியம்

Eoi Ref No.TNPCB/Admin/A5/023678/2021, Dated:18.03.2025

ACRONYM

S.No	Abbreviation	Expansion
1.	EoI	Expression of Interest
2.	QCBS	Quality-cum-Cost Based Selection
3.	BoT	Build Operate Transfer
4.	TNPCB	Tamil Nadu Pollution Control Board
5.	MoEF & CC	Ministry of Environment, Forest and Climate Change
6.	GoI	Government of India
7.	EMD	Earnest Money Deposit
8.	PDF	Portable Document Format
9.	GST	Goods & Services Tax
10.	SOW	Scope of Work
11.	BOQ	Bill on Quantity
12.	PSU	Public Sector Undertakings
13	SD	Security Deposit

DISCLAIMER

The information contained in this Expression of Interest document (“Eol”) or subsequently provided to Bidder(s), whether verbally or in documentary or any other form by or on behalf of the Member Secretary, TNPCB, or any of their employees or advisors, is provided to Bidder(s) on the terms and conditions set out in this Eol and such other terms and conditions subject to which such information is provided.

This Eol is not an agreement and is neither an offer nor invitation by the MEMBER SECRETARY, TNPCB, to the prospective Bidders or any other person. The purpose of this Eol is to provide interested parties with information that may be useful to them in preparing their technical proposals and financial offers pursuant to this Eol.

This Eol includes statements, which reflect various assumptions and assessments arrived at by the **MEMBER SECRETARY, TNPCB**, in relation to the Assignment. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This Eol may not be appropriate for all persons, and it is not possible for the **MEMBER SECRETARY, TNPCB**, its employees or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this Eol. The assumptions, assessments, statements, and information contained in this Eol may not be complete, accurate, adequate or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements, and information contained in this Eol and obtains independent advice from appropriate sources. Information provided in this Eol to the Bidder (s) is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. **THE MEMBER SECRETARY, TNPCB**, accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

THE MEMBER SECRETARY, TNPCB, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Bidder or Bidders under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this EoI or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the EoI and any assessment, assumption, statement or information contained therein or deemed to form part of this EoI or arising in any way in this Bid State. **THE MEMBER SECRETARY, TNPCB** also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder upon the statements contained in this EoI. **THE MEMBER SECRETARY, TNPCB**, may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this EoI. The issue of this EoI does not imply that **THE MEMBER SECRETARY, TNPCB**, is bound to select a Bidder or to appoint the Selected Bidder and **THE MEMBER SECRETARY, TNPCB**, reserves the right to reject all or any of the Bidders or Proposals without assigning any reason whatsoever.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by **THE MEMBER SECRETARY, TNPCB**, or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the Bidder.

INDEX

SECTIONS	PAGE NO.
I. Scope of Tender	7
II. Notice Inviting Tender	8
III. Special Instructions for submission of Technical Bids	10
IV. Instructions to the Bidders	11
4.1 General Instructions	11
4.2. Bid Document	12
4.3. Qualification Criteria	12
4.4. Preparation of Financial Bid	13
4.5. Submission of Bids	14
4.6. Change in Quantity	14
4.7 Pre-Bid Meeting	15
4.8. Opening of Bids	15
4.9. Other Terms & Conditions	15
4.10. Disqualification	16
4.11. Format and Signing of Proposal	17
4.12. Confidentiality	17
4.13. Conflict of Interest	17
4.14. Earnest Money Deposit	17
4.15. Withdrawal of Proposals	18
4.16. Negotiations	18
4.17. Award of Contract	18
4.18. Security Deposit	19
4.19. Execution of Agreement	19
4.20. Interpretation	20
4.21. Corrupt or Fraudulent Practices	20
4.22. Forfeiture of EMD	20
4.23. Breach of Contract	21
4.24. Force Majeure	21
V. Special Terms & Conditions of the Contract	23
5.1. Tentative Manpower Requirement	23
5.2. Obligation of the Tamil Nadu Pollution Control Board	24
5.3. Supply of Manpower	24
5.4. Nature of house-keeping services to be executed	26
5.5. Payment Terms	28
5.6. Liquidated Damages and Penalty	29
5.7. Termination for Default	30
5.8. Termination without Default	30
5.9. Disputes Resolution	30
5.10. Confidentiality	30
5.11. Liability of the Agency	31
VI. Schedule	32
6.1 Part – A Conditions	32
6.2 Part – B Conditions	36
VII. Letter of Tender	38
VIII. Technical Bid	40
IX. Statements and Declarations	42
X. Financial Bid	

DEFINITIONS

- a. "Tenderer / Bidder" means who makes a formal offer in pursuance of this tender.
- b. "Applicant" means a reputed national/international Company/ Firm having the requisite qualifications and experiences may download the EoI document from the website of TNPCB www.tnpcb.gov.in and apply for the same. The Applicant who succeeds in this EoI process shall also be referred to as "Agency".
- c. "Proposal Submission Date" means the prescribed last date for submission of the Proposal as provided in the Schedule for Submission of EoI.
- d. "TNPCB" means Tamil Nadu Pollution Control Board (TNPCB)
- e. "Authority", "Client" means TNPCB.
- f. "Successful Tenderer" means the Tenderer whose offer is accepted by the Tender Accepting Authority at the price arrived at by The Tamil Nadu Pollution Control Board, after negotiation with L1.
- g. "Day" means a calendar day
- h. "EoI" means Expression on Interest.
- i. "Cost" means the total cost to be incurred by the Tamil Nadu Pollution Control Board.

I. SCOPE OF TENDER

Supply of Labourers and Supervisors for house-keeping services in the Tamil Nadu Pollution Control Board, Corporate Office and Annexe Building located in No.76, Mount Salai, Guindy, Chennai-600032

The Tamilnadu Prevention and Control of Water Pollution Board was constituted by the Government of Tamilnadu on twenty seventh day of February, Nineteen eighty two (27-2-1982), The Tamil Nadu Pollution Control Board has proposed to outsource the supply of labourers and supervisors for house-keeping services in the Tamil Nadu Pollution Control Board, Corporate Office and Annexe Building located in No.76, Mount Salai, Guindy, Chennai-600032

The successful Tenderer shall supply the labourers and supervisors for house-keeping services in the Tamil Nadu Pollution Control Board, Corporate Office.

The Tamil Nadu Transparency in Tenders Act, 1998 and the Tamil Nadu Transparency in Tenders Rules, 2000 shall apply to this Tender.

