

TAMILNADU TOURISM DEVELOPMENT CORPORATION LIMITED
No.2 Wallajah Road, Chennai -2



TENDER DOCUMENT NO:0010/H2/2022

**TENDER DOCUMENT FOR SUPPLY OF MANPOWER FOR
PROVIDING CERTAIN SERVICES IN TTDC HOTEL (YATRI
NIVAS SRIRANGAM AND KANCHEEPURAM).**

Address of the Tender Inviting Authority

THE MANAGING DIRECTOR

Tamilnadu Tourism Development Corporation Limited

No.2, Wallajah Road, Chennai-600 002

(THIS TENDER DOCUMENT IS NOT TRANSFERABLE)

Email: support@ttdonline.com – Web. [http:// www.tamilnadutourism.org](http://www.tamilnadutourism.org).

<http://www.tenders.tn.gov.in>

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SECTION - I

TAMILNADU TOURISM DEVELOPMENT CORPORATION LIMITED

NO.2 WALLAJAH ROAD, TRIPPLICANE, CHENNAI -2

INVITATION FOR BID (IFB)

TENDER NOTICE NO:0010/H2/2022

Dt: 09.07.2022

On behalf of Tamilnadu Tourism Development Corporation Limited, we invite sealed Competitive Bids in **Two cover system** (Techno Commercial & Price bids) for supply of manpower for providing certain services at TTDC Hotels (Yatri Nivas, Srirangam & Kancheepuram) for 3 years. The contract will be awarded initially for one year, which may be extended for subsequent years based on their satisfactory performance.

Table 1

Sl. No.	Type of Work	EMD	Eligibility	Period
1	2	3	4	5
1)	(i)Supply of Manpower for providing certain services at TTDC Hotels (Yatri Nivas, Srirangam & Kancheepuram)	Rs.3.00 Lakhs	Providing manpower services to Housekeeping / facility management/ in a classified/standard Hotel Industry / or any other Hospitality industry, conforming to the eligibility criteria.	3 Years

Table 2

Sl. No.	Last date of issue of Bid Documents	Last date of submission of Bid	Date of Opening of Technical Bid	Cost of Tender form (Rs.)
1	2	3	4	5
	18.08 .2022 @ 5.00 pm	22.08.2022 @ 11.00 am	22.08..2022 @ 11.30 am	1180/- (Incl Tax)

- Interested Bidders can procure the Bid documents on payment of a non refundable fee as outlined in the table above in the form of Demand draft drawn in any Nationalized / Scheduled Bank in favor of the Tamilnadu Tourism Development Corporation Ltd, payable at Head office, Chennai -2 , on all working days up to **5.00 pm** on or before the date specified in column no.2 of table 2 above. Bid documents can also be obtained by Registered Post or courier by sending a requisition letter addressed to The Managing Director, TTDC Ltd., Chennai-2, enclosing a Demand draft of any Nationalized/ Scheduled Bank for the value of Bid documents and an additional payment of Rs 100/- at the risk and responsibility of the prospective Bidder. Bid Documents can also be downloaded from the websites www.tamilnadutourism.org or www.tn.tenders.gov.in at free of cost. The downloaded Bid documents shall be submitted without any modification or insertion in the Bid documents or otherwise Bid will be liable for rejection.

Signature of the Bidder

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2. The Bidder shall furnish, as part of the Bid, **Earnest Money Deposit** given in column 3 of table 1. The EMD shall be either in the form of **Demand Draft/ Banker's cheque**, drawn from any Nationalized/Scheduled Bank in favour of Tamilnadu Tourism Development Corporation Ltd., The Earnest Money will be refunded to the unsuccessful bidder on application after intimation is sent for the rejection of the tender or at the expiration of bid validity period. Tenders not accompanied by the EMD will be summarily rejected. MSME establishment seeking EMD exemption should enclose valid certificate.
3. **The filled up Bid documents must be delivered in two cover system (The Technical bid and the Price Bid in separate sealed envelopes and the sealed envelopes shall then be put together in another envelope as detailed in the bidding documents) with Earnest Money Deposit as outlined in Para 2 with the technical Bid.**
4. The filled up Bid documents will be received up to the last date and time of submission as outlined in the table. Duly filled in Bid documents shall be put in the tender box provided at Head Office, TTDC Ltd., Chennai - 2 .
5. The Bid will be opened at the time and date outlined in the table above at Head office, TTDC Ltd., Chennai -2. If in the event of last date of submission of tender / Opening of Technical bid / Opening of Price bid being declared a holiday, it will be opened on the next working day at the same time and venue. No separate intimation shall be given for the same.
6. The filled up Bid documents can also be sent by post or courier to the Head Office, TTDC Ltd., Chennai-2 The TTDC shall not be responsible for any loss/ delay in transit/post.
7. The Managing Director, Tamilnadu Tourism Development Corporation Limited has got the Right to accept or reject the Tender partially or fully without assigning any reason there for.
8. In case of any dispute Chennai shall be jurisdiction.
9. All further communication / Amendment / Addendum will be posted in the official website Only.

Managing Director
TTDC Ltd.,

Check- list

Note : All pages of your bid should be numbered at the bottom and page numbers to be noted wherever required for reference.

Sl. No	Items	Yes / No	Your Page No
1.	Whether all pages of the bids signed and sealed by the tenderer.	Yes / No	
2.	Whether EMD DD/Bankers cheque / MSME certificate enclosed in the Technical bid.	Yes / No	
3.	Whether Technical bid and price bid were sealed in separate covers and both put in another big cover and sealed address properly written in all covers.	Yes / No	
4.	Whether enclosed work orders for the 4 years experience (for the years 2018-19, 2019-20, 2020-21, 2021-22) in providing manpower services to Housekeeping / facility management/ in a classified/standard Hotel Industry / or any other Hospitality industry.	Yes / No	
5.	Whether audited balance sheet enclosed and annual turnover Rs. 2 crores for 4 years is achieved if so note page nos. 2017-18 2018-19 2019-20 2020-21	Yes / No	
6.	Whether company Registration/ incorporation certificate / Partnership deed is enclosed if so note page no.	Yes / No	
7.	Copy of income tax return enclosed for 3 years if so note the page nos.(Assessment years) 2019-20 2020-21 2021-22	Yes / No	
8.	Whether proof for having engaged 150 workmen in one or many firms for the following 5 years is furnished if so page no. 2017-18 2018-19 2019-20 2020-21 2021-22	Yes / No	

9.	Whether the copy of EPF Registration certificate in the name of the tenderer is enclosed, page no. and code no.	Yes / No	
10.	Whether the copy of ESI Registration certificate in the name of the tenderer, page no. and code no.	Yes / No	
11.	Whether the copy of EPF/ESI remittance challans for the previous 6 months ending May 2022 is enclosed).	Yes / No	
12.	Whether copy of contract labour (R & A) Act 1970 and rules 1971 certificate with current validity enclosed if so, page no.	Yes / No	
13.	Whether copy of GST Registration certificate is in the name of the tenderer and is enclosed if so, page no.	Yes / No	
14.	Whether copy of Pan card enclosed if so, page no.	Yes / No	
15.	Whether extra credentials enclosed as per section V(E)	Yes / No	

SECTION- II

INSTRUCTIONS TO BIDDERS (ITB)

1. Scope of Bid

- a) Supply of manpower for providing certain services at TTDC Hotels as detailed in Annexure III
- b) For executing the services the required work force should be deployed to the unit as specified in the tender document as per Annexure V.
- c) The work force so deployed shall possess the qualification prescribed in the tender documents as per Annexure III.
- d) The works should be discharged effectively at regular intervals as specified in “Mandatory Duties” of the Tenderer in Annexure IV.

Eligible Bidders

1. Companies /Firms / Proprietary concern with proven track record for providing services in Hotel / Housekeeping line. They should conform to the eligible criteria prescribed in the qualification of bidders below.

2. Qualification of Bidders. (Xerox copies to be enclosed as Proof wherever required)

The bidders should have following qualifications:

- a) Should have minimum 4 years experience (for the years 2018-19, 2019-20, 2020-21, 2021-22) in providing manpower services to **housekeeping / facility management/** in a classified/standard Hotel Industry / or any other hospitality industry.
- b) Should have achieved a average Annual Turnover of Rupees **2 Crores** in each of the previous 4 financial years (i.e., 2017-18, 2018-19, 2019-20 and 2020-21). Tenderer shall furnish audited annual accounts for the three years as documentary proof. Tenderers shall also furnish income tax returns with acknowledgement for the last three assessment years (i.e, 2019-20, 2020-21 and 2021-22).
- c) Should have deployed, a minimum of 150 Personnel in one or more firms, companies or Organizations in each of the last five financial years (i.e.2017-18 to 2021-22) (copy of work orders with No of workmen shall be enclosed). The complete References of employers with Name, designation, address and contact phone number shall be furnished. These employers should have utilized the Tenderers services as above (or) Single work orders for a value of 20.00 Lakhs per annum should be enclosed for the above 3 years.
- d) Should have registered with Employees Provident Fund Organization and Employees State Insurance. Xerox copy of Registration certificates to be enclosed.
- e) Should have GST registration in the tenderers name/Company.
- f) Should submit the following certificates (Xerox copies with attestation) along with the tender documents in the technical bid.
 - a. Registration Certificate for the Agency / Firm / Company

- g) Remittance challan of EPF and ESI for its employees, at least for six months from Dec 2021 to May 2022.
- h) Should have current & valid license to take the work in accordance with contract Labour (R&A) Act 1970 and Rules 1971.

Cost of Bidding

The bidder shall bear all costs associated with the preparation and submission of his Bid, and the TTDC will in no case be responsible or liable for those costs.

