COMMISSIONERATE OF STATIONERY
PRINTING DEPARTMENT,

110, ANNA SALAI, CHENNAI-600 002.

e-tender Schedule

NAME OF WORK: Providing Man Power in the Cadre of Mazdoor in Government Central Press, Chennai-1, Government Stationery Stores and Government Branch presses in Mofussil of Stationery and Printing Department.

EMD to be remitted	**:**	**Rs. 1,03,207/-**
Last date and time for submission of e-tender through Online	**:**	**28.10.2026 – 11.00 AM**
Date of Opening of Tender	**:**	**29.10.2026 – 11.00 AM**

TENDER NOTICE

Tenders are invited from Agencies / Organizations / Firms having their Head Quarters / Branches in Tamil Nadu and having at least **3 years** experience in the field of Outsourcing Manpower in Govt.Offices / PublicSectors / Govt. Undertakings / Corporations by the Joint Director of Stationery and Printing, Chennai-2 on behalf of the Governor of Tamil Nadu for Providing Man Power (49 Mazdoors) for **One Year** in the Cadre of Mazdoor in the Commissionerate of Stationery and Printing Department, Chennai-2, Govt. Central Press, Chennai-1,Govt. Stationery Stores, Chennai-1 and Branch Presses in Mofussil.

1. Commercial Conditions

i. The tenderer should furnish an Earnest Money Deposit of Rs.1,03,207/-(One Lakh three thousand two hundred and Seven) by means online payment only.

ii. If, the tenderer claiming exemption from the payment of Earnest Money Deposit, should furnish necessary documentary evidence for SSI registration in the form of Entrepreneurs Memorandum EM No. Part – I and Part- II as per new system and its accessories MSMED Act 2006 of Tamilnadu Small Industries Development Corporation / the District Industries Centre of Director of Industries and Commerce for the other states in respect of those items for which the registration certificate has been obtained and tenders called for by the Department

iii. The tender either without EMD in 1.(i) or the claim of exemption in 1. (ii) will be summarily rejected.

(NOTE: Bank Guarantee Will Not Be Accepted Towards E.M.D& S.D)

iv. Proof of having provided similar services to State Government Departments / Public Sectors / Government undertakings / Corporations.

v. Proof showing annual turnover of the bidding firms for not less than Rupees Two Crore for each financial Year and total turn over last three years should be six Crore.

vi. Certificate of incorporation / Articles of Association under the Companies Act.

vii. Proof for registration with Labour and Employment authority.

viii. Audited Statement of Accounts for the last 3 years.

ix. Income Tax Return Statement for the last three years.

x. A registered contractor who is having GST Number alone are eligible for this contract along with GST Clearance Certificate upto August 2026.

xi. The tenderer should furnish performance certificate obtained from the previous Government organizations/ Public Sectors / Government undertakings / Corporations

xii. The Tenderer should have registered under E.P.F. & E.S.I Act.

xiii. The tenderer should have PAN card.

xiv. EPF Registration certificate should be obtained from the concerned authorities and should be uploaded.

xv. Group Insurance Certificate registered with the concerned Department should be scanned and uploaded.

xvi. Proof Showing the manpower supplied to State Government Departments / PublicSectors / Government undertakings / Corporations in the last three years.

xvii. Tender form with the signature of the tenderer and seal of the firm in all pages for having accepted the Tender Condition.

2. 'e' – TENDER CONDITIONS

i. The bidder can upload the Tender documents in the form of PDF and BOQ (Price Bid) in Excel format.

ii. The bid document consisting of tender Conditions Commercial Conditions of the contract to be complied with and other necessary documents can be seen and downloaded from website https://tntenders.gov.in at free of cost.

iii. All the documents as specified in the tender documents shall be scanned and uploaded to the e-tender website within the period of bid submission.

iv. The last date for online submission of bid is 28.10.2026 upto 11.00 am and the tender will be opened on 29.10.2026 at 11.00am. If a holiday is declared on the tender opening day, the tender will be opened on the next working day.

v. In case any discrepancy is noticed in the documents as uploaded at the time of submission of the bid online, then the bid submitted shall become invalid and Commissioner of Stationery and Printing, Chennai-2 shall, without prejudice to any other right or remedy, be at liberty to forfeit EMD as aforesaid. Further, the bidder shall not be allowed to participate in the retendering process of the work.

vi. The competent authority on behalf of the Commissioner does not bind himself to accept the lowest or any other tender and reserves to himself the authority to reject any or all the tenders received without the assignment of any reason. All tenders in which any of the prescribed condition is not fulfilled or any condition including that of conditional rebate is put forth by the bidder shall be summarily rejected. The competent authority on behalf of the Commissioner reserves to himself the right of accepting the whole or any part of the tender and the bidder shall be bound to perform the same at the rate quoted.

