



TAMIL NADU POLLUTION CONTROL BOARD

No. 76, Mount Salai, Guindy, Chennai - 600032

Email: memsec@tnpcb.gov.in : tnocmms@tnpcb.gov.in

Website: <https://tnpcb.gov.in>

Telephone : 044 – 22353134 (134 to 139)

TENDER DOCUMENT

**TENDER FOR SELECTION OF AGENCY FOR SUPPLY OF MANPOWER TO
THE IT WING OF TNPCB**

Date of Notification of Tender	30.12.2023	
Pre-bid Meeting	-	-
Last Date for Submission of Tender	22.01.2024	3.00 PM
Date of Opening of Tenders	22.01.2024	4.00 PM

IMPORTANT NOTICE

The Tamil Nadu Transparency in Tenders Act, 1998 and the Tamil Nadu Transparency in Tender Rules, 2000 as amended, govern this tender procedure 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 Act and Rules shall prevail.

TABLE OF CONTENTS

Clause	Content	Page
1.	NOTICE INVITING TENDER.....	1
2.	PREAMBLE.....	2
3.	SCOPE OF WORK	2
4.	DETAILS OF THE MANPOWER TO BE DEPLOYED.....	3
5.	COMPETENCY TEST.....	4
6.	QUALIFICATION CRITERIA.....	4
7.	LANGUAGE OF THE TENDER	7
8.	PREBID MEETING	7
9.	CLARIFICATION ON THE TENDER DOCUMENT.....	7
10.	AMENDMENT OF TENDER DOCUMENT.....	7
11.	AUTHORIZATION OF THE BIDDER.....	8
12.	SUBMISSION OF TENDER DOCUMENTS	8
13.	PRICE BID.....	9
14.	VALIDITY	9
15.	EARNEST MONEY DEPOSIT	9
16.	OPENING AND EVALUATION OF THE BID	9
17.	LETTER OF ACCEPTANCE.....	11
18.	PERIOD OF CONTRACT	12
19.	SECURITY DEPOSIT	12
20.	CONTRACT AGREEMENT	12
21.	PAYMENT TO THE DEPLOYED MANPOWER	13
22.	PAYMENT OF SALARY AND SERVICE CHARGES.....	14
23.	PENALTY.....	15
24.	TERMINATION OF CONTRACT.....	15
25.	CORRUPT OR FRAUDULENT PRACTICES.....	15
26.	GENERAL CONDITIONS	16
27.	DISPUTE RESOLUTION BOARD.....	18
28.	ARBITRATION	18
29.	JURISDICTION OF THE COURT.....	19

ANNEXURES

No	CONTENT	PAGE
I.	CHECKLIST OF DOCUMENTS	20
II.	LETTER OF BIDDER	22
III.	FORMAT OF AUTHORISATION LETTER	26
IV.	DECLARATION FOR ACCEPTING TERMS AND CONDITIONS OF TENDER	27
V.	DETAILS OF THE BIDDER	28
VI.	ANNUAL INCOME/TURNOVER STATEMENT	30
VII.	LIST OF CLIENTS TO WHOM MANPOWER ALREADY DEPLOYED AND BEING DEPLOYED	31
VIII.	LIST OF EMPLOYEES ON PAYROLL	32
IX.	NET WORTH CERTIFICATE	33
X.	DECLARATION FOR NOT HAVING BLACKLISTED	34
XI.	DECLARATION FOR NON-ADVERSE PERFORMANCE	35
XII.	DECLARATION FOR NOT HAVING TAMPERED TENDER DOCUMENT	36
XIII.	CLARIFICATION ON TENDER DOCUMENT FORMAT	37
XIV.	COVERING LETTER FOR PRICE BID	38
XV.	PRICE BID	39
XVI.	INSTRUCTIONS TO BIDDERS FOR SUBMISSION OF BIDS	40

NOTICE INVITING TENDER

Tender Ref No: TNPCB/A6//25973/2023/2023-24

Sealed tenders are invited from manpower agencies under single cover system conforming to Tamil Nadu Transparency in Tenders Act, 1998 and the Tamil Nadu Transparency in Tender Rules, 2000 for identifying suitable manpower agency for supply of manpower to the IT Wing of TNPCB.

1.	Name of the work	Tender for appointment of Agency for supply of manpower on outsourcing basis to IT wing of Tamil Nadu Pollution Control Board.
2.	Details of TenderDocument	The tender document may be downloaded at free of cost from the following website from 30.12.2023 to 22.01.2024 https://tnpcb.gov.in
3.	Earnest Money Deposit (EMD)	No EMD to be remitted
4.	Last Date and Time for Submission of Tender	22.01.2024 up to 3.00 PM
5.	Due date and time for opening of Bids	22.01.2024 at 4.00 PM
6.	Contract Period	One year from 01.03.2024 or date of agreement whichever is later.

- 1.1. Consortium bidders are not acceptable. For all other conditions / instructions, please refer tender document.
- 1.2. The Proprietor/ any one of the Partners of the firm (in case of Partnership) / any authorized person (in case of Private Limited) will be the Bidder for all purposes of the Tender. Agents for bidders are not acceptable.
- 1.3. The Member Secretary of the TNPCB reserves the right to amend or withdraw any of the Terms and Conditions in the Tender Document or to cancel/ reject any one or all the tenders received without giving any notice or assigning any reason there for.
- 1.4. The Bidders are requested to visit the website <https://tnpcb.gov.in/> for any changes / amendments / corrigendum in the Tender, which may be issued anytime before the last date for submission of the Tender.