3. Amendment of Bidding Documents

At any time after the issue of the Bid documents and before the opening of the Bid, the Bid inviting authority may make any changes, modifications or amendments to the Bid documents shall be uploaded in the official website only no other mode of communication will be sent. The Bid shall be furnished taking into account the addendum/amendments, if any, issued as mentioned above and any failure in doing so will lead to consequences including rejection of Bid.

Preparation of Bids

4. Language of Bid

All documents relating to the Bid shall be in English

If such documents are in other languages (copies of Invoice/performance certificates), it is the responsibility of the bidder to attach attested translated versions in English along with the copies of such documents which are self attested by the authorized person of tenderer.

If in future, it is proved that such documents are found to be non-genuine, or fraudulent, then corporation shall resort to cancellation of the contract; withhold any payments including security deposit and also take legal action besides blacklisting the bidder.

This is applicable to all facts, figures, relevant documents submitted by the bidder relevant to this tender.

5. Documents Comprising the Bid

The Technical Bid (Cover-A) submitted by the Bidder shall comprise the following:

- a) The Bid
- b) Bid Security; (EMD) in the form of D.D/Bankers cheque / MSME certificate.
- c) Registration Certificate / Partnership deed of the organisation.
- d) Proof for having minimum 4 years experience (for the years 2018-19, 2019-20, 2020-21, 2021-22) in providing manpower services to **housekeeping / facility management/** in a classified/standard Hotel Industry / or any other Hospitality industry.
- e) Should have achieved average Annual Turnover of Rupees 2.00 Crores in the preceding 4 financial years (i.e., 2017-18, 2018-19, 2019-20, 2020-21). Tenderer shall furnish audited annual accounts for the three years as documentary proof. Tenderers shall also

furnish income tax returns with acknowledgement for the last three assessment years (i.e., 2019 – 20, 2020 – 21 and 2021 – 22)

- f) Proof for having deployed, a minimum of **150** Personnel in any one or more firms, companies or organizations in each of the last five financial years (i.e., 2017-18, 2018 – 19, 2019 – 20 2020 – 21 and 2021 -22) (copy of work order showing number of workmen shall be enclosed) The complete References of employers with Name, designation, address and contact phone number shall be furnished. These employers should have utilize the tenderers services as above (or) Single work orders for a value of 20.00 Lakhs per annum should be enclosed for the above 3 years.
- g) **Attested** copy of the Registration Certificate for the Agency / Firm and PAN and GST Registration Number.
- h) The Tenderer should furnish the code numbers for EPF and ESI contribution allotted by Employees Provident Fund Organization and Employees State Insurance Corporation (Documentary proof to be furnished).
- i) The tenderer shall furnish documentary proof of remittance of EPF and ESI for its employees, at least for six months from Dec 2021 to May 2022.
- j) Proof for having current valid license to take the work in accordance with contract Labor (R & A) Act 1970 and Rules 1971.
- k) If the tenderer is a company, certificate of incorporation should be furnished. If the tenderer is a firm registration certificate / Partnership deed is to be furnished.

The Price Bid (Cover-B) submitted by the Bidder shall comprise the following:

- a) The unit rate per month for the services listed including ESI, EPF and other statutory payments should be furnished.
- b) The prices quoted in the tender shall be in Indian Currency i.e., Rupee.
- c) The rate quoted should be to the nearest rupee, not in paise anywhere. If paise noticed it shall be rounded and taken up as per procedure in force.
- d) Service charges should be quoted not less than 4% of wages inclusive of EPF and ESI for all cadres of workforce. The quoted rate without service charges shall not be considered as Genuine and rejected. **Service charges quoted will remain constant for all the three years (if extended).**
- e) If 2 or more firms have quoted equal service charges in all aspects, the successful tenderer shall be selected through extra credentials possessed by the firm such as Number of Classified Hotel/Hospitality Sector they are providing service, turnover, Length of experience, Number of staff enrolled as per EPF statement May 2022. In this regard work orders balance sheet shall be the basic record. Work may be shared upon mutual willingness of the tenderers.
- f) The full GST amount in force should be quoted in tenderer's quotation

6. Bid Prices

- i) It is the responsibility of the Agency to make necessary provision towards the welfare measures as directed by statutory authorities for contract work forces and as prescribed by the applicable Acts and rules like Tea, Weekly off, Bonus etc.
- ii) The Agency having ESI, EPF Code Nos. should remit the contributions by themselves, the payment towards ESI & EPF for the employees, employers contributions in his/their code numbers and copy of the remittance challans should be produced. The contribution / premium / tax etc to any other statutory authorities, the contractor has to remit them directly after registering with the respective department.

7. Earnest Money Deposit

1. The EMD shall be remitted through Demand Draft or Bankers cheque / MSME Certificate and shall be enclosed along with the Technical Bid.
2. The Earnest Money will be refunded to the unsuccessful bidder on application after intimation is sent or at the expiration of Bid validity period. Bids not accompanied by the Bid Security will be rejected. The EMD of the successful Bidder will be refunded after execution of agreement and furnishing of performance security and commencement of work.
- 3. The EMD will be forfeited:**
 - a) If a bidder withdraws his Bid during the period of Bid validity.
 - b) If a successful Bidder fails to:
 - i) Execute the agreement or
 - ii) Furnish the necessary performance security within the specified time limit of 15 days from the date of receipt of work order from TTDC.
 - c) If the Bidder does not accept the correction of the Bid price.
- 4. The original and all copies of the Bid shall be typed or written in ink and shall be signed by a person or persons duly authorized to sign on behalf of the Bidder. All pages of the Bid where entries or amendments have been made shall be signed by the person or persons signing the Bid.**
5. The Bid shall contain no alterations or additions, except those to comply with instructions Issued by the Employer, or as necessary to correct errors made by the Bidder, in which case such corrections shall be attested by the person or persons signing the Bid.

Submission of Bids

8. Sealing and Marking of Bids

1. The tenderers participating are required to follow the procedure as given below while submitting their bids.
2. **The Bidder shall be responsible for properly super scribing and sealing the cover in which the Bid is submitted and Bid inviting authority shall not be responsible for accidental/ misplacement/premature opening of the covers that are not properly super scribed and sealed, before the time appointed for Bid opening.**
3. **The filled up Bid documents shall be submitted up to the last date of submission as given in Bid Data sheet. Duly filled in Bid documents shall be put in the Tender box provided at the places specified in the invitation of bid Table II. Tenders can also be submitted by Post or Courier. Bid inviting authority shall not be responsible for any delay/loss in transit in such cases.**
4. The Bidders should not amend/add/alter any of the Bid conditions, conditions of contract, specifications etc. of his own.
5. The Bidder should submit the Bid documents for the total manpower required for each of the TTDC Hotel (Yatri Nivas Srirangam & Kancheepuram) as specified in the price bid for all 3 years.

Deadline for Submission of Bids

1. Bids shall be delivered to the TTDC at the address specified in the invitation of Bids not later than the time and date specified in the Bid Data sheet.
2. The TTDC may extend the deadline for submission of bids by issuing an amendment, in which case all rights and obligations of the TTDC and the Bidders previously subject to the original deadline will then be subject to the new deadline.

Late Bids

No Bid will be received by the TTDC after the prescribed date and time.

Bid Opening, Evaluation and Award of Contract

Bid Opening

1. The Tenderers Technical Bid shall be opened at the time specified and as per instructions to bidders or amended thereof in the presence of attending tenderers or their authorized representative provided one person per tender shall be allowed.
2. Technical Bids of Tenderers who do not qualify technically as per evaluation criteria of the schedule shall be rejected without further consideration.
3. To assist in the scrutiny, evaluation and comparison of bids, the TTDC may, at their discretion, request clarifications on the bid from the tenderer.

4. Notwithstanding any Terms and Conditions stipulated in the tender documents, TTDC reserves the right to accept or reject in part or whole any, or all the tenders received at any time prior to the award of Contract, without thereby incurring any liability to the affected Bidder or bidders or any obligation to inform the affected Bidder or bidders of the grounds for the Employers action.
5. The price bids of the qualified tenderers alone shall be opened under separate intimation to them.

Correction of Errors

1. Bids determined to be substantially responsive will be checked by the TTDC for any arithmetic errors. Errors will be corrected by the TTDC where there is a discrepancy between the amounts in figures and in words, the lowest will be taken.
2. Where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern.
3. The amount stated in the Bid will be adjusted by the TTDC in accordance with the above procedure for the correction of errors and shall be considered as binding upon the Bidder. If the Bidder does not accept the corrected amount, the Bid will be rejected, and the ***EMD may be forfeited.***

Validity period of the Bid

The rates quoted in the bids will be valid for a **period of 90 days** from the date of opening of price bid.

Notification of Award and Signing of Agreement

1. The Bidder whose Bid has been accepted will be notified of the award by the TTDC prior to expiration of the Bid validity period by Fax, E-mail, Courier post confirmed by registered letter. This letter (herein after and in the Conditions of Contract called the "Letter of Acceptance") will state the sum that the TTDC will pay the Contractor in consideration of the supply of the work forces by the Contractor as prescribed by the Contract (hereinafter and in the Contract called the "Contract Price").
2. The notification of award will constitute the formation of the Contract, subject to the Bidder furnishing the Performance Security and signing the Agreement in accordance with tender terms.
3. The bidder shall have to enter into an agreement with the TTDC within 15 days from the date of receipt of letter of acceptance. The form of agreement will have to be stamped at the cost of the bidder.
4. Upon the furnishing by the successful Bidder of the Performance Security, the TTDC will promptly notify the other bidders that their bids have been unsuccessful.

