

IDPL (TAMIL NADU) LIMITED, CHENNAI

(A 100% Subsidiary Unit of IDPL)

(A Government of India Undertaking)

Nandambakkam, Chennai - 600 089.

PHONE: 044- 22321803

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**TENDER ENQUIRY DOCUMENT
FOR
MANPOWER**

IDPL (TN) LTD/Manpower/2017-18/02

TENDER COST-1000/-

IDPL(TAMIL NADU) LIMITED
NANDAMBAKKAM : CHENNAI : 600 089.
CIN No. U29141TN1994PLC027005

Tender Enquiry No. : IDPL /TN/2017-18/02

Dated: 18.04.2017

NOTICE INVITING TENDER

Sealed Tenders are invited from reputed Labour Contractor /Service providers for supply/providing manpower in various departments of IDPL (Tamil Nadu) Limited. Tender document can be obtained from **Accounts Department, IDPL (Tamil Nadu) Limited** between 10 A.M. to 4. P.M. on all working days w.e.f. **21/04/2017 to 28/04/2017**. Tender document can also be downloaded from our website **www.idplindia.in**. Bids shall be submitted on or before 1400 Hrs on 28/04/2017 and Technical Bid will be opened on the same date at 15.30 Hrs. Opening of Financial Bid will be informed later, only to the bidders qualifying in Technical Bid evaluation.

Tender No	Name of the Work	Tender Value	EMD	Cost of Tender Document
IDPL/TN/2017-18/02	Providing Manpower to various Deptt.	Rs. 60 lacs	Rs.1,20,000/-	Rs. 1000/-

1. Interested bidders may obtain further information/clarification about this tender from the office of Personnel Department, IDPL (Tamil Nadu) Limited, Nandambakkam, Chennai – 600 089.
2. In the event of any date of receiving / opening tenders, being declared as a holiday /closed day for IDPL (Tamil Nadu) Limited, the tenders will be received/opened on the next working day at the same time.
3. Bidders shall ensure that their tenders, complete in all respects, are dropped in the Tender Box placed at Personnel Department, IDPL (Tamil Nadu) Limited, Nandambakkam, Chennai – 600 089 on or before the closing date and time failing which the tenders will be treated as late tenders and rejected. The tenders sent by post/ courier must reach the above said address on or before the closing date & time failing which the tenders will be treated as late tenders and rejected.
4. The Bidders should have all valid statutory registrations like E.S.I., E.P.F registration with Labour Department, under Shops and Establishment Act, PAN No., Service Tax No. and CIN No. etc.
5. The Tender Documents are not transferable.
6. All Tenders must be accompanied by Tender Document Fee and EMD as mentioned in Tender Document. Tenders without Tender Document Fee and EMD shall be rejected.
7. Any dispute arising out of the advertisement shall be subject to the sole jurisdiction of Chennai Court.

Dy. Personnel Manager
IDPL (Tamil Nadu) Limited,
Nandambakkam, Chennai – 600 089.

SECTION-I
GENERAL INSTRUCTIONS FOR BIDDERS

Receipt of Tender Document:

- ✦ Tender document can be obtained from Accounts Department, IDPL (Tamil Nadu) Limited, Nandambakkam, Chennai – 600 089 on payment of Rs. 1000/- (one thousand) in form of cash or demand draft in favour of IDPL (Tamilnadu) Ltd Chennai from 10.00 hrs to 16.00 hrs on all working days between **21/04/2017 to 27/04/2017 &** 10.00 hrs to 14.00 hrs only on **28/04/2017**.
- ✦ Tender document can also be downloaded from company's website i.e. www.idplindia.in, and cost of tender document shall be paid in form of DD/ banker's cheque/ pay order in favour of IDPL (Tamilnadu) Ltd Chennai payable at Chennai and must be enclosed to the technical bid.
- ✦ Technical bid without cost of tender/ cash receipt issued by Account Department for cost of tender will be liable for rejection

Last date of submission of bid:

- ✦ Tender Document, completed in all respect, shall be dropped in Tender box at Personnel Department, IDPL (Tamil Nadu) Limited, Nandambakkam, Chennai-600 089. up to 1400 hrs on **28/04/2017**
- ✦ The tender documents can be submitted in person or through courier/ post to reach within the stipulated date and time. IDPL not be responsible for any postal delay.
- ✦ The bidders are to drop the tenders in the tender box kept for this purpose at Personnel Department, IDPL (Tamil Nadu) Limited, Nandambakkam, Chennai – 600 089.
- ✦ The bidders must ensure that they drop their tenders not later than the closing time and date specified for submission of tenders. In the event of the specified date for submission of tender falls on / is subsequently declared a holiday or closed day, the tenders will be received up to the appointed time on the next working day.
- ✦ A tender, which is received after the specified date and time for receipt of tenders will be treated as "late" tender and will be ignored.

