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Ref No: 5630/A1/Estt/TANSACS/2019, dt. .02.2020

TAMIL NADU STATE AIDS CONTROL SOCIETY
NO: 417, PANTHEON ROAD,
EGMORE, CHENNAI 600 008.

Ph: 044-28190467, 28190891, Fax: 044-28190465

Website: www.tnsacs.in

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**TENDER FOR PROVIDING MANPOWER SERVICES TO
THE CONTRACTUAL POST OF LAB TECHNICIANS TO TANSACS
FOR THE PERIOD 2020 - 2022**

LAST DATE FOR RECEIPT OF TENDER 11.03.2020 – 3.30 p.m.

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**TENDER FOR PROVIDING MANPOWER SERVICES TO THE
CONTRACTUAL POST OF LAB TECHNICIANS TO TANSACS
FOR THE PERIOD 2020-2022**

1	TENDER REFERENCE	:	5630/A1/Estt/TANSACS/2019, dt. .02.2020
2	DATE OF COMMENCEMENT OF SALE OF TENDER DOCUMENT	:	26.02.2020
3	LAST DATE FOR SALE OF TENDER DOCUMENT	:	11.03.2020 - 3.00 noon
4	LAST DATE AND TIME FOR RECEIPT OF TENDER	:	11.03.2020 – 3.30 p.m.
5	DATE OF PRE BID MEETING	:	05.03.2020 – 11.30 a.m.
6	TIME AND DATE OF OPENING OF TECHNICAL BIDS OF THE TENDER	:	11.03.2020 – 4.00 p.m.
7	TIME AND DATE OF OPENING OF PRICE BID	:	12.03.2020 – 11.30 a.m.
8	PLACE OF OPENING OF TENDER	:	TAMIL NADU STATE AIDS CONTROL SOCIETY, NO: 417, PANTHEON ROAD, EGMORE, CHENNAI -600 008
9	ADDRESS FOR COMMUNICATION	:	TENDER INVITING AUTHORITY TAMIL NADU STATE AIDS CONTROL SOCIETY, NO: 417, PANTHEON ROAD, EGMORE, CHENNAI -600 008.
10	EMD		Rs.2,00,000/- (Rupees Two Lakhs only)
10	COST OF THE TENDER DOCUMENT	:	Rs.500/- including GST. However no cost if the documents are downloaded on website www.tnsacs.in

Sealed bids are invited in 2 cover system (Technical bid-cover 'A' and price bid-cover 'B') till **3.30 p.m.** on **11.03.2020** by the Tender Inviting Authority, Tamil Nadu State AIDS Control Society (TANSACS), Chennai for providing 195 LAB TECHNICIANS to TANSACS (**list of vacancy position at facility level is shown in Annexure-II**) as per the following terms and conditions.

1. Reputed Agencies having valid registration certificates from the Statutory Bodies viz Provident Fund, ESI, Labour Commissionarate etc., and having experience of at least three years in providing various categories of Manpower to the Tamil Nadu Government Organizations / Departments (preferably in the State of Tamil Nadu) are eligible to participate in the Tender.
2. The tenderer should have Office at Chennai atleast for a period of not less than one year and the documentary evidence of the same with the details of staff, phone number, fax number, mail id to be furnished. The tenderer without office/branch office at Chennai is not eligible to participate in this tender.
3. The tenderer should have the list of Lab. Technician Personnel as mentioned in the Annexure – I and should be capable of providing the Lab. Technician personnel as per the requirement immediately on receipt of demand from TANSACS, but not exceeding 3 working days from the date of intimation.
4. The Net turnover exclusively for the manpower service in any one of the last two years shall be at least Rs.3.5 crores, duly certified by a Chartered Accountant. Out of which at least 50% must be from the supply of manpower to Government Organizations/ Departments in the State of Tamil Nadu.
5. The Rules and Regulations of National AIDS Control Organisation (NACO) / TANSACS with respect to working hours, dress code, etc., are applicable to the persons provided by tenderer.

