

# UNIVERSITY OF MADRAS

## TENDER DOCUMENT

### FOR PROVIDING HOUSE KEEPING SERVICES AND SECURITY SERVICES IN VARIOUS CAMPUSES OF UNIVERSITY OF MADRAS.

1.	ADVERTISED ON	:	15.10.2020
2.	PRE-BID MEETING	:	20.10.2020 AT 2.30 PM
3.	LAST DATE & TIME FOR SUBMISSION OF TENDER	:	04.11.2020 upto 3.00 p.m.
4.	DATE & TIME OF OPENING OF TECHNICAL BIDS	:	04.11.2020 at 4.00 p.m.

#### UNIVERSITY OF MADRAS

CHEPAUK

Chennai – 600 005

Tamil Nadu, India

Phone:

**Email:** [registrar@unom.ac.in](mailto:registrar@unom.ac.in)

**Website:** <http://www.unom.ac.in>

## UNIVERSITY OF MADRAS

### **TENDER DOCUMENT FOR PROVIDING HOUSE KEEPING SERVICES AND SECURITY SERVICES IN VARIOUS CAMPUSES OF UNIVERSITY OF MADRAS**

<b>TABLE OF CONTENTS</b>		
<b>Sl. No.</b>	<b>Subject</b>	<b>Page No.</b>
I.	Scope of Tender	3
II.	Notice Inviting Tender	4
III.	Special Instructions	6
IV.	Instructions to the Bidders	7 to 21
V.	Special Terms & Conditions of the Tender	22 to 34
VI.	Letter of Tender	35
VII.	Technical Bid (PART -A)	37
VIII.	Statements and Declarations	40 to 42
IX.	Price Bid - Bill of Quantities (PART -B)	43

**UNIVERSITY OF MADRAS**

**I. SCOPE OF TENDER**

**PROVIDING HOUSE KEEPING SERVICES AND SECURITY SERVICES IN VARIOUS CAMPUSES OF UNIVERSITY OF MADRAS**

The University of Madras is a State University and was incorporated by an act of the Legislative Council of India. It is a Collegiate Research University and has six campuses in the city viz. Chepauk, RIASM, Marina, Guindy, Taramani and Chetpet. The University of Madras has proposed to outsource the supply of labourers and supervisors for House-Keeping Services and supply of Security Guard and Assistant Security Officer for security services in the various campuses of the University of Madras.

The successful Tenderer shall supply the Labourers and Supervisors for House-Keeping Services and Security Guard and Assistant Security Officer for Security Services in the various campuses of the University of Madras.

The Tamil Nadu Transparency in Tenders Act, 1998 and the Tamil Nadu Transparency in Tenders Rules, 2012 shall apply to this Tender.

## II. NOTICE INVITING TENDER

Sealed tenders are invited from the reputed manpower agencies for supply of Labourers and Supervisors for House-Keeping services and Security Guards and Assistant Security Officer for Security services in the six University Campuses.

Bidding will be conducted under two cover system confirming to Tamilnadu Transparency in Tender's Act-1998 and Rules 2012.

1.	Name of the work	Supply of Labourers and Supervisors for House-Keeping services & supply of Security Guards and Assistant Security Officer for Security Services in various campuses of the University of Madras.
2.	Cost of Tender Document and availability	Tender document can be downloaded from the University website <a href="http://www.unom.ac.in">www.unom.ac.in</a> at free of cost.
5.	Earnest Money Deposit (EMD)	Rs. 1,00,000/- (Rupees One Lakh Only). Firms claiming exemption for EMD should give copy of relevant documents including the document showing the exemption from payment of EMD.
6.	Date of Pre-Bid Meeting	20.10.2020 at 2.30 p.m.
7.	Last Date and Time for Submission of Tender	04.11.2020 upto 03.00 p.m.
8.	Due date and time for opening of Technical Bids	04.11.2020 at 04.00 p.m. If the due date happens to be a holiday, the bids will be received and opened on the next working day.
9.	Contract Period	One Year

**Consortium bids are not acceptable. For all other conditions / instructions please refer bid document.**

The University of Madras shall not be responsible for any postal delay or any loss of Tenders in transit. The University of Madras reserves the right to amend or withdraw any of the Terms and Conditions in the Tender Document or to cancel / reject all the tenders received without giving any notice or assigning any reason.

The Tenderers are requested to view the above Websites for any changes / amendments / corrigenda in the Tender which may be issued up to 2 days before the last date for submission of the Tender.

Registrar,  
Tender Inviting Authority,  
University of Madras

### **III. Special Instructions for submission of Technical Bids**

1. All pages of the Technical Bid should be signed by authorized signatory whose name should be communicated to the University of Madras with office seal without any omission.
2. The copies of performance certificates enclosed for the bids should be identified as the documents submitted by the bidder over the signature with office seal.
3. Any document / credential submitted without signature of authorized persons will not be considered for evaluation.
4. Bidder should produce the originals for the performance / client certificate for verification when ever required with the copies of those certificates enclosed along with the bid.

The downloaded documents shall be properly page numbered and spiral bounded and submitted along with necessary documents.

## IV. INSTRUCTIONS TO THE BIDDERS

### 4.1. General Instructions:

The Bidders are requested to go through the instructions, terms, conditions and specifications given in the Tender Document carefully. Omissions or Failure to furnish any or all the required information in the Tender Document shall result in rejection of their bid.

### 4.2. Definition of Terms and Expansion of Abbreviations:

1.	Tenderer/Bidder	Tenderer / Bidder means who makes a formal offer in pursuance of this tender.
2.	Successful Tenderer	Successful Tenderer means the Tenderer whose offer is accepted by the Tender Accepting Authority at the price arrived at by the University of Madras after negotiation with L1.
3.	Day	A day means a calendar day.
4.	Cost	Cost means the total cost to be incurred by the University of Madras.
5.	EMD	Earnest Money Deposit
6.	SD	Security Deposit

### **4.3. Bid Document:**

The Bid Document consists of the following

- i. Scope of Tender
- ii. Notice Inviting Tender
- iii. Special Instructions for submission of bids
- iv. General Instructions to the Bidders
- v. Special Terms & Conditions of the Tender
- vi. Letter of Tender
- vii. Technical Bid
- viii. Statements and Declarations
- ix. Price bid.

### **4.4. Qualification Criteria:**

The bidders must fulfill the following eligibility conditions and also submit documentary evidence in support of fulfilling these conditions while submitting the Technical Bid. The University will consider the Commercial Bid of the tenderers who qualify in the Technical bid. For those tenderers who are not qualified in the Technical Bid, the Commercial bid will not be considered for opening.

4.4.1. The bidder should have registered the firm under Companies Act or similar acts of Government of India or Tamil Nadu. (A copy of registration of the firm should be attached).