II. NOTICE INVITING TENDER

Tenders are invited from the reputed manpower agencies for supply of labourers and supervisors for house-keeping services in the Tamil Nadu Pollution Control Board, Corporate Office and Annexe Building located in No.76, Mount Salai, Guindy, Chennai-600032

1.	Name of the work	Supply of labourers and supervisors for house-keeping services in the Tamil Nadu Pollution Control Board, Corporate Office and Annexe Building.
2.	Cost of Tender Document and availability	Tender document can be downloaded from the Tamil Nadu Pollution Control Board website https://tntenders.gov.in & www.tnpcb.gov.in at free of cost.
3.	Earnest Money Deposit (EMD)	Rs. 20,000/- (Rupees Twenty Thousand only). (Payment through etender website)
4.	Date of release of online EOI document	21.03.2025, 3.00 PM
5.	Pre-Bid Meeting	27.03.2025, 3.00 PM
6.	Last date for requesting clarifications	28.03.2025, 5.00 PM
7.	Last date for uploading addendum if any	31.03.2025, 11.00 AM
8.	Last date for online proposal submission	04.04.2025, 12.00 PM
9.	Date of opening of Technical Bids	04.04.2025, 03.00 PM
10	Date of opening of Financial Bids	07.04.2025, 12.00 PM
10.	Contract Period	One Year
11.	Criteria selection	Technical and Financial bids

Consortium bids are not acceptable. For all other conditions / instructions please refer bid document

The Tamil Nadu Pollution Control Board, shall not be responsible for any delay or any loss of Tenders in transit. The Tamil Nadu Pollution Control Board, reserves the right to amend or withdraw any of the Terms and Conditions in the Tender Document or to cancel / reject all the tenders received without giving any notice or assigning any reason.

The Tenderers are requested to view the above Websites for any changes / amendments / corrigenda in the Tender which may be issued up to 2 days before the last date for submission of the Tender.

III. Special Instructions for submission of Technical Bids

1. All pages of the Technical Bid should be signed by authorized signatory whose name should be communicated to The Tamil Nadu Pollution Control Board, with office seal without any omission.
2. The copies of performance certificates enclosed for the bids should be identified as the documents submitted by the bidder over the signature with office seal.
3. Any document / credential submitted without signature of authorized persons will not be considered for evaluation.
4. Bidder should produce the originals for the performance / client certificate for verification whenever required with the copies of those certificates enclosed along with the bid.
5. The downloaded documents shall be properly page numbered and submitted along with necessary documents free of cost.

IV. INSTRUCTIONS TO THE BIDDERS (ITB)

4.1. General Instructions:

- a. The Bidders are requested to go through the instructions, terms, conditions and specifications given in the Tender Document carefully. Omissions or Failure to furnish any or all the required information in the Tender Document shall result in rejection of their bid.
- b. The Technical Proposal along with submission letter and EMD shall be submitted to TNPCB.
- c. The proposals shall be signed and submitted by the Authorized Signatory of the Agency. The authorization shall be attached in the Technical Proposal and shall be in the form of a written power of attorney/board resolution or in any other form demonstrating that the representative has been dully authorized to sign.
- d. The selection would be subject to fulfilling the requirements of the Qualification Criteria. The Proposal will form part of the contract with the selected agency.
- e. The Agencies shall bear all costs associated with the preparation and submission of their proposals. The Member Secretary, TNPCB, is not bound to accept any or all proposals, and reserves the right to annul the selection process at any time prior to award of contract, without any liability to TNPCB.
- f. The Technical and Financial flow to be submitted by the Agency should be firm and valid for a period of 180 days from the last date of submission of the proposal.
- g. Applicants may seek clarifications on the guiding document, if any, at the time of pre bid meeting or before 5 calendar days from the due date of submission of the Proposals. Any request for clarification must be sent in writing to the Member Secretary TNPCB or to the email manager@tnpcb.gov.in.
- h. At any time before the submission of Proposals, the Member Secretary, TNPCB, may amend this document by issuing an addendum, which shall be binding on the agencies.

- i. The agencies shall acknowledge the conditions in this EoI and all subsequent amendments and submit along with their proposals duly signed. Therefore, the EoI document signed by the authorized signatory should be the part of the technical proposal.
- j. The Member Secretary, TNPCB, will select the agency based on the Technical and Financial bid.
- k. The selected firm may be invited for negotiations, if felt necessary by TNPCB.

4.2. Bid Document:

The Bid Document consists of the following

- i. Scope of Tender
- ii. Notice Inviting Tender
- iii. Special Instructions for submission of bids
- iv. General Instructions to the Bidders
- v. Special Terms & Conditions of the Tender
- vi. Letter of Tender
- vii. Technical Bid
- viii. Statements and Declarations
- ix. Price bid.

4.3. Qualification Criteria:

The bidders must fulfill the following eligibility conditions and also submit scanned copy of documentary evidence in support of fulfilling these conditions while submitting the Technical Bid. The Tamil Nadu Pollution Control Board will consider the Financial Bid of the tenderers who qualify in the Technical bid. For those tenderers who are not qualified in the Technical Bid, the Financial bid will not be considered for opening.

- a. The bidder should have registered the firm under Companies Act or similar acts of Government of India or Tamil Nadu. (A scanned copy of registration of the firm should be attached).

- b. The value of supply of labour for house-keeping by the bidder during the previous three financial years (2021 to 2023 - 24) shall not be less than Rs. 20 lakh per annum to Government and Government Organizations (Scanned copy of Client certificates with value of work done in each of the three years has to be attached. Client certificates from private sector will not be accepted. The tender will not be considered without the client certificate).
- c. The Bidder should have supplied at least 20 Persons, specifically for house-keeping, in each of the last three years in Govt. Departments /Government Undertakings situated in any of the four districts, namely, Chennai, Chengalpet, Kanchipuram, and Tiruvallur as on 31.12.2024. (Scanned copy of Client certificate, from Government and Government undertakings, should be attached. The tender will not be considered without the client certificate. The client certificate should indicate the number of labourers engaged and period of supply carried. Client certificate from private sector will not be accepted).
- d. The Bidder should have registered under various Statutory Acts like ESI, EPF Act, Labour Department and GST. (Scanned copy of the Registration certificates/ License obtained from the competent authority should be attached).
- e. The firm should be assessed for Income Tax, hence copies of IT returns filed for the last two assessment years, that is, for 2021-22 and 2022-23 scanned copy should be attached.
- f. Firms without scanned copy of documents mentioned in sections 4.3.(a) to 4.3.(e) will be rejected.

4.4. Preparation of Financial Bid:

- a. In preparing the financial bid, the Agencies are expected to consider the various requirement and conditions stipulated in this EoI document.
- b. The Financial bid shall contain the detailed break up of costs covering the total cost including GST /any other tax if applicable. The Financial bid shall be for an overall amount for the entire duration.

4.5. Submission of Bids

4.5.1 The Bidders are advised in their own interest to ensure that completed Proposals are submitted well before the dates and time stipulated in the document. The Authority shall not be responsible for any delay in submission of the proposal due to any reason whatsoever.