3. GENERAL CONDITIONS

i. The tender for this work shall remain open for acceptance for a period of 15 days from the date of opening of tenders. If any bidder withdraws his tender before the said period or issue of letter of acceptance, whichever is earlier, or makes any modification in the terms and conditions of the tender which are not acceptable to the Commissioner of Stationery and Printing Dept, Chennai-2, then the Joint Director shall, without prejudice to any other right or remedy, be at liberty to forfeit EMD deposit as aforesaid. Further the tenderer shall not be allowed to participate in the retendering process of the work.

ii. The applicants are advised to keep visiting the website https://tntenders.gov.in from time to time (Till the deadline for bid submission) for any updates of the tender documents. if any . Failure to do so shall not absolve the applicant of his liabilities to submit the applications complete in all respect including updates thereof, if any. An incomplete applications may be liable for rejection.

iii. Those bidders not registered on the website mentioned above, are required to get registered themselves beforehand. The intending bidder must have valid Class- II digital signature Certificate (DSC) to submit the bid.

iv. The tenderer shall quote the rates and prices (both in figures and words) for all the items of the works described in the bill of quantities excluding GST along with sum of the quote tender value excluding GST at the end (both in figures and words) . The TDS and TDS on GST as per Government regulations will be recovered from the contractor.

v. The technical bid shall be opened Online on the date / time and venue specified.

vi. The Technical bid specifies the Pre Qualifications based on various factors such as man power, strength, capacity, suitability, eligibility of tenderer etc., will be evaluated considered and decided prior to the opening of Commercial bids (BOQ) of the tenderer.

vii. The tenderers who do not satisfy any/all the terms and conditions specifically so mentioned in the Technical bid / Commercial Bid (BOQ) shall not be considered eligible and shall not be opened treating it as non responsive.

viii. The Service Provider, has to arrange for regular and periodic inspection, monitoring. However, monitoring of service provider's service will be carried out by the maintenance incharge .

4. TENDER EVALUATION CRITERIA

i. The tender offer should be unconditional and it should be conforming to all the stipulations in the tender terms and conditions.
ii. The tender will be evaluated as per TNTT Act.
iii. The tenderer should offer rate per month basis mentioned in the tabular column of the commercial bid(BOQ).
iv. No column should be left blank in the commercial bid. In such case the tender will not be considered for evaluation.
v. All inclusive end rate shall be considered for evaluation of lowest offer.

5. CRITERIA FOR OPENING PRICE BID:

i) The price bid of the tenderers will be opened based on the marks obtained by them during evaluation of the techno commercial bid.

For such evaluation, the marks will be awarded to the tenderers in the following manner.

1.	**Experience of the companies In the relevant field with work order**	**3–5years -15marks**
		Above5–upto7years – 20marks
		Above7years-25marks
2.	**Turn over of the companies in last three years**	**Above 2–upto3crore-15 marks**
		Above 3– upto5crore – 20marks
		Above5 crores–25marks
3.	**No. of person outsourced in the last three years**	**62400–93600mandays-15marks (200persons X26days X12months)**
		Above93600–upto1,56,000mandays-20marks (500persons X26days X12months)
		Above1,56,000mandays–25marks
4.	**Performance certificate from previous employers**	**3–5years-15 marks**
		Above5–upto7years – 20marks
		Above7years–25marks

ii) The price bid of the tenderers who secured minimum 70 marks in the techno commercial bid evaluation and the tenderer should score minimum 15 marks in each title will only be opened. And the tender will be awarded to the company who secure minimum 70 marks in the techno commercial bid evaluation and quoted L1 rates in the price bid. Hence the tenderers should furnish all necessary documents without fail.

iii) If more than one tenderer quoted the same L1 rate, contract will be awarded to the firm which secured highest mark in Row 1 & 2 (Experience of the companies in man power supply & turn over) of the above table.

iv) Even after the exercise done as per 5(iii), if there are more than one tenderer with same marks, then selection will be decided by opting to lot system in presence of the concerned bidders.

