

**TAMIL NADU MAGNESITE LIMITED**  
**(A Govt. Of Tamil Nadu Undertaking)**  
**5/53, Omalur Main Road, Jagir Ammapalayam Post**  
**Salem – 636 302 , TAMILNADU.**



**E-TENDER REFERENCE No. ADVT/ANNUAL CONTRACT/01E/2026-27**

**E-TENDER FOR ANNUAL CONTRACT FOR SUPPLY OF**

- a) SECURITY GUARDS AND MANPOWER SUPPLY AT MINES**  
**b) MANPOWER (SECURITY GUARDS, SKILLED, UNSKILLED AND HIGHLY SKILLED) AT RKD, SKD, REGISTERED OFFICE, TANMAG GUEST HOUSE.**

<b>Publishing date</b>	<b>03.06.2026 @ 10.00 AM</b>
<b>Bid document downloaded/start date</b>	<b>03.06.2026 @ 11.00 AM</b>
<b>Pre bid Meeting</b>	<b>10.06.2026 @ 11.00 AM</b>
<b>Bid Submission end date</b>	<b>17.06.2026 @ 10.00 AM</b>
<b>Date of Opening of Bid</b>	<b>18.06.2026 @ 2.00 PM</b>
<b>EMD (1%)</b>	<b>15,000/-</b>

Signature of the bidder (or) Authorized person with seal and address

<b>CONTENTS</b>		
<b>CLAUSE</b>	<b>TOPIC</b>	<b>PAGE NO</b>
1	PREAMBLE	1
2	SCOPE OF WORK	1
3	ROLES & RESPONSIBILITY OF BIDDER	2-6
4	ROLES & RESPONSIBILITY OF TANMAG	6
5	QUALIFICATION CRITERIA	7
6	LANGUAGE OF THE TENDER	8
7	PURCHASE OF TENDER DOCUMENT	8
8	SITE VISIT	8
9	PREBID MEETING	9
10	CLARIFICATION OF THE TENDER DOCUMENT	9
11	AMENDMENT OF TENDER DOCUMENT	9
12	AUTHORISATION OF THE BIDDER	9
13	SUBMISSION OF TENDER IN TWO COVER SYSTEM	9
14	EARNEST MONEY DEPOSIT	10
15	PRICE BID	11
16	VALIDITY	11
17	OPENING AND EVALUATION OF THE TENDER	12
18	CONFIDENTIALITY	13
19	EVALUATION OF THE PRICE	13

Signature of the bidder (or) Authorized person with seal and address

<b>20</b>	AWARD OF CONTRACT	<b>13</b>
<b>21</b>	SECURITY DEPOSIT	<b>14</b>
<b>22</b>	AGREEMENT	<b>14</b>
<b>23</b>	CONTRACT PERIOD	<b>14</b>
<b>24</b>	PAYMENT TERMS	<b>15</b>
<b>25</b>	OBLIGATIONS OF BIDDERS	<b>15-16</b>
<b>26</b>	PENALTY	<b>17</b>
<b>27</b>	TERMINATION OF CONTRACT	<b>17</b>
<b>28</b>	GENERAL CONDITIONS	<b>18</b>
<b>29</b>	JURISDICTION OF THE COURT	<b>18</b>
	<b>ANNEXURES</b>	
I)	PART- I - COVERING LETTER	<b>19-20</b>
II)	DETAILS OF THE BIDDER	<b>21</b>
III)	ANNUAL TURNOVER STATEMENT	<b>22</b>
IV)	DECLARATION OF NOT HAVING BLACK LISTED	<b>23</b>
V)	DECLARATION OF NOT HAVING TAMPERED THE TENDER DOCUMENT	<b>24</b>
VI)	CLARIFICATION OF TENDER DOCUMENT FORMAT	<b>25</b>
VII)	PART -II - COVERING LETTER	<b>26</b>
VIII)	CHECKLIST OF DOCUMENTS	<b>27</b>

Signature of the bidder (or) Authorized person with seal and address

## **IMPORTANT NOTICE**

This tender procedure is governed by the Tamil Nadu Transparency in Tenders Act, 1998 and the Tamil Nadu Transparency in Tender Rules, 2000 as amended from time to time. In case of any conflict between the terms and conditions in the tender document and the Tamil Nadu Transparency in Tenders Act, 1998 and the Tamil Nadu Transparency in Tender Rules, 2000 the Act and Rules shall prevail.

Signature of the bidder (or) Authorized person with seal and address

## 1. PREAMBLE

Tamilnadu Magnesite Limited (TANMAG) is a Government of Tamil Nadu Undertaking which was established in the year 1979 for mining of Magnesite and Dunite in Kurumbapatti Reserve Forest in Salem District. The Company has three Divisions namely, Mines Division, Shaft Kiln Division (SKD) & Rotary Kiln Division (RKD). and Registered Office at 5/53, Omalur Main Road, Jagir Ammapalayam. The Mines Division undertakes excavation of the mineral resource and the excavated Raw Magnesite is used for manufacturing of Dead Burnt Magnesite (DBM) at Rotary Kiln Division and Lightly Calcined Magnesite (LCM) at Shaft Kiln Division. DBM, LCM and Dunite, a co-existing mineral obtained during the process of mining Raw Magnesite are all sold by TANMAG to the end customers.

TANMAG now intends to select a Bidder for manpower (Security Guard, Skilled, Unskilled, Highly Skilled category) supply to Mines, RKD, SKD Registered office & TANMAG Guest House for one year period. In this context, TANMAG invites e-tenders from reputed contractor in “Two Cover System” through transparent bidding process. The Tender notification has been published fixing the date of opening of tender as- 18.06.2026 at 2.00 PM

## 2. SCOPE OF WORK

The scope of work would inter-alia include the following:

A) Duration period of the contract is for one year.