Member Secretary
and Tender Inviting Authority,
Tamil Nadu Pollution Control Board,
Chennai – 600032

2. PREAMBLE

- 2.1. Tamil Nadu Pollution Control Board, (hereinafter referred to as “TNPCB”) is in need of experienced and professionally qualified manpower for its IT Wing at Head Office in Guindy, Chennai-32. In this context, TNPCB proposes to appoint a manpower agency for providing the required manpower on outsourcing basis for a period of One Year from the date of execution of agreement or 01.01.2024 as may be decided, with a provision to extend till finalization of next contract, with the same rate, terms and conditions.
- 2.2. Accordingly, the TNPCB invites sealed tenders from reputed manpower agencies under “Single Cover System” for selection and appointment of a suitable manpower agency conforming to Tamil Nadu Transparency in Tenders Act, 1998 and the Tamil Nadu Transparency in Tender Rules, 2000.
- 2.3. The Tender notification has been published fixing the date of opening of tender as

3. SCOPE OF WORK

The scope of work would, inter-alia, involve the following:

- 3.1. The selected agency shall provide manpower for Programmer, System Analyst and Senior System Manager as required by the TNPCB on full-time basis during the validity of contract.
- 3.2. The successful bidders as part of the contract shall supply manpower services to the TNPCB in the manner specified in the Tender.
- 3.3. The selected agency shall supply the eligible candidates for each of the category mentioned above.
- 3.4. The selected agency shall be paid the service charges as a percentage of the salary paid to the deployed manpower.
- 3.5. The deployment of manpower shall be at IT Wing at head office of TNPCB at Guindy, Chennai-32.
- 3.6. The manpower deployed for a particular position shall work in that position for a period of one year from the date of agreement continuously. Frequent change of manpower will not be permitted.

3.7. The selected agency shall be responsible for the conduct and behaviour of the manpower and is expected to do thorough screening of the candidates before their deployment.

4. DETAILS OF THE MANPOWER TO BE DEPLOYED

4.1 The details on type of manpower, nature of work, educational qualifications, minimum experience, etc. of the manpower to be deployed are given below:

SL No	Manpower Category	Nature of work	Educational Qualifications	Minimum Experience	No required
1	Programmer	Assisting Senior officers in software, MS office and other related works	Master Degree in Computer Application /	One Year	2
			Master Degree in Science (IT / Computer Science)		
2	System Analyst	Analysis of existing system of software and hardware management in the IT wing of TNPCB and to provide effective solutions along with training to TNPCB employees	BE Computer Science / Information Technology (or)	2 years	2
			MCA / or Master Degree in Science (IT / Computer Science)	2 years	
3	Senior System Manager	Overall management of IT Wing Suggesting new improvement measures and assisting in software and hardware procurement	BE Computer Science / Information Technology (or)	3 years	1
			M.C.A / M.Sc (Computer Science / Information Technology)	5 years	

4.2 The TNPCB reserves the right to reduce or increase number of manpower requirements to an extent of 25% of the tendered requirement during the contract period as per the Clause 14(9) of Tamil Nadu Transparency in Tenders Rules, 2000.

4.3 The detailed workings of maximum salary per month will be as below including the following:

1. Monthly salary for posts are as below:

S. No	Name of the post	Maximum monthly salary in Rupees (including 2, 3 and 4 below)
A	Programmer	65000
B	System Analyst	85000
C	Senior System Manager	100000

2. Employer's contribution for PF (@ 12% not exceeding Rs.15000/-

3. Service charges of employer (including GST of service charges)

4. GST as applicable.

5. COMPETANCY TEST

5.1 In order to avoid delays associated with the selection process, the selected agency may adopt a preliminary screening process before sending the candidates for TNPCB.

6. QUALIFICATION CRITERIA FOR BIDDERS

6.1 Legal Entity: The bidder should be a registered legal entity in India. Consortium bids are not allowed. The following will be accepted as supporting documents:

6.1.1 In case of private / public limited companies

i. Copy of certificate issued by registrar of companies

ii. Copy of Memorandum and Articles of Association

6.1.2 In case of partnership firm: Copy of LLP registration / Registered partnership deed.

6.1.3 In case of Sole Proprietor: Copy of GST Registration certificate

6.2 Minimum Experience:

The bidder should be in the business of supply of manpower on outsourcing basis in the areas of Information Technology (IT)/ ITES, Technical support,. for the last 3 (three) years as on the date of tender submission.

Copy of IT returns / Work Orders and Completion Certificates issued by the clients (for the completed assignments) to be enclosed.

6.3 Past Experience in Manpower supply:

The bidder should have satisfactorily provided manpower on outsourcing basis (completed as well as ongoing) to at least 2 (two) Union or State Government Departments / Government Organizations / Public Sector Undertakings or any other Corporate, each with a minimum of one manpower in the last 3 (three) years as on the date of tender submission.

6.4 Labour License : (not mandatory)

The bidder should have obtained license under Tamil Nadu Contract Labour (Regulation and Abolition Act) and Rules 1975 or license granted by a Competent Authority of Labour Department of Government of India.

- i. Copy of licence obtained under Tamil Nadu Contract Labour (Regulation and Abolition Act) and Rules 1975. (OR)
- ii. Copy of license granted by a Competent Authority of Labour Department of Government of India.

6.5 Number of Staff on Payroll :

The bidder should have at least 5 persons on its payroll (both already deployed and available for deployment). The list of employees as per **Annexure - VIII**.

6.6 Average Annual Turnover:

The bidder should have reported an average annual turnover of at least ₹5.00 lakhs in the last 3 (three) consecutive financial years i.e. 2019- 20, 2020-21 and 2021-22 (or) 2020-21, 2021-22 and 2022-23.

- (i) The average annual turnover statement duly certified by Chartered Accountant as per **Annexure - VI**.
- (ii) The Annual Report/ certified copies of Balance Sheet, Profit & Loss statement along with schedules for the last 3 consecutive financial years.

6.7 Office in Chennai:

The bidder should have a full- fledged office in Chennai atleast from last 1 year as on the date of tender submission. Document evidence for Chennai office address for the last 1 year is to be submitted.

6.8 GST Registration:

The bidder should have valid GST registration certificate in Tamil Nadu.
Copy of GST Registration certificate issued in Tamil Nadu.

6.9 Positive net worth:

The bidder should have a positivenet worth as on March 31, 2022.

Net worth duly certified by Chartered Accountant with UDIN as per **Annexure IX**

6.10 Not blacklisted:

The bidder should not have been blacklisted by the TNPCB or by any other State or Union Government Agencies / PSUs in India

- (i) The declaration form as per **Annexure – X** is to be enclosed.
- (ii) Further, if the bidder is found blacklisted in India by any Government agency, the tender will be rejected.

