



THE TAMIL NADU Dr.AMBEDKAR LAW UNIVERSITY

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

"Poompozhi", 5, Dr.D.G.S. DinakaranSalai, Chennai - 600 028

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TENDER DOCUMENT

Providing Security Services in "Poompozhi" and "Perungudi" Campuses
of the Tamil Nadu Dr.Ambedkar Law University

Tender Notice No.01/Regr/PP&B3/2024-25 dated 15.07.2024

1.	ADVERTISED ON	:	15.07.2024
2.	PRE-BIDMEETING	:	24.07.2024 at 3.00 p.m.
3.	LAST DATE & TIME FOR SUBMISSION OF TENDER	:	14.08.2024 at 3.00 p.m.
4.	DATE & TIME OF OPENING OF TECHNICAL BIDS	:	14.08.2024 at 4.00 p.m.

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

**PROVIDING SECURITY SERVICES IN "POOMPOZHIL" AND PERUNGUDI
CAMPUSES OF THE TAMIL NADU Dr.AMBEDKAR LAW UNIVERSITY**

TABLE OF CONTENTS		
Sl.No.	Subject	Page No.
I.	Scope of Tender	3
II.	Notice Inviting Tender	4
III.	Important Dates	5
IV.	General Terms & Conditions	6 to 16
V.	Specific Terms and Conditions	17 to 24
VI.	Technical Bid (PART - A)	25 to 27
VII.	Price Bid (PART - B)	28 to 30

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

I. SCOPE OF TENDER

**PROVIDING SECURITY SERVICES IN "POOMPOZHIL" AND PERUNGUDI
CAMPUSES OF THE TAMIL NADU Dr.AMBEDKAR LAW UNIVERSITY**

The Tamil Nadu Dr.Ambedkar Law University is a State University and was established by an Act No.43 of 1997 of Government of Tamil Nadu. The Tamil Nadu Dr.Ambedkar Law University has proposed to engage Security Guards for security services in the "**Poompozhil**" and "**Perungudi**" Campuses of this University.

The successful Tenderer shall supply the Security Guards for Security Services in the above said Campuses of this University.

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 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 in "Poompozhil" and "Perungudi" Campuses of the Tamil Nadu Dr.Ambedkar Law University from reputed firms / contractors having valid ESI and PF registered in Tamil Nadu, etc., upto 03.00 p.m. on 14.08.2024. The Technical bid will be opened first on 14.08.2024 at 04.00 p.m.

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

S. No.	Name of work	Duration of Contract	EMD	Tender Document
1.	Providing Security Services in "Poompozhil" and "Perungudi" Campuses of the Tamil Nadu Dr.Ambedkar Law University , on outsourcing basis	One Year	Rs.76,000/-	Tender document can be downloaded from the University website www.tndalu.ac.in at free of cost.

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 downloaded from the University website www.tndalu.ac.in at free of cost .

An Earnest Money Deposit of Rs.76,000/- (Rupees Seventy Six Thousand 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, The Tamil Nadu Dr.Ambedkar Law University payable at Chennai. The Bank Guarantee towards EMD will not be accepted. 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
Tender Inviting Authority,
Tamil Nadu Dr.Ambedkar Law University

III. IMPORTANT DATES

S.No.	Events	Date	Location
1.	Date of Pre-Bid meeting	24.07.2024 at 03.00 p.m.	The Tamil Nadu Dr.Ambedkar Law University, "Poompozhi", No.5, Dr.D.G.S. DinakaranSalai, Raja Annamalai Puram, Chennai-600 028. Phone Nos.24641212 E.Mail ID : registrar@tndalu.ac.in Website : www.tndalu.ac.in
2.	Last date and time of submission of tender document	14.08.2024 at 03.00 p.m.	
3.	Date and time of opening of Technical bid	14.08.2024 at 04.00 p.m.	
4.	Date and time of opening of Financial bid	Will be intimated to technically qualified bidders only.	

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

IV. GENERAL TERMS & CONDITIONS

4.1 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 Director / Partner / Proprietor.
- iv]. Consortium bids are not acceptable
- v]. Authorization of senior responsible officer of the Company to transact business.
- vi]. Copy of the work orders / agreements received from the Clients for the last three years as specified in section 4.2 "qualification criteria should be enclosed.
- vii) 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)
- viii) Income Tax returns for the last two assessment years, that is 2022-23 and 2023-24 be enclosed.

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.

4.2 ELIGIBILITY 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.

4.2.1 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).

4.2.2 Annual Turnover of the bidder for the previous three financial years (2021-22 to 2023-24) 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)

4.2.3 The value of supply of labour by the bidder during the previous three financial years (2021-22 to 2023-2024) shall not less than Rs.50 Lakh per annum in the field of Security Services. (Attach performance certificate from client with value of work done in each of three years)

4.2.4 The Bidder should have supplied at least 100 persons per year specifically for Security services in each of the last three years in Govt. Departments/Universities/Higher Educational Institutions/Government Undertakings and reputed private organisations situated in any of the four districts, namely, Chennai, Chengalpet, Kanchipuram, and Tiruvallur as on 31.03.2024. (Client certificate 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.