B) Supply of Security Guards around 60 to 70 security Guards including Sergeant

i) The bidder shall provide round-the clock Manpower supply

a. Security Guard without arms(in three shifts),

b. Unskilled, Skilled, Highly Skilled (In shift/General shift) in the respective places mentioned below:

➤ TANMAG – Guest House – Salem -4No's

➤ TANMAG –Mines & SKD Division – Thathiengarpatti, Salem – 636012 - 33 No's

➤ TANMAG – Rotary Kiln Division (RKD)- Thathiengarpatti, Salem – 636012 - 23 No's

➤ TANMAG – Registered Office -5/53, Omalur Main Road, Jagirammapalayam, Salem – 636 302. - 6No's

Other Manpower supply:

c. Number of Manpower requirement will be around 100 No's Un skilled, Skilled & Highly Skilled persons like Computer operators, data entry operator, Office Assistant, sweepers etc.,at the above places as detailed below:-

Category	Manpower Required	Nature of work	No of person	Qualification
Highly Skilled	16No's			
		Asst. Manager (Mines)	2	Degree or Diploma in Mining Engineering
		Geologist	3	M.Sc Geology
		Computer operator (clerical work)	1	B.E (or) P.G in computer science or information technology
		Driver	10	Heavy goods commercial vehicle license with 5 years experience
Skilled	17No's	Computer operator Gr.I	7	B.E (or) P.G (any degree with computer knowledge) 2 years experience
		Computer Operator Gr.II	10	U.G. (any degree with computer knowledge) 2 years experience
Skilled Labourers	36 No's	Data Entry operator (Computer performance)	3	IT, Diploma (Fitter, Welder, Electrical. Winch operator,
		Typist ( English & Tamil Lower & Higher )	1	
		Electrician	4	
		Welder	3	
		Fitter	18	
		Winch operator and LCM Drawing	2	
		Driver	3	Light vehicle Driving license with 5 year experience
		Cook	2	5 years' experience
Other Skilled Labour	1 No	Office Assistant	1	X Std
Un Skilled Labourers	30No's	Mazdoor Category-II	24	Literate(To write/Read)
Total	100'No's			

D. Successful Bidder is fully responsible for any theft or damage of TANMAG property due to its lapse, the Bidder has to compensate the loss.

### 3. ROLES AND RESPONSIBILITIES OF THE SUCCESSFUL BIDDER

a) The Bidders must comply with the provisions laid down under Contract Labour (Regulations & Abolition) Act 1970.

- b) It is the responsibility of successful Bidder to provide reliever during weekly off and for absence in the case of security guards.
- c) The successful Bidder shall supply trained security guards with the knowledge of “ Fire Fighting” and “ First Aid”.
- d) The contractor shall engage efficient manpower (male for security guards), not less than 18 years and not more than 45 years of age for mines security guard and medically fit to work.
- e) In case of non fulfilling the work order conditions, the Company reserves right to terminate the Contract (or) proceed with suitable & alternate arrangements and the cost will be deducted from bidder in addition to penalty. If the funds available with pending bills is not sufficient to meet the value finalized, the same will be adjusted in Security Deposit. The contractor will be black listed it so.
- f) Manpower engaged for (Skilled, Un skilled, Highly skilled at RKD, SKD, REGISTERED OFFICE) shall not be less than 18 years and not more than 58 years of age . Proof of age has to be produced before commencement of contract.
- g) The successful bidder will ensure smooth traffic flow and control the movement of the vehicle traffic and allow only authorised persons/vehicles to enter into the premises of respective places of TANMAG after verification of identity and maintain the record of their inward/outward movement. The security guards should submit the movement register to the concerned jurisdiction head.
- h) The successful bidder shall not stop or reduce the workers for any kind of work on their own and should abide by the instructions of TANMAG officials. Failing which, action will be taken against the bidder and recovery will be imposed on the bidder accordingly.
- i) The bidder has to make necessary arrangement for withdrawal/transfer of contribution amount from PF office as and when any contract workmen leave the service and also submit such particulars every month to TANMAG.
- j) The bidder shall maintain satisfactory proof of disbursement of wages/salary, Bonus (as per bonus Act), Holiday wages, EPF etc., as prescribed from time to time by relevant Act and will produce these documents to TANMAG as and when required failing which reimbursement of wages and service charges will be with held and it will be taken as non-compliance on the part of the bidder and action as deemed fit, including termination will be initiated. The bidder shall submit statement of wage authorized by the concerned bank as proof for disbursement.

- k) The bidder is required to make surprise security check along with supervisor as and when required and submit sufficient proof about the physical presence of security personnel on duty vis-à-vis their identity/attendance etc.,
- l) The Company reserves its right to increase or reduce number of manpower required according to the needs of the company from time to time.
- m) The bidder shall ensure that all its personnel deputed at TANMAG premises are of sound character and proven integrity and are competent and qualified to carry out the duties assigned to them. Police verification has to be done by the bidder for the personnel deployed for the security of above said premises of TANMAG.
- n) The bidder shall maintain all registers and records, file the returns, display notices as required under the provisions and rules of various applicable labour laws.
- o) Apart from the indemnity provided to the Principal Employer under the various labour laws, the bidder shall fully indemnify TANMAG against all the payments, claims and liabilities whatsoever incidentally arising out of or for compliance with or endorsement of the provisions of any labour laws or other laws to the extent to their applicability to the establishment /work in TANMAG.
- p) The bidder shall ensure that the Security Personnel deployed shall be present at all time on their duty, wear prescribed uniform of the bidder with proper Photo Identity card, Name tab, Whistle, Lathies etc.,
- q) Compliance under the provisions of “ The workmen’s Compensation Act 1923” and payment of compensation as prescribed in Section 4(1) (a),(b), (c),(d) and procedure to be followed as given in section 4(2),(3),(4) and also liable for penalty towards non-compliance. The bidder should pay the compensation as per the provisions of the workmen compensation Act 1923 in case of any accident/injury during employment to the contract workmen. Company is not responsible for the compensation.
- r) The bidder shall pay wages including holiday wages in the same month during the contract period to their workers as declared by the Company.
- s) The bidder shall pay minimum Bonus as per Payment of Bonus Act, before 10 days of Diwali without fail. Minimum Bonus (8.33%) will be reimbursed by the Company to the successful bidder.
- t) Male and Female workers have to be paid equal wages engaged in similar nature of work.
- u) The bidder and their employees can avail TANMAG canteen. The bidder shall issue token to their employee with different colours for Breakfast, Lunch, Dinner to available canteen facility. TANMAG will raise GST (5%) bill (HSN code -996333) and their monthly canteen bills will be deducted every month from the bidder’s bill. )Breakfast Rs.50, Lunch Rs. 60 and Dinner Rs. 50 per head)