4.4.2. Annual Turnover of the bidder for the previous three financial years (2017-18 TO 2019-20) shall not be less than 1.00 crore (Attach certificate from the Chartered Accountant along with the audited balance sheet including Profit and Loss statement for the last three years)

4.4.3 The value of supply of labour by the bidder during the previous three financial years (2017-18 to 2019-20) **shall not be less than Rs. 50 lakh per annum in the field of House Keeping and Rs. 50 lakh in the field of Security services** to Government and Government Organizations (Attach Client certificates with value of work done in each of the three



years. Client certificates from private sector will not be accepted. The tender will not be considered without the client certificate).

4.4.4. The Bidder should have supplied at least **100 Persons specifically for House-Keeping, and 150 persons specifically for Security services** in each of the last three years in Govt. Departments/Universities/Higher Educational Institutions/Government Undertakings situated in any of the four districts, namely, Chennai, Chengalpet, Kanchipuram, and Tiruvallur as on 31.03.2020. (Client certificate, from Government and Government undertakings, is to be furnished. The tender will not be considered without the client certificate. The client certificate should indicate the number of labourers engaged and period of supply carried. Client certificate from private sector will not be accepted).

4.4.5. The Bidder should have registered under various Statutory Acts like ESI, EPF Act, Labour Department and GST. (Copy of the Registration certificates/ License obtained from the competent authority should be enclosed).

4.4.6. The firm should be assessed for Income Tax, hence copies of IT returns filed for the last two assessment years, that is, for 2018-19 and 2019-20 be enclosed.

4.4.7. Firms without documents mentioned in sections 4.4.1 to 4.4.6 will be rejected.

#### **4.5. Change in Quantity:**

The requirement of personnel given in the Notice Inviting Tender is approximate and it is likely to vary. The University of Madras, if necessary, at the time of placement of work order shall either increase or decrease the quantity mentioned in the tender to the extent of 25%.

#### **4.6. Pre-Bid Meeting:**

There will be a **Pre Bid meeting on 20.10.2020 at 2.30 p.m in the University of Madras, Chennai 600 005** during which the prospective Tenderers may seek clarifications about the Tender. The Tenderers shall send their queries, if any, in writing so as to reach the Registrar, University of Madras at least two days prior to the date of Pre-Bid Meeting. The Tenderers shall view the

Websites given in the Notice Inviting Tender for updated information like change in date / venue etc., of the Pre-Bid meeting as the University of Madras may not be able to identify and communicate with the prospective Bidders at this stage. Failure to attend the Pre-Bid meeting is not a disqualification as it is optional. In response to the relevant query of the prospective Tenderer, clarification will be given in writing. Only the clarifications given in writing shall be valid.

#### **4.7. Clarification regarding the Tender Conditions:**

4.7.1 A prospective Bidder requiring any clarification with respect to any Tender condition may address to the Tender Inviting Authority by letter and he will respond in writing to any relevant query regarding the Tender conditions. However, correspondence in this regard or delay in getting reply from the University of Madras shall not be taken as an excuse for delayed submission of tender or non submission of tender.

4.7.2. The clarifications to the relevant queries will also be uploaded on the website of the University of Madras.

#### **4.8. Amendments to the Tender:**

4.8.1. The University of Madras reserves the right to amend the tender condition on the basis of clarifications sought for by the prospective bidders, solely at its discretion up to 48 hrs before 02.11.2020 (i.e.) two days prior to the last date of submission of Tender. Such amendments shall be uploaded on the Websites: <http://www.unom.ac.in>

4.8.2. Any addendum thus issued shall be part of the bidding documents and shall be communicated in writing/e-mail to all the purchasers of the bidding documents. Prospective bidders shall acknowledge receipt of each addendum by cable to the University of Madras.

4.8.3. At its discretion the University of Madras may or may not extend the due date and time for the submission of bids on account of amendments / corrigenda, if any, issued subsequent to the date of Notice Inviting Tender.

4.8.4. All the Bidders must periodically browse the above websites for any amendment or corrigendum issued in connection with this Tender. The University of Madras will not be responsible for the failure of the tenderer to update or to have comprehensive understanding of the provisions of

this tender document including the changes announced through the websites.

#### **4.9. Language of the Bid:**

The bid prepared by the bidder as well as all correspondence and documents relating to the bid shall be written in English language only.

#### **4.10. Non Transferability:**

The Tender Document sold to a tenderer is not transferable. It shall not be used by others and if used by others it will be rejected.

#### **4.11. Downloading of Tender Document:**

4.11.1. The tender document can be downloaded at free of cost from the website <http://www.unom.ac.in> on A4 size paper and should be submitted in the form of a booklet. Submission of tender document in any other form will be rejected.

4.11.2. The Tenderer shall download corrigendum, if any, published subsequently and submit along with the tender. Otherwise the tender will be rejected. It is the responsibility of the Tenderer to check and have knowledge of any corrigendum / amendment issued and uploaded on the above websites.

4.11.3. The Tenderer shall download tender documents in original without any change / addition / deletion and correction. If any change / addition / deletion are detected at any stage after the award of the tender, the EMD as well as Security Deposit remitted by the Tenderer will be forfeited without any intimation and the Tenderer will also be black listed from participating in the subsequent tenders. Besides such Tenderers are liable to be prosecuted.

#### **4.12. Cost of Tendering:**

The tenderer shall bear all costs involved in the preparation and submission of tender and the University of Madras shall in no case be

responsible or liable for the costs of tendering incurred by the tenderer, irrespective of the outcome of the tenders.

#### **4.13. Bid Validity**

4.13.1. Bid shall remain valid for a period not less than (90days) ninety days after the deadline date for bid submission specified. A bid valid for a shorter period shall be rejected by the University of Madras as non-responsive.

4.13.2. In exceptional circumstances, the University of Madras may request to extend the period of validity for a specified additional period. The request and the bidder's responses shall be made in writing or by e-mail. A bidder may refuse the request without forfeiting his bid security (EMD). A bidder agreeing to the request will not be required or permitted to modify his bid, but will be required to extend the validity of his bid security for a period of extension.

#### **4.14. Earnest Money Deposit (EMD):**

4.14.1. An Earnest Money Deposit of Rs.1,00,000/- (Rupees One Lakh only) shall be paid along with the Technical Bid by way of Demand Draft obtained from a Nationalized / Scheduled Bank drawn in favour of **The Registrar, University of Madras, Chennai -5** payable at **Chennai**. **The Bank Guarantee towards EMD will not be accepted.**

4.14.2. The Earnest Money Deposit amount of the unsuccessful Tenderers will be returned after the award of the Contract pursuant to the selection of the successful tenderer and on written request from the unsuccessful tenderer. The Earnest Money Deposit amount held by the University of Madras will not fetch any interest till it is refunded to the unsuccessful tenderers.