Opening of bid:

- ✦ Technical Bid will be opened at 15.30 hrs on **28/04/2017**
- ✦ Date and time for opening of Price Bid shall be informed later, to parties who qualify in technical evaluation.
- ✦ In case the specified date of tender opening falls on / is subsequently declared a holiday or closed day, the tenders will be opened at the appointed time and place on the next working day.
- ✦ Authorized representatives of the bidders, who have submitted tenders on time may attend the tender opening provided they bring with them letters of authority from the corresponding bidders. The tender opening official(s) will prepare a list of the representatives attending the tender opening. The list will contain the representative's names & signatures and corresponding bidder's names and addresses.

Earnest Money Deposit:-

- ✦ An EMD of Rs 1,20,000/- (One lacs Twenty Thousand Only) in shape of Bank Draft from any scheduled bank, in favour of IDPL(Tamil Nadu) Ltd., payable at Chennai, must be attached with the technical bid.

OR

- ✦ EMD may be furnished in form of Bank Guarantee issued by any scheduled bank in India for Rs 1,20,000/- (One Lakh Twenty Thousand Only). Bank guarantee shall be unconditional and valid for minimum six months from the date of opening of Technical Bid.
- ✦ Technical bid without EMD will be liable to rejection.
- ✦ Unsuccessful bidder's earnest money will be returned without any interest, after expiry of the tender validity period, but not later than thirty days after conclusion of the resultant contract. Successful bidder's earnest money will be returned without any interest, after receipt of Security Deposit from that bidder.
- ✦ Earnest money of a bidder will be forfeited, if the bidder withdraws or amends its tender or impairs or derogates from the tender in any respect within the period of validity of its tender or if it comes to notice that the information/documents

furnished in its tender is incorrect, false, misleading or forged without prejudice to other rights of the Company. The successful bidder's earnest money will be forfeited without prejudice to other rights of the Company if it fails to furnish the required Security Deposit within the specified period.

Eligibility Criteria:

- i. The bidder should have minimum seven years of experience in the area of supply of Manpower (High Skilled/Skilled/Semi-Skilled/Unskilled) contract with Central Govt. Dept./State Govt. Dept./PSUs/Autonomous Organisation.
- ii. The bidder, in last 7 year from the date of opening of technical bid, should have completed satisfactorily at least three contracts (for minimum one year) in the above field with turnover of above Rs. 35.00 lac per annum (A copy of work order/ agreement and satisfactory work execution certificate, mentioning work order no, annual value of work, tenure of work, to be enclosed for each work).
- iii. Average annual financial turnover during the last three years, ending 31st march of the previous financial year, should be at least 30% of the tender value.
- iv. The office of bidder should be located in Chennai
- v. The tenderer should have all valid statutory registrations like E.S.I., E.P.F, registration with Labour Department, PAN No. and Service Tax No. etc.

Note: Notwithstanding anything stated above, the Company reserves the right to assess the bidder's capability and capacity to perform the contract satisfactorily before deciding on award of contract, should circumstances warrant such an assessment in the overall interest of the Company.

