



# THE TAMIL NADU Dr.AMBEDKAR LAW UNIVERSITY

[State University Established by Act. No.43 of 1997]

“Poompozhi”, 5, Dr.D.G.S. Dinakaran Salai, Chennai – 600 028

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## **Bidding Document**

Name of work : Job contract for providing Security Services to The Tamil Nadu Dr.Ambedkar Law University at Perungudi Campus, Chennai-113, on outsourcing basis.

**Tender Notice No.4972/Regr/PP&B/B3/2019 dated 13-11-2019**

Cost of Tender Document	Rs.1,000/- + 18% GST
E.M.D.	Rs.45,000/-
Additional Security Deposit	5% on the contract value
Last date and time for receipt of Bid	On 16-12-2019

**THE TAMIL NADU DR.AMBEDKAR LAW UNIVERSITY, CHENNAI-28.**

**Tender Notice No.4972/Regr/PP&B/B3/2018 dated 13-11-2019**

Sealed Tenders are invited by the Registrar, Tamil Nadu Dr.Ambedkar Law University, in two separate covers one cover for “**Technical Bid**” and other for “**Price bid**” for job contract for providing Security Services at Perungudi Campus of Tamil Nadu Dr.Ambedkar Law University, Perungudi, Chennai-113, on outsourcing basis from reputed firms / contractors having valid ESI and PF registered in Tamil Nadu / Other States, etc., upto 3.00 p.m. on 16-12-2019. The pre-qualification bid cover will be opened first at 3.30 p.m. on the same day.

The Price bid of all the Tenderers who pre-quality for the work will be opened in the presence of the Tenderers at 4.00 p.m. on 16-12-2019.

**The Technical qualification is fixed as follows :**

1. The Tenderers should have atleast five years experience in this field in Central / State Govt. Offices, Public Sector undertakings, Universities, Educational Institutions with not less than 50 to 100 Employees.
2. The successful Tenderers will be required to deposit an Additional Security Deposit for a value of 5% on the contract value at the time of executing the agreement.
3. It is preferred if the Tenderer possess ISO 9000 Certification.

S. No.	Name of work	Duration of Contract	EMD	Cost of Tender Documents
1.	Job contract for providing Security Services at Main Campus of Tamil Nadu Dr.Ambedkar Law University, Perungudi Campus, Chennai-113 on outsourcing basis.	One Year	Rs.45,000/-	Tender cost Rs.1,000/- + 18% GST (Non-refundable)

The Tenderers should produce copies of registration, certificates, proof of experience/testimonials to the satisfaction of Tamil Nadu Dr.Ambedkar Law University.

The Tender Document can be obtained from the office of the Registrar, Tamil Nadu Dr.Ambedkar Law University, R.A. Puram Campus from 16-11-2019 to 16-12-2019 between 10.00 a.m. to 4.00 p.m. on working days on payment by way of Demand Draft towards Tender cost, GST charges.

The EMD will be accepted in the form of small savings scripts / Kisan Vikas Patras / National Savings Certificates duly pledged in favour “The Registrar, Tamil Nadu Dr.Ambedkar Law University” or Demand Draft issued by Nationalized banks drawn in favour of “The Registrar, Tamil Nadu Dr.Ambedkar Law University, Chennai-28”.

The Tender Documents received without EMD will be summarily rejected.

The Registrar reserves himself the right to reject any or all of the Tenders without assigning any reasons there for.

**REGISTRAR i/c**

**THE TAMIL NADU DR.AMBEDKAR LAW UNIVERSITY, CHENNAI-28.**

**Tender Notice No.4972/Regr/PP&B/B3/2018 dated 13-11-2019**

**Name of work : Job contract for providing Security Services at Perungudi Campus of Tamil Nadu Dr.Ambedkar Law University, Chennai-113, on outsourcing basis.**

**PREAMBLE**

The Tamil Nadu Dr.Ambedkar Law University, Chennai-113 with 1 of its Colleges namely, School of Excellence in Law [i.e. U.G., P.G. & Research Studies] is spread over an area of around 14 Acres. It also houses the main administrative function of the University which includes the office of the Controller of Examinations, Libraries, Distance Education Centre and Office of Physical Education and the Women's Hostel Blocks.

The Perungudi Campus has a road network which covers an approximate area of 2,69,205 Sq.ft. The Campus has its main entry at Dr.M.G.R. Salai, Perungudi. The Campus has an internal road link to the MTRS Railway Station, Tharamani.

The Registrar, Tamil Nadu Dr.Ambedkar Law University invites Tender in two separate sealed envelopes, one for **Technical bid** and the other for **Price bid** from reputed Contractors for providing Security services through man power maintenance services contract.

The Tender Documents contain the Terms and Conditions of the contract and description of the areas and locations for which Security services are required. The Tenderers are requested to go through the same carefully and quote as per requirement.