4.5.2 Prior to evaluation of Proposals, the Authority will determine whether each Proposal is responsive to the requirements of the EoI. The Authority may, in its sole discretion, reject any Proposal that is not responsive hereunder. A Proposal shall be considered responsive only if:

- a. The Technical Proposal is received in the forms specified in the EoI
- b. It is accompanied by the Power of Attorney provided in standard format
- c. It contains all the information (complete in all respects) as requested in the EoI
- d. It does not contain any condition.

4.5.3. The proposals will be opened by the Authorised Representative of the Authority as per schedule mentioned in EoI

4.5.4. Clarifications: Bidders requiring any clarification on the EoI and its terms and conditions may send their queries to the email id mentioned in the EoI so as to reach before the date mentioned in the Schedule of Selection Process. However, correspondence in this regard or delay in getting reply from The Tamil Nadu Pollution Control Board shall not be taken as an excuse for delayed submission of tender or non submission of tender.

4.6. Change in Quantity:

The requirement of personnel given in the Notice Inviting Tender is approximate and it is likely to vary. The Tamil Nadu Pollution Control Board, if necessary, at the time of placement of work order shall either increase or decrease the quantity mentioned in the tender.

4.7 Pre-Bid Meeting:

There will be a **Pre Bid meeting on 27.03.2025 at 3.00 P.M** in the Tamil Nadu Pollution Control Board, Chennai 600032. during which the prospective Tenderers may seek clarifications about the Tender. The Tenderers shall send their queries, if any, in writing so as to reach the Additional Manager(P&A), The Tamil Nadu Pollution Control Board at least two days prior to the date of Pre-Bid Meeting. The Tenderers shall view the Websites given in the Notice Inviting Tender for updated information like change in date / venue etc., of the Pre-Bid meeting as the Tamil Nadu Pollution Control Board may not be able to identify and communicate with the prospective Bidders at this stage. Failure to attend the Pre-Bid meeting is not a disqualification as it is optional. In response to the relevant query of the prospective Tenderer, clarification will be given through mail. Only the clarifications given in mail shall be valid.

4.8. Opening of Bids:

- a. The Technical Proposal shall be opened at the prescribed date and time and shall be evaluated for satisfactory compliance of qualifications and conditions.
- b. The Tamil Nadu Pollution Control Board will consider the Financial Bid of the tenderers who qualify in the Technical bid. For those tenderers who are not qualified in the Technical Bid, the Financial bid will not be considered for opening.

4.9. Other Terms & Conditions:

a) Right to accept / reject any applications.

The Member Secretary, TNPCB, reserves the right to accept or reject any or all Applications and to annul the qualification process at any time without any liability or any obligation for such acceptance, rejection, or annulment, without assigning any reasons.

b) Amendment of Eol document.

At any time, 48 hours prior to the deadline for submission of Applications, TNPCB may amend the Eol documents by issuing addendum or addenda including those issued after the pre bid conference. These addenda shall be posted at TNPCB website and shall be treated as a part of the Eol Documents.

c) The Member Secretary, TNPCB, may, at his discretion, extend the deadline for the submission of Applications.

4.10. Disqualification:

The following events and circumstances may result in disqualification of the applicant from the bidding process:

- a) Submission of Proposal after the Proposal Due Date.
- b) If the Proposal contains misleading or false representation in the forms, statements and attachments submitted in proof of the eligibility requirements.
- c) If the Proposal contains conditions other than the conditions mentioned in this document or any additional condition put in by the agency to the TNPCB.
- d) If the Proposal submitted is not accompanied by the required documentation will be considered non responsive.
- e) If the Agency is unable/fails to provide clarifications related to its Proposal.
- f) Agencies who attempt to influence the qualification or selection process shall be disqualified from the process at any stage.
- g) The Member Secretary, TNPCB, reserves the right to reject or disqualify the proposal, if any detrimental information becomes known after the Agency has been qualified.
- h) The Member Secretary, TNPCB, reserves the right to reject the Applicant, at the time, or at any time after such information becomes known.

- i) In case of such disqualification under any circumstances, the decision taken by the Member Secretary, TNPCB, shall be considered as final and binding.

4.11. Format and Signing of Proposal:

- a) The proposal should be short, concise & include all points indicated in the Document.
- b) The Proposal shall be typed and should be in English. Proposal in other language would not be accepted. The pages and volumes of each part of the Proposal shall be clearly numbered. The Proposal shall contain all the information required herein and references of previous submissions shall not be considered.

4.12. Confidentiality:

- a) Information relating to the examination, clarification, and evaluation of the Agency shall not be disclosed to any person not officially concerned with the process. The TNPCB representatives including its officials, directors, employees, and advisors will treat all information submitted as part of Proposal in confidence and would require all those who have access to such material to treat the same in confidence.

4.13. Conflict of Interest:

The agency shall not receive any remuneration in connection with the current assignment. The Agency and its affiliates shall not engage in any activities that conflict with the interest of the client.

4.14. Earnest Money Deposit:

- a) An Earnest Money Deposit (EMD) for the sum of Rs.20,000/- (Rupees Twenty Thousand only) shall be paid through etender website only. The EMD in any other form will not be accepted.

- b) Bids received without the specified Earnest Money Deposit shall be summarily rejected.
- c) Earnest Money Deposits of unsuccessful applicants shall be returned, without any interest, after the selection of an Agency or if the selection process is cancelled by the Client.
- d) The Earnest Money Deposit amount of the successful tenderer will not be adjusted against the Security Deposit (SD) payable for successful execution of the Contract and will be returned only after successful completion of the contract.

4.15. Withdrawal of Proposals:

No modification or substitution of the submitted Proposal shall be allowed. Agency may withdraw its Proposal after submission, provided that the written notice of the withdrawal is received by the Member Secretary, TNPCB, before the due date of submission of Proposals. The withdrawal notice shall be prepared in original only and each page of the notice shall be signed and stamped by the Authorized Signatories. The copy of the notice shall be duly marked "WITHDRAWAL". No withdrawal will be permitted if the withdrawal request was received by the Member Secretary, TNPCB, after the last date of submission of proposal.

4.16. Negotiations:

- b) Negotiations will be held with the L1 agency to improve other parameters.
- c) Negotiations will include a discussion on the Financial bid, work plan, staffing and any suggestions made by the Agency to improve the Terms of Reference.

4.17. Award of Contract:

Once the negotiation is finalized with the L1 agency, the successful bidder will be informed of the acceptance of the proposal and he will convey his acceptance within 7 days and will be expected to enter a written contract incorporating all the terms of the EoI within 10 days of such intimation.