List of documents:-

Technical bid should consist of following documents:-

- a) Tender document duly signed and stamped on each page by authorised signatory, as token of acceptance of term & conditions.
- b) Cash receipt issued by account department of IDPL (TN) Ltd. Chennai for cost of tender or DD of Rs.1000/- from any scheduled bank, in favour of I.D.P.L, (TN) Ltd., payable at Chennai.
- c) Earnest Money Deposit.
- d) Audited financial statement from current financial year (balance sheet and profit/loss a/c with schedules) and income tax returns for the last three financial years.(duly certified by CA)
- e) Certificate issued by C.A, regarding confirmation of audit, and turnover & net worth of the bidder.
- f) Copy of work order/agreement (with complete schedule) and work completion certificate for same, to prove eligibility.
- g) Copy of registration with labour department.
- h) Address proof of the office.
- i) ESI code no. with proof of allotment.
- j) P.F. Code no. with proof of allotment.
- k) Copy of PAN Card.
- l) Service Tax No with proof of allotment.
- m) Power of Attorney/Authorisation in favour of signatory of tender documents.
- n) CIN no. (with proof- self attested) in case of company registered.
 - o) An affidavit, showing the bidder is free from any litigation, particularly disputes in payment of manpower salary as applicable to him, taxes/duties etc.

ALL THE ABOVE MENTIONED DOCUMENTS MUST BE SELF ATTESTED AND SUBMITTED ALONG WITH TECHNICAL BID. NON SUBMISSION OF ANY OF THE ABOVE DOCUMENTS MAY LEAD TO REJECTION OF THE TENDER.

Some Important points for Bidders:-

- Tender documents must be numbered, signed & stamped by Authorised Person.
- Submission of the bid by a bidder would imply that the bidder has carefully read and agreed to the terms and conditions contained in the bid document
- If the date fixed for opening of bids is subsequently declared as holiday by the

IDPL(TN)Ltd, the bids will be opened on next working day, time and venue remaining unaltered.

- Price Bid should be submitted as per the Price Bid Format at **SECTION-III**
- Price Bid should consist of bidder's quoted rates duly signed and stamped by authorized person.
- A bidder, who does not fulfill any of the above requirements and/or gives evasive information/reply against any such requirement, shall be liable to be ignored and rejected.
- Tender sent by fax/telex/cable/electronically shall be ignored.
- Bidders are advised to go through all the contents of bid document with due care to avoid rejection of their bids due to overlooking the bid's required documents and terms & conditions.
- Cutting/modification/overwriting in the tender document will not be accepted.
- Canvassing in any form whether directly or indirectly, in connection with the bids is strictly prohibited and the bid submitted by the bidders who resorts to canvassing shall be liable to rejection.
- No conditional bid including conditional rebate shall be accepted. Conditional bid will be liable to be summarily rejected.
- This bid document shall form a part of the contract agreement.
- Any clarification issued by IDPL(TN) Ltd. in response to queries raised by prospective bidders shall form an integral part of Bid Documents and it may amount to amendment of relevant clauses of the Bid Documents.
- References, information and certificates from the respective bidder submitted in compliance of terms and conditions of the bid document should be duly signed by the authorized signatory.

Performance Security cum Warranty Bond:

- i. The security deposit @ 5% (PERFORMANCE GUARANTEE) will be deducted from the every bill, and the same will be refunded after satisfactory completion of currency of contract. No interest shall be payable on the same.
- ii. In the event of any failure/default of the contractor, with or without quantifiable loss to the Company, the amount of the performance security is liable to be forfeited.
- iii. Performance security deposit shall be returned / paid to the party after completion of currency of contract and shall bear no interest.

TENDER VALIDITY:-

The tenders shall remain valid for acceptance for a period of 120 days after the date of opening of Technical Bid prescribed in the tender document. Any tender valid for a shorter period shall be treated as unresponsive and rejected. In exceptional cases, the bidders may be requested by IDPL(TN)Ltd., to extend the validity of their tenders up to a specified period. Such request(s) and responses thereto shall be conveyed by surface mail or by fax/ email followed by surface mail. The bidders, who agree to extend the tender validity, are to extend the same without any change or modification of their original tender. In case the day up to which the tenders are to remain valid falls on/ subsequently declared a holiday or closed day, the tender validity shall automatically be extended up to the next working day.

Prices:

- i. The bidders shall indicate on the Price Schedule provided under **SECTION-III** all the specified components of prices shown therein, for the services it proposes to supply against the requirement. All the columns shown in the price schedule should be filled up as required. If any column does not apply to a bidder, it should be clarified as "NA" by the tenderer.
- ii. Service tax paid by the contractor with respect to this work will be reimbursed by the Company on production of documentary evidence for proof of payment of service tax.

