



**TAMIL NADU NEWSPRINT AND PAPERS LIMITED  
KAGITHAPURAM (PO), KARUR (DT) - 639 136  
TECHNICAL OUTSOURCING-UNIT-I**

**E-TENDER CUM REVERSE AUCTION DOCUMENT**

| Sl. No. | Particulars                              | Descriptions   |
|---------|--|--|
| 1       | Name of work                             | Levelling of bagasse, reclaiming & feeding to CBP-II and cleaning of bagasse in both bagasse yards – I & II in Pulp Mill at TNPL Unit I                                      |
| 2       | Tender Reference No.                     | TNPL/TOS/U1/242513006491   |
| 3       | Start Date                               | 21/02/2025   |
| 4       | Cost of bid document                     | Rs.590/-<br>(Tenderer shall pay through online)<br>Documents can be downloaded from<br><a href="https://tntenders.gov.in/nicgep/app">https://tntenders.gov.in/nicgep/app</a> |
| 5       | EMD                                      | Rs. 3,75,000/-<br>(Tenderer shall pay through online)  |
| 6       | Due date for online submission of tender | 07/03/2025 - 15:00 hrs in<br><a href="https://tntenders.gov.in/nicgep/app">https://tntenders.gov.in/nicgep/app</a>   |
| 7       | Opening of technical bids                | Subsequent working day to the due date of tender submission.   |
| 8       | Contact person for scope clarification   | DGM (Pulp) / C M (Pulp)  |

**TNPL, Kagithapuram  
Karur-639 136  
TOS Unit-I  
Contact No. 04324-277001 to 277010 (10 lines)  
NIC Queries: Mob: 9489400798**

## **GENERAL INSTRUCTION**

### **FOR TENDERS**

E-tenders (*Online bid submission procedure is enclosed*) are hereby invited for the subject work as per the following terms and conditions:

The scope of work and general terms & conditions shall be as per **Annexure- I & III**, GST shall be as per **Annexure-II & IIA** and Labour Statutes shall be as per **Annexure- IV & IVA**. The rates shall be firm and fixed during the contract period.

TNPL reserves the right to split the quantum / items of work and award the contract to one or more tenderers.

TNPL reserves the right to waive any tender condition at its own discretion.

TNPL is not bound to accept the lowest quotation and also reserves the right to reject the lowest quotation or any quotation at its own discretion.

TNPL reserves the rights to post qualify the tender received and reject any or all the tender in part or in full without assigning any reasons therefor.

Tenderers who had worked for TNPL and whose performance was bad / unsatisfactory / blacklisted within three (3) years will not be considered.

Tenderers are advised to offer their best possible rates. Negotiation will be conducted with technically and commercially acceptable lowest bidder. In case the lowest negotiated rates appear to be reasonable taking into account the prevailing market conditions, the orders may be awarded to the lowest bidder. If the rate of the lowest bidder after negotiation is still considered high, the tender shall be cancelled.

The tenderer is advised to visit the Site & contact the Engineer/ Officer-in-charge concerned to assess the nature of work involved and Human Resource Department (HR) to assess the prevailing Labour Rules in TNPL, before submitting the tender.

### ***CONDITIONS TO THE TENDERER TO QUALIFY FOR PARTICIPATION***

The tenderers shall submit documentary evidence as mentioned in the PQ criteria

In the absence of any one of the documents indicated in PQ, the tender shall be rejected summarily without assigning any reasons whatsoever.

Tenders received not complying with the above qualifying conditions will be rejected and will not be eligible for participating in E-Auction (Reverse Auction).

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**FOR AUCTION:**

Tender cum reverse auction is followed for this tender with two bid system comprising technical bid and price bid

Technical bid opening will be done online and technical evaluation will be carried out after the due date of submission of online bid.

TNPL will examine the technical bids against the pre qualifying criteria based on the documents submitted by the bidder

**The bids which are not meeting pre qualifying criteria will be rejected and further processing will not be carried out. EMD if any submitted by the disqualified bidders will be returned to their respective bank accounts from NIC portal directly.**

The date and time of opening of price bids will be later notified in the NIC portal to the technically qualified bidders who fulfill the tender terms and conditions through their registered email in NIC portal.

After opening the price bids of technically qualified bidders, reverse auction (e-auction) will be conducted in NIC portal.

Overall total value of all the line items shall be considered for deciding the L1 value of BOQ.

Reverse Auction opening value shall be fixed by comparing lowest quoted value and Estimated value.

The opening price, minimum bid decrement, date and time of the e-auction will be communicated to the qualified bidders in NIC portal through their registered email / mobile number in NIC portal

L1 bidder of Reverse Auction & Price bid whichever is the lowest shall be considered for further process towards Award of Contract (AOC).

In case of any clarifications / problem during Reverse Auction, Please contact +91 8300108542.

*"Unit rate indicated by bidders in their **BOQ** will be taken as reference to apply **same percentage variation** for **all item rates** of the L1 Bidder emerged through Reverse Auction".*

Before submitting the tender, tenderers are advised to go through all the attached documents and visit the Site at Kagithapuram, if required please contact

- Concerned Engineer / Officer-in-charge to understand the nature of work involved and
- Human Resources Department (HR) to understand the prevailing Labour Rules in TNPL.

for **TAMIL NADU NEWSPRINT AND PAPERS LIMITED**

  
**General Manager (TOS & Stores)**

Encl. : a.a.

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**ANNEXURE –I**

**Sub: Levelling of bagasse, reclaiming & feeding to CBP-II and cleaning of bagasse in both bagasse yards – I & II in Pulp Mill at TNPL Unit I**

Ref: TNPL/TOS/U1/242513006491 dt. 14/02/2025

**1. SCOPE OF WORK****1.1. Levelling of stacked bagasse in both bagasse yards I & II (Item code: 8332800001)**

The scope of work shall be generally leveling of the stacked bagasse in the yards as per the Instructions of the Engineer-in-charge. The work has to be carried out by using TNPL front-end dozers / loaders under on round the clock basis and its details below,

- 1.1.1. Pushing of the bagasse from the stacked heap in both the bagasse yards as directed using TNPL dozers to the area for leveling as per instructions. On the pile the average height of bagasse should not be less than 15 Meters from ground level at the close of piling in any given area. If this is not complied then the lapse will qualify for involving penalty clause. Generally, **the bagasse shall be received from Sugar Mills from August and ends in July every year. The approximate manpower requirement shall be Three (3) Drivers per shift during August, September and October, Five (5) Drivers per shift during November to July. However, depending on the quantum of bagasse receipt, the requirement of Drivers shall undergo a change from time to time and tenderer shall engage / withdraw Drivers as per the instructions of Officer-in-charge.**
- 1.1.2. Clearing of drain holes blockages on either side of central channel and on the side channels. The approximate manpower requirement shall be **One (1) unskilled person per shift for about three months during August to October and Two (2) persons per shift for the remaining period ie, November to July depending on the quantity of bagasse receipt.**
- 1.1.3. During peak operation of Sugar Mills (December to March), the maximum Depithed bagasse to be leveled may work out to **3000 BD MT per day**. The bagasse contains around 52% moisture. The degree of depithing of undepithed bagasse is around 30%. **The bulk density of bagasse will be approximately 140-200 Kg/M3**. The Depithed bagasse to be stacked for the season would be around **4,50,000 BD MT bagasse per annum**. The quantity is indicative and TNPL shall not give guarantee for any minimum quantity.
- 1.1.4. The material to be stacked cannot be weighed regularly. Hence the quantum stacked shall be assessed based on the quantity received at Tippler. The quantity certified by the Engineer-in charge shall be final and binding on the tenderer.