**TENDERER**

**REGISTRAR i/c**

## **Important Dates**

<b>S.No.</b>	<b>Events</b>	<b>Date</b>	<b>Location</b>
1.	Sale of Bid documents	From 16-11-2019 to 16-12-2019	The Tamil Nadu Dr.Ambedkar Law University, "Poompozhi", No.5, Dr.D.G.S. Dinakaran Salai, Raja Annamalai Puram, Chennai-600 028. Phone Nos.24641212, 24620762 E.Mail ID : <a href="mailto:registrar@tndalu.ac.in">registrar@tndalu.ac.in</a> Website : <a href="http://www.tndalu.ac.in">www.tndalu.ac.in</a>
2.	Last date for receipt of queries for Pre-Bid meeting through E-mail, Fax, Letter	16-12--2019 3.00 P.M.	
3.	Last date and time of submission of tender document	16-12-2019 upto 3.00 P.M.	
4.	Date and time of opening of Technical bid	16-12-2019 at 4.00 P.M.	
5.	Date and time of opening of Financial bid	Will be intimated to all technically qualified bidders only.	

**THE TAMIL NADU DR. AMBEDKAR LAW UNIVERSITY**  
**CHENNAI - 600 028.**

**Tender Notice No.4972/Reg/PP&B-B3/2018 dated 13-11-2019**

**Name of Work: Job contract for providing Security Services at Perungudi Campus of The Tamil Nadu Dr. Ambedkar Law University, Chennai - 600 113, on outsourcing basis.**

**GENERAL TERMS & CONDITIONS**

**1.1.1. METHOD OF SUBMISSION OF TENDER :**

The tender addressed to the Registrar, The Tamil Nadu Dr. Ambedkar Law University, Chennai - 600 028, should be submitted in two separate envelopes with relevant documents duly sealed. Tenders not properly sealed and superscribed in the covers will be rejected.

**Envelope - A** shall contain the **Technical Bid** which shall contain proof of documents in support of the requirements fixed for Pre-qualification in the Tender Notice, EMD, Profile of the company with client list, copies of registration certificates, all the Tender Documents excluding the Price Bid duly signed and stamped by the contractor.

- i]. Bid Security.
- ii]. Duly attested copy of License if any, approved by the concerned Licensing Authority.
- iii]. Documentary evidence of constitution of firm such as Memorandum of Articles, Partnership Deed, etc., with details of Name, Address, Tel. No., Fax No., E-mail Address of firm and the Managing Direction / Partner / Proprietor.
- iv]. In case of the bid by the consortium, valid consortium agreement with authorization to the prime bidder to quote the tender on behalf of the consortium and sign contract which will be binding all the members of the consortium. However, the consortium member should not be more than two including the prime bidder.
- v]. Authorization of senior responsible officer of the Company to transact business.
- vi]. Annual turnover statement last for three years [2016-2017, 2017-2018 and 2018-2019] certified by the Auditor.
- vii]. Copies of Balance Sheet and Profit & Loss Account for three years certified by the Auditor.
- viii]. Sales Tax / GST clearance Certificate as on 31-03-2019.

- ix]. Documentary evidence for meeting the eligibility criteria.
- x]. Technical literature and other documents in support of the services.
- xi]. Any deviations.
- xii]. Copy of the price Brice given in Envelope [B] but without prices.

**Envelope - B** shall contain the **Price Bid** – Commercial Offer as per the format enclosed in the Tender Documents along with the particulars required as stated in the schedule.

The bidders shall submit Price bid Envelop (B) containing the following :-

- i]. Duly filled in Price Schedule.

Please note that the Bidder run the risk of his bid being rejected if the Price Schedule contains any conditions.

#### **1.1.2. ELIGIBILITY CRITERIA :**

##### **a] Objective :**

The main objective of setting the eligibility criteria is to shortlist the prospective bidders who have :

- Required Business Profile and Market Presence in Hospital housekeeping and security services.
- Requisite Management and Operational Skills to provide an effective service delivery process as per good industry practice.
- Adequate experience in handling projects of this size and scale.
- Adequate financial background and resources to manage an efficient service delivery process.

##### **b] Criteria :**

- i]. The bidder must be a Company registered under the Indian Company Act, 1956.
- ii]. The bidder must be an established, reputed and reliable service provider in the field of Facilities Management Services and should have at least **three years of experience** in this field.
- iii]. The bidder must have handled one contract covering at least 1,00,000 sq. ft. (one lakh square feet) towards facilities management services in Tamil Nadu with facilities ranging from IT Parks, Hospitals, Institutional buildings, Shopping Malls and Residential buildings. The bidder should attach the copies of contracts handled

by them in the past and at present indicating the deliverables and scope of service being provided, with the authorization of the concerned client.

- iv]. The bidder must have its own support infrastructure facilities in Tamil Nadu.
- v]. The Annual Turnover of the bidder should be at least **Rupees Fifty Lakhs in any one of the last three accounting / financial year 2016-2017 to 2018-2019.**
- vi]. The bidder should provide the following documents to support its experience.
  - Certification from the client including scope of services being provided, in the letter head of the client.
  - Contract details.
- vii]. The bidder should have adequate manpower and resources with good experience and adequate training in the respective services. The bidder must attach relevant proof of qualification and age of all specified personnel.
- viii]. The bidder should enclose the details of manufacturers for the equipments being used at their existing sites, and for those proposed for use at the institutions site, along with their technical specifications.

### **OPENING OF TENDER**

Envelope - A with the **Technical bid** will be opened first. Envelope - B containing the **Price bid - Commercial Offer** of such of those parties who have qualified under Pre-qualification bid only shall be opened and considered for evaluation.