6. The personnel to be provided by the tenderers in category must have the Educational Qualifications, Experience etc., as per the **Annexure-I**. However, the management has the rights to engage Personnel with relaxation as deemed fit.
7. **The tenderer shall quote a Single fixed Service Charge alone (excluding Tax) as percentage of the total consolidated pay for the category of Lab. Technician of a manpower tentatively indicated in Annexure-C.**
8. The statutory payments like PF & ESI etc., as per the relevant rules in force to be remitted by the tenderer on every month within the stipulated period exclusively for the manpower provided to TANSACS and the same will be reimbursed by TANSACS separately on production of documentary evidence of remittances and list of employees covered for such remittances, in the subsequent month's bill claim.
9. Each employee should be provided with necessary ID cards, PF & ESI Registration numbers, ESI Card, Monthly Salary Bill etc.,
10. The tenderer should ensure that the monthly Consolidated Pay to each employee is paid on or before 5th of succeeding month based on the attendance/certification furnished by TANSACS through Banking channel.
11. Payment will be reimbursed to the tenderer within 7 working days from the date of submission of proof of remittances made to the individual employee's bank account and with a bill for the service charge payable for that month and the proof of remittance of PF & ESI, Service Tax for the previous month.
12. The contract shall be inforce for **Two years** from the date of issue of Letter of Acceptance (LOA)
13. The consolidated pay indicated in the Annexure-A is tentative for first year of the contract. TANSACS may hike the consolidated pay

of the employees upto 5% per annum for the 2nd year of the contract.

14. The tenderers shall be solely responsible for all Civil and Criminal liabilities and damages arising out of the action of the personnel supplied by them during their services in the Organization. TANSACS reserves the rights to discontinue the services of the individual at its discretion.
15. The tenderers are solely responsible for disbursement of the wages and other payments payable to the personnel provided by them on the due dates promptly besides other remittances and liabilities in this regard. The Tamil Nadu State AIDS Control Society shall not be responsible for any default by the agency and liabilities arising out of such default shall be sole responsibility of the agency (tenderer). The tenderer exclusively responsible for any lapse in compliance of statutory provisions namely PF Act, ESI Act, WC Act etc.,
16. The tenderers shall furnish, as part of its bid, a Bid Security (EMD) of Rs.2,00,000/- (Rupees Two lakhs only) in the form of Demand Draft drawn in favour of "Project Director, Tamil Nadu State AIDS Control Society" payable at Chennai. **As per G.O.390 (BPE) dated 27.09.2013 and amendments issued exemptions shall be allowed to the tendered / bidder from payment of Earnest Money Deposit by producing of all relevant documents.**
17. Bids received without bid security (EMD) will be rejected summarily as non-responsive bids.
18. The tenderer shall ensure that the personnel provided by them shall be medically fit and of good behavior and habits.
19. The following documents duly notarized/certified should be enclosed with the bid (Cover A), as evidence to meet the qualification criteria.
 - a) Documentary evidence such as work order copies, payment details etc. for having provided manpower of various categories as listed in the Annexure to Tamil Nadu Government

Departments/ Organizations with net income certified by a Chartered Accountant.

- b) List of Lab. Technicians available in their pool for supplying Lab. Technicians with education qualification, experience etc.
 - c) (i) Registration Certificate under PF Act, ESI Act, Labour Act, (ii)Income Tax return filed document for the year 2017-2018 and 2018-19.
 - d) Service Tax registration certificate (GST) and evidence of remittance for the year 2018-19 with annual return filed copies.
 - e) Annual Financial Turnover figures certified by the Chartered Accountant for the last 2 years with annual accounts for the year 2017-18 and 2018-19, with breakup for each cost centres, wherever applicable.
 - f) List of atleast 2 similar contracts executed in the last 2 years and performance certificate from the clients.
 - g) List of similar contracts currently under execution (copies of the agreements)
19. (ii) **Cover-B** duly filled in Service Charges in percentage (%) to be submitted in Separate sealed cover superscribing the cover as **"Cover-B" - Price bid.**
20. The tenderers shall seal the "Technical Bid" (Cover A) and "Price Bid" (Cover B) in separate inner envelopes duly marking the envelope as "Technical Bid" and "Price Bid". These two inner envelopes should be placed in an outer envelope. The inner envelope and the outer envelope and the cover shall be
- a) Addressed to the Tender Inviting Authority, Tamil Nadu State AIDS Control Society, No.417, Pantheon Road, Egmore, Chennai - 600 008 and
 - b) Bear the Tenderer address and the words "Do not open the envelope before 4.00 P.M. on 11.03.2020".
21. Courier, Speed Post and RPAD will not be accepted. Bids must be received at the address as indicated in para (20-a) above, not later than **3.30 p.m.** on **11.03.2020**. Bids received after this deadline will not be accepted.