4.14.3. The Earnest Money Deposit amount of the successful tenderer will not be adjusted against the Security Deposit (SD) payable for successful execution of the Contract and will be returned only after successful completion of the contract.

4.14.4. Any tender not accompanied by Demand Draft towards Earnest Money Deposit as in Sub clause 4.14.1 above shall be rejected summarily by the University of Madras.

4.14.5. The Earnest Money Deposit amount shall be forfeited

- (a) if the tenderer withdraws the tender after opening of Technical Bid during the validity period specified in the tender document
- (b) in the case of a successful bidder, if the bidder fails to sign the agreement or to remit the Security Deposit within the specified time limit.
- (c) If the bidder does not accept the correction of the bid price pursuant to clause 21(1).

4.14.6. Further the University of Madras will blacklist the contractor without prejudice to any action that may be taken against the contractor.

#### **4.15. Submission of Tender:**

##### **4.15.1. Submission of Tender in Two Cover System:**

Tender shall be submitted in two parts in original i.e Part-A and Part-B. The Part-A cover shall contain the EMD and Technical Bid as per clause 4.15.2 and superscribed on the envelope as “Technical Bid- Part-A”- “Tender for Supply of labourers and supervisors for house-keeping and supply of Security Guards and Assistant Security Officer for Security services to various campuses of University of Madras”. On the Part-A cover, the Name and Address of the tenderer shall be written and sealed. The Part-B cover shall contain the Price-Bid- superscribed on the envelope as “Price Bid Part-B”- “Tender for Supply of labourers and supervisors for house-keeping services and supply of Security Guard and Assistant Security Officer for security services to various campuses of University of Madras”. On the Part B Cover, the Name and Address of the tenderer shall be written and sealed. Both the Covers i.e., Part-A and Part-B shall be put in an envelope superscribed thereon “Tender for Supply of labourers and supervisors for house-keeping and supply of Security Guards and Assistant Security Officer for Security Services in various campuses of

University of Madras” and the Name and Address of the tenderer shall be written on that envelope and it shall be sealed. The sealed envelope addressed to the Tender Inviting Authority i.e. the Registrar, University of Madras shall be handed over to the Office of the Registrar, University of Madras within the scheduled time and date of submission of the Tender. It may also be sent by post so as to reach the office of the University of Madras within the stipulated time and date of submission of the Tender. But the University of Madras shall not be responsible for any postal delay or delay due to any other means of communication. Belated submission of Tenders by the Tenderers or belated receipt of Tenders by the University of Madras shall result in summary rejection of such Tenders. If the last date scheduled for submission of the tender happens to be a Government holiday for any reason, the sealed tenders may be submitted on the next working day before the appointed time.

**4.15.2. Documents to be furnished in the Part – A Cover in sequence indicated below:**

- (a) Covering Letter.
- (b) Letter of Tenderer shall be duly signed by the authorized signatory in full with seal.
- (c) Crossed Demand Draft towards EMD.
- (d) Technical Bid.
- (e) VIII Statements from 1 to 3.
- (f) Letter of Authorization / Power of Attorney for signing the Tender Document shall be on a Non-Judicial Stamp Paper of value of not less than Rs.20/-. In the case of Public Sector Undertaking / Public / Private Limited Companies, Authorization from the appropriate authority to sign the tender document must be enclosed along with Technical Bid. Tenders received without such authorization shall be rejected.
- (g) Copy of the work orders/agreements received from the Clients for the last three years as specified in section 4.4 “qualification criteria” should be enclosed

- (h) Registration of the firm, ESI, EPF, Labour Department and GST Registration certificate obtained from various statutory authorities and PAN Card (Photo Copies to be enclosed).
- (i) Income Tax returns for the last two assessment years, that is, 2018-19 and 2019-20 be enclosed.

**4.15.3.Details to be furnished in the Part- B (Price Bid) cover:**

- (a) Covering letter.
- (b) Bid Price for the work with each page signed, dated and stamped with the seal of the firm.
- (c) The offer shall be unconditional.
- (d) The price quoted shall be all inclusive and no additional claim on any ground shall be entertained.
- (e) Apart from the Schedule of Prices duly filled in, the Bidders shall not enclose any other documents or statements that influence the price except Discount/Rebate letter. In such an event, the University of Madras shall summarily disqualify the Bidder and reject the bid.

**4.15.4.Signing of Tender:**

- (a) The tender shall be typed or written legibly in indelible ink and shall be signed by the Tenderer or a person duly authorized to bind the Tenderer to the contract. All pages of the tender document shall be signed by the Tenderer or person(s) authorized to sign the Tender with the seal.
- (b) Any alterations, corrections or overwriting in the Tender document shall be treated valid only if they are authenticated by full signature of the person authorized to sign the tender.

#### **4.16. Period of Contract:**

The contract period for Supply of House-Keeping Services and Security Services for various campuses of University of Madras will be **one year** from the date of Work Order. However, the University of Madras may extend the period of contract for further period on the same terms and conditions including the price.

#### **4.17. Modification and Withdrawal of Tenders:**

- 4.17.1. Tenderers may modify or withdraw their tenders by giving notice in writing before the due date for submission.
- 4.17.2. The modification or withdrawal notice shall be prepared, sealed, marked and delivered in accordance with clause 4.15.1, with the outer and inner envelopes additionally marked “MODIFICATION” or “WITHDRAWAL” as appropriate.
- 4.17.3. No tenderer shall be allowed to withdraw/modify the tenders after the last date of submission of the tender.
- 4.17.4. Withdrawal or modification of tender between the deadline for submission of tenders and the expiration of the original period of validity specified or as extended period may result in forfeiture of the EMD.

#### **4.18. Opening of Tenders:**

- 4.18.1. Tenders will be opened at the scheduled date and time in the office of the University of Madras in the presence of the Tenderers or their representatives who are authorised to represent the Tenderers. The representatives of Tenderers who attend the Tender opening shall produce the proof of their identity and the authorization letter from the tenderers. **(only one representative is permitted to attend Tender opening)**



- 4.18.2. The Tenders received after the due date and time will not be considered. Tenders in unsealed cover or Tenders which are not signed in each page or in incomplete shape or through facsimile (Fax) or by electronic mail or through any other manner which is not in accordance with the instructions specified in the Tender Document will not be accepted.
- 4.18.3. Envelopes marked withdrawal shall be opened and read out first and their Tender shall not be opened. Subsequently all envelopes marked 'Modification' shall be opened and the submission therein shall be read out.
- 4.18.4. If the day fixed for opening of the tender happens to be a Government holiday for any reason, the sealed tenders shall be opened on the next working day at the appointed time.
- 4.18.5. Part- A cover containing Technical Bid shall be opened first. The supporting documents shall be cross-checked wherever required.
- 4.18.6. Provided that where more than one Tender is submitted by the same tenderer, the lowest eligible financial tender shall be considered for evaluation.