If there is variation between the rates quoted in the figures and in words, only the lower of the two rates quoted either in figures or in words, shall be considered valid. Incomplete and conditional tenders are liable to be rejected.

### **BRIEF DESCRIPTION OF WORK**

The Security Services through the form of Man-Power Maintenance Service Contract is required for the Tamil Nadu Dr. Ambedkar Law University, Perungudi Campus and the broad description of work is as follows:

**“At Perungudi Campus, Chennai-113 :- Controlling the Main gates at Dr. M.G.R. Salai and Opp. to MTRS Railway Gate [North], Controlling the parking lots, patrolling the campus and intensive guarding of Select Buildings.**

**Refer : Annexure-1** for requirement for Security Guards, Assistant Security Officer, Location of Security Guards, Scope of work, suggested equipments, appliances, vehicles and materials required for providing security services.

Organizing the required man-power, materials, equipment, appliances necessary for Security services involved and any other arrangements including vehicles for

patrolling, etc., shall be the responsibility of the contractor and the cost of which shall be borne by them.

The Tenderer shall provide a list of equipments, appliances, materials and vehicles and the man-power proposed to be used in their Security Services.

The contractor shall provide the Security services as per the specification in the Tender documents to the satisfaction of the authorities and the university has the right to increase or decrease the number of Security personnel deployed with prior intimation to the Contractor.

### **CONTRACT PERIOD**

The contract period under this contract is for one year from the date of award of contract and the same is extendable for a further period of one year subject to the condition that the University is satisfied with the services provided and that there is no revision to the rates, Terms and conditions agreed under this contract.

### **VALIDITY OF THE RATE**

The rates quoted are valid for the contract period of one year from the date of award of contract and under no circumstances any upward revision in the rate will be considered during the contract period.

### **EARNEST MONEY DEPOSIT [EMD]**

The bidder shall be required to submit an Earnest Money Deposit [EMD] of **Rs.45,000/- [Rupees Forty Five Thousand Only]** by way of Demand Draft in favour of The Registrar, The Tamil Nadu Dr. Ambedkar Law University drawn in Chennai branch of any scheduled Bank/ Nationalised Bank along with the Unpriced part of the tender and the same shall be returned to the unsuccessful Bidders after the selection of the successful bidder.

If the successful bidder is unable to accept or execute orders when placed upon him or fails to execute Performance Guarantee or withdraws or makes an upward revision to his quoted prices within the validity period of his tender after placement of the order / letter of acceptance his Earnest money deposit shall be forfeited.

The successful bidders EMD is refundable after the expiry of the contract after deducting the cost of any damage caused by the Contractor, if any.

### **ADDITIONAL SECURITY DEPOSIT [ASD]**

The successful tenderer will be required to deposit an **“Additional Security Deposit”** of **5% on the contract value** in favour of The Registrar, The Tamil Nadu Dr.



Ambedkar Law University drawn in Chennai branch of any scheduled Bank/ Nationalised Bank at the time of executing the agreement.

The Additional Security Deposit is refundable after the expiry of the contract after deducting the cost of any damage caused by the Contractor, if any.

### **PAYMENT**

The Contractor is eligible for payment within 15 days from the date of submission of bills duly certified by the Officer in-charge concerned and nominated by the University. Payment will be made on monthly basis and no advance will be considered. Income Tax including surcharge / Sales Tax etc., if any applicable will be deducted from the bills as per the statutory regulations. Service Tax as applicable will be payable on production of documentary evidence. The Contractor shall submit proof of all statutory payments while submitting their monthly bills shall submit proof of all statutory payments while submitting their monthly bills.

### **WORKING HOURS**

The Contractor shall provide the Security services round the clock on all days by deploying necessary work force in **10 Nos. of Security Guards not exceeding 50 years age (12 hours shift - 5 for day and 5 for night) per day** as required at the Tamil Nadu Dr. Ambedkar Law University, Perungudi Campus designated locations identified by the University authorities.

The Contractor shall ensure that under normal circumstances, the personnel are not deployed beyond 1 shift in a day. They shall also ensure that Security personnel posted at a location is relieved only after the next person to follow reports to duty. Under no circumstances a Security Guard can be posted beyond 2 shifts.

### **EVALUATION OF PERFORMANCE**

The Contractors are required to post their representative for supervising the Security Services provided and ensuring smooth and safe functioning of the work. There shall be a periodic evaluation of performance once in three months by a Committee constituted by the University consisting of the University officials and the authorized representative of the Contractors. If any deficiency is recorded the Contractor has to make good such deficiencies, failing which the University reserves the right to terminate the contract agreement.

### **CONTRACTORS RESPONSIBILITY**

It shall be the liberty of the contractor to engage any personnel deemed fit to carry out the jobs under the contract provided they meet the criteria fixed in the Tender Conditions.

However the existing NMR/ Consolidated wages/ Daily wage employees are to be given preference in employment by the contractors to protect the interest of already existing employees in Group-D service of the Tamil Nadu Dr. Ambedkar Law University.

All persons engaged by the contractor should have necessary identity card issued by the contractor and duly certified by the Tamil Nadu Dr. Ambedkar Law University and shall be neatly dressed in uniform including shoes and cap.