6.11 Non-adverse performance:

There should not have been any adverse performance by the single bidder / any of the consortium partners in any contract to the TNPCB in the last 3 financial years i.e., in 2020-21, 2021-22 and 2022-23 in terms of the following:

The declaration form as per **Annexure - XI** should be uploaded.

- (i) Non-execution of Agreement
- (ii) Forfeiture of Security deposit
- (iii) Non-fulfilment of contract either partially or fully.
- (iv) Termination of contract

7. LANGUAGE OF THE TENDER

The Tender submitted by the bidder as well as all correspondence 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 must be enclosed. **Tender received without such translation copy will be rejected.**

8. PRE BID MEETING

8.1. There will be no pre-bid meeting.

8.2. The bidders are advised to check <https://tnpcb.gov.in/> for up-to-date information like change in date / venue etc. as TNPCB may not be able to identify and communicate with the prospective bidders.

9. CLARIFICATION OF 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 may be sent in writing to “The Member Secretary, Tamil Nadu Pollution Control Board, 76, Mount Salai, Guindy, Chennai – 600032” or through email to tnocmms@tnpcb.gov.in as per Annexure – XIII. The Member Secretary, will review the same and where information sought is not clearly indicated or specified in the tender documents, will issue a clarifying bulletin on <https://tnpcb.gov.in>. The Member Secretary will neither provide nor be responsible for any oral instructions. Request for clarification should be brought to the notice of the Member Secretary, in writing, before 48 hours of opening of the tender.

10. AMENDMENT OF TENDER DOCUMENT

10.1 At any time after the issue of the tender documents and before opening of the tender, the Tender Inviting Authority may make any changes, modifications or amendments to the tender documents and will upload corrigendum on the website <https://tnpcb.gov.in/>.

10.2 In case anyone bidder asks for a clarification to the tender documents before 48 hours of the opening of the Tender, the Tender Inviting Authority will ensure that a reply is sent and uploads such clarification to the designated website <https://tnpcb.gov.in/>.

11. AUTHORIZATION OF THE BIDDER

- 11.1. The Tender is to be signed by the person who is authorized for the same by the bidder's organization. Authorization from the appropriate authority to sign the tender document must be sent along with Bid. Tenders received without such authorization will be rejected.
- 11.2. Letter of Authorization / Power of Attorney is required only when the signing person does not hold the power to sign the document as per Articles of Association. The Power of Attorney shall be on a Non-Judicial Stamp Paper of value of not less than ₹ 100/- in case of Public Sector Undertakings / Public / Private Limited Companies. In case, the signing person being the Managing Director / CEO and is delegated the power to sign all the documents, separate Power of Attorney is not required and only Extract of the Minutes of the Board Resolution to this effect has to be enclosed.

12. SUBMISSION OF TENDER DOCUMENTS

- 12.1. The eligible bidders shall participate in bidding under single cover system (i.e. sealed single cover containing both (i) Technical Bid and (ii) Financial Bid) in the prescribed format).
- 12.2. Bidders are allowed to bid until the bid closing date and time and may send the bid either by post or drop in the tender box provided at the corporate office of TNPCB, Guindy, Chennai-32.
- 12.3. The bidder shall quote the rates in the Price-Bid as per the format given.
- 12.4. Every page of the tender document shall be signed and submitted in token of having accepted the tender conditions. Failing which the tender will be rejected summarily.
- 12.5. All the documents in support of eligibility criteria are to be self attested and submitted along with the tender document.
- 12.6. The bidders shall be responsible for all of the costs associated with the preparation of their bids and their participation Tender Process. The TNPCB is not responsible or in any way liable for such costs, regardless of the conduct or outcome of the Bidding Process.

12.7. The TNPCB will not be liable for any omission, mistake or error in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to the tender document or the Bidding Process, including any error or mistake therein or in any information or data given by the TNPCB.

13. PRICE BID

13.1. The price bid has to be submitted only as per the prescribed format given in Annexure XV.

13.2. The Service charge for providing manpower on outsourcing basis as per the scope of work given in Clause 3 should be quoted as a % of CTC Salary paid to the deployed manpower exclusive of GST in the appropriate column in the price bid format (as in Annexure-XV).

13.3. Price bid should not contain any commercial conditions. Variation in the commercial terms and conditions of the tender will summarily be rejected.

13.4. Any increase/decrease of GST during the period of Contract will be borne by the TNPCB. Any increase in GST after the completion of Contract period, i.e. for the delayed delivery, has to be borne by the bidder.

13.5. The date, time and venue of opening of Bid will be as notified in the Tender Notice. Changes will be uploaded in the **website tnpceb.gov.in**. No other communication will be sent to bidders.

13.6. The percentage rate of service charges quoted shall be inclusive of all (excluding GST) and no additional claim on any ground shall be entertained.

14. VALIDITY

The rate quoted in the Tender shall be valid for the acceptance by the TNPCB for a minimum period of 90 days from the date of opening of the Tender. Escalation in the rates (within the validity period) will not be entertained under any circumstances.

15. EARNEST MONEY DEPOSIT

Bidders are not required to pay Earnest Money Deposit in any form.

16. OPENING AND EVALUATION OF THE BID

16.1. The tenders received up to 3.00 PM on the date specified in the notification will only be taken up for opening. The tender will be opened at 4.00 PM on the

same day by the Member Secretary of the TNPCB or by the persons / committee authorized by him / her.