- v) The rate(s) of wages payable shall not be less than the rates prescribed under Notification issued by the Government of India, Ministry of Labour & Employment, Office of the Chief Labour Commissioner for workmen engaged for security guard/Man power work at Mines. For workmen (both security & others) engaged at RKD, Registered Office, Tanmag Guest House ( Skilled, Unskilled, Highly Skilled) based on the Salem District Collector's notification as applicable.
- w) As and when the rate(s) are revised by Government of India, Ministry of Labour & Employment (Office of the Chief Labour Commissioner) and Salem District Collector's notification the bidder should pay the revised rate from the date of notification given effect.
- x) The successful bidder shall pay the consolidated wages as fixed by TANMAG for the manpower supply as per TANMAG requirement. Revised rate by the Government of India, Ministry of Labour & Employment, Office of the Chief Labour Commissioner or Salem District Collector is not applicable for consolidated Wages/Salary for Manpower.
- y) Any such increase in minimum wages will be reimbursed by the Company to the successful bidder. The PF shall be paid by the contractor as per increase in minimum wage.
- z) The bidder shall accept full and exclusive liability for disbursement of wages to its personnel deployed for the security Guards and manpower engaged all the premises, their Provident fund, GST, ESI etc., as applicable under law and make such payments as soon as it becomes payable by way of bank transfer in the bank account of the personnel deployed by them and submit the proof of the same along with the bill for the period for which such payment is made. The bill given by the bidder every month will be processed only after the submission of the above statement.
- aa) The successful bidder shall apply for contract license from the concerned Government authority in the prescribed format with appropriate fee and submit the license within two months from the date of issue of work order.
- bb) The wages shall be paid on or before 7th of every month without fail to the contract workers directly to the individual worker's Bank account and necessary proof should be submitted before claiming monthly bill. The bidder shall submit the bill on or before 15<sup>th</sup> of every month.
- cc) The payment of wages to the workers should be made before the due date and this should not be linked with settlement of monthly bills by the Company.
- dd) The PF amount to be remitted to the worker's account shall be paid to the PF Authorities before the due date and proof for the same should be submitted along with the monthly bill without fail.

- ee) The ESI amount to be remitted to the workers account shall be paid to the ESI Authorities and proof for the same should be submitted along with the monthly bill without fail
- ff) To meet any other obligation in general to maintain smooth and efficient working for industrial harmony,
- gg) It is the responsibility of the bidder regarding compliance of tax obligations wherever applicable and necessary proof has to be submitted before processing of any bill.
- hh) Every month , deductions would be made from the bills of bidder, towards Income Tax as per the Income Tax Rules and also any other Statutory Levies as may be applicable from time to time
- ii) Any dues to the Company from the bidder shall be adjusted from the bills of the bidder. The final bill shall be released only after recovery of all dues. In future, if any dues/liability, penalty/ queries arises for TANMAG against any work done by the bidder, the same shall be recovered at any point of time.
- jj) Deductions, if any, for any period of time during the validity of the contract or thereafter can be effected from the bills of the bidder for reasons whatsoever.
- kk) The bidder will be liable for any loss or injury to the company employees/bidder's employees/third party resulting due to accident or any other cause the bidder shall indemnify and keep indemnified the company against any such loss or damage and shall pay to the company such amount as the bidder may be called upon by law to-pay. The bidder shall remain at all times liable and responsible to the company for any loss or damage caused to any building, plant and machinery or the property of the company by any carelessness, negligence, in-experience or willful fault of the bidder or his/her /their agent or the respective employees for any of which the company alone shall be the sole judge. The company shall be at liberty to debit any cost of repair or loss or damage to the account of the bidder.
- ll) Any non compliance of any account enumerated from point no. 3 (a) to (jj) will result in deduction from security deposit and /or any other amount due from the company to meet the liability towards compliance.
- mm)The successful bidder shall not sublet, transfer or assign the contract or any part thereof.

#### **4. ROLES AND RESPOSIBILITIES OF TANMAG**

1. Providing drinking water to the contract employees.
2. TANMAG would provide medical facility for which the charges should be borne by the bidder.
3. Providing Electricity.

## 5. QUALIFICATION CRITERIA

Clause	Qualification criteria	Supporting documents/ Remarks
5 (a)	The bidder should be a registered legal entity and should be in existence for the past 5 years as on date of bid submission	<p>i) <b>In case of Private/Public Limited Companies./LLP</b></p> <ul style="list-style-type: none"> <li>• Copy of Incorporation Certificate issued by the Registrar of Companies</li> <li>• Copy of Memorandum and Articles of Association.</li> </ul> <p>ii) <b>In case of Partnership Firm</b></p> <ul style="list-style-type: none"> <li>• Registered Partnership deed/Registration certificate.</li> </ul> <p>iii) <b>In case of Proprietor</b></p> <ul style="list-style-type: none"> <li>• Copy of GST Registration certificate.</li> <li>• PAN</li> </ul>
5(b)	The bidder should have previous experience of atleast 3 years in Security service/Man power supply out of five years ( as on the date of bid submission)	Copy of work orders and completion certificates issued by the clients
	The bidder/partner/share holder have not been banned for business dealing or involve in any corrupt practice by or any of their clients in Central/State/PSU	NOC
5(c)	The bidder should have reported an Average Annual Turnover of at least 2.5 crore in the last five financial years i.e. 2020-21, 2021-22, 2022-23 2023-24 and 2024-25	<p>i) The average annual turnover statement duly certified by Chartered Accountant as per Annexure III with UDIN</p> <p>ii) The Annual Report/ certified copies of Balance sheet, Profit &amp; Loss statement along with schedules for the financial years mentioned to be enclosed.</p>
5 (d)	The bidder should have a valid GST Registration certificate.	Copy of GST Registration certificate

Signature of the bidder (or) Authorized person with seal and address

5 ( e )	The bidder should not have been blacklisted for supply of any items or services to TANMAG or any other Government Department /Agency.	i. The declaration form as per Annexure IV should be enclosed. ii. Any adverse non satisfactory remarks on the performance of previous supplies will entail disqualification
5 (f)	The bidder should have valid license issued by the Director General of Police and Controlling Authority, Chennai Government of Tamil Nadu. Form VI (See Rule8, 9(1)) of Tamil Nadu otherwise tender will be rejected at the initial stage itself.	Copy of the valid license

#### **INELIGIBILITY TO PARTICIPATE IN THE TENDER:**

Service provider who came to adverse notice in dealing with TANMAG either as service provider or filed court cases against the TANMAG or in any other capacity are not eligible to participate in the tender.