Performance Security (Security Deposit)

1. The successful tenderer should furnish performance bid security equivalent to 10% of annual tender value either by DD or by Bank Guarantee from a Nationalized Bank/Scheduled Bank valid for one year and six months within Two weeks from the date of receipt of letter from TTDC intimating the selection of the bidder for award of contract. The contract may be extended for next year at the same percentage of service charge. If the contract is extended for further period fresh performance security should be furnished for every year of contract before getting extension order. Every time the Bank Guarantee should be valid for 1 year & six months. Old Bank Guarantee shall be returned when new bank guarantee is received. The successful tenderer shall also execute the agreement with TTDC within two weeks from the date of receipt of work order from TTDC. **However it is open to the Managing Director to insist on higher deposit as per rules in force.**
2. Failure of the successful Bidder furnish performance security of shall constitute sufficient grounds for cancellation of the award and forfeiture of the Bid Security.

Corrupt or Fraudulent Practices

The bidder shall observe highest standard of ethics during bidding process and execution of the project.

1. "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution; and
2. "Fraudulent practice" means a misrepresentation of facts in order to influence the selection process or execution of a contract which is detrimental to the TTDC and includes collusive practice among the bidders during selection process, designed to establish prices at artificial, non-competitive levels and to deprive the TTDC of the benefits of free and open competition.
3. The TTDC will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.
4. Whereas the technical specifications and other tender conditions have been specified to the extent of receiving a good product and service in the interest of corporation, if the bidder suppresses and/or furnishes faulty facts and resorts to any other action with malafide action with the only intention of bagging the order at any cost or supplying the products which are not of the best quality or in violation of tender specifications, then the corporation or any of its official are in no way responsible for any subsequent loss/damage arising out of such malafide action.

The bidder alone is solely responsible for all such liabilities arising out of any fraudulent actions.

Evaluation of bid

1. The bid will be evaluated based on the total service charges quoted for the year as in schedule of the price bid (cover-B). While evaluating the total cost, the taxes, applicable on the day of quotations shall be taken into consideration. Subsequently, deductions or additions of the taxes will not affect the ranking of the tenders. However, any or all mandatory taxes, levies, duties etc., increase may be considered on submission of proof of the same.

Rejection of bid

The tender will be rejected outright if the tenderer (legible, visible Xerox copies with clear impression with due attestation should be attached otherwise the same shall not be considered for evaluation)

1. Does not attach EMD .
2. Stipulates the validity period less than what is stated in the form of tender
3. Does not disclose the full names and address of all his partners in the case of all partnership concern.
4. Does not fill in and sign the Tender Form Specification for the various categories of man power and their rates completely.
5. Does not submit the Tender in sealed envelope.
6. Does not submit the Original Tender Form duly signed and stamped.
7. Submit the tender without stating the rates either in figures or in words.
8. **Does not submit all the annexures duly signed and stamped.**
9. The Tender will also be rejected if,
 - a) Should have minimum 4 years experience (for the years 2018-19, 2019-20, 2020-21, 2021-22) in providing services to **housekeeping / facility management/** in a classified/standard Hotel Industry / or any other hospitality industry.
 - b) The tenderer has not achieved a minimum Annual Turnover of Rupees **2.00** Crores each for the previous 4 financial years (i.e., 2017-18, 2018-19, 2019-20 and 2020-21). Tenderer shall furnish audited annual accounts for the three years as documentary proof . Tenderers shall also furnish income tax returns with acknowledgement for the last three assessment years (i.e., 2019-20, 2020-21 and 2021-22).
 - c) **The tenderer does not submit attested copies of the following certificates along with the tender documents in the technical bid.**
 - i) Registration Certificate / partnership deed for the Company/firm.
 - ii) Proof of having deployed, a minimum of **150** Personnel in any firms or companies for the last 4 financial years (i.e., for the years 2018-19, 2019-20, 2020-21, 2021-22) (copy of work order with number of work man should be enclosed). The complete References of employers with Name, designation, address and contact phone number shall be furnished. These employers should have utilized the tenderers services as above.

- iii) The Tenderer does not furnish the code numbers for EPF and ESI contribution allotted by Employees Provident Fund Organization and Employees State Insurance Corporation (Documentary proof to be furnished).
 - iv) The tenderer does not furnish documentary proof of remittance of EPF and ESI for its employees, at least for six months ending May 2022.
 - v) The Tenderer does not have a current and valid license to take the work in accordance with contract Labour (R & A) Act 1970 and Rules 1971.
- d) **If the tenderer has not signed and affix seal on each page, and the undertaking prescribed in (Annexure).**
- e) The technical bid of the tenderer who had already been awarded the same contract by TTDC and was terminated later due to non satisfactory performance/default in prompt payment of wages to their employees/non or delayed payment of EPF/ESI subscriptions or other statutory payments shall be rejected without any further intimation.

SECTION III

Conditions of Contract- General Conditions

1. The period of contract will be for one year initially with effect from the date of issue of work order. The contract may be extended for second and third year if TTDC finds the performance satisfactory. In case of any dispute on the tender process, the decision of TTDC will be final in this regard. If the contract is extended for every year valid for contractor should offer fresh bank guarantee valid for one and half year and make fresh agreement forthwith.
2. No alteration whatever may be made in the text of the tender form. Any remarks or Explanations should be set out in a covering letter. The form of agreement is bound up with other documents, so that the tenderers may know what their liabilities and duties are and the entire tender form should be submitted to the Tamilnadu Tourism Development Corporation when submitting the tender.
3. Tenderers must comply with instructions contained in the notice inviting tender. They must also agree to comply with all the conditions and specifications of the contract. Otherwise their tenders are liable for rejection.
4. (a) The rates quoted should be firm and no variation in rates or prices are admissible later.
(b) The rates should be quoted in Indian Rupees and payment will also be made only in Indian Rupees.
5. The tenderer shall be solely responsible for the payment of the Central or State govt. Taxes and levies etc. If any at anytime during the contract period and the rates for the various items of work shall remain unaltered by any change that may be made from time to time in the rate at which such taxes and levies are payable.
6. The tenderers should abide by the terms and conditions prescribed in the Agreement and Work Order.
7. The acceptance of the tender by the TTDC shall be deemed to result in and constitute a valid and concluded contract binding on the tenderer notwithstanding the non-execution of the contract agreement.
8. The contractor shall furnish a list of work force proposed to be deployed by him with their Name, education qualification and experience in years with I.D proof furnished in the TTDC Hotels allotted. The contractor shall change anybody from this list with person of equal or higher qualification and experience after obtaining specific approval of the Manager of the TTDC Hotels concerned.
9. The successful tenderer shall pay all stamp charges on the contract.

10. Should the contractor fail to undertake to commence the work within 15 days from the date of order by the TTDC , the security deposit will be forfeited and the contract is liable to be cancelled or terminated and TTDC may thereupon at such terms as it may think fit, arrange through any other person or persons to undertake or perform, provide, execute and do all works, materials or matters and things described in the tender schedule at the risk and cost of the contractor.
11. Tenderers should give full postal address of their office in their tender. The delivery at the above named place or posting in a post box regularly maintained by the postal department or sending by letter registered for acknowledgement of any notice, letter or other communication to the tenderer or contractor shall be deemed sufficient service thereof upon the tenderer or contractor in writing. The address may be changed at any time by an instrument executed by the tenderer or contractor and delivered to TTDC.
12. The tenderer shall not assign, transfer, pledge or subcontract the performance of the services without the prior written consent of this office.

13. **EXIT MANAGEMENT PLAN**

- a) The tenderer shall provide TTDC with a recommended exit management plan (“Exit Management Plan”) which shall deal with at least the following aspects of exit management in relation to the project implementation, the operation and management and scope of work definition.
 - i) A detailed programme of the transfer process that could be used in conjunction with a replacement Successful Tenderer including details of the means to be used to ensure continuing provisions of the services throughout the transfer process or until the cessation of the services and of the Management structure to be used during the transfer.
 - ii) Plans for the communication with such of the Tenderer, staff, suppliers, customers and any related third party as are necessary to avoid any material detrimental impact on the outsourcing of certain services in various TTDC Hotels as a result of undertaking the transfer.
 - iii) Plans for provision of contingent support to services and replacement of Tenderer for a reasonable period (minimum one month) after transfer.
- b) The tenderer shall redraft the Exit Management Plan annually thereafter to ensure that it is kept relevant and up to date in case the contract is extended.
- c) The terms of payment as slated in the terms of payment schedule include the costs of the Tenderer complying with its obligations under this Schedule.

- d) In the event of termination of scope of work, each party shall comply with the exit management plan.
- e) During the exit management period the tenderer shall use his best effort to deliver the services.
- f) The exit management plan shall be furnished in writing to the TTDC within 15 days from the receipt of notice of termination or one month prior to the expiry of this Agreement.

14. Breach of Contract

The breach of contract is the failure or refusal to perform it. Any breach of contract by one party to it gives the other party an immediate cause of action and a right to damages as compensation for loss following from the breach of contract. A breach occurs where a party to the contract repudiates or fails to perform one or more of the obligations imposed upon him by the contract. The failure to perform may take place when the time for performance has arrived or even before that. Thus, the “**Breach of Contract**” mentioned above covers (a) the Anticipatory Breach and (b) the Present Breach.