- 16.2. The bid will be evaluated by the Committee of the TNPCB in terms of the qualification criteria and price criteria.
- 16.3. Bidders will be deemed to have understood and agreed that no explanation or justification on any aspect of the Tendering Process or selection will be given.
- 16.4. Any information contained in the tender shall not in any way be construed as binding on the TNPCB, its agents, successors or assigns, but shall be binding against the bidder if the tender is subsequently awarded on the basis of such information.
- 16.5. The TNPCB reserves the right not to proceed with the Tendering Process at any time without notice or liability and to reject any or all tender(s) without assigning any reasons.
- 16.6. If any information furnished by the bidder is found to be incomplete, or contained in formats other than those specified herein, the TNPCB may, in its sole discretion, exclude the relevant details for qualifying in eligibility criteria.
- 16.7. In the event that the claim of the bidder towards eligibility criteria submitted is determined by the TNPCB as incorrect or erroneous, the TNPCB shall reject such claim and exclude the same for qualifying in eligibility criteria. Where any information is found to be blatantly false or amounting to a material misrepresentation, the TNPCB reserves the right to reject the tender.
- 16.8. The TNPCB reserves the right to reject any tender which is non-responsive and no request for alteration, modification or substitution shall be entertained by the TNPCB in respect of such tender.
- 16.9. To facilitate evaluation of tenders, the TNPCB may, at its sole discretion, seek bonafide clarifications from any bidder regarding his / her tender. Such clarification(s) shall be provided within the time specified by the TNPCB for this purpose. Any request for clarification(s) and all clarification(s) in response thereto shall be in writing / e-mail.

- 16.10. If a bidder does not provide clarifications sought under Clause 16.9 above within the prescribed time, the tender is liable to be rejected. In case the tender is not rejected, the TNPCB may proceed to evaluate the tender by construing the particulars requiring clarification to the best of its understanding, and the bidder shall be barred from subsequently questioning such interpretation of the TNPCB.
- 16.11. Any adverse/not satisfactory remarks on the performance of previous work made to the TNPCB or to any other clients will entail disqualification of the tender without notice.
- 16.12. The Bidder who has quoted the lowest percentage as service charge for providing manpower on outsourcing basis will be declared as L1.
- 16.13. The TNPCB is empowered to negotiate with the L1 Bidder. In case where two or more bidders have quoted the same percentage as service charge (“Tie-Bids”), the Tender Accepting Authority shall ask the Tied Bidders to provide their best and final offer of the Financial Proposal in a sealed cover and the Bidder offering the Lowest Final Offer will be adjudged as the Selected Bidder.
- 16.14. In case, a tie still persists after the procedure contained in clause 16.13, the selected bidder will be identified by draw of lots, which will be conducted, with prior notice, in the presence of the tied bidders or their representatives who choose to be present.
- 16.15. The Manpower Supply Contract shall be awarded only with the approval of the Tender Accepting Authority of the TNPCB to the successful L1 Bidder.

17. LETTER OF ACCEPTANCE

- 17.1 The bidder who has quoted the lowest percentage of service charges will be declared as L1 and shall be called for price negotiations.
- 17.2 Upon finalization of L1 percentage, TNPCB will issue Letter of Acceptance (LoA) to the L1 bidder.
- 17.3 The percentage of service charge finalized for award of contract shall be kept firm for the period of one year from the date of issuance of Letter of Acceptance and also for the period of extension if any.

17.4 The TNPCB reserves the right to award the contract to other Technically Qualified Bidders, who are matching the finalized percentage of L1 bidder, in accordance with Clause 31(4) of the Tamil Nadu Transparency in Tenders Act, 1998 read with the Tamil Nadu Transparency in Tenders Rules, 2000.

18. PERIOD OF CONTRACT

The contract is for a period of one year from the date of execution of Agreement. However, the contract may be extended for a further period at the sole discretion of the TNPCB.

19. SECURITY DEPOSIT

19.1 On receipt of the Letter of Acceptance from the TNPCB, the successful bidder should remit a Security Deposit (SD) @ 5% of the contract value in the form of Demand draft / Banker's cheque drawn on a Scheduled Commercial Bank in favour of the "Tamil Nadu Pollution Control Board, Chennai" payable at Chennai within 7 (Seven) working days from the date of issue of the communication from the TNPCB informing their selection as a bidder.

19.2 The SD shall be released to the selected Bidder at the completion of Contract in full without any deficiency or default, to the complete satisfaction of the TNPCB. The release of the SD is subject to the forfeiture clauses in the Tender Document.

19.3 Any other amount pending with TNPCB will not be adjusted under any circumstances, against the Security Deposit, if so requested.

19.4 The Security Deposit so held by the TNPCB, shall not earn any interest till it is returned to the successful bidder.

19.5 In case of non-fulfillment of the contract and / or failure to supply manpower in full or part within the period as per the terms and conditions stipulated in the Work order, the Security Deposit will be forfeited.

20. CONTRACT AGREEMENT

20.1 The successful Bidder shall execute an Agreement in person in the presence of witness in the prescribed format on a ₹ 100/- non-judicial stamp paper purchased in the State of Tamil Nadu within 15 days from the date of

submission of Security Deposit. The bidder shall not authorize any other representative to execute the agreement, except in the case of Public Limited/Private Limited Company, where authorized representative is permitted.

- 20.2 The Agreement shall be part and parcel of the Contract and shall be executed between the TNPCB and the successful Bidder.
- 20.3 In the event of failure to execute the Agreement within the time prescribed, the Security Deposit amount remitted by the successful bidder will be forfeited besides cancellation of the Letter of Acceptance.
- 20.4 The Successful Bidder shall not assign or make over the Contract, the benefit or burden thereof to any other person or Body Corporate for the execution of the Contract or any part thereof.
- 20.5 The enclosures to the Tender Document, viz. the negotiated final rate of the Successful Bidder will form part of this contract agreement. Wherever the offer conditions furnished by the Successful Bidder are at variance with conditions of this Contract, the latter shall prevail over the offer conditions furnished by the Successful Bidder.
- 20.6 The Tender conditions and other prescribed documents accompanying the tender documents will form an integral part of the contract agreement.
- 20.7 In the event of any change in entity/registration/Bank account details/Address/ etc., the same should be informed to TNPCB in advance with valid supporting documents. Supplementary agreements, wherever TNPCB feels necessary, as per rules in force, shall be executed.
- 20.8 If the successful bidder fails to execute the Agreement or fails to remit the security deposit within the specified time limit, the TNPCB will blacklist the bidder for a maximum period of 3 years in addition to forfeiture of Security Deposit.