BIDDER TO BE CONVERSANT WITH THE DOCUMENTS

The bidder is expected to read all the documents hereof and be conversant with the contents and when tenders are signed it will be understood and inferred that all the documents have been read and understood. Any difficulty experienced in interpreting the documents may be communicated to the Company in writing, and, should any written clarification be required it will be made available by them to all bidders. No extra cost will be entertained because of the bidders mistakes, ignorance or misinterpretation tender documents.

ACCEPTANCE

Promptly after receiving of tenders, the Company will undertake a detailed study and appraisal of the tenders submitted. The Company does not bind itself to award the contract to the lowest or to any bidder but will take into careful consideration the bidder's price and such other factors as are deemed to be applicable for award.

RIGHTS

- i. The Company reserves the right to re-call the tender or, reject any or all tenders and to waive any formalities in the tenders received (such as deviation in the use and presentation of the specified tender documents and forms), if it appears to be in his best interest to do so.
- ii. The Company reserves to itself the right of accepting the whole or any part of the tender and the tenderer shall be bound to perform the same at the rate quoted without incurring any liability, whatsoever to the affected tenderer.
- iii. At the time of awarding the contract/during the currency of the contract, the Company reserves the right to increase or decrease the quantity of manpower mentioned in the schedule without any change in the unit price and other terms & conditions quoted by the tenderer.

LABOUR LAWS:

The bidder shall strictly comply with the provisions of all current labour laws and statutory amendments or additions thereof. Liabilities towards labour i.e. PF, ESI, and other liability under any labour and/or other law shall be of the bidder.

TERMS & MODE OF PAYMENTS:-

- i. No advance payment for disbursement to the manpower supplied will be made, **only bill reimbursement will be permissible.**
- ii. Bill submitted shall be reimbursed within 20 days from the date of submitting of bill.
- iii. The TDS at prevailing rate shall be deducted at source from the monthly bill.
- iv. The bill should be accompanied by photocopies of the challans for deposit of E.P.F. & E.S.I. contribution and Service Tax for the previous month, failing which the payment will be withheld.
- v. The agency shall submit proper document evidencing the payment of applicable Tax / Duty based on which IDPL (TN) LTD., can avail credit. Otherwise the payment to the contractor will be reduced to that extent.
- vi. The payment of Ind bills and onward will only be released after submission of required copy of paid challans on account of EPF, ESI dept. etc. along with the list of employees with Sub.No. allotted to them against the payment of previous bill. The performance security deposit will be released only after the copy of paid challan on account of EPF, ESI & service tax of final bill are submitted to the department after release of final payment.

Amendments to TE documents

- i. At any time prior to the deadline for submission of tenders, company may, for any reason deemed fit by it, modify the TE document by issuing amendment(s) to it. **The same shall be published in the Company's websites only.**
- ii. Such an amendment(s) will be notified in writing by registered/speed post or by fax/email, followed by copy of the same by registered post/speed post to all prospective tenderers, who have received the tender documents from company's

- office and will be binding on them.
- iii. In order to provide reasonable time to the prospective tenderers to take necessary action in preparing their tenders as per the amendment, the Company may, at its discretion extend the deadline for the submission of tenders and other allied time frames, which are linked with that deadline.

Minor Infirmary/Irregularity/Non-Conformity :-

If during the preliminary examination, the Company find any minor informality and/or irregularity and/or non-conformity in a tender, the Company may waive the same provided it does not constitute any material deviation and financial impact and, also, does not prejudice or affect the ranking order of the tenderers. Wherever necessary, the Company will convey its observation on such “minor” issues to the tenderer by through email/registered/speed post etc. asking the tenderer to respond by a specified date. If the tenderer does not reply by the specified date or gives evasive reply without clarifying the point at issue in clear terms, that tender will be liable to be ignored.

Discrepancies in Prices:-

- i. If, in the price structure quoted by a tenderer, there is discrepancy between the unit price and the total price (which is obtained by multiplying the unit price by the quantity), the unit price shall prevail and the total price corrected accordingly, unless the Company feels that the tenderer has made a mistake in placing the decimal point in the unit price, in which case the total price as quoted shall prevail over the unit price and the unit price corrected accordingly.
- ii. If there is an error in a total price, which has been worked out through addition and/or subtraction of subtotals, the subtotals shall prevail and the total corrected.
- iii. If there is a discrepancy between the amount expressed in words and figures, the amount in words shall prevail.
- iv. If, as per the judgment of the Company, there is any such arithmetical discrepancy in a tender, the same will be suitably conveyed to the tenderer by email followed by registered / speed post. If the tenderer does not agree to the observation of the Company, the tender is liable to be ignored.