TTDC may without prejudice to its right against the tenderer in respect of any delay or inferior workmanship or otherwise or to any claims for damage in respect of any breach of the contract and without prejudice to any rights or remedies under any of the provisions of this contract or otherwise and whether the date for completion has or has not elapsed by notice in writing absolutely determine the contract in any of the following cases:

15) Termination:

- a. Termination on expiry of the CONTRACT: The Agreement shall be deemed to have been Automatically terminated on the expiry of the Contract period unless the Employer has exercised its option to extend the Contract in accordance with the provisions, if any, of the Contract.
- b. Termination on account of insolvency: In the event the Successful Bidder at any time during the term of the Contract becomes insolvent or makes a voluntary assignment of its assets for the benefit of creditors or is adjudged bankrupt, then the Employer shall, by a notice in writing have the right to terminate the Contract and all the Successful Bidders rights and privileges hereunder, shall stand terminated forthwith.
- c. Termination breach of contract: A breach by the Successful Bidder of its obligations hereunder and such breach not being rectified by the Successful Bidder within 30 days of receipt of the TTDCs notice intimating such breach.
- d. Termination for delay: Successful Bidder shall be required to perform all activities/services as per this conditions and specifications. If the Successful Bidder fails to do so, the Contract may be terminated by the TTDC by giving 30 days written notice unless the TTDC will extend the period with levy of Liquidated Damages.

- e. TTDC may any time terminate the contract by giving 30 days notice without assigning any reason.
- f. If the tenderer fails to replace or provide the workforce, additional workforce as required by TTDC on more than 3 occasions within a span of 90 days TTDC will reserve the right to terminate the contract.
- g. TTDC reserves the right to terminate the contract without notice if tenderer is involved in any illegal activities or if the tenderer violates any terms of the contract or if it comes to light that the contract was obtained based on any false information or fraud.
- h. The TTDC may, at any time, at his option cancel and terminate this contract by written notice stating reasons for such cancellation or termination to the Contractor, in which event the Contractor shall be entitled to payment for the work done up to the time of such cancellation, after deducting the cost / loss incurred by TTDC.
- i. The TTDC may, at its option, cancel or omit the execution of one or more items of work under this contract, and any part of such item(s) without any compensation whatsoever to the Contractor by giving due notice in writing stating reasons therefore.
- j. If at any time after commencement of the work the TTDC shall for any reason whatsoever not require the whole work or part thereof as specified in the tender to be carried out, the TTDC shall give notice in writing of the fact to the Contractor who shall have no claim to any payment of compensation whatsoever on account of any profit or advantage which he might have derived from the execution of the work in full but which he did not derive in consequent of the full amount of the work not having been carried out.

16) Disputes

All disputes and differences arising out or in any way touching or concerning the contract shall be referred to the sole arbitration of any person nominated by the TTDC. There will be no objection to any such appointment that the arbitrator so appointed is a Government servant, that he had to deal with matters to which this indenture relates That in the course of his duties as such government servant, he has expressed views on or any of the matters in dispute or differences. The award of the arbitrator so appointed shall be final and binding the parties to the agreement. Further, if any dispute is to be referred to the courts, the jurisdiction of the same shall be at Chennai.

SECTION IV

Conditions of Contract- Special Conditions

- 1) The tenderers should possess valid License to take up the work in accordance with contract labour (R & A) Act 1970 & Rules 1971.
- 2) The tenderers should supply the required work force as specified in Annexure – V. The supplied manpower should possess the qualification prescribed in the Annexure III against each category mentioned. Proof of qualifications and age should be made available at the time of induction of work force, to the Manager of the TTDC Hotels.
- 3) The tenderers should clean and maintain the TTDC Hotels, garden and surroundings including related infrastructure (wherever it exists) in perfect manner and the cleaning should be done at regular intervals as specified in Annexure IV. The scope of work to be done by the tenderer is in Annexure IV.
- 4) The tenderers shall not deploy any work force below 18 completed years of age. He should also not deploy any one above 40 years of age. Legal or statutory liability for employing anyone below 18 years will be of the tenderer alone.
- 5) The work force supplied by the tenderer should verify and submit if any police / criminal cases against them. The character and antecedents of each personnel of the tenderer will be got verified by the tenderer before their deployment after investigation by the local police, collecting proof of identity like driving license ,bank account details, previous work experience, proof of residence and recent photograph. Certificate to this effect to be submitted by the tenderer to the concerned unit Managers. The tenderer will also ensure that the personnel deployed or medically fit and will keep in record certificate of their medical fitness.
- 6) The tenderer should strictly adhere to the rules and regulations framed under various Acts such as Employees Provident Fund, Employees State Insurance Scheme and other Central and State Acts.
- 7) The tenderer should provide their work forces with name badge and Identity cards. No work force will be allowed to work without Uniform and Identity Card.
- 8) The tenderer should replace the work forces when it is found by the concerned Managers that they are not discharging their duties satisfactorily within 3 days from the date of intimation by the Manager.
- 9) In case of additional work forces are required at any time, it shall be intimated to the tenderer by the Manager of the Unit. The tenderer should provide the required additional work forces on the days required by the Unit Manager on 3 days notice.

- 10) If the tenderer fails to replace or provide work forces/ additional work forces required within 3 days, TTDC will make its own arrangements and any extra expenditure if any on this account i.e. difference between rates fixed for work forces at contract and the rate at which TTDC replaces or engages additional work forces will be debited to the tenderers account. The same will be deducted from the bill of the contractor payable to him.
- 11) If the tenderer fails to replace or provide work force/ additional work force, on more than three occasions, within a span of 90 days, TTDC will have the right to CANCEL the contract and initiate steps to replace the tenderer without any notice to the tenderer.
- 12) The tenderer should supply work force with Good Character and Conduct, as they are to work in hospitality industry. The Tenderer should produce Certificate from the local Police Station of the Normal residence of the workmen to the effect that there are no criminal cases or inquiries pending against the work force.
- 13) The work forces should always be polite with good behavior with the guests. While attending to work there must not be any complaints from guests.
- 14) The tenderer shall ensure proper conduct of his work forces in office premises, and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering without work.
- 15) TTDC reserves the right to increase or decrease the number of work forces at any time.
- 16) The TTDC may require the tenderer to dismiss or remove from the site of work, any work force or work forces, employed by the service provider, who may be incompetent or for His's/her's/their's misconduct and service provider shall forthwith comply with such Requirements.
- 17) The tenderer shall replace immediately any of his personnel, if they are unacceptable to the TTDC because of security risk, incompetence, conflict of interest and breach of Confidentiality or improper conduct upon receiving written notice from office.
- 18) TTDC shall not be liable for any loss, damage, theft, burglary or robbery of any Personal belongings, equipment or vehicles of the personnel of the service providers.
- 19) The tenderers personnel shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangements and administrative / organizational matters as all are of confidential/secret nature that can attract legal action.
- 20) The tenderers work force shall not claim any benefit/ compensation/ absorption/ regularization of services in this office under the provision of Industrial Disputes Act, 1947 of Contract Labour (Regulation & Abolition) Act, 1970. Undertaking from the person to this effect will be required to be submitted by the service provider to this office.

- 21) The work force deployed shall not claim any Master & Servant relationship against this Office.
- 22) The tenderer shall engage the necessary work force as required by TTDC from time to time. The said work force engaged by the tenderer shall be employee of the tenderer and it shall be the duty of the tenderer to pay their salary every month in time by the contractor. There is no Master & Servant relationship between the employees of the tenderer and TTDC. Further that the said work forces of the tenderer shall not claim any benefit. The contractor should not stop the payment of salary on account of delays not attributed to the engaged.
- 23) The transportation, food, medical and other statutory requirement under the various Acts/Govt. Regulations in respect of each work force of the tenderer will be the responsibility of the tenderer. This shall include payment of PF, ESI, and GST etc. However, payments in respect of PF, ESI etc. or any such other statutory requirements to the successful contractor shall be made subject to furnishing of proof of such payments to the concerned authorities indicating the PF No., ESI No. etc. of the outsourced work force every month without fail and before submitting bills for the subsequent months. The bills should be for reimbursement of the actual amount to the service rendered by the contractor.
- 24) Working hours will be as follows
- | | |
|-----------------|-------------------------|
| Morning shift | : 6.00 A.M to 2.00 P.M |
| Afternoon shift | : 2.00 P.M to 10.00 P.M |
| Night shift | : 10.00 P.M to 6.00 A.M |
| General shift | : 9.00 A.M to 5.00 P.M |
- The tenderer should deploy the work force in the above shifts based on the requirement of the concerned unit Managers. The personnel may be required to discharge their functions beyond these working hours if required for which no over-time wages will be paid. The rate quoted per work force per month shall be applied for all the four shifts mentioned above.
- 25) The tenderer shall provide a substitute well in advanced if there is any probability of the work force leaving the job due to his/her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the service provider.
- 26) If for any reason the personnel deployed by the tenderer proceeds on absence, he/she should properly intimate the Controlling Officer and the Concerned Administration before such absence or in case of Medical emergency on the first day of taking such absence either officially or telephonically clearly indicating the number of days he/she will be absent. The tenderer shall provide a substitute in case the absence exceed 5 days or even earlier, if situation so warrants, which shall invite a penalty as specified in Penalty clause in the General conditions of the contract.

- 27) On the expiry of the agreement with one month notice the tenderer will withdraw all its personnel and clear their accounts by paying them all their legal dues. In case of any dispute on account of the termination of employment or non-employment by the personnel of the agency, it shall be the entire responsibility of the agency to pay and settle the same.
- 28) The tenderer, its work forces, its supervisory officers and staff should co-operate with TTDC in case of any EMERGENCY or CALAMITY or ACCIDENT or FIRE or THEFT, etc., to help investigate and take appropriate action against the culprit. The tenderer should not interfere in any way in the normal discharge of the functioning of the TTDC Officers.
- 29) In case it is found by the TTDC that a property or any material of the TTDC is lost or put to loss or damage due to the negligence of the work force supplied by the tenderer, the tenderer will be held fully responsible and he will have to make good the loss or damage so incurred. The decision of the TTDC as to the quantum of loss is final.
- 30) In case any work force of the tenderer suffers any injury or meets with any accident during the discharge of duty the entire cost of compensation shall be borne by the tenderer and the TTDC shall not be responsible for any claims damage compensations etc. All legal cost will have to be borne by the tenderer.