#### **6. LANGUAGE OF THE TENDER**

The Tender document prepared by the bidder as well as all correspondences and documents relating to the Tender shall be in English only. If the supporting documents are in language other than English/Tamil, the notarized translated English version of the documents should also be enclosed. Tender received without such translation copy will be rejected.

#### **7. PURCHASE OF TENDER DOCUMENT**

The tender document shall be downloaded at free of cost from the website [www.tntenders.gov.in/nicgep/app](http://www.tntenders.gov.in/nicgep/app) The bidder should give a declaration for not having tampered the downloaded Tender document (as per Annexure V).

#### **8. SITE VISIT**

Intending bidders shall visit the site (Mines, Factories, R.O & TANMAG Guest House) during working days from 8 am to 5pm from 04.06.2026 to 17.06.2026 shall get themselves thoroughly acquainted with the local site condition, which will help the bidders to consider all such factors during the estimation while performing the contract. TANMAG holds no responsibility for arrangement of transportation/accommodation facilities for the bidders during their site visit except for giving permission to access the premises at the stipulated time period. For undertaking site visit, bidders are requested to contact Manager (Mines)-9442700734 & Dy. Manager ( Pers.& Admn.) – 9442700733

## **9. PRE-BID MEETING**

- a. There will be a pre-bid meeting on 10.06.2026 at 11. 00 am at TANMAG's Registered Office, Salem, Tamil Nadu during which the prospective bidders can get clarifications about the tender. The bidders shall send their queries in writing through mail to [tanmag.salem@gamil.com](mailto:tanmag.salem@gamil.com), if any at least two days prior to the pre-bid meeting date.
- b. The bidders are advised to check [www.tanmag.in](http://www.tanmag.in) and <https://tntenders.gov.in/> up-to-date information like change in date/venue etc., of pre-bid meeting as TANMAG may not be able to identify and communicate with the prospective bidders at this stage. Non-attending of pre-bid meeting is not a disqualification.

## **10. CLARIFICATION ON THE TENDER DOCUMENT**

Any discrepancies, omissions, ambiguities or conflicts in the tender document or any doubts as to their meaning and any request for clarification may be sent in writing to " The Deputy Manager( Personnel & Admin), Tamil Nadu Magnesite Limited, 5/53, Omalur Main Road, Jagir Ammapalayam Post, Salem-636302" or through e-mail to [tanmag.salem@gmail.com](mailto:tanmag.salem@gmail.com) as per Annexure-VI. The Management will review the same and where information sought is not clearly indicated or specified in the tender documents, will issue a clarifying bulletin upload such clarification on [www.tntenders.gov.in](http://www.tntenders.gov.in). The Management will neither make nor be responsible for any oral instructions. Request for clarification should be brought to the notice of the Managing Director, in writing before 48 hours of the opening of the pre-bid meeting.

## **11. AMENDMENT OF TENDER DOCUMENT**

TANMAG whether on its own initiative or as a result of a query, suggestion or comment of an Applicant or a Respondent, may modify the tender document by issuing an addendum or corrigendum will be communicated through <https://tntenders.gov.in>. and the same will be binding on all Applicants or Respondents or Bidders, as the case may be.

## **12. AUTHORISATION OF THE BIDDER**

The tender document should be signed on each page by the bidder or by the person who is duly authorized for the same by the bidder (with CIN number, Firm Registration number etc.,)

## **13. SUBMISSION OF TENDER IN TWO COVER SYSTEM**

- a. The eligible bidders shall participate in bidding only in online mode through the website <http://tntenders.gov.in> under two cover system i.e. i) Technical Bid ii) Financial Bid in the prescribed format.
- b. Bidders are allowed to submit the bid on or before 10.00 am on 17.06.2026 The e-Procurement website will not allow any bidder to attempt bidding after the scheduled date and time of bid submission. The submission of bids physically is not permitted.

- c. All the documents in support of eligibility criteria are to be scanned and uploaded along with the tender documents in the designated website <http://tntenders.gov.in>
- d. The bidder should quote the Price-bid as per the format given in the e-tender portal (BoQ)
- e. To participate in the bid, the bidder shall have a valid class 3 Digital Signature Certificate (DSC), obtained from the certifying authorities enlisted by Controller of Certifying Authorities (CCA).
- f. Every page of the tender document should be signed and uploaded, in token of having acceptance the tender conditions. Failing which the tender will be rejected summarily.
- g. The bidder shall not submit more than one bid.
- h. The bidders shall be responsible for all the costs associated with the preparation of their bids and their participation in the bid process. TANMAG will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Bidding process.
- i. TANMAG shall not be liable for any omission, mistake or error in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to the tender document or the Bidding process including any error or mistake therein or in any information or data given by TANMAG.

#### **14. EARNEST MONEY DEPOSIT & TENDER SUBMISSION**

- a. EMD 1% for the tender value is fixed as Rs. 15,000/-
- b. Bidder has to select the payment option as “ pay online” to pay the EMD amount. Only after payment of EMD, bidder will be able to encrypt/upload their bids. In order to avoid last minute lapses, it is recommended to make payment and submit the bid as early as possible. TANMAG is not responsible for any sort of difficulty faced/failure in submission of bids online by the bidder.
- c. Tenders should be submitted through online e-portal URL, address <https://tntenders.gov.in/nicgep/app>.
- d. Bid submission through online ends on 17.06.2026 at 10.00 am .
- e. Uploading of tender documents only in the portal mentioned above will be considered. Other than this specified portal, tender shall not be considered. Hard copy of tender shall not be entertained.
- f. Non-submission/Non-remittance of EMD within the stipulated date and time will entail outright rejection of bids.
- g. EMD exemption can be availed by enclosing a certificate issued by the competent authority updated (viz MSME/NSIC certificate banker's cheque, specified small saving instrument). along with Technical offer.