- 1.1.5. Tenderer shall submit the offer as per the Proforma enclosed on tonnage basis. The tonnage shall be calculated on **BONE DRY BASIS** of the leveled bagasse. The tonnage calculated by TNPL shall be final and binding on the tenderer.
- 1.1.6. **Liquidated damages:** In case of disruption in leveling of bagasse due to the default of tenderer affecting the continuous operation of Tippler, liquidated damages shall be applicable to the extent of 20% of the quantity of bagasse leveled on the particular day. TNPL's decision in this regard shall be final and binding.
- 1.1.7. The peak period of bagasse receipt shall be normally nine months. The engagements of casuals are only on need basis and TNPL's decision is final.
- 1.1.8. **Tenderer has to provide skilled driver in general shift (365 days) for dozers maintenance work to sort out the problem.**
- 1.1.9. **Tenderer has to provide supervisor in all shifts to follow the instructions of the Engineer-in-charge.**

**Manpower requirement for levelling of bagasse in bagasse yard 1 & 2**

| Description   | Both yard operation<br>(November to July) |   |   |                               |                      | Single yard operation (August,<br>September & October) |   |   |                               |                      |
|---|---|---|---|-------------------------------|----------------------|--|---|---|-------------------------------|----------------------|
|   | Person<br>per Shift                       |   |   | "G" shift<br>(Inc.<br>Sunday) | Total<br>requirement | Person per<br>Shift                                    |   |   | "G" shift<br>(Inc.<br>Sunday) | Total<br>requirement |
|   | A   | B | C |                               |                      | A  | B | C |                               |                      |
| Equipment<br>operator /<br>Maintenance<br>Driver                      | 5   | 5 | 5 | 1                             | 16                   | 3  | 3 | 3 | 1                             | 10                   |
| Unskilled<br>(Helper)   | 2   | 2 | 2 | -                             | 6                    | 1  | 1 | 1 | -                             | 3                    |
| Supervisor (For<br>levelling Clause<br>1.1 and feeding<br>Clause 1.2) | 1   | 1 | 1 | -                             | 3                    | 1  | 1 | 1 | -                             | 3                    |

**1.2. Reclaiming of bagasse and feeding to conveyors (Item Code: 8332800002)**

The scope of work shall be generally reclaiming of bagasse from the pile and feeding the same to conveyors through live bottom conveyor using TNPL front end loaders/dozers under on round the clock basis and its details below,

- 1.2.1. Pushing of the bagasse from the pile as directed, using TNPL dozers to the area for easy access of reclaiming.
- 1.2.2. Reclaiming the bagasse using front end loaders and transferring the bagasse to the hoppers of the live bottom conveyor as directed by the Engineer-in-charge.
- 1.2.3. Cleaning the spillages of the live bottom conveyors and all other conveyors in and around the bagasse yard and keeping the area clean and free from bagasse.

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- 1.2.4. The approximate manpower requirement shall be **Four (4) Equipment Operators per shift, One (1) Equipment Operator in General Shift and One (1) Helper and One (1) Supervisor in each shift**. The requirement is only indicative and may vary on either side and the drawal of manpower shall be as per work demand.
- 1.2.5. The approximate quantity to be handled per day shall be around **460 BD MT** of bagasse excluding yard loss and **1,60,000 BD MT bagasse per annum**. The quantity is only indicative and TNPL shall not guarantee for any minimum quantity.
- 1.2.6. The material to be reclaimed and fed cannot be weighed regularly. The quantity assessed by TNPL and certified by the Engineer-in-charge shall be final and binding on the tenderer.
- 1.2.7. The tonnage shall be calculated on **BONE DRY BASIS** of the bagasse reclaimed and fed. The tonnage calculated by TNPL shall be final and binding on the tenderer.
- 1.2.8. **LIQUIDATED DAMAGES:** Time is the essence of contract. In case of disruption in feeding of bagasse due to the default of tenderer affecting the continuous operation of Refiners and Continuous Digesters, liquidated damages shall be applicable to the extent of 20% of the quantity of bagasse reclaimed and fed on the particular day. TNPL's decision in this regard shall be final and binding.

**Manpower requirement for reclaiming and feeding of bagasse to CBP-II:-**

| Description        | Person per Shift |   |   | "G" shift (Inc. Sunday) | Total requirement |
|--------------------|------------------|---|---|-------------------------|-------------------|
|                    | A                | B | C |                         |                   |
| Equipment operator | 4                | 4 | 4 | 1                       | <b>13</b>         |
| Unskilled (Helper) | 1                | 1 | 1 | -                       | <b>3</b>          |

**1.3. Cleaning of bagasse spillages in both Bagasse yards I & II (Item Code: 8332800003)**

The scope of work shall be generally cleaning of bagasse spillages and removal of bagasse as mentioned below and as per the instructions of the Engineer-in-charge.

- 1.3.1. Cleaning and removal of all bagasse spillages from all the conveyors in and around bagasse yards I & II including live bottom conveyors
- 1.3.2. Cleaning of blockages in all side channels & central channel of bagasse yards I & II.
- 1.3.3. All the spillages collected as indicated above shall be dumped in the respective areas indicated by the Engineer-in-charge.
- 1.3.4. For cleaning operations **Two (2) persons in A & B shift and Nine (9) persons in General shift shall be supplied. One (1) Equipment operator and One (1) Supervisor in General shift ( 365 days)** is also to be supplied by the tenderer.



1.3.5. **Tenderer shall provide required manpower as per clause 1.3.4 for the above work. If, tenderer engages less manpower to carry out the above work, prorate deduction will be made in tenderer's bills.**

1.3.6. Tenderer has to provide additional manpower as and when required as per the instruction of the Section In-charge.

#### **Manpower requirement for cleaning of bagasse spillages in bagasse yards**

| Description        | Person per Shift |   | "G" shift<br>(Inc. Sunday) | Total requirement |
|--------------------|------------------|---|----------------------------|-------------------|
|                    | A                | B |                            |                   |
| Equipment operator | -                | - | 1                          | <b>1</b>          |
| Unskilled (Helper) | 2                | 2 | 9                          | <b>13</b>         |
| Supervisor         | -                | - | 1                          | <b>1</b>          |

#### **1.4. MATERIAL SUPPLIED BY TNPL**

1.4.1. TNPL shall provide Dozers for the bagasse levelling operation and Front-end loaders for bagasse reclaiming and feeding operations. The Dozers and Front-end loaders shall be utilized judiciously and at no time the Dozers and Front-end loaders are to be used for transfer of any other material from one place to another.

1.4.2. However, the failure of dozers/front-end loaders will not be considered as an excuse for non-compliance of contractual obligation.

1.4.3. The required diesel and lubricants for these equipments shall be issued to tenderer at free of charge for which tenderer will take the vehicle to the respective spots. However, tenderer has to maintain a logbook for each vehicle and the same shall be countersigned by Engineer-in-charge for having used the fuels and lubricants exclusively for these equipments.

1.4.4. Tenderer shall carry out periodical servicing of TNPL's Equipments such as but not limited to water washing, tyre inflating, radiator cleaning and other minor rectification works making use of the facilities available at TNPL Auto Workshop. Major breakdowns, if any shall be attended by TNPL.

1.4.5. The vehicles shall be taken to TNPL's Auto workshop for regular maintenance as per the schedule drawn by the Engineer-in-charge.

1.4.6. If any of the equipments of TNPL is damaged due to mal-operation by tenderer, the cost of rectification for such damages shall be debited to tenderer account.

1.4.7. The necessary tools like shovels, baskets etc for cleaning the conveyors and yards shall be arranged by TNPL.

| SI.No. | Description                | Scope |
|--------|----------------------------|-------|
| 1      | Dozers / Front-end loaders | TNPL  |
| 2      | Fuel / Lubricants          | TNPL  |

### 1.5. MATERIAL AND MANPOWER SUPPLY BY TENDERER

- 1.5.1. Tenderer shall retain for all the above three works, a competent Supervisor in each shift to collect the instructions from Engineer-in-charge and lead their employees to achieve the maximum efficiency.
- 1.5.2. Tenderer shall provide necessary operators/drivers for operating the Dozers and Front-end loaders and necessary manpower for clearing of drain holes blockages and cleaning bagasse spillages.
- 1.5.3. The operators employed shall be competent and experienced and shall possess heavy-duty driving license. A copy of the license may be handed over to the Officer/Engineer-in-charge. The equipment operators should possess the following minimum requirements.

|          |                            |   |
|----------|----------------------------|---|
| 1.5.3.1. | Educational Qualification: | 8th Standard Pass Should be able to speak, read and write in Tamil                          |
| 1.5.3.2. | Age                        | : Minimum : 25 Years  |
| 1.5.3.3. | Height/Weight              | : 160 CM and above 48 Kgs   |
| 1.5.3.4. | Medical Fitness            | : Certificate regarding the Health, Eye-sight and Colour Blindness should be produced.      |
| 1.5.3.5. | Experience                 | : Not less than 2 years experience in driving/operating the <b>Heavy Transport Vehicles</b> |
| 1.5.3.6. | Service                    | : Should have Accident Free Service.  |

Training shall be given at Main site by Auto Section, if the persons shall meet the above minimum qualification & found fit by TNPL Unit - I Auto Section. Only those who have successfully completed the training will be taken as Dozer/Front End Loader Operators.

- 1.5.4. TNPL Engineer shall at his discretion, after ascertaining the fact that the particular driver is incompetent to operate this costly equipment, may disqualify the driver and tenderer shall terminate the services of the driver. All the operators/drivers shall be tested prior to operating the equipments and only those found competent by the Engineer-in-charge shall be allowed to operate.
- 1.5.5. It is the responsibility of the tenderer to arrange **qualified drivers authorized by TNPL Auto section** to operate the Loaders and Dozers in all the Three (3) shifts. Air filling, Diesel filling and taking equipment for service / maintenance is driver's responsibility.
- 1.5.6. Necessary PPE, tools, tackles etc. required for the labour should be arranged by the tenderer.