4.18. Security Deposit:

- a) The Successful Agency shall, before entering into the contract, furnish a performance guarantee of 5% of the annual value quoted in the form of a bank guarantee for an amount or in the form of DD drawn on any Indian Nationalized/ Scheduled Commercial Bank in favor of "Tamil Nadu Pollution Control Board" payable at Chennai within 10 days from the date of receipt of letter of acceptance.
- b) The Security Deposit shall be released to the Contractor after the performance of the Contract in full without deficiency or default and to the entire satisfaction of the Tamil Nadu Pollution Control Board, The Security Deposit so held by the Tamil Nadu Pollution Control Board, shall not earn any interest till it is released to the Contractor. The release of the Security Deposit is subject to the forfeiture clauses in the Tender Document.

4.19. Execution of Agreement:

- a) The successful Tenderer shall execute the Agreement for the fulfillment of the Contract on a Non-Judicial Stamp Paper to the value of Rs.100/- within 15 days from the date of issue of the Letter of Acceptance (LOA) of the Contract. The Agreement shall be part and parcel of the Contract and binding on the Tamil Nadu Pollution Control Board and the Contractor. In case of any difference or contradiction in the recitals in the Tender Document and the Agreement, the recitals in the Agreement shall prevail over those in the Tender Document.
- b) The Contractor shall not assign or make over the Contract, the benefit or burden thereof to any other person or persons or Body Corporate for the
- c) The Security Deposit shall be forfeited if the Contractor fails to execute the agreement within the stipulated time or fails to perform the contract or part of the contract. The Security Deposit shall also be liable for forfeiture for violation of any of the tender conditions or for the failure to supply the manpower as required of goods in full properly and promptly.

4.20. Interpretation:

If any question / doubt arise with reference to the interpretation of any provisions of the Tender Document, the decision of the Tamil Nadu Pollution Control Board, shall be final and binding.

4.21. Corrupt or Fraudulent Practices:

The Member Secretary, TNPCB, requires that Applicants under this EoI observe the highest standard of ethics. In pursuance of this policy, no bidder shall engage in any corrupt practice or fraudulent practice.

- a) "Corrupt practice" means offering, giving, receiving, or soliciting of anything of value to influence the action of a public servant; and
- b) "Fraudulent Practice" means a misrepresentation of facts in order to influence the decision to award the contract and targeted stake holders and includes collusive practice among Applicants (prior to or after the bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Member Secretary, TNPCB, and targeted stake holders of the benefits of free and open competition.
- c) The Member Secretary, TNPCB will reject a bid for award of contract if It is determined that the Applicant recommended for award has engaged in corruptor fraudulent practices in competing for the contract in question.

4.22. Forfeiture of EMD:

The Member Secretary, TNPCB, will declare an Applicant ineligible, either indefinitely or for a stated period, to be awarded a contract / contracts, if it at any time determines that the Applicant has engaged in corrupt or fraudulent practices in competing for, or in executing the consultancy contract

- a) Failure by the Selected Agency to accept the order issued by the Client with respect to award of the Contract, within seven days stipulated time from the date of receipt of the order makes the EMD liable for forfeiture at the discretion of TNPCB. However, the Member Secretary, TNPCB, reserves its

right to consider at its sole discretion the late acceptance of the order by Selected Agency.

- b) Failure to execute the Contract within 15 days stipulated time of acceptance of the order by the Selected Agency makes the EMD liable for forfeiture at the discretion of TNPCB. In such a case, the Member Secretary, TNPCB, at its discretion may cancel the order placed on the Selected Agency without giving any notice.
- c) Failure to submit the performance guarantee within stipulated period from the date of execution makes the EMD liable for forfeiture. In such instance, the Member Secretary, TNPCB, at its discretion may cancel the order placed on the Selected Agency without giving any notice.

4.23. Breach of Contract:

Same as provided hereunder any activity in violation of this Contract to be executed shall be termed as breach of Contract.

4.24. Force Majeure:

The failure of a Party to fulfill any of its obligations shall not be a breach of or default in so far as such inability arises from an event of Force Majeure, provided that the Party affected by such an event has taken all reasonable precautions, due care and reasonable alternative measures, all with the objective of carrying out the terms and conditions of the Contract. In the event of a Force Majeure event, the parties shall take the following measures:

- a) A Party affected by an event of Force Majeure shall take all reasonable measures to remove such Party's inability to fulfill its obligations here under with a minimum of delay.
- b) A Party affected by an event of Force Majeure shall notify the other Party of such event as soon as possible, and in any event not later than fourteen (14) days following the occurrence of such event, providing evidence of the nature and cause of such event, and shall similarly give notice of the restoration of normal conditions as soon as possible.

- c) The Parties shall take all reasonable measures to minimize the consequences of any event of Force Majeure.
- d) For the purpose of this EoI, "Force Majeure" means an event which is beyond the reasonable control of a Party, and which makes a Party's performance of its obligations here under impossible or so impractical as reasonably to be considered impossible in the circumstances by acts of God and includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other adverse weather conditions, strikes, lockouts or other industrial action (except where such strikes, lockouts or other industrial action are within the power of the Party invoking Force Majeure to prevent), confiscation or any other action by government agencies. Force Majeure shall not include (i) any event which is caused by the negligence or intentional action of a Party or agents' employees thereof, not (ii) any event which a diligent Party could reasonably have been expected to both (A) take into account at the time of the conclusion of this Agreement and (B) avoid or overcome in the carrying out of its obligations hereunder. Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder.

V. SPECIAL TERMS & CONDITIONS OF THE CONTRACT

The Special Terms and Conditions of the Tender shall supplement the “GENERAL INSTRUCTIONS TO THE BIDDERS”. The Supply of Labourers and Supervisors for house-keeping services in the Tamil Nadu Pollution Control Board, Corporate Office and Annexe Building stipulated in the work order shall be deemed to be the essence of the Contract.

5.1. Tentative Manpower Requirement

The requirement of manpower of various categories and the tentative number of candidates in each category are detailed below.

No of candidates required*	Designation	Salary
1 No.	Supervisor	Rs.667 per day + EPF + ESI
3 Nos.	Scavenger – 2-(Male) and 1 (Female)	Rs.553 per day + EPF + ESI
8 Nos.	Sweeper– 2-(Male) and 6 (Female)	Rs.553 per day + EPF + ESI
1 No.	Gardener	Rs.402 per day + EPF + ESI
--	Cost of consumable (Refer Part-B conditions)	L.S per month

- a) The wages are according to the proceedings of the District Collector, Chennai District dated 27.06.2024 with regard to fixation of daily wages payable to various categories for the year 2024-2025. Wages will be revised as and when new proceedings are issued by the District Collector, Chennai.
- b) Wages will be paid every month based on number of days worked.
- c) EPF and ESI will be paid based on monthly wages to be paid.

- d) GST will be paid on monthly wages bill inclusive of service charge but exclusive of other statutory charges.