It is the responsibility of the Contractor to provide the number of persons to be engaged inclusive of weekly off and leave reserve as per the requirements at various locations as in Annexure - I.

The Contractor will be responsible for the welfare and discipline of his employees inside the University premises. The contractor shall not deploy within the premises any personnel, whose presence in the premises can have damaging effect to the safe working of the operation of the and / or disciplined working of its employees. It shall be the full responsibility of the contractor to ensure that such personnel are removed from the premises forth with when notified about such requirement by the University authorities.

The Contractor shall undertake to comply with all statutory regulations, like ESI Act, PF Act, Bonus Act, Gratuity Act, Minimum Wages Act, Factories Act, Contract Labour Act, etc or any other act which are applicable for employment of his workmen. Any expenses incurred by the Tamil Nadu Dr. Ambedkar Law University, under the regulation will have to be reimbursed by contractor. The Contractor will be the ultimate employer of his men and he shall supervise the work of the men engaged by him for deliverance and performance of the contract. There shall be privity of contract strictly between the University and Contractor only.

The contractor shall at his expense comply with all the labour laws and keep the Tamil Nadu Dr. Ambedkar Law University indemnified in respect thereof. The contractor should comply with all rules and regulations of Tamil Nadu State Labour Board or any other bodies a required.

The contract shall be placed on strict understanding that the contractor has to indemnify the University and its officials / employees against any Government action on the University consequent to any action on the part of the contractor or his men.

The security personnel deployed by the contractor should possess good physique and not to be beyond 50 years of age. Preference may be given to Ex-servicemen.

The Tenderer has to make a declaration in writing whether he is related to any employee of the Tamil Nadu Dr. Ambedkar Law University. If any relatives of the Tenderer are working in the Tamil Nadu Dr. Ambedkar Law University, the name and designation and relationship of such employee shall be intimated to the Registrar.

## **SUBLETTING OF WORK**

No part of the contract or any share or interest therein shall in any manner or degree be transferred, assigned or sublet by the contractor directly or indirectly to any person, firm or corporation without the written consent from the Tamil Nadu Dr. Ambedkar Law University.

## **ADDITION AND ALTERNATION OF TERMS AND CONDITIONS**

As and when necessity arises, the Tamil Nadu Dr. Ambedkar Law University reserves the right to add/after terms and conditions of the Contract in consultation with the contractor for effective operation.

## **SAFETY TO UNIVERSTIY PROPERTY/ PERSONNEL**

The contractor should ensure that during the time of operation there is no damage to the property / personnel of the Tamil Nadu Dr. Ambedkar Law University. In the event of such damage, it will be repaired / compensated by the University at the risk and cost of the contractor.

## **VALIDITY OF THE OFFER**

The offer of the Tenderer should kept valid for acceptance for 60 days from the date of opening of the tender.

## **DISQUALIFICATION OF BIDS**

The Tamil Nadu Dr. Ambedkar Law University, Chennai, may in its sole discretion and at any time during the processing of Bid, disqualify any bidder from the process if the bidder has :

- i]. Submitted the Bid after the scheduled date & time.
- ii]. Firms not meeting the eligibility criteria.
- iii]. Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements.
- iv]. If found to have a record of poor performance such as abandoning works, not properly completing the contracts, inordinately delaying completion of Financial failure etc.,
- v]. Submitted the Bid without bid security and required documents.
- vi]. Failed to provide clarifications related thereto, when sought.
- vii]. Submitted more than one Bid.

viii]. Offered a Bid which is not valid for at least 90 days from the day of opening.

### **ACCEPTANCE OF TENDER**

The Registrar, the Tamil Nadu Dr. Ambedkar Law University, Chennai reserves the right to accept or reject the offer without assigning any reasons whatsoever.

### **TERMINATION**

The contract can be terminated by either party by giving 2 months notice. However, in case of breach of contract by the contractor, the Tamil Nadu Dr. Ambedkar Law University reserves the right to terminate the contract by giving one month's notice.

### **ARBITRATION**

Any dispute or difference under this contract shall be referred for adjudication at Chennai to a sole arbitrator to be appointed by the Registrar of the Tamil Nadu Dr. Ambedkar Law University, Chennai and the provisions of Arbitration and Conciliation act 1996 including any statutory modifications or enactment thereof shall apply to the arbitration proceedings. The fees of the arbitrator if any shall be pad equally by both the parties.

### **INSPECTION**

The Tenders with the prior permission from the University authorities are required to inspect the Perungudi Campus, where the Security services are required, between the period for making an assessment of the equipments, vehicles, appliances and materials required for providing the Security services and to fully acquaint himself with the security requirements.