21 PAYMENT TO THE DEPLOYED MANPOWER

- 21.1 Salary for each position of manpower to be deployed shall be as per Clause 4.3.
- 21.2 The entire salary is to be remitted into the bank accounts of the deployed

manpower before 7th of every month. The selected agency should not collect/deduct any payment from the deployed manpower in any manner. To this effect, the selected agency shall submit a declaration along with each monthly claim for payment. If any violation is found in this regard, TNPCB reserves the right to terminate the contract.

21.3 Delay in payment of salary to the deployed manpower before 7th of every month will entail a penalty of ₹ 2,000/- (plus GST) per day of delay. For delay beyond 15 days, TNPCB reserves to right to terminate the contract.

21.4 Any discrepancy in remittance of statutory payments to the concerned Authorities (PF, ESI, etc.) will entail a penalty of 5% of the service charges paid to the selected Agency. Delay in remittance of statutory payments beyond 30 days, TNPCB reserves to right to terminate the contract.

22 PAYMENT OF SALARY AND SERVICE CHARGES

22.1 No advance is permissible.

22.2 The CTC (Cost to the TNPCB) amount includes PF, and ESI, as statutory payments. The CTC amount along with the service charges and GST on service charges (as applicable) shall be paid by the TNPCB to the selected manpower agency.

22.3 Separate claims are to be raised for remuneration of the deployed persons and Service Charges once in a month.

22.4 The claim shall be based on the position wise number of persons deployed in service in each month (leaving 4 Sundays, list of holidays approved by the TNPCB and 1 paid holiday in a month for each position). The paid holidays shall be accumulated and availed continuously for a 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 TNPCB and paid holidays, the payment will be considered on pro-rata basis.

22.5 The claims should be supported with the proof of payment of salary approved by TNPCB to the persons deployed.

22.6 The payment will be made upon verification of attendance / work sheet maintained by the selected agency of the person deployed and payment of statutory dues (PF, ESI, etc.).

22.7 The payment will be made by TNPCB ordinarily in 15 days from submission of claims.

23 PENALTY

23.1 Failure to deploy the manpower within 15 days of issue of work order will attract a penalty of 1% per day of the approved monthly cost of the persons / positions not deployed.

23.2 Failure to join duty will entail cancellation of the deployment of the manpower and alternate deployment shall be arranged by the selected Agency.

23.3 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 1 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 selected agency.

24 TERMINATION OF CONTRACT

The TNPCB reserves its right to terminate the contract at any time during the validity period, on account of non-fulfilment of contractual obligations, violation of terms and conditions of Agreement or any of the reasons.

25 CORRUPT OR FRAUDULENT PRACTICES

25.1 The Bidders shall observe the highest standard of ethics during tender evaluation. In order to eliminate irregularities, interference and corrupt practices in tender process by providing transparency in such matters, TNPCB defines the following terms:

25.2 'Corrupt practice' means offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the evaluation process or in contract execution.

- 25.3 'Fraudulent practices' mean a misrepresentation of facts in order to influence the evaluation process or execution of a contract to the detriment of TNPCB and includes collusive practice among bidders (prior to or after Tender submission).
- 25.4 TNPCB will reject a tender if it decides that the Bidder recommended for selection has engaged in corrupt or fraudulent practices in competing for the tender.
- 25.5 TNPCB will declare a bidder ineligible either indefinitely or for a stated period of time, if it any time determines that the bidder has engaged in corrupt and fraudulent practices in competing for the tender or in executing the contract.

26 GENERAL CONDITIONS

- 26.1 Conditional tender in any form will not be accepted.
- 26.2 Any notice regarding any problems, to the bidder shall deemed to be sufficiently served, if given in writing/ by email and/or communication sent to his usual or last known place of business.
- 26.3 TNPCB reserves the right to split the tender and award it to more than one manpower agency.
- 26.4 TNPCB reserves the right to relax or waive or amend any of the tender conditions.
- 26.5 The right of final acceptance of the tender is entirely vested with TNPCB and TNPCB reserves the right to accept or reject any or all the bidders in part or in totality or to negotiate with any or all the bidders or to withdraw/ cancel/ modify this tender without assigning any reason whatsoever.
- 26.6 After acceptance of the tender by the TNPCB, the bidder will have no right to withdraw his tender.
- 26.7 The selected agency shall not offload either in full or part of the work to any other agency or subcontractor.
- 26.8 The TNPCB has the right to terminate any deployed person for poor performance, misconduct, etc.
- 26.9 The selected Agency shall communicate the names, parentage, residential

address, age, bank account number, PF account number, ESI account number, Gratuity account number, etc of the persons to the TNPCB immediately after their deployment.

- 26.10 The selected Agency shall ensure that his employees are medically fit and free from communicable disease. If the deployed manpower takes unauthorized leave for more than 3 days, a replacement has to be provided. Discontinued manpower shall be relieved only after obtaining NOC from the TNPCB.
- 26.11 For the purpose of proper identification of the employees of the selected Agency deployed, the selected Agency shall issue them identity cards / bio tags at his own cost and his employees are duty bound to display the identify cards / bio tags during duty hours.
- 26.12 The persons deployed shall be the employees of the selected Agency.
- 26.13 The selected Agency shall be responsible for fulfilling all obligations towards the persons deployed under Minimum Wages Act, EPF Act, ESI Act, Bonus Act, Maternity Benefit Act, or any other provision or act relevant to the deployment of manpower. The responsibilities of selected agency shall also include depositing of employee's and employer's share of statutory contributions with the ESI/EPF/Gratuity authorities at agency's own level and maintenance of such record as per rules. Agency shall furnish proof of deposit of such contributions to TNPCB along with bills for the next month. Agency shall also arrange to open such EPF/ESI/Gratuity accounts, etc. of all the employees deployed by the agency in TNPCB. The selected Agency shall also remit GST and any other tax payable to the Government due to agency towards the services provided to TNPCB. In case of failure on the part of the selected Agency to deposit EPF/ESI/Gratuity etc. or Government taxes, if any, with the concerned authorities within the stipulated period, the selected Agency shall be liable to pay penalty so imposed by such authority.
- 26.14 Any obligation and/or formalities which are required to be fulfilled under the Inter-State Migrant Workmen (Regulation of Employment & Conditions of Service) Act 1979 and Contract Labour (Regulation & Abolition) Act, 1970 as amended from time to time or any other Act for the purpose of entering in to

and/or execution of this contract shall be carried out by the selected agency at agency's own expenses etc, and the selected agency shall report the compliance thereof to the Member Secretary of TNPCB. The selected Agency shall be liable for violation of any provisions of the said Act or any other Act.