6. DESCRIPTIONOFTHE WORK:

There shall be a contractual agreement for a period of one year for providing Man power in the cadre of Mazdoor in the Stationery and Printing Department (in Chennai units and Branches) as per Schedule-I enclosed. The number of personnel required is subject to increase / decrease. After the end of the stipulated period, the Commissioner of Stationery and Printing will reserves the right to review the position and renew the contract restore to open tender again stop the engagement of an outside agency for the work.

7. DUTIES ANDRESPONSIBILITES:

i) Man power services are to be provided on all working days and with 8 hours of duty per day.

ii) They will be required to work in shifts.

iii) They should be on duty at the place where they are posted, in uniform, with identity card of the firm. They should not leave the office premises without permission.

iv) 60% of requirement may be provided with male candidates and they should be above 25 years and below 45 years of age and physically fit and do any work given to them.

v) They should handle the paper and other printing materials, Other materials, from the ware house to the shop floor and printed materials from shop floor to the Binding section and Despatching sections.

vi) They have to load and unload paper reels and paper reams from the lorry and pile them in the godown.

vii) Any other work, given by the officials from time to time based on necessity should also be carried out by them.

viii) In case of occurrence of any damage to the property of this department while performing duties, the firm will be held responsible and also the cost of the damage caused will be recovered from the firm.

ix) In case, the services provided are found to be not satisfactory, the services will be terminated by this department, without any notice.

x) The wages will be paid only after satisfying the duties and services of the persons posted. Wages will be paid only for the days attended and wages for the period of absence will be deducted from the salary bill proportionately. They should not be absent without prior intimation and without making alternate duty arrangement.

8.SECURITYDEPOSIT

i) After evaluation and finalization of Technical bids and Commercial bids, selected tenderer should furnish a security deposit amount at 5% of the order value of Demand Draft / Bankers Cheque from any Nationalized / Commercial Bank in favour of Commissioner of Stationery and Printing Department, Chennai-2.payable at Chennai within 7 days from the date of receipt of Confirmation Order. Work Order will be issued after receiving the Security deposit amount and agreement.

ii) No exemption will be given from payment of Security Deposit under any circumstances as per TNTT Act and the same should be remitted by in favour of "Commissioner of Stationery and Printing Department, Chennai-2."

iii) The security Deposit is liable to be adjusted against any loss or damage caused by the contractor to the Department by violation of the tender condition.

iv) The Security deposit will be refunded only after satisfactory completion of the contract and satisfactorily complying with the scope of work and terms and conditions thereof.

v) No interest shall be paid for the Earnest Money Deposit or Security Deposit.

9. AGREEMENT

i) The Successful tenderer should sign an agreement on a non judicial stamp paper to the value of Rs.100/- within 7 days from the date of confirmation Letter. Non execution of the agreement will lead to cancelling of work order and forfeiture of EMD in full.

ii) If the successful tenderer fails to execute the contract satisfactorily at the tendered rate, the security deposit will be forfeited by the Department.

iii) For violation of any of the Terms and conditions of the contract the Commissioner, Stationery and Printing, Chennai-2 reserves the right to terminate the contract.

iv) In the event of termination of contract, the Security Deposit will be fully Forfeited and the resultant loss shall be recovered from pending bills.

v) If the contractor is found to be blacklisted or terminated in any other contract with the Department / District Unions, the Department reserves the right to terminate the contract.

10. FORFEITURE OF EARNEST MONEY DEPOSIT:

If the successful tenderer fails to execute the agreement and fails to remit security deposit after his tender has been accepted, his Earnest Money Deposit will be forfeited to Government.

11. ASSIGNING OF TENDER:

i) The successful tenderer shall not assign the execution of the contract or any part there of to any other person or persons or corporate body.

ii) The Commissioner of Stationery and Printing shall have the discretion to assign the work (contract) in whole or part to one or more persons.

iii) The Commissioner of Stationery and Printing reserves the right to increase or decrease the number of persons to be employed and to extend cancel the contract.

iv) Incase, the services provided are found not satisfactory the contract will be terminated by this Department without any notice.