- h. Online payment gateway has been enabled for Tamil Nadu Magnesite Limited, Salem in TN Tenders Portal. All the payments for the tenders will be carried out by bidders only through online payment mode. Bidders shall select the option for payment of EMD as online (download the PDF document online payment available from the website <http://tntenders.gov.ininnicgep/app> under announcement (Bidder Manual for Online Payment of Tender related Fees in e-procurement Portal), The Announcement is available in left side of the home page. The bidders should follow the instructions step by step for online payments submission.
- i. The EMD amount should be the exact amount and amount should be transferred through online payment gateway. If excess or short, the tender status will be shown as invalid.
- j. The EMD will not carry any interest.
- k. In order to avoid any issues and last minute delay in processing of payment online, bidders should ensure payment of EMD, 72 hours in advance. TANMAG will not be responsible for any sort of difficulties or delay faced by the bidder during submission of bids through online, due to local issues.
- l. Any other mode of payment of EMD shall not be accepted.
- m. The bidders will be evaluated only if payment status shows “Success” during bid opening. It is necessary to click on “ Freeze bid” link/icon to complete the process of bid submission, otherwise the bid will not get submitted online and same shall not be available for viewing/opening during technical bid open in.

**Refund of EMD to unsuccessful bidders:**

The EMD paid by the bidder will automatically be deposited in the “Pooling Account” of the State Government only and not in TANMAG’s account. Hence refund process will be initiated automatically through tn.tenders portal, once the bid is rejected by TANMAG during technical/financial evaluation and TANMAG is no way responsible for refund of EMD for the unsuccessful bidders.

**15. PRICE BID**

- a. The price bid should be submitted only in electronic form as per the prescribed format given. (BoQ)
- b. The price bid should not be altered and should not contain any commercial conditions. Variation in the commercial terms and conditions of the tender will not be accepted.

**16. VALIDITY**

The rate quoted in the Tender should be valid for acceptance by TANMAG for a minimum period of 60 days from the date of opening of the Tender. Escalation in the rates will not be entertained under any circumstances.

## **17. OPENING AND EVALUATION OF THE TENDER**

- a. The tenders received up to 10.00 am on 17.06.2026 will be taken up for opening. The technical bid will be opened through online at 2.00 pm on 18.06.2026 at the Registered office of the TANMAG by the committee authorized by the tender accepting authority.
- b. The Technical bid will be evaluated by the committee of TANMAG in terms of the qualification criteria. The committee reserves the right to disqualify any of the tender in case the committee is not satisfied with the documents furnished, including the past performances (original documents should be submitted for verification)
- c. Bidders will be deemed to have understood and agreed that no explanation or justification on any aspect of the Bidding Process or selection will be given.
- d. Any information contained in the bid shall not in any way be construed as binding on TANMAG, but shall be binding against the bidder if the work is subsequently awarded to them on the basis of such information.
- e. TANMAG reserves the right not to proceed with the Bidding Process at any time without notice or liability and to reject any or all bid(s) without assigning any reasons.
- f. If any information furnished by the bidder is found to be incomplete or contained in formats other than those specified herein, TANMAG may, in its sole discretion, exclude the relevant offer for qualifying in eligibility criteria.
- g. In the event that the claim of the bidder towards eligibility criteria submitted is determined by TANMAG as incorrect or erroneous, TANMAG shall reject such claim and exclude the same from qualifying in eligibility criteria. Where any information is found to be patently false or amounting to a material misrepresentation, TANMAG reserves the right to reject the bid.
- h. TANMAG reserves the right to reject any bid which is non-responsive and no request for alteration, modification or substitution shall be entertained by TANMAG in respect of such bid.
- i. To facilitate evaluation of bids, TANMAG may, at its sole discretion, seek bonafide clarifications from any bidder regarding his bid. Such clarification(s) shall be provided within the time specified by TANMAG for this purpose. Any request for clarifications(s) and all clarification(s) in response thereto shall be in writing/e-mail/tntenders portal
- j. If a bidder does not provide clarifications sought under Clause 17(i) above within the prescribed time, the bid shall be liable to be rejected. In case the bid is not rejected, TANMAG may proceed to evaluate the bid by construing the particulars requiring clarification to the best of its understanding, and the bidder shall be barred from subsequently questioning such interpretation of TANMAG.

- k. The bidders declared as qualified by the Committee, will be informed the date of opening of price bid.
- l. The non-qualified bidders will be informed and their EMD will be refunded

### **18. CONFIDENTIALITY**

- a. Information relating to the examination, clarification, evaluation, and recommendation for the short-listed/pre-qualified bidders shall not be disclosed to any person who is not officially concerned with the process or is not a retained professional advisor advising TANMAG in relation to or matters arising out of, or concerning the binding process. TANMAG will treat all information, submitted as part of bid, in confidence and will require all those who have access to such material to treat the same in confidence. TANMAG may not divulge any such information unless it is directed to do so by any statutory entity that has the power under law to require its disclosure or is to enforce or assert any right or privilege of the statutory entity and/or TANMAG or as may be required by law or in connection with any legal process.
- b. All documents and other information supplied by TANMAG or submitted by bidders to TANMAG shall remain or become the property of TANMAG. Bidders are to treat all information as strictly confidential and shall not use it for any purpose other than for preparation and submission of their bid. TANMAG will not return any bid, or any information provided along therewith.

### **19. EVALUATION OF THE PRICE**

- a. The price bid will be evaluated in accordance to the Tamil Nadu Transparency in Tenders Act 1998 read with the Tamil Nadu Transparency in Tenders Rules 2000. The bidder who has quoted the lowest rate will be adjudged as L1.
- b. In the event that, two or more bidders quote the same amount of service charges/rate it will be treat as “ Tie bids”
- c. TANMAG shall ask the tied bidders to provide their best and final offer of the Financial Proposal in a sealed cover and the bidder offering the lowest final offer will be adjudged as the selected bidder.
- d. In case, a tie still persists after the procedure contained in clause 19 (b), the selected bidder will be identified by draw of lots, which will be conducted, with prior notice, in the presence of the tied tenderers or their representatives who choose to be present.

### **20. AWARD OF CONTRACT**

- a. The bidder who is adjudged as L1 will be invited for price negotiation for further reduction of rates.
- b. Upon finalization of negotiated rate, TANMAG will issue work order to the successful bidder.