### 1.6. WORKING TIME AND MAINTENANCE OF RECORDS

- 1.6.1. The scope of work envisaged under this contract shall be carried out on round the clock.
- 1.6.2. In case of any breakdown or a planned shutdown of the plant, tenderer shall be informed accordingly and it is the responsibility of the tenderer to plan their manpower and resources accordingly. TNPL shall not pay any idle charge for work force of tenderer under such circumstances.





- 1.6.3. Tenderer are expected to maintain logbooks for all the vehicles issued to them and this book shall be the property of TNPL. Tenderer shall also maintain field order book for recording instruction given from time to time. Field order book shall be countersigned by Engineer-in-charge at regular interval.
- 1.6.4. **If the Engineer-in-charge is not satisfied with the performance of tenderer and in the event of tenderer failure to come up to the expectation of TNPL, the Engineer-in-charge is empowered to take corrective action which includes to get the work done through some other agency, to prevent stoppage of the plant due to failure of tenderer and the cost thus incurred shall be debited to tenderer account or may impose a fine upto maximum of Rs 5,000/- per occasion and the same shall be deducted from the running bill.**
- 1.6.5. Any disturbance in levelling of Bagasse or reclaiming and feeding of bagasse or cleaning of bagasse spillages in both yards, arising out of tenderer non-compliance of labour rules such as non-payment of salaries etc., in time shall be viewed seriously and the contract may be liable for even termination.
- 1.6.6. During shift change hours to ensure uninterrupted levelling of bagasse and reclaiming and feeding of bagasse, driver's duty hours have to be staggered.

**NOTE:**

- The Tenderers are requested to visit the site and discuss with Engineer-in-charge to assess the quantum, elevation and nature of work before submitting their offer.
- Bagasse will be accounted only in Bone Dry Metric Ton-BDMT basis for payment purpose. A bone dry of 100 percent is defined to contain zero Percent moisture (0 kg water and 1000kg Bagasse- Moisture free).

**2. PENALTY CLAUSE**

Failure to comply with requirement of Manpower will attract a penalty of ₹700/- for unskilled labour, ₹800/- for Supervisor and ₹1,000/- for Driver per manday.

**3. VALIDITY OF OFFER**

The rate quoted shall be valid for a minimum period of 120 days for acceptance from due date. During the validity period, tenderer is not permitted to make any upward revision in the rate.

**4. ITEM RATE**

Tenderers are requested to submit their offer as per the BOQ provided.

**5. CONTRACT PERIOD**

The contract shall be valid for a period of **One (1) year** from the date of award of contract. However, the period may be extended on the existing terms and conditions if mutually agreed.

TNPL reserves the right to short close the contract at its own discretion without any prejudice giving a notice of 15 days.

## 6. PAYMENT TERMS

Tenderer shall raise bills **once in a Month** and payment shall be effected as follows thro' RTGS:

- 6.1. 90% of the certified bill value shall be released within 15 days from the date of preparation of bill certification / service receipt.
- 6.2. 10% shall be held as retention money and released on satisfactory completion of the contract.

## 7. SECURITY DEPOSIT

Tenderer shall pay a EMD of **₹3,75,000/-** through **Online** while submission of e-tender itself. Additional Security Deposit (ASD) will be calculated and recovered from the first running bill of the successful tenderer so that EMD + ASD equals to 2.5% of total Purchase order value. If the collected EMD value is higher than 2.5% of total purchase order value, then the difference in amount will not be returned until successful completion of contract. Further the successful tenderer upon receipt of orders, shall pay an additional security deposit failing which the same will be deducted from their first running bill. Both EMD and ASD will be returned interest free on satisfactory completion of the contract.

## 8. OTHER TERMS AND CONDITIONS

- 8.1. Tenderer shall quote their rate after thoroughly assessing the quantum/nature of work. The rate quoted by the tenderer shall remain firm and fixed without any escalation throughout the contract period.
- 8.2. **Unit rate must be filled compulsorily for all the line items in BOQ, failing which tender will be rejected.**
- 8.3. TNPL reserves the right to short close the contract at any time depending upon the necessity. Tenderer is not eligible to claim any compensation on this account.
- 8.4. After participating in the Tender, incase, the tenderer withdraws from the tender (or) not willing to execute the work as per tender terms & conditions (or) after award of contract to the successful tenderer and if the tenderer withdraws from the work on a later date during the Contract period for any reason (or) the performance of the tenderer is not satisfactory, then Security Deposit / Additional Security Deposit, if any, submitted by the tenderer shall be forfeited without any prejudice. Further, the respective tenderer will be blacklisted for a minimum period of Three (3) years and the same will be published in NIC Portal. TNPL reserves the right to terminate contract without any prejudice giving a notice of 15 days.
- 8.5. **In case the performance of the tenderer is not satisfactory, TNPL reserves the right to terminate the contract without any prejudice giving a notice of 15 days. In case of such termination, the security deposit of Rs.3,75,000/- and additional security deposit, if any shall be forfeited without any prejudice, besides the tenderer will not be considered for any future tenders in TNPL for a minimum period of 3 years.**



8.6. Goods and Services Tax (GST) & Income Tax

- GST / Income Tax details shall be in **Annexure-II** & its declaration in Annexure-**IIA**.
- Non Payment of GST will be considered as a serious Lapse which leads to Black Listing of Vendors for future tenders.

8.7. Tenderer should comply minimum wages and all statutory compliances including bonus, Holiday wages etc., In case of any clarifications regarding minimum wages and other statutory levies, Tenderers are requested to contact HR-Department, without fail before submitting the bids.

8.8. Tenderer shall provide the required manpower and to carry out the work as per terms and conditions of the tender. In case of any deviation, TNPL may impose penalty at the discretion of Engineer-in-charge and is binding on the tenderer.

8.9. Tenderer shall abide by all the labour rules and statutory obligations with respect to deployment of labour from time to time.

8.10. The successful tenderer is required to register with the appropriate authorities and obtain necessary tenderer license for deployment of labour under this contract.

8.11. All other terms and conditions shall be as per **General terms & Conditions mentioned in Annexure-III** unless otherwise superseded in the above clauses.

8.12. Tenderer shall comply with all labour rules and regulations enclosed as **Annexure-IV & IVA** with respect to deployment of labour from time to time regarding wages, Employer's Provident Fund and other statutory regulations. All expenditures against such requirements shall be borne by tenderer.

8.13. The contract shall be deemed to have been entered into at Kagithapuram, Karur Dt and the courts at Karur shall be the forum for legal proceedings, if any, connected with this contract.

"TNPL banned one time use and throwaway plastics. Say No to plastics and save earth."



**CHECK LIST****A. Ensure Tender fee & EMD Amount shall paid through online mode in NIC portal itself.****Following documents to be uploaded as ".pdf":**

- 1) Documentary evidence as per Qualification Criteria: Copies of Orders / Contracts / Agreements / Contract details with work completion certificate & value  
*(Pls Upload in Pre qualification Criteria Experience Documents folder)*
- 2) Evidences of payment received (i.e., Copies of Bills or Invoices, Payment Vouchers, RTGS payment details in case of payment thro' Bank etc.)  
*(Pls upload in Evidences of payment received documents folder)*
- 3) Please upload the tender documents signed in all pages.
- 4) Please upload Proof for details of PF and ESI as a single PDF file.
- 5) Process Compliance Statement duly filled in with seal & sign in all pages  
*(Pls upload in process compliance statement duly filled in with seal and signature in all pages folder)*
- 6) Solvency Certificate: Details for a value of ₹5 lakh. (Note: Current Solvency Certificate with up to date EC if obtained from Revenue Department against immovable property (or) Current Solvency Certificate issued by Bank within a year from the tender due date)  
*(Pls upload in solvency certificate meeting the criteria specified in tender document for 5 lakh rupee folder)*
- 7) Copies of IT Return submitted for the past three (3) Assessment Years  
*(Pls upload in IT return submitted for the past three assessment years folder)*
- 8) PAN Copy (**Upload in Other Important Documents**)
- 9) GST Registration Copy. (if the Business Constitution is Partnership, then submit Partnership deed along with GST) (**Upload in Other Important Documents**)

**Following Documents to be uploaded as ".xls":**

- 1) Price Bid in BoQ (Rate to entered in sheet BoQ) (**Upload in Price Bid BOQ folder**)

Note: All the required documents must be submitted

**Signature valid**

Digitally signed by MOHAMED MUSTHAFA  
SHAHUL HAMEED  
Date: 2025.02.18 15:03:57 IST  
Location: Tamil Nadu Page 12 of 12



**Pre-Qualification (PQ) criteria**

**Sub: Levelling of bagasse, reclaiming & feeding to CBP-II and cleaning of bagasse in both bagasse yards – I & II in Pulp Mill at TNPL Unit I**

Ref: TNPL/TOS/U1/ 242513006491 dt. 14/02/2025

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**Details:**

Experience in carrying out labour oriented works like manual packing of materials, manual handling of materials, manual loading, unloading, stacking and destacking of materials, manual / mechanized feeding of materials or providing skilled / unskilled manpower for various works in connection with operation / maintenance works / installation of Plant and Machinery in any Industry or Govt. establishment and carried out works for a value not less than **Rs.50/-lakh** within a period of twelve (12) continuous months between **01/01/2020** and **31/12/2024**.