Seal of the Contractor's Firm

Signature:

Name :

Date:

Designation:

Place:

Name of the Contractor:

**THE TAMIL NADU DR. AMBEDKAR LAW UNIVERSITY**  
**CHENNAI - 600 028.**

**Tender Notice No.4972/Regr/PP&B-B3/2018 dated 13-11-2019**

**Name of Work: Job contract for providing Security Services at Perungudi Campus of the Tamil Nadu Dr. Ambedkar Law University, Chennai - 600 113, on outsourcing basis.**

**SPECIFIC TERMS AND CONDITIONS**

- 1) The contractor shall obtain the necessary valid licence from the office of the Regional Labour Commission [Central] for employing workers in the Centre, within one month of the award of work. They also should have PF & ESI Registration/Code Nos. First payment will be released only after production of necessary documentary evidence in respect the above.
- 2) During the validity of the contract, the contractor shall not make and additional claim other than expressly quoted. The contractor shall have to execute additional similar works, if any, during the period of contract by engaging additional workers on the same Terms and Conditions of the Contract Agreement.
- 3) It shall be the sole responsibility of the A Contractor to ensure security and safety of all the property and assets, movable and immovable, of the Tamil Nadu Dr. Ambedkar Law University at Perungudi Campus and if there is any loss to the Tamil Nadu Dr. Ambedkar Law University, Perungudi Campus on account of dishonest, connivance and / or due to any cause, the contractor shall report promptly to the Tamil Nadu Dr. Ambedkar Law University and theft or pilferage that takes place or where any attempt is made to that effect and loss, if any shall be recovered from the Contractor.
- 4) On taking over the responsibility of providing security arrangements, the Contractor shall formulate the mechanism and duty assignment of security personnel in consultation with the Registrar, the Tamil Nadu Dr. Ambedkar Law University, Chennai. Subsequently, the Contractor shall review the security arrangements from time to time and advise the Registrar, the Tamil Nadu Dr. Ambedkar Law University in writing about the additional measures for further streamlining the security system. The Contractor shall further be bound by and carry out the directions given by the Registrar, the Tamil Nadu Dr. Ambedkar Law University or any other Officer designated by him in this respect from time to time.
- 5) The Contractor shall arrange to protect the staff, students and the visitors and to safeguard the materials and properties of the Tamil Nadu Dr. Ambedkar Law University, Perungudi Campus by posting his personnel such a manner as to ensure:

- i) Prevention of entry into the Campus of unauthorized persons
  - ii) Total security of the Campus
  - iii) Introduction of anti-theft measures
  - iv) Maintenance of Campus discipline and decorum by all concerned.
- 6) The Contractor shall ensure that no material or Property of the Tamil Nadu Dr. Ambedkar Law University is taken out of the premises without a Gate pass signed by an Official authorized by the University.
  - 7) The persons deployed by the Contractor shall be the employees of the Contractor and in no case shall a relationship of employee and employer between the said persons and the Tamil Nadu Dr. Ambedkar Law University accrue implicitly or explicitly.
  - 8) The persons deployed by the Contractor shall remain under the control and supervision of the Contractor and the Contractor shall be liable for payment of their wages, etc., and all other dues which the Contractor is liable to pay under various Labour Regulations and other statutory provisions.
  - 9) The number of persons deployed by the Contractor on any part of the day shall be as per the requirements of the Tamil Nadu Dr. Ambedkar Law University as set forth in the Contract agreement. However, if there is a need for increasing or decreasing the work force, the contractor shall provide the man-power accordingly as per the rates agreed in the Contract Agreement.
  - 10) The Contractor shall take all reasonable precautions to prevent any unlawful riots or disorderly conduct or acts of his employees so deployed and for the preservation of peace and protection of persons and property of the Tamil Nadu Dr. Ambedkar Law University.
  - 11) The Contractor shall communicate to the Tamil Nadu Dr. Ambedkar Law University, the name, parentage, residential address, age, etc., of each of the persons deployed by him.
  - 12) For the purpose of proper identification of the personnel of the Contractor, the Contractor shall issues identity cards duly certified by the Tamil Nadu Dr. Ambedkar Law University, Perungudi Campus and the said personnel shall be duty-bound to display them at the time of duty.
  - 13) The personnel of the Contractor shall be subject to the security check and restrictions of the Tamil Nadu Dr. Ambedkar Law University.

- 14) The Registrar, the Tamil Nadu Dr. Ambedkar Law University, Perungudi Campus or any person authorized by him shall be at liberty to carry out surprise checks on the persons so deployed by the Contractor in order to ensure that required number of persons are deployed and that they are doing their duties at designated locations identified by the University.
- 15) The Contractor shall ensure that only well behaved workers, who can carry out and obey the instructions are employed. In case the work behavior of any worker is not found satisfactory, the contractor shall replace him immediately on intimation.
- 16) In case any of the persons deployed by the contractor does not come up to the mark or does not perform his duties properly, or indulges, in any unlawful acts or disorderly conducts, the Contractor shall take suitable action against such employee on the report of the Tamil Nadu Dr. Ambedkar Law University, Perungudi Campus. The Contractor shall replace the particular person so deployed on demand of the Registrar, the Tamil Nadu Dr. Ambedkar Law University, Perungudi Campus in case of any of the aforesaid acts on the part of the person concerned.
- 17) The Contractor shall provide uniform [which includes Trousers, Half Shirts, Belt, Shoes and Cap] to the personnel deployed by him for the security arrangements at his own cost. The Security Guards not exceed 50 years of age and shall present themselves in a neat manner with ironed clothes. The uniform shall be approved by the Registrar, the Tamil Nadu Dr. Ambedkar Law University, Perungudi Campus.
- 18) The Contractor shall ensure that all the employees get minimum wages and other benefit as are admissible under various Labours Laws. The Contractor shall provide full information in respect of wages, etc., paid to his employee, so employee, in conformity with the provisions of contract labour [Regulation and Abolition], Act, 1970.
- 19) As regards reimbursement of claim towards statutory payments, it shall be responsibility of the Contractor to pay these sums at the rates prescribed by the authorities concerned and the produce documentary evidence to admit the claims for payment. This may be claimed through supplementary bills periodically.
- 20) The Contractor shall deploy his persons in such a way that the person get weekly rest, working hours/ leave for which the work is taken from them shall be as per relevant provisions of the Shops and Establishment Act. The Contractor shall in all his dealings with the person in his the employment has due regard to all recognized festivals, days of rest and religious or other customs.
- 21) The Contractor shall be responsible for fulfilling all his obligation towards the persons deployed under Law, namely, under the minimum wages, Provident Fund