31) Payments

- (i) Payment will be made through crossed cheque and hence, the Tenderer should have Bank Account in the name of his Company / Firm / Organization.
- (ii) The Tenderer shall pay the amount indicated as wages payable per work force per month for the various categories of work force in the price bid as per Annexure VII. The Tenderer should submit documentary proof for payment of the stated wages to the work force every month. The Tenderer shall also submit a certificate along with monthly bills certifying that the work forces employed by them have been disbursed the wages in the previous month as indicated in the price bid and that they have remitted the EPF and ESI dues to the concerned Authorities within the prescribed time schedule. TTDC shall have the right to check the records related to the disbursement of salary and remittance of PF and ESI.
- (iii) The tenderer must disburse the wages salary to the workmen working in TTDC unit before 5th of the succeeding month by crediting to the individual accounts directly and should not be disbursed by cash along with pay slip. The same should be reported to the TTDC with acknowledgements, before 7th of the succeeding month.
- (iv) TTDC will initially make the payment of 75% of the bill to the tenderer and the balance will be paid as soon as the tenderer produces the proof of having remitted the **EPF, the ESI contribution and the payment to the work force deployed. (Copies of Challan for remittance of EPF, ESI to be furnished). Statement showing contribution paid to each work force also to be produced for verification with EPF office at regular interval.**

- (v) The Tenderer shall submit bills at office of concerned unit Manager for the executed work complete in all respects. The bills will be submitted in DUPLICATE and in the manner and form that may be prescribed by TTDC. Account payee cheque for amounts passed in the bill will be issued only after the tenderer gives a stamped receipt for the amount unless the bills are pre-receipted. Payments will be made only by Account payee cheques. The TTDC will have the right to recover liquidated damages for delay or slow progress of the work from the bills submitted for payment.
- (vi) The successful tenderer should get the **attestation of the Manager every day as to the Number of work force supplied to the Unit on each day along with their Attendance** records. This should be kept as permanent record in custody of the unit Manager. It should be presented to the Officers of TTDC whenever demanded for verification. This will form the basis of monthly payment.
- (vii) The successful tenderer in consultation with the TTDC will prepare and get approval a Performance for evaluation and monitoring of the quality of work done by the work force deployed by him for different services. The Tenderer will get certification on the Performance Evaluation from the Regional Manager, Manager of the TTDC Hotels every week. These certificates will be obtained on every Sunday of the week. If the services as per report are not satisfactory same will be taken into consideration for continuation of the work forces or continuation of the contract, and for deciding the payment.
- (viii) TDS shall be deducted at applicable rate from the monthly bill of the contractor.
- 32) The required number of work force should be available on all days. Rotational arrangements for Weekly holidays, National and festival holidays, etc to the work force will be the responsibility of the tenderer on full wages to the individuals for the above days.
- 33) The responsibility of arranging required number of work forces for each day rests with the tenderer only.
- 34) All records as envisaged by all applicable central and State Tax acts and rules should be maintained by the tenderer and these records are subject to scrutiny by the Manager of the TTDC Hotels, or any higher officer of TTDC besides the concerned Govt. authorities.
- 35) The successful tenderer should nominate a Co-Ordinator / Nodal Officer other than supervisor for each unit with contact addresses, Phone Nos, Cell Nos, who will be available on 24 hours, 7 days basis for resolving any issue.
- 36) The tenderer should ensure that the work force obey and work under the direct supervision of the Manager concerned and the tenderer should not interfere in the routine discharge of the duties of the work force in the TTDC's properties unless specifically asked to do so.
- 37) If the tenderer fails to adhere to the terms and conditions of the tender, he shall compensate TTDC for the additional expenditure or loss incurred by TTDC due to the breach of terms and conditions by the tenderer.
- 38) The tenderers should provide a supervisor in all the TTDC units where the deployed manpower exceeds 20. The supervisor shall be responsible for monitoring and managing the deployed manpower and he will report to the Unit Manager regarding all matters related to the deployed manpower and their performance.

- 39) The tenderer will provide the required personnel for a shorter period also, in case of any exigencies as per the requirement of the office.
- 40) The workforce deployed by the tenderer should not leave the designated work place without obtaining permission from the Manager of the respective unit.
- 41) The workforces provided by the tenderer will perform their duties in accordance with the instructions given by the Officer of TTDC from time to time.
- 42) None of the work forces of the tenderer shall enter into any kind of private work within or outside the campus of the tendering authority.
- 43) Use of Mobile phones, Pen drives, CDs, DVDs and any other electronic devices by the work forces is banned in the premises of the TTDC.
- 44) The tenderer should provide 24 x 7 Telephone supports if required. The tenderer should be available on his own direct telephone (Office as well as residence) and also on Mobile phone so as to call in emergency case. All the contact numbers should be invariably given.
- 45) The entire responsibility of the outsourced work forces regarding his leave, pay, medical, etc. will be on the tenderer. The tenderer will be solely responsible for the deployment of work forces who will be working for and on behalf of the tenderer and would be on the tenderer roll irrespective of their attendance being taken by TTDC. TTDC will not own any responsibility of their employment or otherwise.
- 46) The work force deployed by the tenderer shall not claim any benefit / compensation / absorption / regularization of services from / in TTDC under the provision of Industrial Disputes Act 1947 or Contract Labour (Regulation and Abolition) Act 1970. Undertaking from the persons to this effect shall be required to be submitted by the tenderer to the TTDC.
- 47) The contractor shall arrange to maintain the daily shift wise attendance, record of the contract personnel deployed by him showing their arrival and departure time. This attendance record to be submitted every week to TTDC with an attested photo copy of the attendance record of the personnel to which it pertains. The attendance record shall be produced for verification on demand by TTDC at any other point of time.

PENALTY CLAUSE

The following penalties shall be levied on the tenderer and shall be deducted from their monthly bill for the violation of terms and conditions indicated below:

- i) For attending duty without ID card : A sum of Rs. 50 per day of default / person shall be levied as penalty.

- ii) For failure to supply of manpower under each category. : 10 % of the wages payable per day for the not provided shall be levied as penalty for every day of default up to one week of default.
: 20 % of the wages payable per day for the manpower not supplied shall be levied as penalty for every day of default if the default exceeds one week

- iii) Poor quality / Defective Service / Work : Rs. 50 per day shall be levied as penalty for each defective work per day of default.

Contract Data

SECTION V

The name of the Contract	:	Supply of manpower for Providing certain services at TTDC Hotels (Yatri Nivas, Srirangam & Kancheepuram)
Identification number of the Contract	:	Tender Notice No: 0010/H2/2022
Price bid validity	:	90 days from the date of opening of the price bid.
Period of Contract	:	Initially for one year. May be extended by TTDC for the second and third year based on satisfactory performance every year.

Annexure -I

SECTION VI

DECLARATION BY THE BIDDER/TENDERER

I/We _____ hereby declare that I/We am/are not in any way related to any officer who is in charge of TTDC Hotels or having control of this work as referred ITB. I/We agree that if, at any stage, it is found that this declaration is untrue, the bid security/performance security paid by me/us will be forfeited and the contract entered will stand cancelled at the risk and cost of contractor. It is understood that the relationship with the officer referred to herein will be restricted to those referred in ITB.

Place:

Date:

Signature of the Bidder

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Annexure - II
Letter of Bidder

_____ (Location)

_____ (Date)

From

(Name & Address of the Bidder)

To

Dear Sir/Madam,

Sub: Tender for SUPPLY OF MANPOWER FOR PROVIDING CERTAIN SERVICES AT TTDC HOTELS (YATRI NIVAS SRIRAGAM & KANCHEEPURAM)

We, the undersigned, confirm that we meet all the qualification criteria given in the Tender Document

I have carefully gone through the tender document, and all its annexure, and I have fully understood the conditions and qualifications mentioned therein I hereby undertake to comply with all the conditions and requirements prescribed anywhere in this tender document. I undertake to submit monthly compliance Statements regarding payment of wages as indicated in the price bid. I also undertake to timely remit the EPF and ESI of contribution for the persons deployed by me. I also undertake to pay the applicable taxes from time to time under the Central or State Acts promptly to the appropriate authority within the prescribed time.

We are submitting this tender for our eligibility for the above assignment.

Our Proposal is binding upon us and subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the Proposal, i.e. [Date _____].

We also submit that salary to the work force shall be disbursed on or before 5th of the succeeding month without awaiting payment of our bill by you. We also assure to make all statutory payments connected to the welfare of workmen in EPF, ESI etc. and produce the copy of challans with statement of individuals subscription to the Managers concerned for verification every month.

We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988".

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized signatory:

Name and title of Signatory:

Name of Firm:

Address:

ANNEXURE III

MINIMUM QUALIFICATION REQUIRED FOR STAFF TO BE PROVIDED BY THE SUCCESSFUL AGENCY TO EXECUTE SERVICES IN THE TTDC HOTELS

1. MANAGER:

1. He should be a graduate and shall have minimum 3 year experience in managing in any of the Reputed hotels with capacity of minimum 30 rooms.
2. He should have undergone three year diploma/degree in Hotel Management and Catering Technology from any of the Approved Government Institutions / National Council for Hotel Management / University / Director of Technical Education.

(Or)

Experience of working as a Hotel Manager in a Star Hotel for not less than 5 years.