26.15 In case of any unfortunate incidents, TNPCB will not be held liable for any compensation etc. The personal accident insurance, compensation, medical expenses etc. shall be borne only by the selected Agency.

26.16 In the course of discussion and instruction, TNPCB may disclose information of confidential and proprietary nature relating to its products, knowhow, etc. to the selected Agency. Such information shall be considered as confidential.

27 DISPUTE RESOLUTION BOARD

A Dispute Resolution Board (DRB) shall be formed in order to resolve the disputes that may arise during the currency of the contract. The members of the DRB shall be nominated by TNPCB and the selected Agency. If any party is not satisfied with the decision of the DRB, the issue shall be referred for Arbitration.

28 ARBITRATION

28.1 The issues not resolved by DRB shall be referred for Arbitration and same shall be dealt in accordance with the Indian Arbitration and Conciliation Act, 1996 and Rules of Indian Council of Arbitration.

28.2 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 TNPCB / Bidder to an arbitrator, who shall be selected by the Bidder from the panel of Arbitrators approved by TNPCB and communicate the same within 15 days, from the date of receipt of letter from TNPCB along with the panel. If there is no reply from the Bidder within 15 days, TNPCB 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 TNPCB and the Bidder.

28.3 The venue of the Arbitration shall be at the Head office of TNPCB in Chennai. The decision of the Arbitrator shall be final and binding on both the parties to

the Arbitration. The language of Arbitration proceedings shall be in English.

28.4 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.

29 JURISDICTION OF THE COURT

Any dispute arising out of non-fulfilment of any of the terms and conditions of this Tender or any other dispute arising out of the arbitration award will be subject to the jurisdiction of the Courts in the District of Chennai in Tamil Nadu only.

We agree to the above terms and conditions.

Signature of the bidder:

Date:

Name in Block letters:

Designation:

Address:

ANNEXURE – I
CHECKLIST OF DOCUMENTS

S. No.	Checklist	Enclosed (Yes/No)
1.	A letter of the bidder in the prescribed format addressed to The Member Secretary, Tamil Nadu Pollution Control Board, 76, Mount Salai, Guindy, Chennai – 600 032 (as per Annexure – II)	
2.	An authorization letter from the bidder for the person to sign the tender (as per Annexure – III) if applicable.	
3.	Declaration of bidder accepting terms and conditions of the tender (as per Annexure-IV)	
4.	Tender conditions duly signed on each page and uploaded in token of accepting the Tender conditions.	
5.	Details of the Bidder (as per Annexure-V)	
6.	Copy of license obtained under Tamil Nadu Contract Labour (Regulation and Abolition Act) and Rules 1975 (Or) Copy of license granted by a Competent Authority of Labour Department of Government of India	
7.	Copy of Memorandum and Articles of Association, in case of a public / private limited company	
8.	Copy of Registration for LLP / registered partnership deed, in case of Partnership Firm	
9.	Copy of GST Registration certificate (obtained in Tamil Nadu)	
10.	Average annual turnover for last 3 financial years duly certified by Chartered Accountant along with UDIN (as per Annexure - VI) in Original	
11.	Copies of Balance Sheet, Profit & Loss statement for the last 3 consecutive financial years i.e. 2019-20, 2020-21 and 2021-22 (Or) 2020-21, 2021-22 and 2022-23	
12.	IT Return copies for the last 3 financial years	
13.	GST Return copies for the last 3 consecutive financial years i.e. 2019-20, 2020-21 and 2021-22 Or 2020-21, 2021-22 and 2022-23. If annual GST return has not been filed, GSTR1/GSTR4 in support of GST sales shall be furnished.	
14.	List of clients to whom manpower already deployed and being deployed (as per Annexure-VII).	

S. No.	Checklist	Enclosed (Yes/No)
15.	List of employees on Payroll – both already deployed and available for deployment (as per Annexure-VIII).	
16.	Net worth certified by Chartered Accountant along with UDIN (asper Annexure-IX) in Original	
17.	Declaration for not having blacklisted either by TNPCB or by any other Government organization (as per Annexure-X).	
18.	Declaration for non-adverse performance in the contract awarded by the TNPCB (as per Annexure-XI)	
19.	Declaration for not having tampered the Tender documents downloaded from the website https://tntenders.gov.in/ (as per Annexure-XII).	
20.	Notarized translated English version of the documents in a language other than English/Tamil, if any.	

Signature of the Bidder with Seal

ANNEXURE II
LETTER OF BIDDER

To

The Member Secretary
Tamil Nadu Pollution Control Board,
76, Mount Salai,
Guindy, Chennai - 32.

Sir/Madam,

I/We do hereby tender/offer to the Tamil Nadu Pollution Control Board (TNPCB) for “Supply of manpower on outsourcing basis to TNPCB for a period of one year and / or extendable till finalization of next contract, with the same rate, terms and conditions” conforming to the terms and conditions stated in the Annexure.

I/We have understood the requirement of TNPCB and noted the details of the works to be done. I/We have carefully understood the conditions of contract and the requirements with all the stipulations to which I/We agree to comply.

I/We hereby undertake to supply manpower on outsourcing basis at the places mentioned in the tender, within the time limit specified by TNPCB.

I am/We are quite aware that swift deployment of trained and experienced 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 I / We have to withdraw the offer, I / We agree that the EMD paid if any will be forfeited by TNPCB, without any notice to me/us.

I/We affirm that in any previous tender to TNPCB, I /We have not committed any fraud by furnishing wrong information.

I/We further confirm that if any of the information provided 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 fifteen days from the date of L.O.A.

I/We undertake to sign the contract with the TNPCB on the lines of terms and conditions in the tender documents.