## **21. SECURITY DEPOSIT**

- a. On receipt of the work order from TANMAG, the successful bidder should remit a Security Deposit (SD) of 5% of contract value, in the form of Demand Draft or Banker's cheque or irrevocable Bank Guarantee drawn on any Indian Nationalized/Scheduled Commercial Bank or irrevocable Bank Guarantee with a validity period of 18 months in favour of "TAMIL NADU MAGNESITE LIMITED, Salem-636302", payable at Salem, within 15 (fifteen) working days from the date of issue of work order. The EMD paid shall be adjusted for the Security Deposit.
- b. Any amount pending with TANMAG will not be adjusted under any circumstances, against the Security Deposit if so requested.
- c. EMD & Security Deposit amount remitted will not earn any interest.
- d. If the Security Deposit amount is not paid within the time specified, the EMD remitted by the bidder shall be forfeited, besides cancellation of work order.

## **22. AGREEMENT**

- a. The successful bidder should execute an agreement as may be drawn up to suit the conditions on a non-judicial stamp paper of value, as prescribed in law and shall pay for all stamps and legal expenses incidental thereto. In the event of failure to execute the agreement, within the time prescribed, the SD/EMD amount remitted by the bidder will be forfeited besides cancellation of work order.
- b. If the contract is not executed as per the agreed terms and conditions, TANMAG will hold full authority to cancel the tender or take any such action that will be deemed fit to the occasion at the risk and cost of the successful bidder. Such cancellation will entail forfeiture of SD.
- c. In the event of non-performance of the contractual provisions and if the selected bidder, has not fulfilled the contractual obligation with TANMAG in any manner during the currency of the contract or also found on later date, TANMAG reserves the right to disqualify such bidder to participate in future tenders or black list upto a maximum period of 5 years.
- d. Any grievances between the company and successful bidder should first be addressed to TANMAG for redressal.

## **23. CONTRACT PERIOD**

- a. The contract is for a period of one year. TANMAG at its sole discretion shall extend the contract period on mutually agreed terms.

**b. Rescheduling the contract period:**

- i. In the event of exigencies beyond the control of TANMAG & no fault of both the parties, TANMAG may reschedule the contract period, if the contract work could not be effected upto the end of the awarded contract period as per TANMAG requirement. The extension shall be at the sole discretion of TANMAG.
- ii. Such extension of time or rescheduling shall be without prejudice to any other right or remedy of the parties in contract or in law provided further that for delays under this clause, the bidder shall be entitled to only extension of time and no damages.

**24. PAYMENT TERMS**

- a. No advance is permissible.
- b. Payment will be made on manday basis/consolidated every month.
- c. The mandays shall be certified by the respective department HOD's of TANMAG.
- d. The successful bidder should remit the GST collected from TANMAG every month within the due date and also file the GST return within the due date and submit the proof for verification. Payments will be processed only after verifying the remittance of GST for the previous month and file required returns as per Act.
- e. TANMAG also reserves the right to recover any dues/excess payment from the bidder, which is found on later date, during audit/statute, after final settlement is made to them. The bidder is liable to pay such dues to TANMAG immediately on demand, without raising any dispute/protest in any bill due to the contractor by TANMAG.

**25. OBLIGATIONS OF BIDDERS**

f.

- a. The bidder is required to submit the following documents pertaining to the contract period for settlement of Retention Money/ Security Deposit:
  - i. Attendance Register
  - ii. Payment of wage register
  - iii. Payment of Bonus/Holiday wages/Leave with wages
  - iv. Proof for the disbursement of Identity Cards, Issuance of safety shoes and other welfare amenities agreed in the contract.
  - v. PAN and Aadhaar of each contract worker
  - vi. PF/EPF/Group Insurance/ESI remitted- Challans shall be submitted.
  - vii. Form A,B,D & E under various labour Laws Rules 2017 to be maintained by the successful bidder.
- viii. No dues certificate from the HOD(s) where the bidder was assigned to work to be submitted along with recommendation to release the SD.
- ix. The bidder should give pay slip in the prescribed format every month to all Manpower engaged during the contract period.

- b. The bidder should remit EPF amount directly in employee's account based on the details of the manpower engaged by the bidder. The copy of the challan for the amount so remitted shall be submitted to TANMAG every month, only after which the bills will be processed.
- c. The bidder should have valid license issued by the Director General Of Police and Controlling Authority, Chennai Form VI (See Rule 8,9(1) ) Government of Tamil Nadu otherwise tender will be rejected at the initial stage itself.
- d. The successful bidder should place one Security Sergeant/Supervisor at Mines Division permanently and from there he will oversee the functioning of Contract Security Guards deployed in the company at Mines Division/Shaft kiln Division/Rotary kiln Division, Registered office and Managing Director's Guest House.
- e. The successful bidder shall ensure that the Security Guards in the roll should have valid Four Wheeler's driving License in order to drive the vehicles during emergency.
- f. License from concerned Labour Department for any work done during earlier period should be enclosed along with Technical Offer.
- g. Documents of Registration code from Provident Fund Authority and proof to ensure that the Registration is in the current list shall be enclosed along with Technical Offer.
- h. Proof for EPF, Group Insurance/ESI coverage provided to workmen engaged by the bidder during the preceding contract shall be produced along with the Technical Offer.
- i. Income Tax Permanent Account Number and GST Registration (scanned) should be submitted along with the Technical offer. Composite service provider under GST, shall disclose the same in the technical document.
- j. PAN & Aadhaar has to be linked as per Government guidelines. The successful bidder is responsible for adhering the Government guidelines. Any loss or discrepancy arises due to the successful bidder has to make good the loss to the company
- k. Before quoting the rate(s) for the above work to be carried out, the Tenderers are advised to ascertain the nature of work at the work place clearly and conditions prevailing therein.
- l. The bidder has to issue Uniform, safety shoes, helmets, Identity Card and other safety appliances to the Guard (or) their employees (DGMS approved) while commencing the work. Contract employees who were found to be present for work without such identitycard, safety items like helmet, shoes will not be allowed to work. If the bidder fails to issue the above safety appliances within one month of the commencement of the contract, TANMAG will arrange to issue the same at actual expense on chargeable basis along with 50% of additional cost as handling charges. This amount will be deducted from the bidder's subsequent monthly bill.