#### **4.19. Criteria for Evaluation of Technical Bid:**

Any Tender not containing the required documents and not fulfilling the qualification criteria indicated in the Tender document shall be summarily rejected.

- 4.19.1. Prior to the detailed evaluation of bids, the University of Madras will determine whether each Bid (a) meets the eligibility criteria (b) has been properly signed (c) is accompanied by the required EMD and (d) is substantially responsive to the requirements of the Bidding documents.
- 4.19.2. A substantially responsive bid is one which confirms to all the terms, conditions, and specifications of the tender documents, without material deviation. A material deviation or reservation is one which affects in any substantial way the scope, quality, or performance of the supply.

#### **4.20. Opening of Price Bid (Part - B Cover):**

- 4.20.1. Only the Price Bids of the Tenderers who are qualified in the Technical Bid shall be opened.
- 4.20.2. The date, time and venue of opening of Part - B Cover i.e. Price Bid will be intimated separately to the qualified eligible Tenderers.
- 4.20.3. The Price Bid will be opened on the intimated date and time in the presence of the Tenderers or their authorized representatives.

#### **4.21. Evaluation of the Price Bid:**

The Price Bid of the technically responsive tenders shall be evaluated and compared in accordance with the criteria specified. In the evaluation of the Price Bid, the following procedures shall be adopted as per Tamilnadu Transparency in Tenders Act & Rules.

- 4.21.1. In determining the lowest evaluated price, the following factors shall be considered.
- (a) the quoted price shall be corrected for arithmetical errors;
  - (b) in cases of discrepancy between the prices quoted in words and in figures, lower of the two shall be considered;
  - (c) where there is a discrepancy between the unit and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern.
  - (d) The amount stated in the Bid will be adjusted by the University of Madras in accordance with the above procedure for the correction of errors with the concurrence of the Bidder and shall be considered as binding upon the bidder. If the bidder does not accept the correct amount the bid will be rejected, and the EMD may be forfeited.
- 4.21.2. The University of Madras is empowered to negotiate with the L1 Tenderer. In case where two or more tenderers quoted the same price, the Tenderers may be asked to provide their best and final offer of the financial bid in a sealed cover and the tenderer offering the most advantageous financial bid shall be adjudged the lowest tenderer.

#### **4.22. Approval of the Contract by the Syndicate of the University of Madras:**

The Contract shall be awarded only with the approval of the Syndicate to the successful L1 Tenderer with whom negotiations were made. The Syndicate, University of Madras is also the Appellate Authority.

#### **4.23. Right to Accept / Reject any or all Bids:**

The Tender Accepting Authority reserves the right to accept or reject any or all of the tenders including the lowest in full or in part without assigning any reasons thereof and without thereby incurring any liability to the Bidder or Bidders who may be affected financially or otherwise to this effect.

#### **4.24. Letter of Acceptance:**

The Registrar, University of Madras shall issue the Letter of Acceptance to the successful Tenderer(s).

#### **4.25. Payment of Security Deposit (SD):**

- 4.26.1. The successful tenderer shall be required to furnish Security Deposit of Rs.5,00,000/- (Rupees Five Lakhs only) as a guarantee for the performance of the Contract through Demand Draft or in the form of Irrevocable Bank Guarantee obtained from a Nationalised Bank valid for 18 months within 10 days from the date of issue of Letter of Acceptance. The Demand Draft shall be obtained from any one of the Nationalized Banks / Scheduled banks drawn in favour of the Registrar, University of Madras, Chennai-600 005 payable at Chennai. Failure of the successful bidder to furnish the security deposit shall constitute sufficient grounds for cancellation of the award and forfeiture of the EMD. No exemption will be allowed towards payment of Security Deposit under any circumstances.
- 4.26.2. The Security Deposit shall be released to the Contractor after the performance of the Contract in full without deficiency or default and to the entire satisfaction of the University of Madras. The Security Deposit so held by the University of Madras, shall not earn any interest till it is released to the Contractor. The release of the Security Deposit is subject to the forfeiture clauses in the Tender Document.
- 4.26.3. The Security Deposit shall be forfeited if the Contractor fails to execute the agreement within the stipulated time or fails to perform the contract or part of the contract. The Security Deposit shall also be liable for forfeiture for violation of any of the tender conditions or for the failure to supply the manpower as required goods properly and promptly.

#### **4.26. Execution of Agreement:**

4.27.1. The successful Tenderer shall execute the Agreement for the fulfillment of the Contract on a Non-Judicial Stamp Paper to the value of Rs.100/- within 15 days from the date of issue of the Letter of Acceptance (LOA) of the Contract. The Agreement shall be part and parcel of the Contract and binding on the University of Madras and the Contractor. In case of any difference or contradiction in the recitals in the Tender Document and the Agreement, the recitals in the Agreement shall prevail over those in the Tender Document.

4.27.2. The Contractor shall not assign or make over the Contract, the benefit or burden thereof to any other person or persons or Body Corporate for the execution of the Contract or any part thereof.

#### **4.27. Interpretation:**

If any question / doubt arise with reference to the interpretation of any provisions of the Tender Document, the decision of the University of Madras shall be final and binding.

#### **4.28. Corrupt or Fraudulent practices:**

The University of Madras requires that Bidders observe the highest standard of ethics during the evaluation and execution of supply. In pursuance of this policy, the University of Madras

4.29.1. defines for the purposes of this provision the terms set forth below as follows:

- (i) 'Corrupt practice' means offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the evaluation process or in contraction execution.
- (ii) 'Fraudulent practices' means a misrepresentation of facts in order to influence the evaluation process or execution of a contract / supply to the detriment of the University of Madras and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial, non competitive levels and to deprive the University of Madras of the benefits of free and open competition.

4.29.2. Will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.

4.29.3. Will declare a firm ineligible either indefinitely or for a stated period of time to be awarded a contract if it any time determines that the firm has engaged in corrupt and fraudulent practices in competing for or in executing the contract.

## V. SPECIAL TERMS & CONDITIONS OF THE TENDER

- 5.1. The Special Terms and Conditions of the Tender shall supplement the “GENERAL INSTRUCTIONS TO THE BIDDERS”.
- 5.2. The time of supply of labourers and supervisors for house-keeping & Security Guard and Assistant Security Officer for Security Services in various campuses of University of Madras stipulated in the work order shall be deemed to be the essence of the Contract.