Contacting the Company

- i. From the time of submission of tender to the time of awarding the contract, if a tenderer needs to contact the Company for any reason relating to tender enquiry and/or its bid, it should do so only in writing.
- ii. In case a tenderer attempts to influence the Company in the Company's decision on scrutiny, comparison & evaluation of tenders and awarding the contract, the tender of the tenderer shall be liable for rejection in addition to appropriate administrative actions being taken against that tenderer, as deemed fit by the Company.

Notification of Award

Before expiry of the tender validity period, the Company will notify the successful tenderer(s) in writing, by registered / speed post or by fax/ telex/cable (to be confirmed by registered / speed post) that its tender for the services, which have been selected by the Company, has been accepted, also briefly indicating therein the essential details like description and quantity of the manpower to be supplied and corresponding prices accepted.

Issue of Contract

Within fifteen days from the date of notification of award, the successful bidder will have to sign a contract agreement, failing which the EMD will be forfeited and award will be cancelled.

Period of Contract:-

The initial contract period shall be for a period of two years, which may be extended after the completion of contract, subject to satisfactory performance of the Contractor, at the sole discretion of the company.

Corrupt or Fraudulent Practices

It is required by all concerned to observe the highest standard of ethics during the tendering process and execution of such contracts. In pursuance of this policy, Company: -

- (a) defines, for the purposes of this provision, the terms set forth below as follows:
 - (i) "corrupt practice" means the offering, giving, receiving or soliciting of any thing of value to influence the action of a public official in the tendering/contract process or in contract execution; and
 - (ii) "fraudulent practice" means a misrepresentation of facts in order to influence a tendering/contract process or the execution of a contract to the detriment of the Company, and includes collusive practice among Tenderers (prior to or after Tender submission) designed to establish Tender prices at artificial non-competitive levels and to deprive the Company of the benefits of free and open competition;
- (b) will reject a proposal for award if it determines that the Tenderer recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question;
- (c) will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a contract by the Company if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing, or in executing contract.

Termination for default

- i. The Company, without prejudice to any other contractual rights and remedies available to it (the Company), may, by written notice of default sent to the contractor/firm, terminate the contract in whole or in part, if the contractor/firm fails to deliver any or all services or fails to perform any other contractual obligation(s) within the time period specified in the contract, or within any extension thereof granted by the Company.
- ii. In the event of the Company terminates the contract in whole or in part,, the company may procure services similar to those cancelled, with such terms and conditions and in such manner as it deems fit and the contractor/firm shall be liable to the Company for the extra expenditure, if any, incurred by the Company for arranging such services.
- iii. Unless otherwise instructed by the Company, the contractor/firm shall continue to perform the contract to the extent not terminated.

Termination for insolvency

If the contractor/firm becomes bankrupt or otherwise insolvent, the Company reserves the right to terminate the contract at any time, by serving written notice to the contractor/firm without any compensation, whatsoever, to the contractor/firm, subject to further condition that such termination will not prejudice or affect the rights and remedies which have accrued and / or will accrue thereafter to the Company.

Force Majeure

- i. For purposes of this clause, Force Majeure means an event beyond the control of the contractor/firm and not involving the contractor's/firm's fault or negligence and which is not foreseeable and not brought about at the instance of, the party claiming to be affected by such event and which has caused the non – performance or delay in performance. Such events may include, but are not restricted to, acts of the Company either in its sovereign or contractual capacity, wars or revolutions, hostility, acts of public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes excluding by its employees, lockouts excluding by its management, and freight embargoes.
- ii. If a Force Majeure situation arises, the contractor/firm shall promptly notify the Company in writing of such conditions and the cause thereof within twenty-one days of occurrence of such event. Unless otherwise directed by the Company in writing, the contractor/firm shall continue to perform its obligations under the

- contract as far as reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.
- iii. If the performance in whole or in part or any obligation under this contract is prevented or delayed by any reason of Force Majeure for a period exceeding sixty days, either party may at its option terminate the contract without any financial repercussion on either side.
 - iv. In case due to a Force Majeure event the Company is unable to fulfill its contractual commitment and responsibility, the Company will notify the contractor/firm accordingly and subsequent actions taken on similar lines described in above sub-paragraphs.