22. The Technical bids will be opened in the presence of bidders or their authorized representatives who choose to attend with authorisation letter at **4.00 p.m.** on **11.03.2020** at the address mentioned at para (20-a) above. After evaluation of Technical bids and shortlisting the bidders, the price bids of only the shortlisted bidders will be opened on 12.03.2020 at 11.30 a.m. in the presence of the shortlisted bidders or their authorized representative.
23. Bids shall remain valid for a period of 120 days from the date of bid opening. Bid valid for shorter period will be rejected as non-responsive.
24. If the tenderer fails to supply the manpower ordered or perform the services as per the contract conditions, a penalty will be levied @ Rs.500/- per day per personnel till alternative arrangement is made by the agency. If the tenderer fails to supply personnel on more than 5 occasions or more than 15 days in a year, the contract will be liable for termination with forfeiture of EMD and Security Deposit at the sole discretion of the Tamil Nadu State AIDS Control Society, Chennai, besides other penal action as per the provision of the contract including black listing.
25.
 - a) The tenderer should not withdraw or terminate any of the individual after joining in TANSACS without prior permission from Project Director.
 - b) The tenderer should maintain details about the qualification, nativity, family members details, thumb impression of the employee, photo etc.
 - c) The tenderer should obtain affidavit from the employees that they have not paid any bribe to anybody for getting the appointment and keep it under custody.
 - d) The tenderer should not fill up vacant post without prior permission from the Project Director, TANSACS.

- e) Tenderer should submit the qualification and other details prescribed by, to the Project Director, TANSACS, get permission and prior to appointment.
26. In the event of the tenderer failing to provide required manpower, the TANSACS reserves the right to make alternate arrangement at the risk and cost of Tenderer without prejudice to other penal actions. Any additional expenditure incurred by the TANSACS in making alternate arrangement for the manpower shall be recovered from the tenderer.
 27. Any personnel, who prefer to be relieved while they are engaged at TANSACS will be permitted to leave only after a one month notice to TANSACS and it is the sole discretion of TANSACS to accept or reject it. However, if any personnel is to be relieved at the discretion of TANSACS, no such notice is required.
 28. Within 5 days after receipt of the Letter of Acceptance of the tender (LOA) order, the agency shall furnish a performance security for 5% of the Annual contract value in the form of demand draft, which will be returnable after satisfactory completion of the contract period. The agency shall enter into signing the contract agreement within 10 days with TANSACS by signing the agreement on a non-judicial stamp paper of value of Rs.100/- (Stamp duty to be paid by the agency).
 29. TANSACS reserves the rights to retain the existing manpower under the selected tenderer and the tenderer is not permitted to claim ownership on such employees/manpower in the event of change of tenderer/agency in the future tender process.
 30. The Tender Inviting Authority reserves the right to accept or reject any Tender without assigning any reasons therefor.
 31. If any dispute arises, the decision of the Tender Accepting Authority, TANSACS is final and binding on the tenderer.
 32. For any legal dispute, the Jurisdiction of the Court is at Chennai.

33. The necessary document should be filed as per the index enclosed in the Annexure – B with page numbers.

Tender Inviting Authority
Tamil Nadu State AIDS Control Society

ANNEXURE - I

Sl. No.	Name of the post	Educational Qualification Prescribed
1	Lab Technician	<ul style="list-style-type: none">• Degree in Medical Laboratory Technology (M.LT) or Diploma in Medical Laboratory Technology (MLT) with the course of at least 2 years duration should have completed 10+2 before obtaining degree/diploma. The Diploma should be from a university / Institute recognized by the Central or State Government.• Experience: Minimum two years after degree and three years after diploma.• Desirable: Proficiency in M.S. Office.