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 produce the latest income tax and other tax clearance certificate or to execute the Contract within the period of fifteen days as referred above, Security Deposit of any amount as may be specified deposited by me/us shall be forfeited by TNPCB and in addition, the Member Secretary, Tamil Nadu Pollution Control Board, shall be entitled to cancel the LOA thereupon arrange for any other person or persons for supply of manpower on outsourcing basis 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 declare that I / We agree to do the various acts, deeds and things referred to herein, for supply of manpower on outsourcing basis conforming to requirements.

Having fully understood the tender conditions and the above undertaking in this letter, I/We sign this..... day of.....2023 at Chennai.

Yours faithfully,

Authorized Signature :
Name of Signatory :
Name of the Bidder :
Address :

Enclosures:

- (a) Letter of Bidder (Annexure – II) to be duly signed by the authorized signatory with seal.
- (b) Letter of Authorization / Power of Attorney for signing the Tender Document shall be on a Non-Judicial Stamp Paper of value of not less than Rs.20/-. In the case of Public Sector Undertaking / Public / Private Limited Companies, Authorization from the appropriate authority to sign the tender document. (Annexure - III).
- (c) Declaration for accepting terms and conditions of the tender (Annexure – IV)
- (d) Details of the Bidder (Annexure - V)
- (e) Copy of license obtained under Tamil Nadu Contract Labour (Regulation and Abolition) Act and Rules 1975 (OR) Copy of license granted by a Competent Authority of Labour Department of Government of India
- (f) Copy of certificate of registration and copy of Memorandum and Articles of Association in case of Private / Public Limited Companies.
- (g) Copy of LLP registration or registered partnership deed in case of Partnership Firm.
- (h) Copy of GST Registration certificate (**Obtained in Tamil Nadu**).
- (i) Annual Turnover Statement certified by Chartered Accountant along with UDIN (Annexure - VI).
- (j) List of clients to whom manpower already deployed and being deployed (as per Annexure-VII).
- (k) Copies of Work Orders and Completion Certificates issued by the clients in support of Clause 6.3
- (l) Copies of Work orders issued by the clients and corresponding latest month invoices in support of Clause 6.3
- (m) List of employees on Payroll – both already deployed and available for deployment (as per Annexure-VIII).
- (n) Proof for having a full-fledged office in Chennai for the last 1 year in support of Clause 6.7
- (o) Net worth certified by Chartered Accountant along with UDIN (Annexure - IX).
- (p) I.T. Returns for the last three financial years from 2019-20, 2020-21 and 2021- 22 or 2020-21, 2021-22 and 2022-23 (Self-attested Photocopies of IT returns to be given).

- (q) GST Registration Number and PAN Card (Self-attested Photocopies to be given).
- (r) Audited Balance sheets with Profit and Loss statements for the years 2019-20,2020-21 and 2021-22, or 2020-21, 2021-22 and 2022-23.
- (s) Declaration for not having blacklisted either by TNPCB or by any other Government agencies (as per Annexure-X).
- (t) Declaration for non-adverse performance in the contract awarded by the TNPCB (as per Annexure-XI)
- (u) Declaration for not having tampered the Tender documents downloaded from the website <https://tnpcb.gov.in> (as per Annexure-XII).
- (v) All other documents along with enclosures as per Checklist (Annexure – I) shall be uploaded.
- (w) Notarized translated English version of the documents in a language other than English/Tamil, if any

ANNEXURE – III
FORMAT OF AUTHORISATION LETTER

To

The Member Secretary,
Tamil Nadu Pollution Control Board,
76, Mount Salai, Guindy,
Chennai - 600032

Sir,

I/We hereby irrevocably authorize Mr./Mrs._____on behalf of__(type the Name and Address of the Bidder) to submit a Bid and subsequently negotiate and sign the contract with the Tamil Nadu Pollution Control Board relating to Tender Ref No. TNPCB/A6//25973/2023/2023-24.

Specimen Signature of
Authorized Person

Signature of the Proprietor /
Partner / Director

Place:

Date:

Note: Signature of the Authorized person should be attested.

Authorized person should be a Partner or Director or Manager or equivalent post of the concern.

ANNEXURE – IV

DECLARATION FOR ACCEPTING TERMS AND CONDITIONS OF TENDER

Date: _____

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. TNPCB/A6//25973/2023/2023-24 for selection of manpower agency for a period of one year and I/We shall abide by all the conditions set forth therein.

Signature of the Bidder with Seal

ANNEXURE – V
DETAILS OF THE BIDDER
(FILL IN CAPITAL LETTERS)

S.No.	Particulars	Description/Details
A	Name of Bidder	
B	Contact Details	
	Registered Office Address	
	Telephone No.	
	Fax	
	Email	
	Website	
C	Constitution of Bidder	Proprietor / Partnership firm / Company
	PAN No.	
	TAN No.	
	GST No.	
D	Incorporation Details	
	Incorporation Number (CIN/LLP No.)	
	Date of Incorporation	
	Authority	
E	Name of Authorized Signatory	
	Position	
	Telephone / Mobile No.	
	Fax No.	
	Mobile	
	Email	
F	Addresses of Offices	
	a) In Chennai	
	b) Outside Chennai	

G	Total number of persons on the roll	Already deployed: Available for deployment:
H	Bank Account details	
	Bank name	
	Branch Name and Address	
	Account Number	
	IFSC	
	MICR	

Add documentary proof for all the above particulars

ANNEXURE – VI
ANNUAL INCOME/TURNOVER STATEMENT

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

S.No.	Year	Turnover (₹ in lakhs)
1.	2019-2020 / 2020-2021	
2.	2020-2021 / 2021-2022	
3.	2021-2022 / 2022-2023	
	Total	
Average annual turnover		
(Rupeesonly)		

Note: Average Turnover of three consecutive financial years will be considered i.e.FY 2019-20, 2020-21 and 2021-22 (or) 2020-21, 2021-22 and 2022-23.