12. MODE OF PAYMENT

i) The payment on account of the Services rendered by the agency or contractor would be offered to the agency or the contractor on monthly basis by this Department on production of the bill, after verifying the attendance particular send report of the Nodal Officers. **The bill for the contract period should be calculated from 26thday of the current month to 25th day of the next month.**

ii) The Contractor must make monthly payment to the service personnel during the contract period. It must be settled before **5th of every month Without awaiting the settlement of the bills by this Department. In case of failure to do so for each day of delay beyond 5th the Contractor shall pay a penalty amount as "penalty per worker per day" to the account of each affected worker.** The payment should be made to the labour's not below the rates prescribed in Tamil Nadu minimum wages Act and Dearness allowances.

iii) **The 100% Payment to the labours should be made through Electronic Clearance Systems only.** And the monthly statement should be forwarded to this office without fail. If the contractor fails to pay the minimum wages and Dearness allowances, the contract will be cancelled without any intimation and the firm will be blacklisted.

iv) The Payment on account of the service rendered by the agency or contractor would be effected to them by this Department on monthly basis for actual working days only.

v) 2% of TDS on GST will be deducted from your bill amount which exceeds Rs.2,50,000/-.

13. ESI&EPF SUBSCRIPTION:

i) The selected tenderer is liable to subscribe to ESI & EPF as per rules inforce, in respect of the personnel provided by them. The tenderer has to submit ESI, EPF return (every month) while submitting salary bill to this office. Also the quarterly return statement should be given to the individuals and the unit officers without fail.

ii) **If failing to Subscribe ESI & EPF, as per rules in force, legal action will be taken against the selected tenderer. Successful tenderer should pay the ESI & EPF subscription every month in Advance to this office and only on receipt of the copies of the challan or receipt, the ESI & EPF payable will be reimbursed.**

14. ACCEPTANCE AND WITHDRAWALS:

i) The final acceptance of the tender entirely vests with the Commissioner of Stationery and Printing who reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever. There is no obligation on the part of the Commissioner of Stationery and Printing to communicate with the rejected tenderer. After acceptance of the tender by the Commissioner of Stationery and Printing, the tenderer shall have no right to withdraw the tender or claim higher price.

15. IMPORTANT NOTE:-

The self - attested copies of the following document shall be scanned and uploaded to the e-tendering website https://tntenders.gov.in within the period of tender submission i.e. upto. 28.10.2026 11.00 a.m Online bid document submitted by intending bidders shall be opened only of those bidders, who have scanned and uploaded the following documents. Otherwise the bid will not opened and shall lead to disqualifications of the tender.

Joint Director
(Tender Inviting Authority)
Commissionerate of Stationery and Printing, Chennai-2.

Commissionerate No.B3/19068/2026

SCHEDULE- I

Sl.No	Units	No. of Mazdoor
1.	Commissionerateof Stationery& Printing Dept., Chennai-2.	02
2.	Government Central Press, Chennai-1.	26
3.	Government Stationery Stores, Chennai-1.	08
4.	Government Branch Press, Madurai-7.	04
5.	Government Branch Press, Trichy.	03
6.	Government Branch Press, Salem.	01
7.	Government Branch Press,Pudukkottai.	01
8.	Government Branch Press,Virudhachalam.	04
	Total	49

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Commissionerate of Stationery and Printing, Chennai-2.

Commissionerate No.B3/19068/2026

RATESTATEMENT

Rates to be quoted not below the rates prescribed by TamilNadu Minimum wages Act-1948 (Central Act XI of1948)

Sl. No.	Details	Zone -A (Chennai, Madurai, Salem, Trichy Units 44 Workers)	Zone –B (Pudukkottai, Virudhachalam Units 5 Workers)
1.	Wages	Rs. 5,940.00	Rs. 5,633.00
2.	DA (As on 01.04.2026)	Rs. 6,359.00	Rs. 6,359.00
3.	Sub Total	Rs. 12,299.00	Rs. 11,992.00
4.	EPF @ 13%	Rs. 1,599.00	Rs. 1,559.00
5.	ESI @ 3.25%	Rs. 400.00	Rs. 390.00
6.	Service Charges (min 5%)	Rates to be quoted by tenderer*	Rates to be quoted by tenderer*
7.	Total	Rs. To be Filledup	Rs. To be Filledup
8.	GST @ 18%	Rs. To be Filledup	Rs. To be Filledup
9.	Grand Total	Rs. To be Filledup	Rs. To be Filledup

*for Serial No.6 Service charge to be quoted at not less than 5% on the value of Serial No.3

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(Tender Inviting Authority)
Commissionerate of Stationery and Printing, Chennai-2.