

Annexure I

General Condition (Information Technology Technicians)

1) Tender Finalization

Date :-

Time :-

2) No. of Technical Staff

No. of Non- Technical Staff :-

Recruitment details & Time Frame :-

3) Evaluation Criteria

1) Technical Bid

2) Evaluation Score Matrix for 100 Marks, Bidder those who are getting, Maximum and Above 70 marks based on score matrix, will be consider for financial bidding and Below the 70 Marks will be rejected and not consider for Financial Bid (IT Return for 3 years GST Return, EPF & ESI & other statutory compliance)

4) Enclosures

1) Format(Technical & Financial Bid)

2) Teams & Conditions

Annexure II

Supply of Manpower to Tirunelveli District Central Cooperative Bank
2026-27

TENDER APPLICATION
(Financial Bid)

From

To

The Joint Registrar / Administrator
The Tirunelveli District Central Cooperative Bank Ltd.,
No.4 MGR Maligai Trivandrum Road, Vannarpet,
Tirunelveli – 627 003

Sir,

Sub: The Tirunelveli District Central Co-op Bank - Tender for providing
Security Men (Watchman) Driver, Gunman, Computer Asst &
Peon to the Bank and its Branches – Forwarded

We submit herewith our financial bid for providing Out sourcing Service to the Bank
as detailed below:

Amount in Rs							
Sl. No.	Details of Outsourcing person	Unit Rate per day / per person	EPF	ESI	Service Charges (with %)	GST.	Total.
1	SECURITY GUARD (watchman)		As per Govt norms	As per Govt norms			
2	Driver		12%	3.25%			
3	Peon						
4.	Computer Asst						
5.	Gunman						

Total charge (inclusive of unit rate and service charges) excluding GST.

Amount in words

Security Guard Rs
Driver Rs
Peon Rs.....
Typist Rs.....
Gunman Rs.....

- Note : 1. The unit rate per person per day should commensurate with the minimum wages proceedings issued by the District Collector, (Tirunelveli & Tenkasi) in this regard.
2. The least bidder will be arrived at using the total amount quoted by the bidder which is inclusive of unit rate per person per day and service charge for the bidder.

Yours faithfully,

Place

Date

Annexure III

திருநெல்வேலி மாவட்ட மத்திய கூட்டுறவு வங்கி லிட்., திருநெல்வேலி

ஒப்பந்த அடிப்படையில் பணியாளர் வழங்குவதற்கான விலைப்புள்ளி

ஒப்பந்தப்புள்ளி கோருபவர் நிறுவன விபரம் (Technical Bid)

S.No	Details / particulars		
1)	நிறுவனத்தின் பெயர்		
2)	நிறுவனம் துவங்கிய ஆண்டு		
3)	நிறுவனத்தின் முகவரி		
4)	தொடர்புகொள்ளும் தொலைபேசி எண்கள் 1. அலுவலக தொலைபேசி எண் 2. கைபேசி எண் 3. மின்னஞ்சல் முகவரி		
5)	நிறுவன உரிமையாளரின் பெயர்		
6)	ஒப்பந்தப்புள்ளி அளிக்கும் விண்ணப்பதாரர்கள் 2008-ம் ஆண்டு தமிழ்நாடு தனியார் செக்யூரிட்டி நிறுவனங்கள் விதிகளின் கீழ் விதி 9(1)-ன்படி உரிமம்(Form-VI) பெற்றவர்களாக இருக்க வேண்டும். Licence No.		
7)	ISO No		
8)	GST No		
9)	EPFO No		
10)	ESIC No		
11)	PAN No		
12)	Enclose Client List		
13)	Enclose Three years Income Tax Returns A. 2022 to 2023 B. 2023 to 2024 C. 2024 to 2025		
14)	Enclose Last month paid challan copy of EPFO / ESIC and GSTN		
15)	Specilization (Uniform Details)		
16)	Demand Draft Details A. DD. Amount (EMD) B. DD. Number C. DD. Date		
17)	Please Enclose copy of Documents From Sl.No.1 To 16		

Annexure IV

Score Matrix (Office Use Only)

I. Year of Experience

- 1) Above 5 Years – **20 Marks**
- 2) 3 to 5 Years – **15 Marks**
- 3) Below 3 Years – **NIL**

Proof : (Incorporation Certificate)

II. Turn Over

- 1) Above 1 Crore – **20 Marks**
- 2) 50 Lakhs up to 1 Crore – **15 Marks**
- 3) Below 50 Lakhs – **10 Marks**

Proof : (Audited Financial Statements and ITR Forms)

III. Statutory Compliance History

- 1) EPF / ESI or Labour Court Case – **30 Marks**

Proof : (Monthly ECR Copies and Self-Declaration Bond)

- 2) Local Office – **15 Marks**

Proof : (Office Rent Agreement / GST Registration Certificate)

- 3) No of Employees and customer Satisfaction – **15 Marks**

**Proof : (Work Performance Certificates received from clients /
Performance Certificate)**

TERMS AND CONDITIONS

1. Mandatory License & Registration Conditions:

- 1) The service provider must legally possess and maintain the following active credentials:
 - (i) **CLRA License:** A valid license under Section 12 of the Contract Labour (Regulation and Abolition) Act, 1970.
- 2) **EPF & ESI Code Numbers:** Dedicated, independent institutional registration codes from the EPFO and ESIC. (Agencies using sub-codes or third-party accounts must be disqualified).
- 3) **GSTIN:** Valid Goods and Services Tax registration.
- 4) **Local Business License:** Registration under the Tamil Nadu Shops and Establishments Act, 1947.

2. Financial Health:

The Service Provider should maintain, Minimum of 2–3 years of continuous operation with audited financial statements and filed Income Tax returns (ITR) to ensure they can sustain payroll cycles, Audit Report will be signed with a seal of C.A.

3. Wage, EPF, & ESI Clauses:

- 3.1) **Tirunelveli Collector & Tenkasi Collector / TN Wage Floor:-** The agency must pay basic wages plus Variable Dearness Allowance (VDA) matching or exceeding the latest 2026 minimum rates notified by the Respective District Collectors.
- 3.2) **Tamil Nadu Labour Department for Zone B to Staff must be classified accurately:-**
 1. **Unskilled/Semi-Skilled:** Non-technical staff (e.g., helpers, office assistants, security)
 2. **Skilled/Highly Skilled:** Technical staff (e.g., IT support, technicians, engineers).
- 3.3) **EPF Contribution:-** The agency must deposit the mandatory 12% employer's share into each worker's EPF account monthly.
- 3.4) **ESI Contribution:-** For employees with a gross monthly wage up to ₹21,000, the agency must deposit the 3.25% employer's share (and correctly deduct the 0.75% employee share).
- 3.5) **Independent Payroll Cycle:-** The agency must disburse salaries by the 7th of every month via bank transfer, regardless of whether your organization has cleared their monthly service invoice from the Bank (or) not, and for the prompt disbursement, monthly the agency should give signed certificate by the person authorised by the agency.