### 5.3. Release of Work Order:

Work Order shall be issued to the successful bidder only after furnishing Security Deposit and execution of agreement with University of Madras as per clause 25 and 26 of Instruction to Bidders.

### 5.4. Tentative Manpower Requirement:

The requirement of manpower of various categories for **House Keeping** and the tentative number of candidates in each category are detailed below.

Designation	Minimum Qualification	Salary	No of candidates required*
Labourer for house-keeping services	Should know to read and write in Tamil	Rs. 391 per day + EPF + ESI (applicable)	94
Supervisor for house-keeping services	Pass in Matriculation or its equivalent level of education	Rs.448 per day + EPF + ESI (applicable)	3

\* The actual requirement shall be + or – 25 % of requirement stated in the table

The requirement of manpower of various categories for **Security Service** and the tentative number of candidates in each category are detailed below.

Designation	Salary	No of candidates required*
Security Guard	Rs. 353 for 8 hours x 3 shift per day + EPF +ESI (applicable)	69
Assistant Security Officer	Rs.448 for 8 hours x 2 shift per day + EPF + ESI (applicable)	04

\* The actual requirement shall be + or – 25 % of requirement stated in the table

- 1) The wages are according to the proceedings of the District Collector, Chennai District, dated 07.07.2020 with regard to fixation of daily wages payable to various categories for the year 2020-2021. Wages will be revised as and when new proceedings are issued by the District Collector, Chennai.
- 2) Wages will be paid every month based on number of days worked.
- 3) EPF and ESI will be paid based on monthly wages to be paid.
- 4) GST will be paid on monthly wage bill inclusive of service charge but exclusive of other statutory charges.

### **5.5. Obligation of the University:**

- 5.5.1. The University will designate an officer who will deal with the Agency/Agencies.
- 5.5.2. The University would raise an indent for manpower requisition and the number of staff needed would also be clearly indicated in this requisition. The University shall assign the Labourers, Supervisors, Security guard and Assistant Security Officer to various campuses based on need. This assignment may change from time to time.
- 5.5.3. The University of Madras expects the labourers and supervisors of House-Keeping & Security Services to follow the rules for non-teaching staff of the University. A copy of the rule will be provided to the Agency. Any acts of misconduct by them will be informed to the agency and action/steps to be taken will be discussed with the Agency. Any enquiry shall be conducted by the University of Madras in the work place which shall be informed to the Agency.
- 5.5.4. The University shall supply adequate quantity of cleaning materials, such as broom sticks, cleaning liquids, room freshners, etc based on need for each campus of the University.

### **5.6. a) Supply of Manpower for House Keeping:**

- 5.6.1. The Agency will designate a person who will be responsible for handling deputed personnel affairs, as respective contract managers.
- 5.6.2. The Agency would be required to send details of labourers and supervisors such as educational qualification, address and other information within 15 days (or earlier as the case may be) of sending the requisition.

- 5.6.3. The labourers and supervisors assigned to the University of Madras shall not be below the age of **18 years and not above 50** years and should have a valid contract of employment with the bidder.
- 5.6.4. The working days are from Monday to Saturday except public holidays. If need arises, the labourers and supervisors should attend office on Sundays for which usual wage rate shall be given. The working hours shall be eight hours per day. The working time will be 8.00 am to 6.00 pm. The labourers may be distributed to cover this time period on every working day.
- 5.6.5. The Agency should also complete all the statutory requirements with regard to their labourers and supervisors such as obtaining PF No. Issue of ESI Cards, opening Bank Accounts for salary credit, registration as required by labour department etc., within 15 days from the date of their engagement. The salary and other payments to the labourers/supervisors as claimed shall be paid into their bank accounts and proof of payment shall be submitted to the Registrar of University along with their invoice.
- 5.6.6. The University shall give 15-day-notice to the Agency in the event the University wishes to reduce the number of labourers and the University shall ask without notice to immediately discontinue with the services of any specific labourer.
- 5.6.7. Every labourer/supervisor deputed by the Agency shall be an employee of the said Agency and none of them shall have any claim whatsoever against the University. They should not claim any Master and Servant relationship with the University. The University will not be responsible or liable under the laws that are in force and that may come in force from time to time in respect of these labourers/supervisors of the Agency.
- 5.6.8. Agency must comply with all the provision of Rules/Regulations Statutory guidelines applicable to the labourers/supervisors and shall comply with all necessary registration, licenses, approvals and sanction under the applicable laws.
- 5.6.9. Further, the Agency must comply with all the requirements of the Statutory Authorities under Contract Labour Act, PF Act, ESI Act, Gratuity, Payment of Bonus Act, Professional Tax etc., including



remittance of monthly contributions with authorities concerned in respect of the deputed personnel. Proof of remittance of previous months' recoveries (copies of challan) to be attached to every invoice claiming salary for the labourers/supervisors.

5.6.10. The Manpower Agency which succeeds at the Price Bid will be required to sign a one-year contract/agreement with the University for providing of required number of labourers/supervisors for housekeeping services. The service charges payable shall remain constant during the contract period and also for the extension period if any.

5.6.11. On expiry of the contract, unless the contract is renewed / extended, the agency will withdraw all their labourers/supervisors from this University and clear their accounts, by paying them all their dues as they are legally entitled. In case of any dispute on account of withdrawal of such labourers/supervisors, it shall be the entire responsibility of the agency to settle the same.

5.6.12. If the successful Agency is from outside Chennai City, the Man Power Agency should set up a local office in Chennai to ensure service and proper coordination with the University of Madras for day to day activities.

## **5.7. Nature of house-keeping services to be executed**

The nature of work involved in this tender and the obligation of the tenderer are detailed below:

5.7.1. Toilets near the class rooms and office rooms have to be cleaned thrice a day. In case of frequent use, specific toilets may be cleaned four to five times based on directions from the Sergeant of the campus.

5.7.2. All class rooms and office rooms have to be cleaned once in a week or a fortnight as directed by the sergeant of the campus.

5.7.3. All verandhas, corridors, roads, pathways, terrace and open grounds should be cleaned as assigned by the campus sergeant.

5.7.4. University Auditorium/Seminar Halls and its surrounding should be cleaned before and after an event as assigned by the Sergeant of the campus.