The following documentary proof for the experience shall be upload,

- 1.1 Copies of Orders / Contracts / Agreements / Contract details with work completion certificate & value
- 1.2 Evidences of payment received (i.e., Copies of Bills or Invoices, Payment Vouchers, RTGS payment details in case of payment thro' Bank etc.)
- 1.3 Copies of IT Return submitted for the past three (3) Assessment Years
- 1.4 Process Compliance Statement duly filled in with seal & sign in all pages
- 1.5 Solvency Certificate: Details for a value of Rs.5 lakh. (Note: Current Solvency Certificate with up to date EC if obtained from Revenue Department against immovable property (or) Current Solvency Certificate issued by Bank within a year from the tender due date)
- 1.6 Tender fee of **Rs.590/-** and Earnest Money Deposit (**EMD**) for a value of **Rs.3,75,000/-** shall pay separately through **Online** in the portal itself.

**In the absence of any one of the documents indicated above, the tender shall be rejected summarily without assigning any reasons whatsoever.**

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**Signature valid**

Digitally signed by MOHAMED MUSTHAFA  
SHAHUL HAMEED  
Date: 2025.02.18 16:14:14 IST  
Location: Tamil Nadu

**ANNEXURE – II**  
**Goods and Services Tax (GST) & Income Tax**

It is the responsibility of the tenderer to ascertain the applicability of the GST, for the service to be provided under this tender. The unit rate is exclusive of GST. The GST at the present rate shall be paid extra by TNPL at actual. Tenderer should produce a copy of GST registration certificate/No obtained from GST authorities for the service that is to be rendered by tenderer to TNPL. GST will be paid to you only from the date of registration or from effective date of commencement of contract, whichever is later. TNPL is not responsible for any action initiated by the GST department on the tenderer at a later date for non-payment of GST.

In case of Taxable service, Tenderer shall raise bills in triplicate by submitting a copy of GST registration certificate, a copy of PAN along with the following details for availing GST credit by TNPL

- a) Bill No./ Invoice No.
- b) Name, Address and Registration Number with date.
- c) Name & Address of the Service receiver
- d) Description/classification of the service with SAC code
- e) Value of the service with GST payable

Income Tax on the gross value of the bill at the applicable rate shall be deducted at source under Income Tax Act from each bill and remitted to the Income Tax Department and a TDS Certificate will be issued to the successful tenderer.

It is the sole obligation of tenderer to ensure the compliance with regard to Income Tax deduction for their contract workmen on the rolls of tenderer. TNPL will not be held responsible for any non compliance with regard to Income Tax deduction by the tenderer and it is the duty of the tenderer to ensure Income Tax deduction for their contract workmen are met.

*As per Section 51 of the CGST/SGST Act 2017 and Section 20 of the IGST Act, 2017 read with Notification No.50/2018 dated 13.09.2018 with effect from 1<sup>st</sup> Oct 2018 TNPL will deduct TDS @ 2% of taxable value of "advance paid or "bills passed" where bills are dated on or after 1<sup>st</sup> Oct 2018 and where contract value exceeds Rs.2,50,000 (Rupees Two lacs fifty thousand). TDS rate 1% SGST and 1% CGST in case of purchases from within Tamil Nadu and 2% IGST in case of Inter- state purchases.*

*TNPL will remit the tax deducted to Govt. on due date, which is presently 10<sup>th</sup> of next month with reference to respective vendor's GST Number.*

*TNPL will issue TDS certificate in Form GSTR7A on the due date, which is presently 15<sup>th</sup> of the month.*

*Tenderer shall claim credit of the TDS remitted by TNPL, in their electronic cash ledger through GSTR-2A.*

In case of receipt of GST from TNPL, Tenderer is required to submit a "Declaration" with the subsequent bills towards remittance of the same to the respective authorities.

"GST will be paid to tenderer, only if the input tax invoices/debit notes has been reported in GSTR-1 and corresponding GSTR-3B is filed"

Also enclose a copy of GSTR-1 pertaining to TNPL, as a proof of GST credit passed on to TNPL for the previous month. GST TDS shall be deducted as applicable.

The declaration shall be as per **Annexure-II A**.







Tamil Nadu Newsprint and Papers Limited

RFQ No. 242513006491

dt. 14-Feb-25

**ANNEXURE – IIA**  
(SPECIMEN COPY)

Date:

Tamil Nadu Newsprint and Papers Ltd  
Kagithapuram 639136  
Karur District  
Tamil Nadu

Dear Sir,

I / We hereby declare that GST amount of all our previous invoices dated up to the end of last month have been deposited into Govt. Account by due date to the extent they have become due.

I/We hereby declare that I/we have filed correct GST return along with list of all invoices raised on Tamil Nadu News Print & Papers Ltd and I/we have mentioned the GST registration number of Tamil Nadu News Print & Papers Ltd to the extent GST returns have become due.

I/We also hereby declare that I/We will be responsible for any loss that Tamil Nadu News Print & Papers Ltd may suffer by way of Interest, Penalty and reversal of Tax credits due to non- payment of GST within due date and or non-filing of timely and correct GST returns by me/us in respect of all invoices raised by me/us on Tamil Nadu Newsprint and Papers Ltd.

I/We agree that security deposit/EMD/Retention Money/Additional Security Deposit if any, shall be refunded only after confirming payment of GST and filing of return in respect of the final bill. In all other cases, where there is no such security deposit/EMD/Retention Money/ Additional Security Deposit, an amount equal to the GST not paid by me/us + likely interest thereon + penalty thereon shall be withheld from the final bill and the same will be paid only after payment of GST by me/us and production of proof of payment and filing of correct return verification of such GST return to the concerned government agency by me/us to Tamil Nadu News Print & Papers Ltd.

Thanking you,

Yours faithfully,

For XXXX

Authorised Signatory

**Annexure-III**  
**General Terms and Conditions**

- 1.1 It is the responsibility of the tenderer to keep the entire area clean and tidy by employing the requisite manpower and implements for working.
- 1.2 Tenderer shall ensure the following if any Vehicles are arranged by tenderer:
  - 1.2.1 Valid fitness certificate of the vehicles (including Trailer)
  - 1.2.2 Registration certificate of the Vehicle
  - 1.2.3 Insurance coverage for Vehicle
  - 1.2.4 Emission Test certificate issued by a testing agency authorized by Transport department of T.N to comply emission norms (except Trailer)
  - 1.2.5 Prominently written registration number plates fixed on the vehicle as stipulated by Transport department of T.N (except Trailer)
  - 1.2.6 The driver engaged by the tenderer shall have valid Heavy Vehicle Driving Licence and a copy of the licence shall be submitted to the Officer-in-charge. In case performance of the driver is not satisfactory, the Tenderer shall provide alternate driver on instructions of Officer-in-charge.
- 1.3 The drivers engaged by the tenderer shall be authorized by TNPL Auto section if TNPL vehicle used for the subject work.
- 1.4 Both the electrical connection/equipments and mechanical lifting tools and tackles if any, are to be certified by TNPL Engineers before the equipments are taken into operation. Further, the tenderer equipments are to be examined by TNPL Engineers and the tenderer should maintain a record for verification/clarification. The record shall be produced by the tenderer at the time of inspection by the appropriate authorities.
- 1.5 Any minor jobs which crop up during the execution of the above job shall be done by the tenderer without any extra cost.
- 1.6 Tenderer shall report to the concerned Officer-in-Charge and execute the work as per instructions.
- 1.7 Necessary tools and tackles, consumables like welding electrode, Oxygen & Acetylene cylinders, etc., and manpower required for this work shall be arranged by tenderer.
- 1.8 Tenderer shall comply with the safety rules and regulations of TNPL that are in force. A qualified and experienced Safety Supervisor must be employed to look after the safety aspects of their work.
- 1.9 Tenderer shall positively obtain work permit from TNPL Safety Department in the prescribed form before taking up any work under this contract.
- 1.10 Experienced supervisor shall be arranged for satisfactory supervision of the entire operation.
- 1.11 Tenderer / their workmen shall not cause any damage to TNPL equipments or property. In case of any such damages the expenses incurred for the rectification/actual cost shall be recovered from tenderer's bill.