Termination for convenience

- i. The Company reserves the right to terminate the contract, in whole or in part for its (Company's) convenience, by serving written notice on the contractor/firm at any time during the currency of the contract. The notice shall specify that the termination is for the convenience of the Company. The notice shall also indicate interalia, the extent to which the contractor's/firm's performance under the contract is terminated, and the date with effect from which such termination will become effective.
- ii. The services that are complete and ready in terms of the contract for delivery and performance within thirty days after the contractor's/firm's receipt of the notice of termination shall be accepted by the Company following the contract terms, conditions and prices. For the remaining services, the Company may decide:
 - a) To get any portion of the balance completed and delivered at the contract terms, conditions and prices; and / or
 - b) To cancel the remaining portion of the services and compensate the contractor/firm by paying an agreed amount for the cost incurred by the contractor/firm towards the remaining portion of the services.

ARBITRATION:-

- If dispute or difference of any kind shall arise between IDPL(TN)LTD and the bidder in connection with or relating to the contract, the parties shall make every effort to resolve the same amicably by mutual consultations.
- All disputes and differences of any kind whatever arising out of or in connection with the contract or the carrying out of the works, whether during the progress of the works or after their completion and whether before or after the determination or breach of the contract, shall be referred to Chairman & Managing Director of I.D.P.L or any authorised person appointed by him and his decision shall be binding on both the parties.
- Any dispute arising out in this connection will be subject to Chennai Jurisdiction only.

Applicable Law:

The contract shall be governed by and interpreted in accordance with the laws of India for the time being in force.

Bids should be submitted in sealed envelopes as mentioned below:

Cover (A)

Sealed envelope consisting of all the documents as required as per this tender document. All the documents should be self attested and stamped by authorised person. Cover should be superscripted as "COVER-A" "Tender No. IDPL(TN)/2017-18/02 Dated: **28/04/2017**" "Technical Bid".

Cover (B)

Sealed envelope consisting of Price Bid/s, as required as per this tender document .Cover should be superscripted as "COVER-B" "Tender No IDPL(TN)/2017-18/02 Dated: **28/04/2017**" "Price Bid".

Cover (C)

Common sealed envelope consisting of Cover-A and Cover-B. Cover should be superscripted as "COVER-C" "Tender No. IDPL(TN)/2017-18/02 Dated:**28/04/2017**

SECTION-II

SPECIAL INSTRUCTION TO BIDDER (SIT)

1. The TDS at prevailing rates shall be deducted at source from the monthly bill.
2. Salary must be disbursed to all the workers latest by 7th of each month in presence of Company's representative, during working hours.
3. The labour contractor shall be liable for due observation and implementation of the statutory conditions/requirements of labour laws as applicable to his workman, during the contract period.
4. Contractor shall provide manpower within 30 days from the date of work order.
5. The contractor shall work under the overall supervision and direction of the officer authorized by IDPL (TN) Chennai Plant to manage day to day functioning of the services.
6. The contractor will be responsible for proper deployment of the manpower. (In numbers as well as technically suitable) The list of employees appointed by the agency together with the names, address & telephone/mobile numbers (if available) of the employees including those as leave reserve shall be made available to authorized person of IDPL.
7. The jobs in each shift to be done for eight hours on every working day to meet the company requirement. Workers shall have to be called in 'A' Shift (06.00 hrs. to 14.00 hrs), General Shift (09.00 hrs to 17.00 hrs.), 'B' Shift(14.00 hrs to 22.00 hrs), and 'C' Shift in (22.00 hrs to 0600 hrs). In case of emergency/Breakdown/holidays contractor will have to arrange workers as per requirement of prevailing circumstance
8. The contractor will be responsible for any accident or injury to the contractor's labour supplied by him. He will ensure that first-aid/immediate proper treatment is provided to the concerned person under such circumstances. Claim, if any, to be settled by the contractor with ESI/other statutory authorities.
9. Persons to be provided by the contractor will be short listed/selected for engaging their service by concerned Department. These people will be employed for performing various jobs/activities in consultation with concerned section incharge. During the currency of contract, any person found not performing to satisfaction will be removed/dismissed at once. Contractor will have to replace such person within 03 working days.