- 5.7.5. Cleaning includes web cleaning, dusting of doors, windows, furniture and flush cleaning with water and cleaning materials for toilets and mopping of floor.
- 5.7.6. The garbage/waste materials shall be removed out of the campus daily. Storing the same inside the premises and firing is not admissible. Removal of Garbage and disposing the Garbage and other collections to the nearby Corporation dust bins daily, up-keeping the surroundings clean condition.
- 5.7.7. The Gully/sewage chambers have to be cleaned regularly and blockage at sewer line has to be cleared immediately and to be maintained properly.
- 5.7.8. The Contractor shall maintain the building and movable property like furniture, computers, electrical installation in good conditions at the time of carrying out the Housekeeping work. The Contractor shall compensate the University for any damage in such properties with the replacement value.
- 5.7.9. The Contractor for Housekeeping activity is subject to the supervision of the Registrar or the person deputed by him / her.
- 5.7.10. The contractor shall be held responsible for all breakages or loss of any property (movable, immovable in the building) attributable to the contractor's negligence and the cost of such damages/replacement shall be borne by the contractor or the same will be recovered from their monthly bill or from the security deposit available.
- 5.7.11. The contractor shall render such help as may be required from time to time and rearranging furniture for conferences, meetings, functions, etc. as and when instructed without affecting the normal maintenance work and at no extra cost.
- 5.7.12. A Diary should be maintained in all the Campuses about the work completed every day and the attendance of the Workers should be duly recorded and attested by the respective Sergeants/ Officers and the Campus Directors.
- 5.7.13. The Supervisor shall monitor the work allocated to their labourers in their jurisdiction. He /She should inform about the daily activities to the officer concerned and get the instructions for implementation.

5.7.14. The supervisor should maintain the attendance registers separately for the labourers in each campus. The attendance will be counter signed after verification by the sergeant of the campus every day. The monthly attendance register will be examined and signed by the Campus Director and transmitted to the University for preparation of wage bill.

5.7.15. The supervisor should get the instructions from the officer appointed by the University of Madras on all matters relating to the House Keeping arrangement procedures and manner of doing the work and implement the same with the Field staff.

5.7.16. To undertake any other work as may be instructed from time to time by the Officer concerned on behalf of University of Madras.

**b) Supply of Manpower and Scope of work for Security services**

5.7.17. In Consideration of good and faithful services to be rendered and the duties performed and the covenants and conditions to be observed and fulfilled, the Registrar, University of Madras shall appoint the security personnel on contract basis to serve the University of Madras in all the Campuses and Offices.

5.7.18. The Security Agency on contract will be paid monthly for providing 69 Security Guards and 04 Assistant Security Officers on shift basis and the same shall be payable by the University by succeeding month. The amount includes the salary of the said Manpower at the rate approved per month / per guard for 8 hrs duty. No other service charges will be payable by University to the Security Agency. The rate quoted would be firm and stable during the complete period of contract and the Security Agency will not ask any increase in this regard during the tenure of the contract for any reasons whatsoever.

5.7.19. The Security Guards deputed by the Security Agency shall work in 8 hours shift. The Security Guards shall be well competent with good physique and between the age group of **25 to 40 years** and will perform their function with utmost care, skill and abilities and conduct themselves, and behave honestly, faithfully and properly in the course of such service towards the University of Madras and Security Agency shall be fully and absolutely responsible for the execution of their work. The EMD and the Security Deposit amounts will bear NO INTEREST and will be refunded only after successful completion of the contract period and based on the certificate from the Campus Directors.

5.7.20. If any damages/theft occurs due to the negligence of the Security

Agency, the corresponding amount will be adjusted from their SD, if they fail to pay within ONE week period. In such cases, the contract of the Agency may be terminated without any further notice.

5.7.21. The Security Agency through its supervisors or such in charge persons report to the Registrar, University of Madras, periodically once in fifteen days and get instructions for effectively implementing the security arrangements.

5.7.22. It shall be the responsibility of the Security Agency to pay all remuneration and other charges and benefits including ESI, Group Insurance, EPF, leave salary, bonus, gratuity and other statutory benefits etc. to the Security Guards deputed.

5.7.23. All payments towards wages and other benefits to the Security Guards would be made by the contractor before 10th of every month without fail irrespective of receipt of payment against bills from the University of Madras.

5.7.24. The Registrar, University of Madras shall continue to pay the said charges every month to the Security Agency, so long the Security Guards deputed by the Security Agency perform their functions, faithfully, honestly and diligently. The Security Guards deputed shall obey and follow all instructions given by the Registrar, University of Madras.

5.7.25. In the event of the work of any such security guard found unsatisfactory, the Security Agency shall replace such persons immediately at the cost and consequences of the Security Agencies. If however, the Security Agency fails to replace such Security Guards in spite of the request from the Registrar, University of Madras or his authorised representative, it shall be lawful for the University to deduct proportionately from the monthly contract amount payable to the Security Agency or also to cancel the contract without further notice.

5.7.26. The Security Guards deputed shall be responsible to perform the duties of the Security Guards in the places, complexes or offices allotted to them by the Registrar, University of Madras or any other officer and besides that any other incidental, jobs may be allotted to them in consultation with the Security Agency.

- 5.7.27. It shall be the responsibility of the Security Agency to provide Security Guards and to protect the property of the University of Madras from any pilferage, theft, damages etc. and in the event of any such loss or damages caused due to the negligence of the Security Guards deputed, it shall be indemnified by the Security Agency and it shall be competent for the Registrar to deduct such amount of loss from the monthly service charges payable by the University.
- 5.7.28. The Security Agency shall provide tidy uniform as desired by the Registrar, University of Madras to the security personnel deputed for security arrangements at the premises at their own cost. The Uniform shall be **Full trousers, collar slack, shirt tucked in, cap, badge and belt.**
- 5.7.29. The Security Agency shall make necessary arrangements for frequent and surprise checks and supervision of the security personnel posted for the security at the premises.
- 5.7.30. The Registrar, University of Madras shall not in any way be responsible for any injury, loss, or damage sustained by the Security Personnel in carrying out their duties.
- 5.7.31. The Security Agency shall indemnify the amount for any loss/damage sustained by any action of Security Guards. The Security Guards shall not use the premises for any purpose other than the security work.
- 5.7.32. The Security Agency shall see that the security guard shall not allow the premises to be used by unauthorized persons for any purpose.
- 5.7.33. The Security Agency shall furnish the full residential address of the Security Guards as and when they are posted. Security Guards shall keep the premises in good conditions in all respects and ensure that the Security Guards are posted exclusively for the University premises and should not be simultaneously asked to guard other premises.
- 5.7.34. The Security Guards must be punctual and should join their shift duty at least half-an-hour before the allotted time.
- 5.7.35. The Security Guards on duty should leave their allotted area after his duty hours and only after the next shift person joins the duty and relieves him.
- 5.7.36. The movement of all materials, furniture's, computers, A.C.Machines

etc... in and out of the Campus should be permitted only on the instructions of the Registrar/respective Campus Directors/Engineers/Sergeants.