5.2. Obligation of the Tamil Nadu Pollution Control Board:

- a) The Tamil Nadu Pollution Control Board will designate an officer who will deal with the Agency/Agencies.
- b) The Tamil Nadu Pollution Control Board would raise an indent for manpower requisition and the number of staff needed would also be clearly indicated in this requisition. The Tamil Nadu Pollution Control Board shall assign the labourers and supervisors to various floors based on need. This assignment may change from time to time.
- c) The Tamil Nadu Pollution Control Board expects the labourers and supervisors of house- keeping to follow the rules for staff of the Tamil Nadu Pollution Control Board. A copy of the rule will be provided to the Agency. Any acts of misconduct by them will be informed to the agency and action/steps to be taken will be discussed with the Agency. Any enquiry shall be conducted by the Tamil Nadu Pollution Control Board in the work place which shall be informed to the Agency.
- d) The Tamil Nadu Pollution Control Board shall supply adequate quantity of cleaning materials, such as broom sticks, cleaning liquids, room freshners, etc based on need for each floor of the Tamil Nadu Pollution Control Board.

5.3. Supply of Manpower:

- a) The Agency will designate a person who will be responsible for handling deputed personnel affairs, as respective contract managers.
- b) The Agency would be required to send details of labourers and supervisors such as educational qualification, address and other information within 15 days (or earlier as the case may be) of sending the requisition.
- c) The labourers and supervisors assigned to the Tamil Nadu Pollution Control Board shall not be below the age of 18 years and not above 50 years and should have a valid contract of employment with the bidder.
- d) The working days are from Monday to Saturday except public holidays. If need arises, the labourers and supervisors should attend office on Sundays

for which usual wage rate shall be given. The working hours shall be eight hours per day. The working time will be 8.00 am to 6.00 pm. The labourers may be distributed to cover this time period on every working day.

- e) The Agency should also complete all the statutory requirements with regard to their labourers and supervisors such as obtaining PF No. Issue of ESI Cards, opening Bank Accounts for salary credit, registration as required by labour department etc., within 15 days from the date of their engagement. The salary and other payments to the labourers/supervisors as claimed shall be paid into their bank accounts and proof of payment shall be submitted to the Manager(P&A), Tamil Nadu Pollution Control Board along with their invoice.
- f) The Tamil Nadu Pollution Control Board shall give 15-day-notice to the Agency in the event the Tamil Nadu Pollution Control Board wishes to reduce the number of labourers and the Tamil Nadu Pollution Control Board shall ask without notice to immediately discontinue with the services of any specific labourer.
- g) 5.6.7. Every labourer/supervisor deputed by the Agency shall be an employee of the said Agency and none of them shall have any claim whatsoever against the Tamil Nadu Pollution Control Board. They should not claim any Master and Servant relationship with the Tamil Nadu Pollution Control Board . The Tamil Nadu Pollution Control Board will not be responsible or liable under the laws that are in force and that may come in force from time to time in respect of these labourers/supervisors of the Agency.
- h) 5.6.8. Agency must comply with all the provision of Rules/Regulations Statutory guidelines applicable to the labourers/supervisors and shall comply with all necessary registration, licenses, approvals and sanction under the applicable laws.
- i) Further, the Agency must comply with all the requirements of the Statutory Authorities under Contract Labour Act, PF Act, ESI Act, Gratuity, Payment of Bonus Act, Professional Tax etc., including remittance of monthly contributions with authorities concerned in respect of the deputed personnel. Proof of

remittance of previous months' recoveries (copies of challan) to be attached to every invoice claiming salary for the labourers/supervisors.

- j) The Manpower Agency which succeeds at the Price Bid will be required to sign a one-year contract/agreement with the Tamil Nadu Pollution Control Board for providing of required number of labourers/supervisors for housekeeping services. The service charges payable shall remain constant during the contract period and also for the extension period if any.
- k) On expiry of the contract, unless the contract is renewed / extended, the agency will withdraw all their labourers/supervisors from this Tamil Nadu Pollution Control Board and clear their accounts, by paying them all their dues as they are legally entitled. In case of any dispute on account of withdrawal of such labourers/supervisors, it shall be the entire responsibility of the agency to settle the same.
- l) If the successful Agency is from outside Chennai City, the Man Power Agency should set up a local office in Chennai to ensure service and proper coordination with the Tamil Nadu Pollution Control Board for day to day activities.

5.4. Nature of house-keeping services to be executed

The nature of work involved in this tender and the obligation of the tenderer are detailed below:

- a) Toilets in all the floors and office rooms have to be cleaned thrice a day. In case of frequent use, specific toilets may be cleaned four to five times based on directions from the supervisor.
- b) All floors and office rooms have to be cleaned once in a week or a fortnight as directed by the supervisor.
- c) All verandas, corridors, roads, pathways, terrace and open grounds should be cleaned as assigned by the supervisor.
- d) Tamil Nadu Pollution Control Board Auditorium and its surrounding should be cleaned before and after an event as assigned by the Supervisor.

- e) Cleaning includes web cleaning, dusting of doors, windows, furniture and flush cleaning with water and cleaning materials for toilets and mobbing of floor.
- f) The garbage/waste materials shall be removed out of the office daily. Storing the same inside the premises and firing is not admissible. Removal of Garbage and disposing the Garbage and other collections to the nearby Corporation dust bins daily, up-keeping the surroundings clean condition.
- g) The Gully/sewage chambers have to be cleaned regularly and blockage at sewer line has to be cleared immediately and to be maintained properly.
- h) The Contractor shall maintain the building and movable property like furniture, computers, electrical installation in good conditions at the time of carrying out the Housekeeping work. The Contractor shall compensate the Tamil Nadu Pollution Control Board for any damage in such properties with the replacement value.
- i) The Contractor for Housekeeping activity is subject to the supervision of the Additional Manager(P&A) or the person deputed by him / her.
- j) The contractor shall be held responsible for all breakages or loss of any property (movable, immovable in the building) attributable to the contractor's negligence and the cost of such damages/replacement shall be borne by the contractor or the same will be recovered from their monthly bill or from the security deposit available.
- k) The contractor shall render such help as may be required from time to time and rearranging furniture for conferences, meetings, functions, etc. as and when instructed without affecting the normal maintenance work and at no extra cost.
- l) A Diary should be maintained in all the floor about the work completed every day and the attendance of the Workers should be duly recorded and attested by the respective supervisor.
- m) The Supervisor shall monitor the work allocated to their labourers in their jurisdiction. He /She should inform about the daily activities to the officer concerned and get the instructions for implementation.