- 1.12 The tenderer shall make their own arrangement for crane, tractor-trailer required for the work. However the same shall be provided by TNPL on chargeable basis subject to availability.
- 1.13 Tenderer shall maintain daily record of the work done/Manpower supply details in a field book and duly get the records certified by the Engineer/Officer-in-charge.
- 1.14 Tenderer shall dispose the scrap if any, to the earmarked place as per instructions of Engineer-in-charge.
- 1.15 The tenderer shall employ sufficient manpower as directed by the Engineer-in-charge and as per the demand of the work to ensure completion of subject work to the schedule given. Failure to complete the work as per the demand shall be considered as breach of contract and the contract is liable for termination without any prejudice. In case of any delay, TNPL reserves the right to get the work done through some other agency and any additional expenditure incurred on this account shall be recovered from tenderer's bill.
- 1.16 For the Outsourced workmen, following food arrangements is extended through Industrial Canteen at subsidized rate:
1. Tea / Coffee once per shift
  2. Lunch facilities to the outsourced workmen engaged in A- shift, G-shift and B-shift and the lunch will be provided between 11.00 a.m. and 2.00 p.m.

The Tenderer is required to ensure that the outsourced workmen deployed in their contract are availing the canteen facilities by submitting coupon.

However, the coupon cost towards the consumption of Tea / Coffee / Lunch shall be recovered from tenderer's bills. Tenderer in turn shall recover the same from the individual contract workmen.

If the Tenderer distributes subsidized food item from TNPL Industrial Canteen to any person other than their workmen, a sum of Rs.5000.00 per occasion will be deducted from the bills of the Tenderer.

- 1.17 Tenderer is required to hold either a separate EPF Code or Sub code obtained in the Trichy Region, as it is mandatory for participating in the tender.
- 1.18 Tenderer shall not engage any child labour i.e., below 18 years and aged person i.e., above 60 years, as the case may be in their contract and ensure it promptly.
- 1.19 No Person is allowed to work more than Sixteen (16) hours continuously.
- 1.20 Further, Tenderer shall follow 5S, Housekeeping and all the GMP (Global Manufacturing Practices) which is being incorporated in the company functioning regularly.
- 1.21 Tenderer are requested to go through the following links for IMS policies of TNPL.
- <https://tnpl.b-cdn.net/wp-content/uploads/2021/09/UNIT-I-ISO-9001-2015-CERTIFICATE.pdf>;
  - <https://tnpl.b-cdn.net/wp-content/uploads/2021/09/UNIT-I-ISO-14001-2015-CERTIFICATE.pdf>;

"TNPL banned one time use and throwaway plastics. Say NO to plastics and Save Earth".



## ANNEXURE IV

### TERMS AND CONDITIONS FOR DEPLOYMENT OF OUTSOURCED WORKMEN

Tenderer shall comply with all applicable labour statutes including the following relating to deployment of outsourced workmen in their contract:

#### 1 Registration of Contract & Contractor's licence

1.1 Tenderer shall produce the following documents to the Principal employer for registering their contract with the Joint Director of Industrial Safety and Health, Trichy jurisdiction for Unit-1, Mayanur, Offsites and for Windfarms, with the concerned jurisdictional Directorate of Industrial Safety and Health:

- 1.1.1 Contractor's Details (Proprietor name, Father's name, Age/ Date of birth, e-mail- ID, Mobile No.)
- 1.1.2 Form VI- A (Notice of Commencement of work)
- 1.1.3 Indemnity Bond in Rs.20/- Stamp paper.
- 1.1.4 Copy of Aadhaar card.

1.2 If Tenderer engages 20 or more personnel, tenderer has to apply for Contractor's licence with the Deputy Director of Industrial Safety and Health, Karur / Concerned jurisdiction. Tenderer has to produce the following documents:

- 1.2.1 Form IV- Application for Licence (5 copies)
- 1.2.2 Form VII- In case of renewal of Licence (5 copies)
- 1.2.3 Along with the above forms, Security Deposit of Rs.500/- per head remitted either by means of NSC or treasury challan in the following head: 8443 Civil Deposits (b) Deposits not bearing interest 116 deposit under various contract and state Acts - AB. Deposits under the Contract Labour (Regulation and Abolition) Rules.
- 1.2.4 Licence Fee is to be remitted through treasury challan in the head 0230 -00-Labour and Employment - 104 Fees realized under the Factories Act-AO- Fees under contract labour (D.P.CODE:0230-00-104-AO-0006).

#### REVISED LICENCE FEE STRUCTURE

| No. of Outsourced workmen | Registration fees (Rs.) | Licence fees (Rs.) | Licence Renewal fees (Rs.) | Surcharge (Rs.) | Amendment fees (Rs.) |
|---------------------------|-------------------------|--------------------|----------------------------|-----------------|----------------------|
| Upto 20                   | 2,500/-                 | 2,500/-            | 2,500/-                    | 1,250/-         | 500/-                |
| 21 - 50                   | 2,500/-                 | 2,500/-            | 2,500/-                    | 1,250/-         | 500/-                |
| 51 - 100                  | 5,000/-                 | 5,000/-            | 5,000/-                    | 2,500/-         | 500/-                |
| 101 - 200                 | 10,000/-                | 10,000/-           | 10,000/-                   | 5,000/-         | 500/-                |
| 201 - 400                 | 20,000/-                | 20,000/-           | 20,000/-                   | 10,000/-        | 500/-                |
| Above 400                 | 20,000/-                | 20,000/-           | 20,000/-                   | 10,000/-        | 500/-                |

|                        |                  |
|------------------------|------------------|
| Licence amendment fees | - Rs.500/-       |
| Renewal fees           | - Initial - 100% |
| Surcharge              | - Initial - 50%  |
| Duplicate licence fees | - Rs.500/-       |

1.2.5 Certificate by TNPL in Form V.

Without Complying the above formalities at 1.1 and 1.2, tenderer or their personnel shall not be permitted to enter the work premises and take up the work.



## 2 WAGES

Tenderer should disburse wages to their outsourced workmen as mentioned in the **Annexure-IVA**: The breakup of minimum wage per day to be paid to outsourced workmen engaged for the subject work are mentioned in the **Annexure-IVA** of respective Tender. The same shall be followed by the Tenderer.

## 3 EPF/EPS:

Tenderer should obtain separate Provident Fund code number in their own name (or) their firm name as the case may be in EPFO, Trichy region in order to remit EPF, EPS, EDLI and other allied dues in respect of their Outsourced workmen being deployed in their contract every month.

- i. EPF/ EPS have to be remitted for actual shift, NH/FH and miscellaneous shift (Basic wages + DA).
- ii. Overtime wages do not attract PF.
- iii. Before remitting EPF, EPS, EDLI and other allied dues, the Tenderer shall required to show the details of actual attendance of each outsourced workmen, NH/FH and miscellaneous shift together with wage acquaintance to the Contract section – HR Department of the Principal Employer on or before 12<sup>th</sup> of every month in order to ascertain as to whether the attendance tallies with the wage acquaintance and assess the amount payable towards EPF, EPS, EDLI and other allied dues. Only after getting confirmation, the Tenderer has to remit EPF, EPS, EDLI and other allied dues in their PF code on or before 15<sup>th</sup> of every month.

In case, any discrepancies such as short/belated remittance are found in the remittance of EPF, EPS, EDLI and other allied dues at later point of time, the Tenderer shall require to comply with the Statutory provisions in toto.

- iv. Tenderer shall require to remit EPF/EPS dues for the outsourced workmen deployed by them at the rate of 25% of Basic wages + DA (12% recovered from outsourced workman deployed by them, 12% by Tenderer, 0.5% Administrative Charges subject to minimum of Rs.500/- and 0.5% EDLI Charges) through online under Tenderer code on or before 15<sup>th</sup> of every succeeding month and submit proof of EPF/EPS remittance on or before 16<sup>th</sup> of the same month along with PF remittance challans in time to RPFC, Trichy and HR department of the Principal Employer. (Addition of any workman in Form 5, Deletion of any workman in Form 10, Challan particulars / Remittance break ups in Form 12A). Tenderer shall also require to submit following annual returns to the RPFC, Trichy:

Form 6 A (Annual PF /EPS Contribution Statement),  
Form 3 A (Individual PF/EPS Contribution card).

- v. Since the Employees Provident Fund Organisation has introduced payment through e- Sewa, the Tenderer has to provide the necessary details such as Wages, Number of workmen along with PF Contribution, other details required by the EPFO, Trichy. The Tenderer should ensure collecting "e-Challan" and remit the PF dues on or before 15<sup>th</sup> of the succeeding month through online.
- vi. If the Tenderer fails to remit EPF/EPS dues within the stipulated time, TNPL has right to deduct the same amount along with penal damages and interest from Tenderer bills and the amount so deducted will be remitted to the PF Office through TNPL Contractors' Association.