1. ASSISTANT MANAGER CUM ACCOUNTANT

1. He should be a commerce graduate and shall have minimum 2 years of experience of the handling Accounts with Tally.

2. FRONT OFFICE ASSISTANTS (Male / Female)

1. Should have passed +2
2. Should have undergone one year certificate course in Front Office and Hotel operation Management from any of the approved Government Institutions / National Council for Hotel Management / University/ Director of Technical Education /Modular Employment Scheme.

OR

3. Five years experience in Front Office in any standard Hotel having more than 30 rooms.

3. LAUNDRY OPERATOR:

1. Should have passed 10th and with 2 years experience in Power laundry operation.

4. HOUSE KEEPING SUPERVISOR:

1. Should have passed diploma/ degree/ certificate course in housekeeping / Hotel management
(OR)
2. Graduate in any discipline with 2 years experience in housekeeping in classified Hotels.

5. HOUSE KEEPING STAFF (MALE / FEMALE)

1. Should have passed 10th.
2. Two years experience in Housekeeping in any standard Hotel having more than 30 rooms.

7. ROOMBOY CUM WAITER (Room Service, Restaurant Service and Bar Service) (Male / Female)

1. Should have passed 10th Std.
2. Should have undergone six months certificate course in Food and Beverage service and Housekeeping – Room boy from any of the approved Government Institutions / National Council for Hotel Management / University / Director of Technical Education / Modular Employment Scheme.

(Or)

Five years experience in standard Hotel having 20 rooms and Restaurant of 30 covers.

8. GARDENING (GARDENERS): (Male / Female)

1. Should have passed 8th Std.
2. Should have six months experience in gardening in any organization.

9. ELECTRICIAN: (Male)

1. He should have passed 10th Std with Industrial Training Institute Certificate.
2. He should have undergone certificate course from any of the approved Industrial Training Institute /Government institutions / National Council for Vocational Training / Director of Technical Education / Modular Employment Scheme.
3. He should have B Certificate from Electrical licensing Board Government of Tamilnadu.

(Or)

Ten years in any reputed firms in the cadre of electrician.

10. PLUMBER :

1. He should have passed 10th Std with Industrial Training Institute Certificate.
2. He should have undergone certificate course from any of the approved Industrial Training Institute /Government institutions / National Council for Vocational Training / Director of Technical Education / Modular Employment Scheme.

11. LINEN STORE KEEPER:

1. Any degree with 2 years experience in stores.

12. TECHNICAL ASSISTANT:

1. Diploma in civil engineering from reputed polytechnic.
2. Should have experience in relevant field.

13. COOK: (Male)

1. He should have passed +2.
2. He should have undergone six months certificate course in Food Production from any of the approved Government Institutions / National Council for Hotel Management / University / Director of Technical Education / Modular Employment Scheme.
3. Minimum two years experience in a hotel in preparation of South Indian, North Indian, Continental and Chinese Dishes.

(Or)

Ten years experience in cooking in any standard Hotels having restaurant of 30 covers.

14. ASSISTANT COOK: (Male / Female)

1. Should have passed 8th std.
2. Should have undergone six months certificate course in Food Production from any of the approved Government Institutions / National Council for Hotel Management / University / Director of Technical Education / Modular Employment Scheme.

(Or)

Five years experience in Cooking in any standard Hotel having restaurant of 20 covers.

15. CLEANERS (RESTAURANT CLEANER, , PUBLIC AREA CLEANER, KITCHEN CLEANER : (Male / Female)

1. Should have passed 8th std.

16. HEAD GUARD / SECURITY :

1. Passed in 12th with 3 years experience in security field.

ANNEXURE – IV

MANDATORY DUTIES OF THE CONTRACTOR

1. Attendance should be maintained in all the locations maintained by the contractor and the work force sign it in every shift.
2. Spare (Reliever) work force should be deployed to work as a substitute in a particular hotel when the person in that hotel goes on leave.
3. The contractor has to fix leave regulation for the work force and submit a copy to TTDC.
4. The contractor has to provide I.D. card to their staff.
5. Whenever any work force of the contractor leaves the job and work forces with the same qualification is employed or transferred between stations maintained by the same contractor it should be informed in writing and with the approval of T.T.D.C and also see that the new work forces so employed should also have insurance cover.
6. The personnel should possess a register to record their activity in a particular hotel in a particular day and certified by the Corporation officials in charge of that particular hotel in that book.
7. Following Laws along **with their amendments/revisions from time to time** shall be adhered to by the contractor wherever applicable to Hotels.
 - a. Workmen Compensation Act, 1923
 - b. Payment of Wages Act, 1936
 - c. Industrial Disputes Act, 1947
 - d. Factories Act, 1948
 - e. Employees PF and Miscellaneous Act, 1952
 - f. Payment of Bonus Act, 1965
 - g. Payment of Gratuity Act, 1972
 - h. Equal Remuneration Act, 1979
 - i. Maternity Benefit Act 1951
 - j. Child Labor (Prohibition & Regulation) Act 1986
 - k. Inter-State Migrant workmen's (Regulation of Employment & Conditions of Service) Act 1979.
 - l. The Building and Other Construction workers (Regulation of Employment and Conditions of Service) Act 1996 and the Cess Act of 1996
 - m. Employee State Insurance Act, 1948
 - n. The Tamil Nadu Manual Workers (Regulation of Employment and Conditions of Work) Act, 1982.
 - o. The Bonded Labor System (Abolition) Act, 1976.
 - p. The Employer's Liability Act, 1938.

II. ELIMINATION OF CHILD LABOUR

1. Attention of all contractor are invited to the Child Labor (Prohibition and Regulations) Act 1986, which prohibits employment of children below 14 years of age in certain occupations and process and provides for regulations of employment of children in all other occupations and progress. Employment of child labor is prohibited in building and construction industry.
2. Hence all the contractors are requested to adhere to the provisions in the above Act and see that engagement of child labor in the operational activities of the Corporation are completely prohibited. Any violation of the provision will lead to penal action and removing of the contractor from the list of registered contractors.

III. SAFETY MEASURES:

1. All the work to be carried out in and around the hotel at their own risk and cost.
2. Each and every work force of the contractor should have insurance cover under workmen compensation act.

IV. NON-COMPLIANCE TO SCHEDULE OF WORK / MANDATORY DUTIES:

If the contractor fails to carry out any work or part of work/mandatory duties, the Corporation shall have the power to carry out such parts of work by engaging private agency and recover such amount including 5 (five) percent of the amount incurred from the progressive bills.

Photo Identify Cards have to be issued to the personnel and one set of these Identity Cards should be furnished to TTDC for record.

The responsibility of the contractor is also to take insurance policy under Workmen's Compensation Act 1923 for each labor and a copy of insurance policy should be furnished to the Board. This policy should be kept alive till completion of the contract period.

I. DUTIES AND RESPONSIBILITIES OF THE MANAGER .

- a) The Manager is the head of the unit. All members staff of unit should take instruction from him. He should ensure that all the service personnel of the hotel should be well groomed, neat and clean with proper uniform and shoes and with name badge etc.
- b) Responsible for the achievement of the budgeted income and profit every year.
- c) Responsible for the Housekeeping and maintenance of the Hotel.
- d) Should check all the vacant room daily and make arrangement for the reservation guest. He should also check the functioning of the all electrical/plumbing items in the room.
- e) Responsible for handling the VIP's /VVIP's with utmost care.
- f) Should ensure that the menu for the day is planned in advance and make necessary arrangements for proper men and materials for smooth functioning of the unit.
- g) Responsible for proper maintaining of rooms/kitchen/restaurant /other common areas and keep them neat and clean at all times.
- h) Should maintain the garden with greenery and place necessary potted plants in the unit to create a good ambience.
- i) Should maintain proper stock of provision.
- j) To make all statutory payments in accordance with the demand received as per the rules in force.
- k) To pay the electricity bills after verifying the bills with reference to the meter reading.
- l) To pay the telephone bills verifying whether all the calls were for official purpose and if not after recovery from the person who used them for private purpose.
- m) To maintain proper accounts of all receipts and payments at TTDC Hotels in accordance with the instructions issued from the Office of the Regional Manager, Chennai & Central from time to time.
- n) To close daily accounts of cash book and other subsidiary registers maintained at the TTDC Hotels by physical verification of cash.
- o) To send daily reports of the position of cash on hand and cash in the banks.
- p) The Manager will function for all purpose as Head of the TTDC Hotels and be answerable for any lapses. He will also have control over all the staff in the TTDC Hotels.
- q) Should ensure that online reservation system, Credit card machine/Wi-Fi function well at all times to make the stay of the guest comfortable.
- r) Responsible for ensuing proper service to guest who are coming to the TTDC Hotels.
- s) Should send new proposal for the improvement of TTDC Hotels.

II. DUTIES AND RESPONSIBILITIES OF THE ASSISTANT MANAGER CUM ACCOUNTANT.

- a) Ensure the collection tally with book and deposit in the bank.
- b) Regular book keeping in the tally and BRS.
- c) Remittance of the Statutory Dues within the time.
- d) Checking of arrival and departure entries regularly.

- e) Periodical verification of inventions and assets.
- f) Assist with Manager in operations.
- g) Responsible for petty cash voucher and monitoring the expenditure.
- h) Ensure all expenses are incurred with due approval.

III. DUTIES AND RESPONSIBILITIES OF THE FRONT OFFICE OPERATIONS:

- a) Billing of Arrival & Departure of guests (Cash, Credit, Credit Cards, etc.) attending phone calls operations, attending guest requirements.
- b) Providing information to the guests about tourist spots/pilgrim centre/travel/doctors, etc.
- c) Collection/remittance, Maintaining registers, Handbook/Day book/ Periodical registers etc. coordinating with House-keeping and maintaining.
- d) Cleaning front office area & other services.
- e) Any other duties assigned by the Unit Manager.