- n) The supervisor should maintain the attendance registers separately for the labourers in each floor. The attendance will be counter signed after verification by the supervisor every day. The monthly attendance register will be examined and signed by the Manager(P&A) Tamil Nadu Pollution Control Board and transmitted to the Tamil Nadu Pollution Control Board for preparation of wage bill.
- o) The supervisor should get the instructions from the officer appointed by the Tamil Nadu Pollution Control Board on all matters relating to the House Keeping arrangement procedures and manner of doing the work and implement the same with the Field staff.
- p) To undertake Any other work as may be instructed from time to time by the Officer concerned on behalf of Tamil Nadu Pollution Control Board.

5.5. Payment Terms

- a) No advance payment shall be made.
- b) After receiving duty certificate from the Tamil Nadu Pollution Control Board (calculating 1-30 as a month for settlement of salary) before 5th of every month the Agency shall pay the wages and remit other statutory payments within 10th of every month.
- c) Thereafter the Agency will raise salary invoice to the Tamil Nadu Pollution Control Board on 11th of every month along with proof for payment made to them (Bank Statement) and remittance details of ESI, EPF along with GST filing report (GSTR-1). The claim bill after duly certified by the Officer-in-charge will be made within 20 working days from the date of receipt of the certified bills. Any adjustment for the services rendered in the month, shall be made in the subsequent month.
- d) The claim should be supported with the proof of disbursement of remunerations to the labourers/supervisors and remittance of statutory payments in respect of them by it.
- e) GST should be claimed as per existing rules. GST claimed in the bill should be remitted on time and proper returns to be filed by the Agency. Any

mismatch in the amount claimed as GST and the returns filed will be deducted from future bills.

5.6. Liquidated Damages and Penalty:

- a) The successful tenderer should send additional labourers/supervisors as and when required by the Tamil Nadu Pollution Control Board within 2 working days of such request. If the same is not provided within the stipulated period, it would attract a penalty of Rs.1000/- per man day from the third day onwards. In case of more than 15 days delay, the Tamil Nadu Pollution Control Board may at its discretion terminate the contract.
- b) The successful tenderer shall replace immediately any of its personnel who are found unacceptable to Tamil Nadu Pollution Control Board because of incompetence, conflict of interest, improper conduct etc. upon receiving notice from Tamil Nadu Pollution Control Board. In case of more than 15 days delay, the Tamil Nadu Pollution Control Board may at its discretion terminate the contract.
- c) The successful tenderer shall immediately provide a substitute in the event of any person leaving the job due to his/her personal reasons. The delay in providing a substitute beyond 2 working days would attract a penalty of Rs.1000/- per man per day from the third day onwards. In case of more than 15 days delay, the Tamil Nadu Pollution Control Board may at its discretion terminate the contract.

5.7. Termination for Default:

The Member Secretary, TNPCB, may terminate the Contract if:

- a) The Agency fails to remedy any breach here of or any failure in the performance of its obligations hereunder, within fifteen (15) days of receipt of notice of default or within such further period as the Member Secretary, TNPCB, may have subsequently granted in writing.
- b) The Agency becomes insolvent or bankrupt
- c) The Agency fails to comply decisions/ mandate of the TNPCB.

- d) Any document, information, data or statement submitted by the Agency in its Proposals, based on which the Agency was considered eligible or successful, is found to be false, incorrect or misleading; or
- e) The acts of Agency is found to have indulged in unethical practices, by TNPCB.
- f) The Agency may also terminate the Contract for Default if the Member Secretary, TNPCB, is in material breach of its obligations pursuant to the Agreement and has not remedied the same within fifteen(15) days (or such longer period as the Knowledge Partner may have subsequently agreed in writing) following the receipt by the Member Secretary, TNPCB, of the Agency's notice specifying such breach.
- g) The Member Secretary, TNPCB, shall forfeit the Performance Security if the fault lies with the Agency.

5.8. Termination without Default:

The Member Secretary, TNPCB, shall be at liberty to terminate the Contract without assigning any reason by giving 30 days written notice to the other party.

5.9. Disputes Resolution:

In the event of any legal disputes between parties, the appropriate civil court in Chennai will have sole and exclusive jurisdiction to settle the disputes.

5.10. Confidentiality:

- a) The EoI document contains confidential information proprietary to TNPCB. The Member Secretary, TNPCB, is bound by an agreement of confidentiality and secrecy with regard to the dealings of all stake holders.
- b) The Agency shall take all precautions necessary to keep the information totally confidential and under no circumstances it will be disclosed to any third party or competitors. The Agency shall render himself liable for disqualification/premature termination of contract apart from other legal action as may be warranted for any laxity on his part. The Member Secretary,

TNPCB, is entitled to be indemnified by the Selected Agency for any loss/damage to reputation and/or for any breach of confidentiality.

- c) The information referred to shall include but not restricted to any and every information concerning the Member Secretary, TNPCB, and its stakeholders which the Agency comes to know only on account of his being associated with the Member Secretary, TNPCB, through the contract which the Selected Agency otherwise would not have had access to.
- d) The Selected Agency shall also not make any news release, public announcements or any other reference on EoI or contract without obtaining prior written consent from TNPCB. Any reproduction of this EoI by Xerox / Photostat / Electronic or any other means is strictly prohibited without prior consent of TNPCB.

5.11. Liability of the Agency:

The Agency's liability under the Contract shall be as provided by the Applicable Law.

VI. SCHEDULE

6.1 PART – A CONDITIONS

CONDITIONS

1. Adequate supervision will be provided by the Contractor with the help of a Supervisor.
2. All cleaning work would be carried out minimum of two times every day or as may be required during office hours.
3. The approximate floor space to be maintained in the Main building and Annex building at Guindy is furnished below.

I. MAIN BUILDING

1.	Basement	748.37 sq.mt.
2.	Ground Floor	613.14 sq.mt.
3.	First Floor	239.65 sq.mt.
4.	Second Floor	451.82 sq.mt.
5.	Third Floor	613.14 sq.mt.
6.	Fourth Floor	613.14 sq.mt.
7.	Fifth Floor	748.37 sq.mt.
8.	Sixth Floor	399 sq.mt.
9.	Conference Hall	650 sq.mt.
10.	Open terrace	200 sq.mt.
11.	Care Centre	200.sq.mt.

II. ANNEXE BUILDING

1.	Basement	300.53 sq.mt.
2.	Ground Floor	330.53 sq.mt.
3.	First Floor	381.91 sq.mt.
4.	Second Floor	381.91 sq.mt.
5.	Record Room	650 sq.mt.
6.	Open terrace	250 sq.mt.