Act, Shops and Establishment Act, etc. as applicable and amended from time to time.

- 22) The Contractor should submit proof of all statutory payment i.e. PF & ESI before submitting his next monthly claim bill.
- 23) The Contractor, shall conform to the provisions of Central / State Act(s) or Regulation on the subject as well as the Terms and condition of the agreement to the executed.
- 24) The Contractor shall on demand, furnish copies of wages register / muster roll etc, to the Tamil Nadu Dr. Ambedkar Law University, Perungudi Campus for having paid all the dues to the persons deployed by the Contractor for the work. This obligation is imposed on the Contractor to ensure that the Contractor is fulfilling his commitments towards his employee so deployed under the various Labour Laws, having regard to the duties of the Tamil Nadu Dr. Ambedkar Law University, Perungudi Campus in this respect as per the provisions of the contract labour [Regulation and Abolition] Act, 1970. The Contractor shall comply with or case to be complied with the contract labour regulations made from time to time in regard to payments of wages, wage period, deduction from wages, recovery of wages not paid and deduction unauthorisedly made, maintenance of wage book, wage slip, publication of scale of wages and terms of employment, inspection and submission of periodical returns.
- 25) The Contractor shall maintain all the records prescribed under the contract labour [Regulations and Abolition] Act, 1970 under the other related labour regulations and furnish these for inspection when demanded by the Tamil Nadu Dr. Ambedkar Law University, Perungudi Campus or the concerned Central / State authorities, as the case may be.
- 26) The Contractor shall keep the Tamil Nadu Dr. Ambedkar Law University, Perungudi Campus indemnified against all claims whatsoever in respect of the employees deployed by him. In case any employee of the Contractor so deployed enters in dispute of any nature whatsoever, it will be the sole responsibility of the Contractor to contest the same. In case the Tamil Nadu Dr. Ambedkar Law University, Perungudi Campus, is made a party and is supposed to contest the case, the Contractor shall reimburse to the Tamil Nadu Dr. Ambedkar Law University, Perungudi Campus the actual expenses incurred towards counsel fee and other expenses which shall be paid in advance by the Contractor to the Tamil Nadu Dr. Ambedkar Law University, Perungudi Campus on demand. The Contractor shall ensure that not financial or any other liability comes on the Tamil Nadu Dr. Ambedkar Law University, Perungudi Campus, in this respect of any nature whatsoever and shall keep the Tamil Nadu Dr. Ambedkar Law University indemnified in this respect.



27) The Tamil Nadu Dr. Ambedkar Law University, Perungudi Campus shall have the right to adjust and or deduct any of the amounts as aforesaid from the payments to the Contractor.

28) The Contract may be terminated on any of the following contingencies:

- a) on the expiry of the contract period as stated above
- b) by giving 2 months notice by either party.
- c) by giving one month's notice by the Tamil Nadu Dr. Ambedkar Law University, Perungudi Campus on account of breach of contract committed by the Contractor of any of the Terms and Conditions of this agreement;
- d) assigning the Contract or any part thereof or any benefit or interest therein by the Contractor to any third person or sub-letting whole or part of the contract to any third person.
- e) on contractor being declared insolvent by competent court of Law.

During the notice period for termination of the contract, in the situations contemplated above, the Contractor shall keep on discharging his duties as before till the expiry notice period.

29) Breach of terms and conditions of the contract agreement by the contractor will entail forfeiture of the Additional Security deposit.

30) The Contract team engaged by the contractor should be honest, hardworking and of good antecedents/ character. Details of contract team members authenticated by the contractor, should be furnished for security reasons.

31) It shall be the duty of the Contractor to remove all the persons deployed by him on termination of the contract on any ground whatsoever and ensure that no person creates any disruption / hindrance / problem of any nature to the Tamil Nadu Dr. Ambedkar Law University, Perungudi Campus.

32) Tenders without EMD, and incomplete tenders are liable to be rejected.

33) The Contractor shall specify the names of persons of authority with whom the University can interest regarding the day-to-day operations and they shall be available in the Campus during the operation of their services.

34) EMD will be liable to be forfeited if the Contractor selected for the work fails to sign the formal agreement or to start the work as stipulated in the work order.