IV. DUTIES AND RESPONSIBILITIES OF HOUSE KEEPING SUPERVISOR

- a) Prepare check list for room and check the all rooms for clean/maintenance issue tec.
- b) Train the Housekeeper and cleaning and maintenance staff.
- c) Oversee staff on a daily basis.
- d) Check the rooms and common areas including staircase and launch areas for cleanliness.
- e) Schedule shifts and arrange for replacement in case of absence.
- f) Establish and educate staff on cleanliness, tidiness and hygienic standard.
- g) Motivate team members and resolve any issues that occur on the job.
- h) Respond to customer complaints and special request.
- i) Monitor and replenish cleaning products stock including floor cleaner, bleach and rubber gloves.
- j) Participate in large cleaning projects as required.
- k) Ensure compliance with safety and sanitation policies in all areas.

V. DUTIES AND RESPONSIBILITIES OF HOUSE KEEPER

Supervision of proper cleaning of Rooms, General areas, the Restaurant and Kitchen area etc.

VI. DUTIES AND RESPONSIBILITIES OF THE ROOM SERVICE, RESTAURANT SERVICE (Room boy-Cum –Waiter)

- a) Taking order (or) Receiving orders from rooms.
- b) Making Kitchen Order Token, receiving food from kitchen servicing.
- c) Cleaning plates, used towels and other utensils.
- d) Collecting money from the guests, remitting the amount to the Cashier at restaurant.
- e) Check-in and also check out of the guest.
- f) Water filling in the rooms.
- g) Any other duties assigned by the Unit Manager.

VII. DUTIES AND RESPONSIBILITIES OF GARDENER

- a) Maintenance of Garden, i.e. planting, watering, cleaning, manuring, trimming lawn, Maintaining plants trees inside the complex, cleaning the entire area (other than buildings) Daily.
- b) Cleaning the open drain periodically. Collection of garden waste, kitchen waste, wastes from Rooms and other waste in a collection drum or pit provided.
- c) Any other duties assigned by the Unit Manager.

VIII. DUTIES AND RESPONSIBILITIES OF FOOD PRODUCTION (Cook)

- a) He shall be responsible for the preparation of South Indian, North Indian and Continental and Chinese Dishes and serving of food in cafeteria / Restaurant / Room / Bar.
- b) Maintain food service facilities and equipment in proper condition. Should have knowledge of hygiene requirements in food preparation and storage.
- c) Should have knowledge of methods of preparing, cooking and serving food. Should have Knowledge of the uses of kitchen utensils and equipments and their operation.
- d) Should work under direct supervision of Manager and cooperate with other staff personnel Deployed at Kitchen.
- e) Should have the ability to follow oral and written instructions.
- f) Any other duties assigned by the Unit Manager.

IX. DUTIES AND RESPONSIBILITIES OF ASSISTANCE IN FOOD PRODUCTION (Assistant Cook)

- a) Should assist cook for preparation of South Indian, North Indian, Continental and Chinese Dishes.
- b) Should work under direct supervision of Cook and cooperate with him for preparation of food.
- c) Keeping the working table, Gas stoves and kitchen area clean and tidy always.
- d) Any other duties assigned by the Unit Manager.

X. DUTIES AND RESPONSIBILITIES OF CLEANING OF ROOMS, RESTAURANTS, PUBLIC AREA CLEANER AND KITCHEN (Cleaner)

A) Room Cleaning

- a) Reception and lounge.
- b) Conference Hall.
- c) Common Toilet.
- d) Room Corridor.
- e) Swimming pool changing room / toilet.
- f) Stair cases.
 - i. Dusting the furniture, fittings, cupboards etc - Once a day
 - ii. Sweeping and Mopping - Thrice a day
 - iii. Cleaning of common toilets - Once in three hours.

- a) Removing soiled linen and handing over to linen keeper.
- b) Dusting the furniture's, fittings, cupboards, windows etc. Removing of cobweb.
- c) Sweeping the entire room area.
- d) Bed making with clean and good linen.
- e) Toilet, floor, closet, and wall tiles cleaning and applying of disinfectant in the closet.
- f) Mop with detergent and disinfectant.
- g) Removal of Garbage in the dust bin.
- h) Spraying of Room freshener.
- i) Providing Cupboard sheets, Hanger and guest supplies, towels, drinking water and clean water glass.

All above works to be done for each checkout rooms before check in. In respect of rooms which are vacant for continuous period of more than one day dusting and spraying of room freshener should be done on daily basis and other works to be executed at the time of check in.

Cleaning of common areas:

B) Restaurant Cleaning – On Daily basis:

- a) Pressure washing floors and building exterior.
- b) Washing kitchen hoods, Cleaning exhaust fans, ducts, filters, cleaning tables, Emptying grease traps, Mopping and waxing floors, Vacuuming waiting areas, Sanitizing bathrooms, Disinfecting and polishing sinks, mirrors, toilets, and urinals.
- c) Washing internal/external windows, Dusting windows, mini-blinds, air conditioner vents, wall hangings.
- d) Washing floors and kitchen mats Refilling consumables including paper products and soap.
- e) Removing waste food and grime from dumpster area.
- f) Any other duties assigned by the Unit Manager.

D) Public Area Cleaning – Open area (other than building):

- a) Cleaning the entire area (other than buildings) daily.
- b) Cleaning the open drains periodically, cleaning the sanitary lines if blocked
- c) Any other duties assigned by the Unit Manager.

E) Kitchen Cleaning:

- a) Dish Washing (Crockery, Cutlery, glass, silver ware, etc.),
- b) Pot washing (utensils & vessels, etc.).
- c) Cleaning the restaurant, kitchen areas, removing kitchen & restaurant waste, cleaning kitchen equipments.
- d) Any other duties assigned by the Unit Manager.

X I. DUTIES AND RESPONSIBILITIES OF ELECTRICIAN:

- a. Checking of all electrical fittings and equipments in rooms and other areas, on daily basis periodical cleaning of all electrical fittings, switches, main board, etc. Switching on the lights in common area whenever necessary.
- b. Replacing the damaged/fused bulbs, fittings etc. Weekly checking the condition of the equipments such as solar water heater and Air conditioners and cold water dispensers which are under AMC and report to the Manager for taking action. If not covered under AMC to assist Manager in rectifying the defects through authorized service dealers.
- c. Operating the Generator whenever necessary and defects should be intimated to the Manager for AMC to maintain fuel consumption Register.
- d. Maintaining check list/register for all fittings, equipments etc. Operating electrical motors to pump water whenever necessary attending of Minor Electrical repairs. Periodical cleaning of Solar System (weekly) coordinating with E.B. personnel during meter reading.
- e. Ensuring electrical equipment is earthed properly.
- f. Any other duties assigned by the Manager.

X II. DUTIES AND RESPONSIBILITIES OF PLUMBER.

- a. Vacant rooms and unoccupied rooms are to checked daily.
- b. Recorded the defects in the room and outside of the building and to be submitted to the Manager.
- c. Indent to be made through Technical Assistant and rectified the defects in the same day.
- d. Water level to be maintained in both sump and OHT.
- e. Any other duties assigned by the Manager.

X III. DUTIES AND RESPONSIBILITIES OF TECHNICAL ASSISTANT

- a. Prepare and follow the checklist to check all rooms/common areas find and rectifying the defects.
- b. Presentation maintenance follow-up for all electrical equipment.
- c. Assist with Manager in fixing AMC for heavy equipment such as Life, Generator, Power Laundry Washing Machine etc.
- d. Responsible for maintenance of records related to maintenance.
- e. Responsible for all equipment/asset etc.,.

X IV. DUTIES AND RESPONSIBILITIES OF LINEN STORE KEEPER

- a. Responsible for entire Hotel linen.
- b. Send dirty linen from laundry after checking.
- c. Check laundered linen before giving it for ironing.
- d. Provide linen to various departments.
- e. Maintain register of linen movements and check linen regularly.
- f. Supervise ironing and laundering of linen of the Hotel.

- g. Supervise work of linen room attendance and tailors.
- h. Make suggestions related to replacement of purchase and give requirement of linen to executive Housekeeper.

X V. DUTIES AND RESPONSIBILITIES OF LAUNDRY OPERATOR

- a. Spot stained fabrics before loading them into washing machine.
- b. Load soiled linen into washing machine, feed in the right amount of detergent and other laundering chemicals.
- c. Load washed linen into dryers.
- d. Clean equipment's after use.
- e. Sort soiled linen according to fabrics types, colours, and degree of soiling.
- f. Ran sport soiled linen from linen room to laundry and fresh linen from laundry to linen room.

Qualification Information
PARTICULARS OF THE TENDERER

Name of the Tenderer	
Whether Sole Trader / Partnership / Private Limited Co. or Public Limited Co.	
Residential Address	
Address of the Registered Office	
Address of the Branch / Office Quoting against the Tender	
Names and addresses of the Proprietors / Partners / Directors	
Year of Establishment	
Registration No. & Date	
Registered under (give details under which Act the Company is registered)	
ISO Registration	
List of large companies / Public Sector Undertakings / Local Bodies / Companies to which the manpower has been supplied.	
Annual Turnover in the last 4 years (2017-18, 2018-19, 2019-20 and 2020-21)	
State GST No.	
Central State Sales Tax Registration No.	
Names of the Bankers	
Pan Card No.	
I.T. statement for last three Assessment years (2019-20, 2020 – 21, and 2021 - 22)	

Note : For providing the above information, if required, separate sheet may be enclosed.