5.7.37. The Security Guards should not permit any vehicles in and out of the Campus between 9.00 p.m. and 6.00 a.m. except vehicles of the University of Madras.

5.7.38. Any Security Guard found in the habit of smoking, using alcoholic items during duty hours should not be allowed to work in any Campus of the University and suitable fine will be imposed to the Security Agency.

5.7.39. The Security Guards in each Campus should work under the control of the respective Campus Sergeant.

5.7.40. Subject to the terms and conditions mentioned above the services of the Security Agency will be availed for the period of 12 months and can be extended for a further period on mutual agreement by both the parties.

5.7.41. Only Male Security Guards should be appointed in the age group between 25 and 40 years.

5.7.42. The selected Agency must submit a copy of the Identity Card with photo of the Security Guard to be assigned for their duty and their identity is subject to inspection by the University official at any time.

5.7.43. The Security Guard must be provided with neat uniform, shoes, belt, cap, ID card, badge etc throughout the duty hours. (The respective Campus Sergeants will conduct the parade once in two weeks to verify the Guards. The respective Campus Director will certify this every month for making payments).

5.7.44. The Bio-Metric system is provided by the University of Madras for the system of attendance should be followed while furnishing the attendance details of the deputed personal during the submission of monthly bills.

5.7.45. If the Agencies fail to adhere to the above conditions, the authorities will be constrained to take necessary action for the termination of the contract.

5.7.46. The Registrar, University of Madras is having the right to award the contract fully or partially to one or more agencies without assigning any reason.

5.7.47. The Registrar, University of Madras has the right to cancel the contract any time without assigning any reason to do so.

**C) Duties and Responsibilities of the Assistant Security Officer (ASO).**

5.7.48. The ASO shall monitor the work allocated to their Security Guards in their jurisdiction. He should inform about the daily activities to the officer concerned and get the instructions for implementation.

5.7.49. He should maintain the attendance registers for the staffs separately for each campus.

5.7.50. He should get the instructions from the officer appointed by the University of Madras on all matters relating to the Security arrangement procedures and manner of doing the work and implement the same with the field staff.

5.7.51. Any other work as may be instructed from time to time by the Officer concerned on behalf of University of Madras.

## **5.8. Payment Terms:**

- 5.8.1. No advance payment shall be made.
- 5.8.2. After receiving duty certificate from the University (calculating 1-30 as a month for settlement of salary) before 5<sup>th</sup> of every month the Agency shall pay the wages and remit other statutory payments within 10<sup>th</sup> of every month.
- 5.8.3. Thereafter the Agency will raise salary invoice to the University on 11<sup>th</sup> of every month along with proof for payment *made* to them (Bank Statement) and remittance details of ESI, EPF along with GST filing report (GSTR-1). The claim bill after duly certified by the Officer-in-charge will be made within 20 working days from the date of receipt of the certified bills. Any adjustment for the services rendered in the month, shall be made in the subsequent month.
- 5.8.4. The claim should be supported with the proof of disbursement of remunerations to the labourers/supervisors/security guards/assistant security officers and remittance of statutory payments in respect of them by it.
- 5.8.5. GST should be claimed as per existing rules. GST claimed in the bill should be remitted on time and proper returns to be filed by the Agency. Any mismatch in the amount claimed as GST and the returns filed will be deducted from future bills.

## **5.9. Liquidated Damages and Penalty:**

- 5.9.1. The successful tenderer should send additional labourers/supervisors/security guards/ASOs as and when required by the University of Madras within 2 working days of such request. If the same is not provided within the stipulated period, it would attract a penalty of Rs.1000/- per man day from the third day onwards. In case of more than 15 days delay, the University of Madras may at its discretion terminate the contract.
- 5.9.2. The successful tenderer shall replace immediately any of its personnel who are found unacceptable to University of Madras because of incompetence, conflict of interest, improper conduct etc. upon receiving notice from University of Madras. In case of more than 15 days delay, the University of Madras may at its discretion to terminate the contract.



5.9.3. The successful tenderer shall immediately provide a substitute in the event of any person leaving the job due to his/her personal reasons. The delay in providing a substitute beyond 2 working days would attract a penalty of Rs.1000/- per man per day from the third day onwards. In case of more than 15 days delay, the University of Madras may at its discretion to terminate the contract.

## **5.10. Termination of Contract:**

### **5.10.1. Termination for Default:**

- a) The University of Madras may, without prejudice to any other remedy for breach of Contract by the Contractor, terminate the Contract in whole or part, by a 15 days' written notice of breach of Contract to the Contractor,
  - i. if the Contractor fails to provide required number of labourers/supervisors/security guards/ASOs within the time schedule specified in the Work Order, or within any extension thereof granted by the University of Madras,
  - ii. if the Contractor fails to perform any of the obligation(s) under the Contract;
  - iii. if the Contractor is found to have involved in fraudulent, corrupt and unfair practices in competing for or in executing the Contract.
  
- b) If the University of Madras terminates the Contract, the University of Madras may engage required personnel, upon such terms and in such manner as it deems appropriate, and in that case the Contractor whose contract is terminated in whole or in part shall be liable to the University of Madras for any additional costs involved in engaging the personnel.

**5.10.2. Termination for Convenience:**

The University of Madras may terminate the Contract in whole or in part at any time during the validity period of the Contract for its convenience by giving 15 days' written notice and without compensation to the Contractor. The notice of termination shall specify that termination is for the University of Madras convenience, the extent to which the Contract is terminated, and the date upon which such termination becomes effective. The termination of the contract is without prejudice to the penal consequences and damages for which the Contractor shall be liable for violation of the Contractual obligations.

**5.11. Grievances and Redressal:**

As the Syndicate of University of Madras is the Appellate authority, the tenderers may appeal to the Syndicate for any of their grievances.

**5.12. Jurisdiction:**

The courts in the city of Chennai alone shall have the jurisdiction to try any matter or dispute or reference between the University of Madras and the Contractor arising out of the Contract.

## **VI. LETTER OF TENDER**

To

The Registrar  
University of Madras,  
CHENNAI-600 005.

Sir,

I / We do hereby tender / offer to the University of Madras for the “Supply of labourers/supervisors for house-keeping and Security Guards/Assistant Security Officer(ASO) for security services in various campuses of University of Madras” conforming to the terms and conditions stated in the contract.

I / We have understood the requirement of the University of Madras, the details of the manpower to be supplied and have carefully understood the conditions of contract and the specification with all the stipulations of which I / We agree to comply.

I / We hereby undertake to provide required manpower at the places mentioned in the tender, within the time limit specified by the University of Madras.

I am / We are aware that time of providing manpower is the essence of this contract and accordingly, I / we would adhere to the same.