SIGNATURE OF THE BIDDER:

SIGNATURE OF CHARTERED ACCOUNTANT:

(with seal, membership no. and Address)

UDIN:

DATE :

ANNEXURE VII

LIST OF CLIENTS TO WHOM MANPOWER ALREADY DEPLOYED AND BEING DEPLOYED

S. No	Name of the client	Address	Name, Phone No, Mobile No of the Contact person of the client	Contact Period	Details	
					No of persons	Functional area
1					No of persons	Functional area
2					No of persons	Functional area
3					No of persons	Functional area

Signature of the Bidder with seal

ANNEXURE VIII

LIST OF EMPLOYEES ON PAYROLL

(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)

SIGNATURE OF THE BIDDER

(with seal)

ANNEXURE - IX
NET WORTH CERTIFICATE

Certified that the Net worth of M/s _____ as on 31st March _____
is ₹ _____

DATE :

SIGNATURE OF THE BIDDER:

SIGNATURE OF CHARTERED ACCOUNTANT:

(with seal, membership no. and Address)

UDIN :

ANNEXURE - X

DECLARATION FOR NOT HAVING BLACKLISTED

Date: _____

Certified that M/s _____ / the firm/
company or its partners / shareholders have not been blacklisted as on the date of tender
submission by the TNPCB or by any other State or Union Government Agencies in India.

SIGNATURE OF THE BIDDER

(with seal)

DECLARATION FOR NON-ADVERSE PERFORMANCE

Date: _____

1. I/We declare that there has not been any adverse performance in the contract awarded to us by the TNPCB in the last 3 financial years i.e., in 2020-21, 2021-22 and 2022-23 in terms of the following.
 - a) Non-execution of Agreement
 - b) Forfeiture of Security deposit
 - c) Non-fulfilment of contract either partially or fully.
 - d) Termination of contract

2. I/We have not been awarded any contract by the TNPCB in the last 3 financial years i.e., in 2020-21, 2021-22 and 2022-23.

(Strike out - 1 or 2 as applicable)

Signature of the Bidder with Seal

ANNEXURE - XII

DECLARATION FOR NOT HAVING TAMPERED TENDER DOCUMENT

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 TNPCB, for the tender floated vide Tender Ref No. TNPCB/A6//25973/2023/2023-24 for the Selection of Agency for supply of manpower on outsourcing basis for a period of one year as per the tender conditions.
- b) I/We have downloaded the tender document from the e-Procurement portal <https://tnpcb.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 TNPCB or prosecuted.

SIGNATURE OF THE BIDDER

(with seal)

ANNEXURE - XIII

CLARIFICATION ON TENDER DOCUMENT FORMAT

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

SIGNATURE OF THE BIDDER

(with seal)

ANNEXURE – XIV

PART - B

COVERING LETTER FOR FINANCIAL PROPOSAL (PRICE BID)

(in Applicant's Letter head)

Date:

From

Name

Address:

Ph:

Fax:

E-mail:

To

The Member Secretary,
Tamil Nadu Pollution Control Board (TNPCB),
76, Mount Salai, Guindy,
Chennai - 600032

Sir,

Sub: Tender for Selection of Agency for supply of manpower for one year - Submission of
Price Bid (Part-B) – Reg

Ref : Your Tender Ref No. TNPCB/A6//25973/2023/2023-24

With reference to your tender notice, we submit herewith our sealed Financial Proposal Part-B (Price Bid) as Annexure – XIV for the Selection of Agency for Supply of Manpower for a period of 2 years as specified in this tender document.

I/We agree that enclosed Part-B Price Bid shall remain valid for a period of 90 (Ninety) days from the date of opening of Tender or for such further period that will be mutually agreed upon by the Bidder and the TNPCB.

Yours faithfully,

**Signature of the Bidder
(with seal)**

Encl: Financial Proposal (Part-B)

ANNEXURE - XV

PRICE BID

Tender for Selection of Agency for supply of Manpower on outsourcing basis

The price bid shall be submitted only in the format given below.

Description of work	Service charge % (as % of CTC Salary paid to the deployed manpower excluding GST)
Service charge for providing manpower on outsourcing basis as per the scope of work given in Clause 3.	

Note:

1. The applicable GST will be paid by the TNPCB.
2. The Service Charge quoted by the Bidder shall remain same for all the posts and for the entire duration of Contract (2 years).

I/We agree that Price Bid (Part-B) shall remain valid for a period of 90 (Ninety) days from the date of opening of Tender or for such further period that will be mutually agreed upon by the Bidder and the TNPCB.

Yours faithfully,

Signature of the Bidder

(Seal)

ANNEXURE - XVI

INSTRUCTIONS TO BIDDERS FOR SUBMISSION OF BIDS

Bidders are required to submit their bids both technical and financial bids in a single sealed cover either through post or by dropping in the tender box provided at the head office of TNPCB at 76, Mount Salai, Guindy, Chennai or before the time and date specified. The following guidelines are given to assist the bidders in preparing the tender.

A. PREPARATION OF BIDS

1. Tender document can be downloaded from the website: tnpcb.gov.in.
2. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
3. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

B. SUBMISSION OF BIDS

1. The bidder shall submit the requirements under qualification criteria and technical documents required and Price Bid.
 1. All the documents are required to be signed by the bidder.
 2. After submission of bid no correction or additions / deletions in any form will be allowed. Hence, bidders are requested to carefully examine their bids before submission.
 3. No acknowledgement for the receipt of bids will be given by TNPCB except for the registered post with acknowledgement due.
 4. Bids received in any form after the specified date and time will not be accepted.
 5. Bidders are requested to note that they should necessarily submit their financial bids only in the format provided and no other format is acceptable. Price bid in any other form will be rejected.

The TNPCB reserves the right to cancel or reject or accept or withdraw or extend the tender in full or in part as the case may be without assigning any reason thereof.

6. Bidders are advised to exercise caution in quoting their bids in tender to avoid any mistake. Bids once submitted can't be recalled.
7. Any order resulting from this bidding process shall be governed by the terms and conditions mentioned in the tender documents.
8. No deviation to the technical and commercial terms & conditions are allowed.

C. ASSISTANCE TO BIDDERS:

1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
2. Any queries relating to the process of bid submission in general may be directed to memsec@tnpcb.gov.in and or manager@tnpcb.gov.in.

=END=