DATE _____

SIGNATURE _____

SEAL _____

NAME _____

DESIGNATION _____

ADDRESS _____

Email ID _____

**FINANCIAL STATEMENT (DATA FOR PREVIOUS FOUR YEARS –
IN INDIAN RUPEES)**

Year	2017 - 18	2018 - 19	2019 - 20	2020 - 21
Total Assets				
Total Liabilities				
Net Worth				
Current Assets				
Current Liabilities				

b. Information from Income Statement

Year	2017 - 18	2018 - 19	2019 - 20	2020 - 21
Total Revenue				
Profit before Tax				
Profit after tax				
	<p>Attached are copies of financial statements (balance sheets including schedules and income statements) for the last four years, as indicated above, complying with the following conditions.</p> <p>All such documents reflect the financial situation of the bidder.</p> <p>Historical financial statements must be audited by a certified chartered accountant.</p> <p>Historical financial statements must be complete, including all schedules to the financial statements.</p>			

PRESENT ASSIGNMENTS IN WHICH BIDDER FIRM IS ENGAGED.

Sl No	Name & Address of client	Brief Scope of the Work	Work Order (P.O) No. & Date of issue of Order	Value of service (in Rs)	Period of Contract	Whether the copies of the Work orders / contracts from the client as required, is attached?	
						Yes/No	Pg. No. on the Proposal

EARNEST MONEY DEPOSIT REFUND FORM

From

To

Sir,

Sub : Tender No _____

For the work of _____

I have tendered for the above work enclosing E.M.D. for Rs. _____

In case my tender is not considered, the E.M.D. furnished by me may be refunded to me. I give below my advance receipt for the amount duly stamped.

Yours faithfully,

ADVANCE STAMPED RECEIPT

Received from _____ Rs. _____
Towards refund of E.M.D furnished by me along with my tender for the work of _____

Remitted in challan _____ dated _____

Signature of the Tenderer

Recommendation of the Head of the Department

Signature and Designation.

Signature of the Bidder

FORM OF PERFORMANCE SECURITY (BANK GUARANTEE)

WHEREAS _____ (Name of Bidder) (Hereinafter called "the Bidder") has submitted his bid dated _____ (Date) for the (Name of work) _____ (hereinafter called "the Bid").

KNOW ALL MEN by these presents that We _____ (Name of Bank) of _____ (Name of Country) having our registered office at _____ (hereinafter called "the Bank") are bound unto _____ (Name of Employer) (hereinafter called "the Employer") in the sum of _____ for which payment well and truly to be made to the said TTDC the Bank binds himself, his successors and assigns by these presents.

SEALED with the Common Seal of the said Bank this _____ day of _____

The conditions of this obligation are:

- 1) If the bidder fails to take up the work within the specified period as per the tender condition.
- 2) If the bidder fails to provide the required workmen, additional workmen are replaced in efficient workmen within three days of notice from TTDC on three occasions within 90 days.
- 3) If the bidder commits breach of any of the terms and conditions of the tender / contract and fails to rectify the breach even after 30 days from the date of receipt of notice of such breach from TTDC.
- 4) If the bidder fails to discharge the services as specified in tender / contract

This Guarantee will remain in force up to and including the date of 180 days after the expiry of contract period of one year or may be extended by TTDC based on renewal of the contract notice of which extension to the bank is here by waived. Any demand in respect of this Guarantee should reach the Bank not later than the above date.

DATE..... SIGNATURE OF THE BANK.....

SEAL OF THE BANK.....

SIGNATURE OF THE WITNESS.....

Name and address of the witness.....

ANNEXURE -V

Name of the TTDC Hotels	Manager	Asst. Manager / Cum Accountant	FOA	Laundry Operator	Electrician	Plumber	Technical Assistant	Cleaner	House Keeping Supervisor	Gardener	Head Guard	Security	Housekeeping Staff	Linen Storekeeper	Cook	Kitchen Mate	RBCW	Total
Srirangam (Yatri Nivas)	1	1	3	2	2	2	1	-	2	6	1	10	40	1	3*	4*	5*	84
Kacheepuram (Yatri Nivas)	1	1	4	2	1	1	1	3	1	2	1	4	8	1	3*	4*	5*	43
Total	2	2	7	4	3	3	2	3	3	8	2	14	48	2	6*	8*	10*	127

Note: * The number of outsourced staff indicated above is tentative one and may increase or decrease based on the actual requirement.

Tender Document No. 0010/H2/2022

**TAMILNADU TOURISM DEVELOPMENT
CORPORATION LTD.,**

BID DOCUMENT

**TENDER DOCUMENT FOR SUPPLY OF MANPOWER FOR
PROVIDING CERTAIN SERVICES AT TTDC HOTELS IN
(YATRI NIVAS SRIRANGAM AND KANCHEEPURAM) FOR
3 YEARS.**

FINANCIAL BID

Address of the Tender Inviting Authority,

THE MANAGING DIRECTOR

Tamilnadu Tourism Development Corporation Limited

No.2, Wallajah Road, Chennai-600 002

(THIS TENDER DOCUMENT IS NOT TRANSFERABLE)

AGREEMENT

ARTICLE OF AGREEMENT made this _____day _____2022 Between _____(Herein after referred to as the tenderer) on the one part and Tamilnadu Tourism Development Corporation Limited (herein after called the company) on the other part.

Whereas the tenderer has offered and under took to carry out the works specified under this contract for the units specified for three years, at the prices set forth in the schedule annexed hereto and as per the terms provided for in tender documents and the company accepted such tender in pursuance whereof the parties hereto have entered in this contract.

And whereas the tenderer in accordance with the terms of the said tender has furnished the performance security for due and faithful performance tenderer of this contract, .

NOW THESE PRESENTS WITNESS THAT, the tenderer covenants and agrees with the company and the successors that the tenderer shall commence the work within time specified in the tender and shall abide by the terms and conditions specified in the tender documents.

It is **HEREBY MUTUALLY AGREED AND DECLARED AS FOLLOWS:**

All the terms and conditions, instructions to the tenderer specified in the tender shall deem to form part of this agreement and shall be in force during the period of this agreement.

This agreement shall remain in force until the expiry of 12 months from the date of entering this contract and shall be renewed if the contract is extended beyond one year.

IN WITNESS WHEREOF THE tenderer _____ and the General Manager on behalf of the company have executed the agreement on the day and year first above written:

Signature of General Manager
TTDC

Signature of tenderer

Name and Seal

Witness :

Witness:

1)
2)

1)

2)

ANNEXURE - VI

PRICE BID

Name of Work: Supply of manpower for providing certain services at TTDC Hotels in
Srirangam (Yatri Nivas)

RATE FOR SRIRANGAM (YATRI NIVAS)

Sl. No	Name of Service	1 Man power required	2 Payable Wages per person per month	3 EPF Employer Contribution	4 ESI Employer Contribution 3.25%	5 Service Charges for the tenderer **	6 Other if any	7 GST	8 Total Wages per manpower per month	Total wages for the total manpower for the year
									(2+3+4+5+ 6+7)	(8x1x12)
1	Manager	1	27000	1950						
2	Asst. Manager cum Accountant	1	21000	1950						
3	FOA	3	18000	1950						
4	Housekeeping Supervisor	2	21000	1950						
5	Laundry Operator	2	17500	1950						
6	Electrician	2	17500	1950						
7	Plumber	2	17500	1950						
8	Gardener	6	17000	1950						
9	Housekeeping Staff	40	17000	1950						
10	Linen Store Keeper	1	20000	1950						
11	Technical Assistant	1	21000	1950						
12	Cook	3*	22000	1950						
13	Kitchen Mate	4*	17000	1950						
14	RBCW	5*	17000	1950						
15	Head Guard	1	17500	1950						
16	Security	10	16500	1950						
	Total	84								

Signature of Tenderer

Date:

** Service Charge should not be quoted below 4 % of wages. Wages is inclusive of EPF& ESI.

*Number of Persons is tentative

ESI is applicable wherever necessary

EPF is restricted to Rs.1950/- for the wages above Rs.15,000/-

PRICE BID

Name of Work: Supply of manpower for providing certain services at TTDC Hotels in
Kancheepuram (Yatri Nivas).

RATE FOR KANCHEEPURAM (YATRI NIVAS)

Sl. No	Name of Service	1 Man power required	2 Payable Wages per person per month	3 EPF Employer Contribution	4 ESI Employer Contribution 3.25%	5 Service Charges for the tenderer **	6 Other if any	7 GST	8 Total Wages per manpower per month	Total wages for the total manpower for the year
									(2+3+4+5+ 6+7)	(8x1x12)
1	Manager	1	27000	1950						
2	Asst. Manager cum Accountant	1	21000	1950						
3	FOA	4	18000	1950						
4	Housekeeping Supervisor	1	21000	1950						
5	Laundry Operator	2	17500	1950						
6	Electrician	1	17500	1950						
7	Plumber	1	17500	1950						
8	Gardener	2	17000	1950						
9	Housekeeping Staff	8	17000	1950						
10	Linen Store Keeper	1	20000	1950						
11	Technical Assistant	1	21000	1950						
12	Cook	3*	22000	1950						
13	Kitchen Mate	4*	17000	1950						
14	RBCW	5*	17000	1950						
15	Head Guard	1	17500	1950						
16	Security	4	16500	1950						
17	Cleaner	3	16500	1950						
	Total	43								

Signature of Tenderer

Date:

** Service Charge should not be quoted below 4 % of wages. Wages is inclusive of EPF and ESI.

*Number of Persons is tentative.

ESI is applicable wherever necessary

EPF is restricted to Rs.1950/- for the wages above Rs.15,000/-