10. **Qualification and experience of different categories of manpower.**

TECHNICAL MANPOWER

- a) High Skilled
 - i. For Production/Q.C/Q.A
B. Pharma/ B.Sc./ M.Sc./ with 4 to 5 years experience in manufacturing/Analysis/Testing of packing materials/Q.A/ QCD/FDRL.
 - ii. For Engineering/Services
Three years Diploma in Electrical/ Mechanical/Civil/ Instrumentation for Engineering Deptt. With 3-5 years experience.
- b) Skilled
 - i. For Production/Q.C/Q.A
ITI/Inter/Matric with 4-5 years experience in manufacturing/operating equipments (tablet/ Analysis /Testing of packing materials/Q.A/QCD/FDRL.
 - ii. For Engineering/Services
I.T.I. Certificate holder in respective discipline with 2-3 years experience for engineering dept/minimum 10 years experience in relevant field.
- c) Semi-Skilled
Inter/ Matric /ITI / minimum 3 years operating skills in the respective discipline.
- d) Unskilled
Any qualification with minimum 2 years experience in relevant field.

NON TECHNICAL MANPOWER

- a) High Skilled B.A. / B. Sc / B.Com. with 3 to 5 years experience in respective discipline for Per. & Admn., Store & purchase and Finance & Accounts Departments.
- b) Skilled Preferably Graduate with 2 to 3 years experience in store/purchase/per.&admn/accounts/typing computer/data operation & other office jobs.
- c) SEMI SKILLED Matric/ 8th pass preferably with 1 year experience.

Minimum Wages

- i. Wages quoted by bidder should not be less than minimum wages mentioned which is statutory as per minimum wages Act.

11. Manpower Requirement

Following categories of Manpower are required on monthly basis in various departments:-

S.No.	Department	High Skilled		Skilled		Semi Skilled		Un-skilled		Total	
		(T)	(NT)	(T)	(NT)	(T)	(NT)	(T)	(NT)	(T)	(NT)
1.	G.M.Cell								01		01
2.	Production			05		05		0	0	10	0
3.	Commercial	01				01				02	0
4.	Works & services			17					07	17	07
5.	Quality control			01						01	
Total		38								30	08

*The quantity indicated is tentative & may increase or decrease at discretion of the Company.

SECTION-III

PRICE SCHEDULE

Tender Enquiry No. : IDPL/TN/2017-18/02

Dated:28/04/2017

To,

IDPL (Tamil Nadu) Limited,
Nandambakkam,
Chennai – 600 089.

Sir,

With reference to the Tender Enquiry No.: IDPL/TN/2017-18/02 dated : **28/04/2017** I/we hereby offer the following price to supply/providing manpower in various departments of IDPL (TN) Ltd., Chennai in accordance with the terms and conditions mentioned in the bid document

S. No.	DESCRIPTION	High Skilled		Skilled		Semi Skilled		Un-skilled	
		(T)	(NT)	(T)	(NT)	(T)	(NT)	(T)	(NT)
1.	*Basic								
2.	E, P, F, @ (12%)								
3.	E, S, I, @ (4.75%)								
4.	E,,D,,L,,I,, @ (1.36%)								
5.	Service Charges/Profit Margin								
6.	TOTAL (1+2+3+4+5)								
7.	Service Tax (at prevailing rate)								
8.	Total Charges/person/month Rs.								
9.	GRAND TOTAL:								

(Amount in words:.....)

*Minimum rates as per Central Govt, Ministry of Labour & Employment minimum wages amended from time to time as per latest notification to be quoted wherever applicable. Likely to be revised and implementation, after approval of competent authority.

Signature of the Authorised Signatory of the Bidder with Seal

Note:

- i. Amount to be mentioned clearly in Indian currency.
- ii. No corrections/alterations are permitted while mentioning the amount.
- iii. Amount to be written in both figures and words. If there is any difference between figures and words, the words will prevail.