- m. Compliance under the provisions of Mines Act 1952, Mines Rules 1955 shall be adhered by the representative of bidder engaged at Mines by the bidder.
- n. All the statutory Registers and records required under Mines Act 1952 and Rules & Regulations made thereunder shall be maintained by the bidder and make available for inspection as and when required.
- o. The successful bidder should pay leave with wages to their employees in adherence with Mines Act 1952.
- p. The bidder should remit EPF amount to the employees engaged by him/her/them every succeeding month without fail. If it is not remitted in time and accumulated for more than 2 months, the contract shall be terminated without prior notice immediately. Further interest on damages, penalty if any levied, it shall also be deducted from the dues payable at any point of time from the EMD/SD
- q. The successful bidder should obtain the temporary entry pass for the employees who are engaged for the execution of the contract work from security department. No one will be allowed to enter into Mines Division and other premises without the temporary entry pass. This pass should be renewed before the expiry date by giving advance requisition. On expiry, the temporary pass must be surrendered to the Security Department.
- r. The bidder should have their authorized Security Sergeant and obtain the authorization from DM (P&A) in writing. The bidder (s) representatives should be present at the work spot every day during the working hour.
- s. Any non-compliance of any account enumerated from tender clause 25(a) to (n) will result in deduction from security deposit and or any other amount due from TANMAG to meet the liability towards compliance.

## **26 PENALTY**

The wages shall be paid on or before 7<sup>th</sup> of every month without fail. The payment of wages on or before the due date should not be linked with settlement of monthly bills. If the payment to security guards is delayed, penalty will be imposed at the rate of Rs. 1000/- per day for first 7 days and if it is further delayed, the penalty will be levied @ Rs. 2000/- per day ( for all the delayed days) and to cancel the tender besides required actions. The successful bidder agrees that the company shall have the right to deduct compensation of Loss/damage from the invoice. Such deduction shall be made in accordance with the agreed penalty/damages schedule.

## **27. TERMINATION OF CONTRACT**

TANMAG reserves the right to terminate the contract at any time during the validity period on account of non-fulfillment of contractual obligations or any of the reasons.

## **28. GENERAL CONDITIONS**

- a. The bidder should furnish the list of Security guards/Manpower engaged before commencement of contract along with PAN and Aadhaar details.
- b. The bidder should open PF account for the employees engaged with the Regional Provident Fund Commissioner's office and furnish the details within 15 days from the date of engagement.
- c. TANMAG does not bind to accept the lowest bid or any tender and reserves the right to reject any or all tenders without assigning any reason thereof.
- d. TANMAG will not have any liability towards the manpower appointed by the Bidder for implementation of the work order.
- e. TANMAG reserves the right to appoint alternate bidder and the cost of the entire differential amount will be recovered from the bidder in addition to penal action, if the successful bidder not performing their contract as per work order.
- f. TANMAG reserves the right to reject any or all the tenders without assigning any reasons whatsoever.
- g. TANMAG reserves the right to allocate the contract work to multiple bidders.

## **29. JURISDICTION OF THE COURT**

Any dispute arising out of non-fulfillment of any of the terms and conditions of this Agreement or any other dispute arising out of the arbitration award will be subject to the jurisdiction of Salem City Courts only.

We agree to the above terms and conditions.

**SIGNATURE OF THE BIDDER**

**(or)**

**AUTHORIZED PERSONS:**

**DATE:**

**NAME IN BLOCK LETTERS:**

**DESIGNATION:**

**ADDRESS:**

**Covering Letter**

**ANNEXURE - I**

**PART-I**

**Date:\_\_\_\_\_**

From

Name:

Address

Ph:

Fax:

E-mail:

To,

Sub : Tender for selection of Supply Of Manpower i) Security Guards,  
ii) Skilled,Unskilled And Highly Skilled at RKD, SKD, Mines, Registered  
Office & Tanmag Guest House for a period of one year– Submission of Part I  
- Reg.

Ref: Your Tender Notice Dt.....

With reference to your tender notice, we submit herewith our e- tender for the selection of bidder for Supply of Manpower (Security Guards, Skilled, Unskilled and Highly Skilled) at RKD, SKD, Mines, Registered Office, Tanmag's Guest House as specified by TANMAG in this tender document.

We enclose the following documents:

- 1) Tender conditions duly signed in each page and enclosed in token of accepting the Tender condition
- 2) Authorization letter from the bidder for the person to sign the tender
- 3) Details of the Bidder (as per Annexure-II)
- 4) Average annual turnover statement duly certified by a Chartered Accountant (as per Annexure-III).
- 5) Declaration for not having black listed either by TANMAG or by any other Government. agencies (as per Annexure-IV)
- 6) not having tampered the Tender documents downloaded from the website <http://tntenders.gov.in/> [www.tanmag.in](http://www.tanmag.in) (Annexure-V)
- 7) Copy of certificate of incorporation/ registration
- 8) Copy of Memorandum and Articles of Association

- 9) Copy of Registered Partnership deed, in case of Partnership Firm. Proof for proprietor concern (GST)
- 10) Copy of valid license issued by Director General of Police and Controlling Authority Chennai.
- 11) Copy of Work order and completion Certificate
- 12) Copy of The Annual Report / certified copies of Balance Sheet, Profit & Loss statement for the financial years showing Rs. 2.5 crore average turnover in the last five financial years FY, 2020-21, 2021-22 ,2022-23 ,2023-24 and 2024-25
- 13) Copy of GST Registration certificate, PAN
- 14) Copy of EPF Registration Code No.& copies of remittance of PF to workers in preceding contracts shall be enclosed
- 15) Copy of I.T return for past five years from 2020-2021 to 2024-25
- 16) Notarized translated English version of the documents in a language other than English/Tamil, if any
- 17) Check List (Annexure-VIII)

**Yours faithfully,**

**SIGNATURE OF THE BIDDER (or) AUTHORIZED PERSON  
WITH NAME AND SEAL**

**Encl: As stated above**

Page-20

Signature of the bidder (or) Authorized person with seal and address

**DETAILS OF THE BIDDER**

S.No.	Particulars	Description/Details
A	Name of Bidder	
B	Contact Details	
	Registered Office Address	
	Telephone No.	
	Fax	
	Email	
	Website	
C	Incorporation Details	
	Incorporation Number	
	Date of Incorporation	
	Authority	
D	Name of Authorized Signatory	
	Position	
	Telephone	
	Fax	
	Mobile	
	Email	
E	Number & Address of Offices	
	a) In Salem	
	b) Outside Salem	

**GST NO****EPF No****ESI No**

**SIGNATURE OF THE BIDDER (or) AUTHORIZED PERSON  
WITH NAME AND SEAL**

**ANNUAL TURN OVER STATEMENT**

The Annual turnover of M/s.....for the past five Financial years are given below and certified that the statement is true and correct.