**vii. UAN ACTIVATION AND LINK AND TRANSFER OF EPF / EPS AMOUNT**

- a. In case of commencement of the contract, the Tenderer shall obtain the details of UAN (Universal Account Number) for the contributory members deployed by them from the previous contractor and link has to be given in order to transfer the EPF amount available in the member's Account to the PF code number of the present contractor. For which, the present contractor has to obtain Form-13 (revised) and Form - 9 from the previous contractor and submit the same to the RPF, Trichy in order to transfer the amount to the individual's PF account number from the previous contractor's PF Code Number to the current contractor's PF Code number.
- b. Tenderer shall be required to transfer the EPF/EPS amount from the previous Contractor's PF Code Number to their PF Code Number within a period of 2 months after the commencement of work.
- c. Further, the Tenderer has to submit system generated PDF file in respect of their establishment code relating to the details of the outsourced workmen deployed by them to the Contract section, HR department of the Principal Employer within 2 months after the commencement of work.
- d. Tenderer shall be required to upload KYC (Know Your Customer) details of the new member and also for the old member including Aadhar details, which is compulsory, if KYC details are not uploaded.
- e. Tenderer shall be required to generate UAN (Universal Account Number) for the new member in EPFO-OTCP portal as and when a outsourced workman is first time deployed in their contract. Then, Tenderer shall be required to get the UAN activated for the new member in EPFO-OTCP portal.

**4 a) MAINTENANCE OF ATTENDANCE REGISTER:**

Tenderer shall be required to maintain their outsourced workmen's attendance in the Attendance Register every day in respect of their Contract. The Tenderer has to ensure that the attendance register being maintained in the user Section / Department is duly signed by the representative of the Principal Employer (shift in charge/Section Head).

**b) WAGES:**

Wages shall be paid for the actual days worked and according to the scope of work either the wages as notified by the Tamil Nadu Government as per the Minimum Wages Act, 1948 from time to time (or) the wages determined by TNPL as the case may be.

- i. Wage Slip pertaining to individual outsourced workman should be given one day prior to the date of payment of wages and the Tenderer shall require to issue Wage Slip in the prescribed format (Form XXVIII).
- ii. Tenderer shall ensure that all the outsourced workmen deployed in their contract to open a separate Savings Bank Account in SBI, Pugalur / IOB, Velayuthampalayam/ nearby bank in case of Offsites, as the case may be.
- iii. Tenderer shall ensure regular and timely payment of wages on or before 5<sup>th</sup> of every month by crediting it to the savings bank account of the outsourced workman deployed by them with SBI / IOB Banks or in any nearby banks in case of Offsites as the case may be irrespective of payment of bills by the Company.





- iv. While submitting the bill, Tenderer has to produce all the required documents including Bill Copy, proof towards wages disbursement, Attendance Register, Wage Acquittance, Remittance of EPF/ESI Contributions, Bonus mandays, Wage increase claim (if any) to HR Department of the Principal Employer.
- v. Tenderer shall require to produce copy of bills claimed with mandays details together with copy of Attendance, wage Acquittance for every month for the outsourced workmen deployed in their respective contract on or before 12<sup>th</sup> of every month for ensuring PF compliance purpose. Tenderer is required to ensure that the mandays claimed in the bills / attendance register is reflected in the wage Acquittance also.
- vi. Regular and timely payment of wages must be ensured by Tenderer.
- vii. Tenderer shall be required to issue Wage Slip (Form XXVIII) in the prescribed format.

## 5 EMPLOYEES' STATE INSURANCE ACT, 1948 (ESI)

### Applicability:

Tenderer shall be required to obtain Employer Code separately, extend coverage and remit ESI contributions every month in their code, for the outsourced workmen deployed by them in their contract in TNPL, for those who draws wages upto Rs.21,000/- per month.

### Obtaining Employer's code / Sub code number:

Tenderer shall be required to submit Employer's Registration Form – 01 to the Enforcement Officer, ESIC, Karur and obtain separate Employer Code in order to remit ESI contribution in respect of outsourced workmen deployed in their contract on or before 15<sup>th</sup> of every month. In addition, the tenderer already own separate Employer codes for ESI shall be required to obtain sub code separately for the said purpose.

### Engagement of Outsourced workmen

Whenever Tenderer engages outsourced workmen, Tenderer shall be required to obtain a Temporary Identification Certificate (TIC) under ESIC scheme in ESIC portal and produce the same at the gate before they are brought inside the plant for work from the day one.

### Calculation for paying advance contributions while obtaining employer's code

Rs.5278.00 per Outsourced workman per month X 4% of wages X 6 months X Total No. of Outsourced workmen.

### Membership:

Tenderer shall be required to remit ESI contributions, if an insured person's (outsourced workman) wages becomes more than **Rs.21,000/-** per month, even then an outsourced workman remains covered till the end of such Contribution period which is either April to September or October to March of the respective year. For instance, if the outsourced workman's wage exceeds **Rs.21,000/-** per month in the middle of the contribution period, then Tenderer shall be required to remit Employer and Employees' share of contributions till the end of respective contribution period.



**Contributions:**

Tenderer shall be required to remit ESI Contributions at the rate of **3.25%** of wages as Employer's Share and **0.75%** of wages as Employee's Share by deducting from the wages of the outsourced workmen on or before 15<sup>th</sup> of every month through online challan generated in ESI portal and submit challan copy as proof for remittance of ESI contribution together with a list showing contribution particulars in respect of each outsourced workman. Tenderer shall be also required to submit a copy of return of contribution (Form 5) to the company on or before 12<sup>th</sup> May and 11<sup>th</sup> November of the respective year.

**Contribution Period and Benefit Period:**

Contribution period means the period not exceeding six consecutive months and the contribution period is between 1<sup>st</sup> April to 30<sup>th</sup> September of the respective year and the other one is between 1<sup>st</sup> October to 31<sup>st</sup> March of the respective year. Benefit period means the period not exceeding six consecutive months corresponding to the contribution period.

(i.e.,)

| S No. | Contribution period                                 | Benefit period                                    |
|-------|---|---|
| 1     | 1 <sup>st</sup> April to 30 <sup>th</sup> September | 1 <sup>st</sup> January to 30 <sup>th</sup> June  |
| 2     | 1 <sup>st</sup> October to 31 <sup>st</sup> March   | 1 <sup>st</sup> July to 31 <sup>st</sup> December |

**WAGE:**

Tenderer has to take into account the following components of wages for remitting ESI contributions:

- Basic Wages, Dearness Allowance
- House Rent Allowance
- City Compensatory Allowance
- Overtime Wages (but not to be taken into account for determining the coverage of a Outsourced workman)
- Payment for day of rest
- Production incentive
- Bonus other than statutory bonus
- Night Shift Allowance
- Health Allowance
- Offsite Allowance
- Heat, Gas & Dust Allowance
- Payment for unsubstituted holidays
- Meal/food Allowance
- Suspension Allowance
- Lay off Compensation
- Children Education Allowance (not being reimbursement for actual tuition fee)
- Wages paid for extra shifts.
- Leave with Wages (paid Holidays)



**NOT AS WAGE**

The Tenderer need not consider the following components of wages for remittance of ESI contributions:

- Contribution paid by the employer to any pension / Provident Fund or under ESI Act.
- Sum paid to defray special expenses entailed by the nature of employment – Daily Allowance paid for the period spent on tour.
- Pay in lieu of notice of retrenchment compensation.
- Benefits paid under the ESI scheme.
- Encashment of Leave.
- Payment of Inam which does not form part of the terms of Deployment.
- Washing Allowance for livery.

Conveyance:

- Amount towards reimbursement for duty related journey.
- Reimbursement of journey on production of ticket.
- Maintenance of vehicle subject to production of record.
- Fixed conveyance paid at an interval exceeding 2 months.

After taking up the work by Tenderer as per the work order awarded to them, Tenderer shall be required to obtain either Employer code or the Sub-code if the Tenderer owns Employer code already. Further if the Tenderer do not possess Employer's code, they are required to pay advance contributions for 6 months for the persons engaged in the mill to obtain Employer's code for remitting ESI contribution every month and the advance contributions so remitted by the Tenderer is adjustable in the contributions payable in future based on the outsourced workmen deployed by them.

Tenderer shall be required to get the Temporary Identification Certificate (TIC) together with ESI number for each outsourced workman deployed by them, for those who are drawing wages upto Rs.21,000/- per month through online, if their outsourced workmen do not possess ESI number already. Subsequently, Tenderer has to get their outsourced workmen registered in ESIC local hospital at Velayuthampalayam, Karur District thereby enabling the insured person and their dependents to avail the benefits under ESI scheme. In case of any injury sustained while at work, Tenderer has to intimate through online about the accident occurred to the insured person deployed by them and to the ESIC local hospital, Velayuthampalayam, Karur District and the Manager, ESIC, Karur within 48 hours of such accident and in case of fatal, information shall be complied immediately. Further every month Tenderer shall be required to intimate about addition and deletion details of their outsourced workmen to ESIC, Karur without fail.

**Manner and time limit:**

Tenderer has to deposit the total amount of contribution (Employer's share @ **3.25%** and Employee's share @ **0.75%**) through an authorized bank with a challan in the prescribed form in quadruplicate on or before 15<sup>th</sup> of month following the calendar month in which the wages fall due.