4. All payments towards wages and other benefits to the labour would be made by the contractor and the contractor would ensure that adequate personnel as mentioned in the tender would be provided to ensure excellent quality of service.
5. The contractor would be responsible for all breakages or loss of any property (Movable, immovable in this building) attributable to the contractor's negligence and the cost of such damages / replacement would be borne by the contractor.
6. The Contractor would ensure responsibility to obtain necessary licenses and ensure compliance of all the statutory regulations such as minimum wages, ESI, PF etc., that are in force and that may become applicable in future from time to time in all matters concerning this contract.
7. The contractor would also ensure that due care is taken in employing proper persons to ensure smooth execution of the jobs covered in this contract.
8. The contractor would take necessary insurance cover for accidents and towards any other dues that would become payable by him under "Work Mens Compensation Act" or any other statute that would be applicable, Tamilnadu Pollution Control Board will not become liable under this account.
9. The contractor would indemnify Tamilnadu Pollution Control Board against all liabilities and any amount that may become payable due to lapse or non compliance of any statutory obligations by him.
10. The materials connected with maintenance work will be used as per requirements and instructions of the officers in charge from time to time. The contractor may have to use more materials, if so required for the maintenance work and no extra charges will be paid for the same.
11. The contractor shall remove from work if workers who are found to be negligent in their duties or whose presence in the premises is otherwise objectionable.
12. The contractor shall provide the specified number of labour as mentioned on all days except Sundays and National holidays (i.e. Pongal Festival, Deepavali, May Day, Independence Day, Republic Day) and only the Plumber shall be provided on all week days as well as on holidays and shall keep the attendance register which is liable for checking by the maintenance officers. The contractor shall provide all his employees with uniform and identification badges with photos approved by T.N. Pollution Control Board.

13. The contractor shall shift any official materials for re-arranging furniture for conference meeting, functions etc., as and when instructed without affecting the normal maintenance work and at no extra cost.
14. The contractor shall abide by the requirements of security system from time to time and shall strictly follow the obligation required by them.
15. All blockages in wash basin, urinals, floors etc., should be removed all chokes in the inspections chamber traps upto Metro sewer lines should be removed as and when required.
16. If the inspecting officer finds any lapse in the maintenance work or in the use of material or deployment of labour he may impose suitable monetary penalties which will be recovered in the monthly payments due to the contractor.
17. In addition to the EMD of Rs 20,000/- (Rupees Twenty Thousand only) is to be deposited by the successful tenderer in the Tamil Nadu Pollution Control Board account as cash security deposit. Any loss/ damage to any movable/ immovable property in the building premises that could not be recovered will be adjusted from this cash deposit if such loss / damage is due to negligence on the part of the successful tenderer. This amount will not bear any interest and the amount will be refunded on successful completion of the contract period and after proper handling over of the charge to the new incumbent.
18. During the contract period, the performance of the contractor will be reviewed once in three months and based on this the contractor will be allowed to continue. If found unsatisfactory the contract will be terminated with one month notice.
19. First Monthly payment will be released after producing of Insurance copy, ESI, PF certificate for those who are working in this site.
20. Payment will be made on monthly basis taking into consideration the following;
 - Subject to the attendance of required number of workers on all days.
 - Subject to the certification of the bill from the concerned authorities.
 - Subject to the condition that all the clauses specified in the agreement are complied with.

21. DAILY WORK:

- Sweeping of car parking area and open to sky area twice daily.

- Sweeping of floors, passages, corridors, main and fire escape staircase, Lift landings, Pump room, Generator room, TNEB room and all officers rooms and all of floors in all floors should be cleaned twice a day.
- Dusting and cleaning of office furniture, Table top Office Equipments, Tele -Phones, Tables, Paper Trays and other installations clean with Vacuum cleaner. Cleaning of all the Dust Bins and waste paper baskets, garbage's chute and open to sky areas twice daily .
- Mopping of floors, passages, corridors, staircases, lift landings and sweeping and cleaning of the open terrace and all the sun shades in the open to sky areas of both the wings.
- Cleaning of Toilets Floors, Urinals and Wash Basins Canteen Area etc. should be cleaned twice a day, each toilets should be kept clean and neat with Air freshener smell till the close of the office.
- Wiping all the main door glasses, partition glasses and staircase hand railings.
- Removal of blockage of soil lines and water lines if any.
- Any other work as may be instructed from time to time by the Administration wing Officials on behalf of the Tamilnadu Pollution Control Board.
- All the Protons should be maintained with Greenery and water should be poured daily.
- Checking and replacement of soap oil, naphthalene balls/air purifiers [Wherever Necessary].

22. WEEKLY SERVICE:

- ◆ Washing of all the floors, main staircases and fire escape stain in all floors clean with soap oil with the help of floor cleaning machine.
- ◆ Washing of all available lifts in TNPCB with soap oil.
- ◆ Acid cleaning of all the wash basins and urinals.
- ◆ Cleaning of the Cob-webs in corridors of all floors including electrical fittings.
- ◆ Polishing door closers, door handles, name plates, stainless steel letter, Kuthu Villakku, flower pot and flower vas.

23. Monthly SERVICE TWICE:

- Removing of Dust in all floors, Cob-web removal, dusting of ceilings fans, tube lights, fixtures, and furniture items specifically steel almirahs with the help of Vacuum Cleaner.
- Having Pesticide license for using liquids to control Mosquito, Cockroach and all insects.
- Rat should be cached in Rat Trap twice in a month.

24. QUARTERLY SERVICE:

- Cleaning of under ground sumps 2 Nos. (Metro water) of 50,000 litres capacity including dewatering the dead water below the foot valve in Corporate Office.
- Cleaning of over head tank of (Metro Water) 25,000 litres capacity in the 7th floor in Corporate Office.

6.2 PART B Conditions

1. The following cleaning materials (Consumables) required for cleaning purpose should be brought on 1st of every month as follows:

a.	1 st Quality perfumed phenyl	40 Litres (To be mixed in the water with the ratio of 1:10)
b.	Room Freshener	5 Nos.
c.	Air freshener	60 Nos.
d.	Naphtheline balls	3 Kgs.
e.	Toilet Cleaner	10 Litres
f.	Urinal Cubes	15 Pockets (6 pieces each)
h.	Acid	5 Litres
i.	Soap Oil (For Floor wash)	20 Litres
j.	Hand Wash	10 Litres
k.	Flush matic	12 pieces
l.	Cockroach sprayers	6 Nos

- And other consumables like detergents, brushes, Bombay brooms, Coconut brooms, Scrubber, Mops, Brasso, Bleaching Powder, Clothes, Vim / sabeena Powders etc., of good reputed quality would be provided by the contractor.
- Uniform and id card shall be provided for the all the contract employee.
- The Contractor shall not engage less then 18 years old persons in the contract.

VII. LETTER OF TENDER

To

The Additional Manager(P&A)
Tamil Nadu Pollution Control Board,
No 76, Mount Salai, Guindy
Chennai -600 032.

Sir,

I / We do hereby tender / offer to the Tamil Nadu Pollution Control Board for the "Supply of labourers/supervisors for house-keeping in Corporate Office and Annexe Building of Tamil Nadu Pollution Control Board" conforming to the terms and conditions stated in the contract.