<b>S.No.</b>	<b>Year</b>	<b>Turnover (₹ in lakh)</b>
1	2020-2021	
2	2021-2022	
3	2022-2023	
4	2023-2024	
5	2024-2025	
	Total	
Average annual turnover		

DATE:

UDIN:

SIGNATURE OF THE BIDDER

**(or)**

AUTHORIZED PERSONS

SIGNATURE OF CHARTERED ACCOUNTANT

(With Membership Number, seal and Address)

**Non Black listing Declaration**

**CERTIFICATE**

Date: \_\_\_\_\_

Certified that M/s ..... / the firm /Company or its partners share holders had not been blacklisted for business dealings or involving in any corrupt practice by or by any of our clients or in Central/State/Public Sector Undertakings

**SIGNATURE OF THE BIDDER**

**(or)**

**AUTHORIZED PERSON**

**(with seal and address)**

**DECLARATION FORM**

Date: \_\_\_\_\_

a) I/We ..... having our office at ..... do declare that I/We have carefully read all the conditions of tender of TANMAG, for the tenders floated vide tender ref.no.\_\_\_\_\_bidder for Supply of Manpower (Security Guards, Skilled, Unskilled And Highly Skilled) at RKD, SKD, Mines, Registered Office, Tanmag Guest House for a period of one year and complete the contract as per the tender conditions.

b) I/We have downloaded the tender document from the internet site [www.tenders.tn.gov.in/](http://www.tenders.tn.gov.in/) [www.TANMAG.in](http://www.TANMAG.in) and I / We have not tampered / modified the tender document in any manner. In case, if the same is found to be tampered / modified, I/ We understand that my/our tender will be summarily rejected and full Earnest Money Deposit will be forfeited and I /We am/are liable to be banned from doing business with TANMAG or prosecuted.

**SIGNATURE OF THE BIDDER**

**(or)**

**AUTHORIZED PERSON**

**(with seal and address)**

## CLARIFICATION ON TENDER DOCUMENT FORMAT

BIDDER'S REQUEST FOR CLARIFICATION			
Name and Address of the Organization submitting request		Name and Position of Person submitting request	Contact Details of The Organization / Authorized Representative
			Tel:
			Fax:
			Email:
S. No.	Reference(s) (Section, Page)	Content of Tender requiring Clarification	Points of clarification required
1			
2			
3			

SIGNATURE OF THE BIDDER

(or)

AUTHORIZED PERSON

(with seal and address)

**PART-II**

From,

Name:

Address:

Ph:

Fax:

E-mail:

To,

The Deputy Manager (Personnel. &Admin.)

M/s.Tamilnadu Magnesite Limited,

5/53 Omalur Main Road,

Jagir Ammapalayam Post

Salem 636302.

Sir,

Sub : Tender for selection of Bidder for Supply of Manpower (Security Guards, Skilled, Unskilled and Highly Skilled) at RKD, SKD, Mines, Registered Office and TANMAG Guest House for a period of one year – Submission of Part II – Price Offer-Reg.

Ref : Our tender (Technical Bid) submitted for “ Supply of Manpower (Security Guards, Skilled, Unskilled and Highly Skilled) at RKD, SKD, Mines, Registered Office & MD’s Guest House for a period of One year”

In continuation of our above tender, we submit herewith the price offer for the Supply of Manpower (Security Guards, Skilled, Unskilled And Highly Skilled) at RKD, SKD, Mines, Registered Office, Tanmag’s Guest House for a period of one year as specified by TANMAG in this tender document. We agree to abide by the terms and conditions stipulated by TANMAG and also agree to complete the entire contract, the rates quoted by us. The rate quoted and approved by TANMAG in this tender will hold good as per tender conditions.

Yours faithfully,  
**SIGNATURE OF THE BIDDER**

**(or)**

**AUTHORIZED PERSON**

**(with seal and address)**

**ANNEXURE - VIII****CHECKLIST OF DOCUMENTS****Documents to be enclosed in Part-I:**

<b>S.No.</b>	<b>Checklist</b>	<b>Enclosed (Yes/No)</b>	<b>Reference inthe Bid (Page No.)</b>
1.	A covering letter on bidders letter head addressed to, The Deputy Manager(Personnel & Admin.), Tamilnadu Magnesite Limited (as per Annexure-I)		
2.	Tender conditions duly signed in each page and enclosed in token of accepting the Tender conditions		
3.	Authorization letter for the person to sign the tender		
4.	Details of the Bidder (as per Annexure-II)		
5.	The copy of certificate of incorporation/ registration		
6.	Copy of Memorandum and Articles of Association		
7.	Copy of Registered Partnership deed, in case of Partnership Firm		
8.	Work order and completion certificate issued by the clients ( as on bid submission)		
9.	Average annual turnover statement duly certified by a Chartered Accountant (as per Annexure-III)		
10.	The Annual Report / certified copies of Balance Sheet, Profit & Loss statement for the last 5 consecutive financial years i.e. FY 2020-21 2021-22, 2022-23, 2023-24 and 2024-25		
11.	EPF Regn. Code No.& copies of remittance of PF to workers in preceding contracts		
12.	Copy of GST Registration certificate,PAN		
13.	Declaration for not having black listed either by TANMAG or by any other Government. agencies (as per Annexure-IV)		
14.	Declaration for not having tampered the Tender documents downloaded from the Website <a href="http://tntenders.gov.in/www.tanmag.in">http//tntenders . gov.in/www.tanmag.in</a> (Annexure-V)		
15.	I.T return for past 5 years from 2020-2021 to 2024-2025		
16.	Notarized translated English version of the documents in a language other than English/Tamil, if any		