**Penalty:**

Non remittance of ESI Contributions will attract interest @12% and damages ranging from 5% to 25% depending upon the delay in remittance (i.e.,) 5% for below 2 months delay, 10% for below 4 months delay, 15% for below 6 months and 25% for above 6 months delay.



**Punishment for failure to pay contributions, etc,**

In case of any failure to comply ESI contributions, the default Tenderer will be punishable as per the Sec.85 of ESI Act, 1948.

**Hospitalization due to accident:**

In case the outsourced workman deployed by the Tenderer met with an accident while on duty or outside the mill premises, it is the sole responsibility of the Tenderer to make arrangements for the medical treatment of the outsourced workman in a good hospital or in ESI Hospital and provide him treatment till the outsourced workman rejoins duty. Hospitalization expenses shall be claimed under Employee's State Insurance Scheme. It is also the responsibility of the Tenderer to produce the required documents to ESI authorities without any delay for getting such reimbursement from ESIC.

**Maintenance of Registers / Records:**

Tenderer shall be required to maintain the following registers/ records:

| S. No | Form No.   | Particulars of Forms   |
|-------|--|--|
| 1     | Form - 01(A)<br>(Regulation 10-C)                | Form of Annual Information on Factory/ Establishment Covered Under ESI Act to be sent to the Regional Office or Sub Regional Office or Divisional Office on or before 31 <sup>st</sup> January.  |
| 2     | Form - 1   | Declaration Form<br>(To be submitted in respect of employee who is not already registered under ESI Act )  |
| 3     | Form 1-A (Regulation 15-A)                       | Family Declaration Form  |
| 4     | Form - 2 (Regulation 15-B)                       | Addition / Deletion in Family Declaration Form Employees' State Insurance Corporation  |
| 5     | Form 3 (Regulation 14)                           | Return of Declaration Forms  |
| 6     | Form 4<br>(Regulation 17 and 95-A)               | Identity Card  |
| 7     | Form 4-A (Regulation 95-A)                       | Family Identity Card   |
| 8     | Challans   | Remittance of Contributions to be sent to ESIC regional Office, Salem on or before 15 <sup>th</sup> of every month   |
| 9     | Form 5 (Regulation 26)                           | Return of Contribution Employees' State Insurance Corporation. Summary of contribution (Form 5) in quadruplicate along with challans to be submitted to ESIC, Karur on or before 12 <sup>th</sup> May / 11 <sup>th</sup> November of every year. |
| 10    | Form -5-A<br>(Regulation 31 - Second Proviso)    | Employees' State Insurance Corporation. Statement of Advance Payment of Contributions made for the Contribution Period Ended.  |
| 11    | Form 6 (Regulation 32)                           | Register of Employees' State Insurance Corporation (Quadruplicate along with challans Monthly return along with cheque to be submitted with ESIC, Karur on or before 12 <sup>th</sup> May of every year)   |
| 12    | Form - 9<br>(Regulation 63 and 89-B)             | Claim for Sickness / T.D.B. / Maternity Benefit for Sickness, Employees' State Insurance Corporation   |
| 13    | Form - 10<br>(Confidential)<br>(Regulation 52-A) | Abstention verification in respect of Sickness benefit / Temporary disablement benefit / Maternity benefit Employees' State Insurance Corporation.   |
|       |  | Reply to be furnished by the Employer in respect of Form No.10   |



|    |                           |  |
|----|---------------------------|--|
| 14 | Form – 11 (Regulation 66) | Accident Book<br>Employees' State Insurance Corporation  |
| 15 | Form – 12                 | Accident Report from Employer under Regulation 68. (Fatal / death immediately and for ordinary cases within 48 hours). Report to be sent to ESIC, Karur (or) Medical Officer, ESI Hospital, Velayuthampalayam. |

**EMPLOYEES' COMPENSATION INSURANCE AND ROAD SAFETY PACKAGE INSURANCE:**

**Applicability:**

Outsourced workman drawing wages above Rs.21,000/- per month shall require to be covered under the Employees' compensation and Road Safety package Insurance policies.

Tenderer shall be required to pay premium for Employees' Compensation Insurance and Road Safety Package Insurance Policy to extend benefits. Tenderer shall be required to remit the premium for the policies of Employees' Compensation Insurance and Road safety Package Insurance.

Premium payable by the Tenderer to cover the outsourced workmen deployed by them under the following insurance policies:

**a. Employees' Compensation Insurance:**

Premium: (Per day wage X No. of outsourced workmen X No. of days X **a**) / 1000 + GST as applicable. (*a= Rs.30.15 for Main site/ for Mayanur, a= Rs.18.50 for Offsite*)

**b. Road Safety Package Insurance:**

Premium amount (per head / annum): Rs.260 X No. of outsourced workmen + GST as applicable.

Sum assured for Road Safety Package Insurance Policy:

Rs. 100000/- - Death cum accidental benefit  
Rs. 100000/- - Hospitalization expenses

In case the Outsourced workmen deployed by the tenderer met with an accident while on duty or outside the mill premises, it is the sole responsibility of the tenderer to make arrangements for the medical treatment of such outsourced workmen in a good hospital and provide him treatment till such outsourced workmen rejoins duty. Hospitalisation expenses-Rs.1,00,000/- shall be claimed under Road Safety Package Insurance Policy. It is also the responsibility of the tenderer to produce the required documents to Insurance Authorities without any delay for getting such reimbursement from Insurance Companies. If the tenderer fails to do so, the Hospitalisation expenses shall be deducted from the bills of the tenderer and necessary arrangements will be made to remit the same to the Hospital concerned. If any Road Accident occurred outside the factory, the tenderer shall be liable to settle full Medical Expenses for their Outsourced workman and get it reimbursed from the Insurance Company.





**6 SAFETY**

Tenderer shall comply with all applicable safety rules and regulations. If the outsourced workmen engaged by the tenderer found working without wearing necessary Personal protective equipment (PPEs) and without following prescribed safety rules and regulations for the factory, a sum of Rs.5,000/- per violation shall be deducted from the bills of the tenderer.

In view of Safety and Security considerations of the Mill, Cell Phones are banned inside the Mill premises. If any outsourced workmen / Supervisor deployed by the Tenderer are found possessing cell phones, they shall be sent out of the Factory and the cell phones shall also be confiscated.

**7 SAFETY SHOES:**

Tenderer shall provide safety shoes worth of Rs.400/- as per the specification approved by the safety Committee, for both Male and Female outsourced workmen.

- 8 Tenderer / representative of the tenderer should attend the monthly meeting convened by the company.

**9 MAINTENANCE OF REGISTERS / RECORDS**

Tenderer shall maintain the following registers / records as per the Contract Labour (Regulation and Abolition) Act, 1970 and produce the same whenever the Directorate of Industrial Safety and health Authorities visits the factory for inspection.

|               |   |   |
|---------------|---|---|
| Form XV       | - | Service Certificate - When a outsourced workman leaves from the service, a Service Certificate should be issued to him/her. |
| Form XVI      | - | Muster Roll   |
| Form XVIII    | - | Register of Wages cum Muster Roll   |
| Form XXIII    | - | Register of Overtime  |
| Form XXIV     | - | Half yearly return – to be submitted within 30 days from the close of the half year   |
| Form XXVI     | - | Register of Employment of Contract Labour   |
| Form XXVII    | - | Register of Wages   |
| Form XXVIII   | - | Wage Slip   |
| Form No. XXIX | - | Register of Advances Deductions for Damages for Loss and Fines  |

Tenderer is required to display a notice showing the rate of wages, hours of work, wage period, date of payment of wages, names and addresses of the Inspectors and date of payment of unpaid wages in the local language understood by the majority of the workmen deployed by them.

**10 RETENTION MONEY / SECURITY DEPOSIT:**

Tenderer shall be required to submit the following documents pertaining to their contract period for settlement of Retention Money / Security Deposit:

- i Attendance Register.
- ii Payment of Wages Register (Wages Acquittance).
- iii Proof for the submission of following documents:-  
Copy of EPF Amount paid receipt (TRRN Details), ECR challans, ECR contribution statement with UAN No., Name, Father's name, Date of Birth, Category, Shifts, Manday rate, Total wages, EPF 12%, 3.67% & 8.33 % for the Tenderer's contract period.





- iv PF / EPS dues / ESI remitted Original Challans for every month for the Contract period.
- v Copy of ESI remittance receipt, ESI contribution statement for the Tenderer's contract period.
- vi Copy of wage slip issued to the worker.
- vii Form-23- Annual Accounts Slips to be obtained from RPFC, Trichy up to last financial year.

After receiving all the above documents, on verification of the records, documents for Retention Money will be forwarded to the Accounts Department of the Company for payment.

- 11 In order to keep cleaner working environment and minimize the loss of resources and pollution during handling, tenderer shall follow the required procedures.

## 12 OTHER COMPLIANCES

### i. WEEKLY OFF:

Tenderer shall provide weekly off to the Outsourced workmen engaged by them as per the Factories Act, 1948.