35) The Contractor shall be responsible for payment of salaries / wages / leave salary, bonus, as per the minimum wages act in force in Chennai and also responsible for effecting recovery and remittance to the concerned authorities towards Provident

fund contribution and employee share of special contribution for ESI in respect of the personnel engaged by him. He will also be responsible for collecting the employee's contribution towards provident fund from the personnel employed by him on the basis of their monthly wages as also for making payments directly.

- 36) The authorized representative of the Contractor shall report on every working day to the representative of the Professor & Estate Officer with Estate Office or any other Officers authorized by the Registrar, the Tamil Nadu Dr. Ambedkar Law University, Perungudi Campus in writing, about the attendance of the security guards and other personnel employed by him and any other issues connected with providing the Security Services.
- 37) During the validity period of the contract, the contractor shall not make any claim for additional charges.
- 38) The Contractor would be liable for legal action if he or his employees directly or suspected to be directly involved in any theft or pilferage. The contractor shall be liable for losses due to such theft or pilferage and the value of material so lost shall be made good by the Contractor.
- 39) Any compensation claim for injury / accident to the contractor or his team members while engaged in the work will be his own responsibility. The contractor should agree to indemnify the University against all claims arising out of action under the Employees State Insurance Act or the Workmen's Compensation Act or Criminal Law in force in so far as they relate to him or claims arising out of such employment.
- 40) the Tamil Nadu Dr. Ambedkar Law University, Perungudi Campus is not responsible for any disability or casualty incurred by the personnel employed by the contractor for doing the work for the contractor. It is the responsibility of the contractor to comply with the statutory requirements of safety and compensation.
- 41) Any amount due to the Tamil Nadu Dr. Ambedkar Law University, Perungudi Campus arising out of the contract will be recoverable from the Contractor's bill / Security Deposit. In case of the persons, deployed by the contractor, who do not come up to the mark or do not perform duties properly, or indulge in any unlawful acts of disorderly conduct, the contractor shall take suitable action against such employees on the report of the Tamil Nadu Dr. Ambedkar Law University, Perungudi Campus, Chennai. The Contractor shall replace such of the particular person so deployed on the demand of the Registrar, the Tamil Nadu Dr. Ambedkar Law University in case of any of the aforesaid acts on the part of the person concerned.

- 42) If the tender is accepted and the work awarded, the contractor shall execute an agreement on a no-judicial stamp paper worth of **Rs.20/- [Rupees Twenty Only]** abiding the terms and conditions of the contract.
- 43) The Tenderers shall submit their offer in the prescribed format enclosed.
- 44) The Sealed Envelope-A - Titled 'Technical bid - pre-qualification' with the Tender Notice No. and date shall contain the following:
- (1) Name and Address of the Company
  - (2) Particulars of experience in Security services.
  - (3) Acceptance for the terms and conditions of the Tender.
  - (4) Proof of Document in support of fulfilling the requirements fixed for pre-qualification in the Tender Notice.
  - (5) Earnest Money Deposit [EMD].
- 45) The sealed Envelope-B - Titled "Price bid [Commercial Offer]" shall contain the following:
- a) The Price Bid.
  - b) List of man-power / personnel proposed to be deployed including under each category taking into account the No. of points to be guarded with provision for weekly off and leave reserve.
  - c) List of materials, appliances, vehicles and equipment proposed to be used for providing the Security services.
  - d) Wages per month / per head for providing the Security services for each category and the total contract value including the statutory payment.
- 46) The Cover containing Envelopes A & B must be sealed and super scribed 'Job contract for providing **10 Nos. of (12 hours shift - 5 for day and 5 for night)** Round the Clock Security Services at the Tamil Nadu Dr. Ambedkar Law University at Perungudi Campus, Chennai-113, on Outsourcing Basis' with the Tender Notice, Number and Date.

Seal of the Contractor's Firm

Signature:

Name :

Date:

Designation:

Place:

Name of the Contractor:

**THE TAMIL NADU DR. AMBEDKAR LAW UNIVERSITY  
CHENNAI - 600 028.**

**Tender Notice No. 4972/Regr/PP&B-B3/2018 dated 13-11-2019**

**Name of Work: Job contract for providing Security Services at Perungudi Campus of The Tamil Nadu Dr. Ambedkar Law University, Chennai - 600 113, on outsourcing basis.**

**1.0. STATIONERY OF VARIOUS LOCATIONS AND NUMBER OF SECURITY PERSONNEL REQUIRED AT VARIOUS SHIFT AT PERUNGUDI CAMPUS, CHENNAI-113.**

**1.1 Security Guards**

<b>Sl. No.</b>	<b>Location</b>	<b>I Shift 6.00 a.m. - 6.00 p.m.</b>	<b>II Shift 6.00 p.m. - 6.00 a.m.</b>	<b>Total</b>
1.	Main Gate including Entry Pass Duty	02	02	04
2.	Administrative Block	01	01	02
3.	U.G., P.G. & Library	01	01	02
4.	Gate Duty [North side]	01	01	02
	<b>TOTAL</b>	05	05	10

**TENDERER**

**REGISTRAR**

## **2.0 - SCOPE OF WORK:**

The Scope of work for providing the Security services for the Tamil Nadu Dr. Ambedkar Law University, Perungudi Campus include the following:

- 2.1 To be vigilant at the main gate, Additional gates and other entry points and monitor the movement of people and vehicles and prevent entry of unauthorized persons into the Campus.
  - 2.2 To protect the inmates of the campus at all times and ensure their safety.
  - 2.3 To permit the staff, students and service providers with proper Identity Card & relevant documents.
  - 2.4 To issue Gate pass to the Visitors to the Campus and ensure to collect the back pass.
  - 2.5 To regulate the Parking near the gates and at designated location.
  - 2.6 To permit entry of vehicles / regulate movement of vehicles as per direction of the Registrar and prevent unauthorized entry o vehicles in the identified routes.
  - 2.7 To patrol around the Campus constantly round the clock for identifying the intruders and to ensure observance of Campus discipline, decorum by students. Visitors and others.
  - 2.8 To check all vehicles leaving the Campus and prevent unauthorized transportation of materials.
  - 2.9 To check vehicles transporting material and permit the same after ensuing that the Gate pass is issued by authorized representative of the University.
  - 2.10 To introduce anti-theft measures.
  - 2.11 To liaise with Police Department in case of any report of theft as per the direction of the registrar and take necessary follow up action.
  - 2.12 To liase with police department incase of any unlawful gathering in front of the gates and ensure protection to the inmates entering the Campus.
  - 2.13 To ensure total security of the Campus.
  - 2.14 To guard the Buildings where security guards are posted and ensure prevention of unauthorized persons.
  - 2.15 To handle any emergency arising out terrorist attack of riots, demonstrations, accidents, fire etc.
- 3.0 **SUGGESTED LIST OF EQUIPMENT, APPLIANCES, VEHICLES AND MATERIAL.**

3.1 Equipments :

1. Communication Systems such as Walky-Talky, Cell phone etc.,

3.2 Appliances:

1. First Aid boxes
2. Chain and locks
3. Torch Lights

3.3 Vehicles for Patrolling Duty:

1. Motor Cycles
2. Battery operated four wheelers.

3.4 Materials

1. White Chalk Powder
2. Ropes [Nylon & Coir]
3. Lathis
4. Raincoats
5. Gumboots
6. Umbrellas

Seal of the Contractor's Firm

Signature:

Name :

Date:

Designation:

Place:

Name of the Contractor:

**THE TAMIL NADU DR. AMBEDKAR LAW UNIVERSITY**  
**CHENNAI - 600 028**

Tender Notice No. 4972/Regr/PP&B-B3/2018 dated 13-11-2019

**Name of Work:** Job contract for providing Security Services at Perungudi Campus of The Tamil Nadu Dr. Ambedkar Law University, Chennai - 600 113, on outsourcing basis.

**PRICE BID**

A. [For items listed under 1.1. in Annexure - I]

**TABLE - 1:**

Sl. No.	Category of Workers	Numbers of persons to be engaged inclusive of weekly off and leave reserve	*Wages including DA per Head/per month Rs.	Total wages per month [Col. 3x4] Rs.
1.	Security Guards			
<b>TOTAL - I</b>				
In words [Rupees .....]				

\*Wages and DA Shall be at least the minimum as per Govt. of Tamil Nadu order on the Minimum wages applicable to zone 'A'.

**TABLE - 2:**

Sl. No.	Statutory payments	Amount per month Rs.
	E.S.I. **@ .....	
2	E.P.F. **@.....	
3	Bonus **@.....	
4	Service charge Lump sum [Not to vary during the contract period]	
5	Service Tax @ .....	
<b>TOTAL - II</b>		
In words [Rupees .....]		

\*\*Shall be at least the minimum as per the Government orders in these regards and the same shall be indicated in the dotted lines provided.

<b>Grand Total = I + II</b>	<b>Rs.</b>
<b>[Lump sum per month]</b>	<b>Rs.</b>
<b>Lump sum for 12 months</b>	<b>Rs.</b>
In words [Rupees .....]	

**Note:**

1. The Contractors shall provide security at the locations as per the shift timings as listed in **Annexure - I**.
2. While estimating the number of security guards the contractor shall taken into account the weekly rest, working hours / leave the security guards are eligible. The Contractor shall satisfy the University authorities on the method of computing the total required number of security guards.
3. The Contractors are required to enlist the equipment appliances, materials and vehicles to be used for providing the Security services.
4. The Contractors shall provide proof for the statutory payments indicated in **Table - 2** above.

Seal of the Contractor's Firm

Signature :

Name :

Date :

Designation :

Place :

Name of the Contractor :





**THE TAMIL NADU Dr. AMBEDKAR LAW  
UNIVERSITY, CHENNAI.**



[State University, established by Act No. 43 of 1997 /]  
"Poompozhi", 5, Dr. D.G.S.Dinakaran Salai, Chennai-28.

Telephone Nos.24641212 & 24620762

**Notification No.4972/Regr/PP&B-B3/2018**

**Dt.16.11.2019**

**NOTIFICATION**

Sealed Tenders are invited for providing 10 Nos. of Round the Clock Security Services at the **Perungudi Campus** of the Tamil Nadu Dr.Ambedkar Law University for a period of One year from **01-01.2020**. Tender Notice is uploaded in the University website: [www.tndalu.ac.in](http://www.tndalu.ac.in). **Last date for submission of tender in a sealed cover is 16-12-2019.**

**REGISTRAR i/c.**