Annexure-II

Sl. No	Name of the district	Integrated Counselling and Testing Centre (ICTC)	NRL / SRL	ART Centre	Blood Bank
1.	Chennai / CAPACS	2 5	2	3	1
2.	Ariyalur	3	--	--	1
3.	Coimbatore	12	--	1	3
4.	Cuddalore	4	--	--	3
5.	Dharmapuri	3	--	--	2
6.	Dindigul	7	--	--	2
7.	Erode	8	--	--	1
8.	Kancheepuram	7	2	2	3
9.	Kanyakumari	6	1	--	1
10.	Karur	4	--	--	--
11.	Krishnagiri	7	--	--	2
12.	Madurai	4	--	--	--
13.	Nagapattinam	3	--	1	1
14.	Namakkal	6	--	--	--
15.	Pudukkottai	6	--	--	1
16.	Perambalur	2	--	--	1
17.	Ramnad	2	--	--	1
18.	Salem	3	--	--	--
19.	Sivagangai	6	--	1	2
20.	Thanjavur	3	--	--	--
21.	Nilgiris	6	--	--	3
22.	Theni	2	--	--	--
23.	Thiruvarur	4	--	--	1
24.	Thoothukudi	7	--	--	--
25.	Tirunelveli	5	--	--	--
26.	Tiruppur	7	--	--	3
27.	Thiruvallur	7	--	--	2
28.	Thiruvannamalai	7	--	--	1
29.	Trichy	3	--	1	--
30.	Vellore	6	--	--	4
31.	Villupuram	6	--	--	2
32.	Virudhunagar	6	--	--	1

The above vacancy position may be varied subject to arise of vacancy at the time of appointment.

ANNEXURE – A

Sl. No.	Name of the post	No. of post	Consolidated Pay per month
1	Lab Technician	195	Rs.13,000/- p.m. (Rupees Thirteen thousand only)

Statutory Liabilities to be included

Year	Pay to be indicated in tender	EPF 13% contribution on Half of pay	ESI contribution 3.25% on Pay	Total commitment by way of outsourcing a Lab Technician
	(1)	(2)	(3)	(4)
1st Year	13000	845	423	14268
2nd Year	13650 (i.e. after 5% annual raise of Rs.650/-	887	444	14981

Note: The tenderer shall quote for Service Charges alone (excluding Service tax) as percentage (%) of the monthly consolidated pay for the Lab Technician.

Authorized Signature with Seal

In the Financial Bids, if a firm/bidder quotes impracticably low Administrative / Service charges i.e. less than 1% of the Rate per month per LT as mentioned in the Annexure-I , the bid shall be treated as unresponsive and will not be considered.

PROJECT DIRECTOR

Annexure – B

Page No.	Tender documents	Page from	Page to
1	Registration certificate as PF Act		
2	Registration certificate as ESI Act		
3	Registration certificate as Labour Act		
4	GST Service Registration Certificate 2018-19		
5	GST Service Tax annual return copy 2018-19		
6	3 years Experience		
7	Income Tax Annual Return copy 2017-18 & 2018-19		
8	Whether Officer at Chennai (not less than one year)		
9	Details of existing address (not less than one year) for Staff and Phone Number		
10	Annual turnover for two years 2017-18 / 2018-19 C.A. Copy Balance Sheet		
11	Out of Rs.3.5 crores turn over atleast 50% of manpower service made to Government organisation		
12	a) Exemption allowed as per G.O 390 (BPE) dt.27.09.2013 b) EMD DD Received		
13	List of atleast similar contract executed in the last two years and performance certificate from the client		
14	List of similar contracts currently under execution		
15	Other document requested in the Tender		

Documents to be enclosed in order as above.

ANNEXURE - C

Quote for single fixed service charges alone (excluding tax)

Sl. No.	Code No.	Percentage of fixed service charges quoted on monthly basis	Remarks
1	Lab Technician - 195 candidates approximately to be recruited in all districts in Tamil Nadu		