### ii. WORKING HOURS:

Tenderer shall ensure working hours of Outsourced workmen as per the Factories Act, 1948.

### iii. LEAVE FACILITY:

- a. Factory observes 10 declared holidays. The Tenderer shall pay one day wage for National and Festival Holiday (NH/FH). If the outsourced workmen are deployed on National and Festival Holiday, then one day's additional wage has to be paid. Wages paid for NH/FH will attract PF/EPS/ESI. In addition, if Government declares any other day as public holiday with wages, for which also, tenderer has to adhere to the above provisions. The tenderer will be reimbursed by the Company on submission of proof towards payment of such additional holiday/s other than 10 declared holidays.
- b. The Tenderer shall provide one day leave for every 20 days of work performed provided the outsourced workman has worked for 240 days or more during the contract period. The wages for the Earned Leave should be disbursed separately at the end of the contract through bank and proof for the same should be submitted to the HR department of the Principal Employer to claim reimbursement. Wages paid for Earned Leave will not attract EPF, EPS and ESI.

**In order to claim retention money, the Tenderer shall be required to submit all the necessary proof for disbursement of EL wage including Attendance register, acknowledgement slips, bank statement for disbursement of EL wages to HR department of the Principal Employer.**

### iv. BONUS:

- a. The Tenderer should disburse bonus to Outsourced workmen deployed by them as per the Payment of Bonus Act, 1965 and minimum eligibility to receive bonus is 30 days of work in a year.
- b. No bonus is payable for 30 days and for more than 30 days of work, bonus to be paid.



- c. For 240 days – Rs.7000/- is to be paid towards minimum bonus.
- d. For less than 240 days, proportionate payment to be made.
- e. The period of reckoning for payment of Bonus is October to September.
- f. This Bonus is to be paid 10 days before Deepavali.

A sum of Rs.29.17 will be recovered per day towards bonus and the excess amount over and above Rs.7000/- **will not be refunded to the respective tenderer** after disbursement of bonus. The aforesaid bonus amount will be recovered from the tenderers bills, retention money & security deposit. In case, if the retained retention money / security deposit is not sufficient for bonus recovery, the difference amount shall be recovered from the tenderer's bills.

The Tenderer is required to submit actual Bonus mandays to the HR department on or before 10<sup>th</sup> of every month in order to ensure the recovery of the bonus amount payable to the Outsourced workmen from the bills of the Tenderer. Based on the Bonus mandays, bonus recovery will be made. However, the Tenderer are required to credit the unclaimed bonus amount to TNPL".

### 13 ISSUANCE OF PHOTO IDENTITY CARD:

Tenderer shall be required to issue Photo Identity Card to each of their workmen deployed by them in the format as specified by TNPL HR department within a month from the date of award of contract.

### 14 CANTEEN:

For the Outsourced workmen, following food arrangements is extended through Industrial Canteen at subsidized rate:

1. Tea / Coffee once per shift
2. Lunch facilities to the outsourced workmen engaged in A- shift, G-shift and B-shift and the lunch will be provided between 11.00 a.m. and 2.00 p.m.

The Tenderer is required to ensure that the outsourced workmen deployed in their contract are availing the canteen facilities by submitting coupon.

However, the coupon cost towards the consumption of Tea / Coffee / Lunch shall be recovered from tenderer's bills. Tenderer in turn shall recover the same from the individual contract workmen.

If the Tenderer distributes subsidized food item from TNPL Industrial Canteen to any person other than their workmen, a sum of Rs.5000.00 per occasion will be deducted from the bills of the Tenderer.

### 15 AGE:

Tenderer shall not engage any child labour i.e., below 18 years and aged person i.e., above 60 years, as the case may be in their contract and ensure it promptly.

### 16 PENALTY:

If tenderer fails to comply with the clauses from 1 to 15 within the stipulated days, TNPL has the right to deduct 5% of the deviated amount payable as penalty besides deducting the payable amount from the bills of the tenderer.

If there are any future amendments in the labour statutes, the same shall also to be adhered by the tenderer.



**Annexure-IV A****1 WAGES / EPF & EPS**

1.1 Tenderer should disburse wages to your contract workmen as detailed below:

The breakup of minimum wage per day to be paid to contract workmen engaged for the subject work is as follows,

| S. No. | Category           | Wages (Rs.) / Day |
|--------|--------------------|-------------------|
| 1.     | Skilled Supervisor | 545.00            |
| 2.     | Skilled - Driver   | 650.00            |
| 3.     | UnSkilled Labour   | 472.00            |

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Tenderer will be reimbursed differential wages in Mandays/Tonnage/Lumpsum contracts, in case of wage increase for the outsourced workmen in the middle of the duration of the contract period against claim made by the tenderers.

The above mentioned wages/day is inclusive of PF and ESI contribution. Employee portion of PF shall be deducted on the wage payable per day.

In addition to the above, successful tenderer is required to remit EPF/EPS contributions of **13%** on wages to be paid (Employer portion), either Employee State Insurance Premium or Workmen Compensation Insurance Premium and Road Safety Insurance Premium as applicable.

The following components are taken in to consideration in addition to the above particulars, which is detailed in **Annexure-IV**,

- NH/FH (10 Days for a year)
- ESI, ECI on Basic & NH/FH for applicable area/sites.
- Shoe/ ID card/Bonus/ any other components which shall implemented from time to time.
- Also, the tenderer shall pay **Rs.50/- per day as HRA** to all categories of outsourced workmen being deployed (i.e) HRA – Rs.50/- per day **subject to the maximum of Rs.1,300/- per Month**. HRA will be payable for regular shift attended only. HRA does not attract EPF/EPS contribution. HRA attract ESI Contributions (i.e Employee Contribution at the rate of 0.75% and Employer Contribution at the rate of 3.25%)



=====Signature valid

Digitally signed by MOHAMED MUSTHAFA  
SHAHUL HAMEED  
Date: 2025.02.18 14:03:59 IST  
Location: Tamil Nadu

**PROCESS COMPLIANCE STATEMENT**

Name of the Organization : \_\_\_\_\_

Following terms and conditions are deemed as accepted by us for participation in the above Tender.

- 1 We have gone through the tender scope and all other terms and conditions and agreed the same for participating in the tendering process as all the documents are digitally signed.
- 2 We will not divulge either our Bids or those of other Bidders to any other external party.
- 3 We agree to non-disclosure of trade information regarding work, identify of TNPL, Bid process, Bid Technology, Bid documentation and Bid details.
- 4 Inability to bid due to telephone line glitch, Internet response issues, software or hardware hangs will not be the responsibility of TNPL.
- 5 Based on the competitive quotes received, TNPL's decision will be final and binding on us.
- 6 Our participation in a bid event is by invitation from TNPL.
- 7 TNPL is not obliged to place the contract if the expected price of the lots or event is not met. TNPL will be at liberty to cancel the bid event and initiate a fresh one, if necessary.
- 8 Bids once made cannot be withdrawn or modified under any circumstances.
- 9 TNPL can decide to extend, reschedule or cancel the auction.
- 10 Bids cannot be increased. Subsequent bids from the same contractor need to be lower by at least the minimum bid decrement from the lower bid.
- 11 We have accepted the Auction rules on participation at the Bid event. Award decision by TNPL would be final and binding on us.
- 12 We shall indemnify and hold TNPL, its and their successors and assigns, officers, employees and agents harmless from any direct or indirect loss or damage and or claims for personal injury or property damage caused by any contractual problems or by our negligent or fraudulent act, omission or willful misconduct or breach of any term of this Agreement.
- 13 TNPL or its employees or other representatives will not be liable for damages arising out of or in connection with the use of this site. This is a comprehensive limitation of liability that applies to all damages of any kind, including (without limitation) compensatory, direct, indirect or consequential damages and claims of third parties.
- 14 TNPL does not guarantee continuous, uninterrupted or secure access to its services, and operation of the site may be interfered with by numerous factors outside of its control.



15 Validity: Tenderers should keep their bids valid for a period of 8 (Eight) weeks from the date of closing of On-Line Auction (Reverse Auction). No Tenderer is permitted to withdraw their quoted rate within the validity period. In case of withdrawal of offer, EMD will be forfeited and TNPL may claim additional expenses if any incurred from the Tenderer due to withdrawal of offer by him.

We agree to have read, understand and agree to abide by this statement.

Organization : \_\_\_\_\_

Name : \_\_\_\_\_

Designation : \_\_\_\_\_

Signature & Stamp / Seal : \_\_\_\_\_

Date & Place : \_\_\_\_\_

***(Pls upload process compliance statement duly filled in with seal and signature in all pages)***

gh

**Signature valid**

Digitally signed by MOHAMED MUSTHAFA  
SHAHUL HAMEED  
Date: 2025.02.18 15:10:37 IST  
Location: Tamil Nadu, IN