I / We further agree that I / We would not withdraw this tender either in full or in part. If by chance, I / we have to withdraw the offer, I / we agree that the EMD paid will be forfeited by the University of Madras, without any notice to me / us.

I / We affirm that in any previous tender to the University of Madras I / we have not committed any fraud by furnishing wrong information and the University of Madras had not written to us alleging fraud in our transaction with the University of Madras.

I / We further confirm that in case, any of the information noted above is found to be incorrect, I / We will be liable for any action under the terms of the

tender / contract including termination of the contract and forfeiture of the Earnest Money / Security Deposit.

I / We hereby undertake and agree to pay the Security Deposit as per the tender conditions within ten days from the date of issue of Letter of Acceptance (LOA).

I / We undertake to sign the contract with the University of Madras within fifteen days from the date of issue of Letter of Acceptance (LOA).

I / We further agree that the acceptance of the tender conditions would, by itself, constitute a valid and concluded contract binding on me/us, even if separate contract is not signed.

I / We further agree that in the event of my/our failing to deposit securities mentioned above or to execute the Contract within the period of fifteen days as referred to above, the Registrar, University of Madras, shall be entitled to cancel the contract and there upon arrange for any other person or persons to supply manpower herein before mentioned and I / We agree to be liable for all damages, losses, charges and expenses arising from or by reason of such failure on our part.

I / We hereby further agree and undertake that in case, there is any misconduct noticed with any of the personnel by the University, I/we undertake to withdraw the personnel immediately.

Having fully understood the tender conditions and the above undertaking in this letter, we sign on this .....Day of .....at Chennai.

Yours faithfully,

Authorized Signature :

Name & Title of Signatory:

.....

....

Name of the Bidder :

.....

Address : .....

**PART - A**

**VII. TECHNICAL BID**

**Name of the work: Supply of Labourers and Supervisors for house-keeping services & Security Guards and Assistant Security Officers for Security services in various campuses of University of Madras, Chennai.**

**Profile of the Company and details of the Eligibility Criteria:**

1.	Name of the Organization			
2.	Nature of the Organization (Govt. / Public / Private / Partnership / Proprietorship)			
3.	(a) Address of the Registered Office of the firm with Phone Number, Mobile No, Fax and E-mail.  (b) Year of Establishment:  (c) Whether registered with MSME/NSIC. If so, furnish the details.			
4.	Annual Turnover of the bidder for the previous three years shall not be less than 1.00 crore	2017-18 – Rs. 2018-19 – Rs. 2019-20 – Rs. (Attach certificate from the Chartered Accountant along with the audited balance sheet including Profit and Loss statement for the last three years		
5.	The value of supply of labour by the bidder during the previous three years (2017-18 to 2019-20) shall not be less than Rs. 50 lakh per annum in the field of House Keeping and Rs. 50 lakh in the field of Security services to Government and Government Organizations that is, from 01.04.2017 to 31.03.2020, as mentioned in para 4.4.3. Copies of client certificates for the value of work executed should be attached. (Client certificate from private sector will not be accepted)	Year	No. of works	Total value
		2017-18		
		2018-19		
		2019-20		
6.	Proof for supply of at least 100 labourers for House-Keeping and 150 labourers for Security Services in each	Year	No. of works	Total labourers

	of the last three years in Govt. Departments/Universities/Higher Educational Institutions/Government Undertakings situated in any of the four districts namely, Chennai, Chengalpet, Kanchipuram and Thiruvallur as mentioned in para 4.4.4. as on 31.03.2020 Client certificates should be attached with the number of labourers supplied in each case. (Client certificate from private sector will not be accepted)	2017-18		
		2018-19		
		2019-20		
7.	a)The Bidder should have registered under various Statutory Acts like ESI, EPF Act, Labour Department and GST as in para.4.4.5	ESI	Yes / No	No.
		EPF	Yes / No	No.
		Labour Contractor	Yes / No	No.
		GST	Yes / No	No.
		<b>(Copy of the Registration certificates/ License obtained from the competent authority should be enclosed).</b>		
	b)Whether the firm possesses the license issued by the IGP (Welfare) as per the Private Security Agencies Act (Regulations) of 2005.	Yes/No		
8.	Income tax returns filed for the last two assessment year, that is 2018-19 and 2019-20. A copy of returns filed be produced as in para 4.4.6.	2018 - 19	Returns filed	Yes / No
		2019 - 20	Returns filed	Yes / No
9.	Local Office Address in Chennai if tenderer is outside Chennai city	<b>(Attach letter of Authorization for the specific representative of the Company)</b>		

10.	EMD PAYMENT PARTICULARS [The DD should be enclosed in the Technical Bid only]  (1) Number of Demand Drafts enclosed: (2) Demand draft particulars			
	Sl. No	Name of the bank and Branch	DD no. and date	Amount (in Rs.)
	TOTAL			

Signature:  
Name of the Firm  
Phone/Cell No.

**VIII. STATEMENTS**

**1. DECLARATION**

I / We ..... having the registered office at .....  
..... hereby declare that the Firm / Company or its Partners  
/ Shareholders have not been blacklisted by the University of Madras or any  
Undertaking / Corporation of the Central / State Governments.

**Signature of the Tenderer  
with Seal**



**2. DECLARATION FORM**

I/We .....  
having the registered office at..... declare that  
I/we have carefully read all the terms and conditions of Tender floated by the  
University of Madras, Chennai vide Tender Ref. No..... for the supply of  
Labourers and supervisors for house-keeping and Security Guard/Assistant  
Security Officer for Security Services in various campuses of the University of  
Madras strictly conforming to the specifications as given in the Tender  
Document and I / we shall abide by all the conditions set forth therein.

**Signature of the Tenderer  
with Seal**

### **3. CERTIFICATE**

I/we having office at ..... declare that the tender forms downloaded from the website [www.unom.ac.in](http://www.unom.ac.in) have not been tampered with / modified in any manner. In case, if the same is found to be tampered with / modified, my / our Tender shall be summarily rejected.

**Signature of the Tenderer  
with Seal**

**PART - B**

**IX. PRICE BID**

**(TO BE FURNISHED IN PART - B COVER)**

**SCHEDULE OF RATES OFFERED FOR SUPPLY OF VARIOUS CATEGORIES  
OF HOUSE KEEPING SERVICES AND SECURITY SERVICES**

<b>Sl.No</b>	<b>Description</b>	<b>Percentage</b>
1	Service Charge for the company as % of minimum wages as fixed by the University of Madras, excluding employer's contribution towards EPF, ESI, Bonus, Gratuity, HRA, GST and other admissible taxes and statutory payments and costs of recruitment of Labourers / Supervisors/Security Guards/Assistant Security Officers.	

**Signature of the Tenderer  
with Seal**