I / We have understood the requirement of the Tamil Nadu Pollution Control Board, the details of the manpower to be supplied and have carefully understood the conditions of contract and the specification with all the stipulations of which I / We agree to comply.

I / We hereby undertake to provide required manpower at the places mentioned in the tender, within the time limit specified by the Tamil Nadu Pollution Control Board.

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

I / We further agree that I / We would not withdraw this tender either in full or in part. If by chance, I / we have to withdraw the offer, I / we agree that the EMD paid will be forfeited by the Tamil Nadu Pollution Control Board, without any notice to me / us.

I / We affirm that in any previous tender to the Tamil Nadu Pollution Control Board I / we have not committed any fraud by furnishing wrong information and the Tamil Nadu Pollution Control Board had not written to us alleging fraud in our transaction with the Tamil Nadu Pollution Control Board.

I / We further confirm that in case, any of the information noted above is found to be incorrect, I / We will be liable for any action under the terms of the tender /

contract including termination of the contract and forfeiture of the Earnest Money / Security Deposit.

I / We hereby undertake and agree to pay the Security Deposit as per the tender conditions within ten days from the date of issue of Letter of Acceptance (LOA).

I / We undertake to sign the contract with the Tamil Nadu Pollution Control Board within fifteen days from the date of issue of Letter of Acceptance (LOA).

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

I / We further agree that in the event of my/our failing to deposit securities mentioned above or to execute the Contract within the period of fifteen days as referred to above, the Additional Manager(P&A), Tamil Nadu Pollution Control Board, shall be entitled to cancel the contract and there upon arrange for any other person or persons to supply manpower herein before mentioned and I / We agree to be liable for all damages, losses, charges and expenses arising from or by reason of such failure on our part.

I / We hereby further agree and undertake that in case, there is any misconduct noticed with any of the personnel by the Tamil Nadu Pollution Control Board, I/we undertake to withdraw the personnel immediately.

Having fully understood the tender conditions and the above undertaking in this letter, we sign on thisDay of at Chennai.

Yours faithfully,

Authorized Signature :

Name & Title of Signatory:

.....

Name of the Bidder :

.....

Address :

VIII. TECHNICAL BID

Name of the work: Supply of labourers and supervisors for house-keeping in Corporate office and Annexe building of Tamil Nadu Pollution Control Board, Chennai.

Profile of the Company and details of the Eligibility Criteria:

1. Name of the Organization			
2. Nature of the Organization (Govt. /Public / Private / Partnership / Proprietorship)			
3. (a) Address of the Registered Office of the firm with Phone Number, CellNo, Fax and E-mail. (b) Year of Establishment: (related to Printers business) (c) GST Reg. No. (d) Whether registered with MSME/NSIC. If so, furnish the details.			
4. Proof for work executed for a value of Rs.20 lakhs per year in the supply of labourers and supervisors for house-keeping in the past three years, that is, from 01.04.2020 to 31.03.2024, as mentioned in para 4.3.(b). copies of client certificates for the value of work executed should be attached.	Year	No. of works	Total value
	2021-22		
	2022-23		
	2023-24		
5. Proof of supply of at least 100 labourers for house-keeping in the last three years in four districts as mentioned in para 4.3.(c) Client certificates should be attached with the number of labourers supplied in each case.	Year	No. of works	Total labourers
	2021-22		
	2022-23		
	2023-24		
6. The Bidder should have registered under various Statutory Acts like ESI, EPF Act, Labour Department and GST as in para.4.3.(d)	ESI	Yes / No	No.
	EPF	Yes / No	No.

	Labour Contractor	Yes / No	No.
	GST	Yes / No	No.
	(Copy of the Registration certificates/ License obtained from the competent authority should be enclosed).		
7. Income tax returns filed for the last two assessment year, that is 2022-23 and 2023-24. A copy of returns filed be produced as in para 4.3.(e).	2022-23	Returns filed	Yes / No
	2023-24	Returns filed	Yes / No
8. Local Office Address in Chennai if tenderer is outside Chennai city	(Attach letter of Authorization for the specific representative of the Company)		

Signature:

Name of the Firm Phone/Cell No.

IX. STATEMENTS AND DECLARATIONS

1. DECLARATION

I / We having the registered office at
..... hereby declare that the Firm / Company or its Partners /
Shareholders have not been blacklisted by the Tamil Nadu Pollution Control Board
or any Undertaking / Corporation of the Central / State Governments.

Signature of the Tenderer with Seal

2. DECLARATION FORM

I/We
having the registered office at..... declare
that I/we have carefully read all the terms and conditions of Tender floated by the
Tamil Nadu Pollution Control Board, Chennai vide Tender Ref. No..... for the
supply of labourers and supervisors for house-keeping in Corporate Office and
Annexe building of the Tamil Nadu Pollution Control Board strictly conforming to the
specifications as given in the Tender Document and I / we shall abide by all the
conditions set forth therein.

Signature of the Tenderer with Seal

3. CERTIFICATE

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

Signature of the Tenderer with Seal

X. FINANCIAL BID

**ANNUAL MAINTENANCE CONTRACT (HOUSE-KEEPING) OF TAMILNADU
POLLUTION CONTROL BOARD CORPORATE OFFICE BULIDING AT GUINDY,
CHENNAI-600032.**

Name of work		Annual Maintenance Contract (House Keeping) of Corporate Office and Annexe buildings at 76, Mount Salai, Guindy, Chennai – 600 032.			
S. No	Qty	Description of work	Rate	Unit in figures	Amount
1.		Maintenance and up keeping such as daily cleaning of toilets and keeping office areas and common areas in good condition by engaging, sweeper, scavenger, sweeping car parking, open to sky, core wing, floors from basement floor to sixth floor, open terrace, fire escape stair, common main staircase, lift landings in Main building and basement to Second Floor in annex building, removal of garbages and conveying and depositing the garbage and other swept collections in the nearby corporation dust-bins, daily upkeeping the surrounding in fine condition, removing the blockage from sanitary arrangements with the floor and upto the main line connections in common services systems, including all required appliances viz., broom stick, bamboo stick, bleaching powder, washing soda, urinal cubes, Naphthalene balls, odonil, cakes and all other connected equipment material and labourers to be borne by the contractor etc., complete as directed by the departmental officers.			
i)	1 No.	Supervisor		Each Per month	
ii)	3 Nos.	Scavenger – 2-(Male) and 1(Female)		Each per month	
iii)	8 Nos.	Sweeper– 2-(Male) and 6 (Female)		Each per month	
iv)	1 No.	Gardener		Each per month	
2.	--	Cost of consumable (Refer Part-B conditions)		L.S per month	
3		Service Charges %			
		Total for one month			
		GST %			
		Total Amount			

(RUPEES

ONLY)

SIGNATURE OF THE CONTRACTOR