- 4.2.5 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).
- 4.2.6 The firm should be assessed for Income Tax, hence copies of IT returns filed for the last two assessment years, that is, for 2022-23 and 2023-24 be enclosed.
- 4.2.7 Firms without documents mentioned in section 4.2.1 to 4.2.6 will be rejected.

4.3 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.

4.4 SCOPE OF WORK:

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

- 4.4.1 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 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 Tamil Nadu Dr. Ambedkar Law University and Security Agency shall be fully and absolutely responsible for the execution of their work.
- 4.4.2 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.
- 4.4.3 To protect the inmates of the campus at all times and ensure their safety.
- 4.4.4 To permit the staff, students and service providers with proper Identity Card & relevant documents.

- 4.4.5 To issue Gate pass to the Visitors to the Campus and ensure to collect the back pass.
- 4.4.6 To regulate the Parking near the gates and at designated location.
- 4.4.7 To permit entry of vehicles / regulate movement of vehicles as per direction of the Registrar and prevent unauthorized entry of vehicles in the identified routes.
- 4.4.8 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.
- 4.4.9 To check all vehicles leaving the Campus and prevent unauthorized transportation of materials.
- 4.4.10 To check vehicles transporting material and permit the same after ensuring that the Gate pass is issued by authorized representative of the University.
- 4.4.11 To ensure all electrical appliances switched off before closing of the Offices / classrooms
- 4.4.12 To ensure the availability of fire extinguisher in both the campuses
- 4.4.13 To ensure after closing of offices the keys kept in the Key Board in the respective blocks located in the both the Campuses
- 4.4.14 To introduce anti-theft measures.
- 4.4.15 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.
- 4.4.16 To liaise with police department in case of any unlawful gathering in front of the gates and ensure protection to the inmates entering the Campus.
- 4.4.17 To ensure total security of the Campus.
- 4.4.18 To guard the Buildings where security guards are posted and ensure prevention of unauthorized persons.
- 4.4.19 To handle any emergency arising out terrorist attack of riots, demonstrations, accidents, fire etc.

4.5 Service Equipment Materials and Tools

The contractor should provide sufficient number of the following basic equipment required for the security staff deployed:

- a) Batons (one number for each security staff)
- b) Hand held search light/torch (one number for each security staff while on night duty)
- c) Cellphone for communication

4.6 Tentative Security Guards requirements, as of now are as follows:

Sl. No	Campus	Dayshift-1 (Security Guards)	Dayshift-2 (Security Guards)	Nightshift (Security Guards)	Total (Security Guards)
1	POOMPOZHIL	1	1	2	4
2	PERUNGUDI	5	5	5	15
	Total	6	6	7	19

The wage are according to the proceedings of the District Collector, Chennai as applicable as on the last date of submission of Tender.

4.7 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 3 years 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

4.8 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.

4.9 EARNEST MONEY DEPOSIT [EMD]

4.9.1 An Earnest Money Deposit of Rs.76,000/- (Rupees Seventy Six Thousand 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 Tamil Nadu Dr.Ambedkar Law University, Chennai - 28 payable at Chennai. The Bank Guarantee towards EMD will not be accepted.

4.9.2 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 Tamil Nadu Dr.Ambedkar Law University will not fetch any interest till it is refunded to the unsuccessful tenderers.

4.9.3 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.

4.9.4 Any tender not accompanied by Demand Draft towards Earnest Money Deposit as in para 1 above shall be rejected summarily by the Tamil Nadu Dr.Ambedkar Law University.

4.9.5 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.

Further the Tamil Nadu Dr.Ambedkar Law University will blacklist the contractor without prejudice to any action that may be taken against the contractor.

4.10 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.

4.11 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. Goods 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.

4.12 WORKING HOURS

The Contractor shall provide the Security Guards for **8 hours in 3 shifts on all days by deploying necessary work force in 19 Nos. of Security Guards not exceeding 40 years age** as required in the Poompozhil and Perungudi Campuses of the Tamil Nadu Dr. Ambedkar Law University.

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.

4.13 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.

4.14 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 40 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.

4.15 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.

4.16 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.

4.17 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.

4.18 VALIDITY OF THE OFFER

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

4.19 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 60 days from the day of opening.

4.20 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.

4.21 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.

4.22 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.

4.23 INSPECTION

The Tenders with the prior permission from the University authorities are required to inspect the Poompozhil and Perungudi Campuses, 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.**

V. 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 and if there is any loss to the Tamil Nadu Dr. Ambedkar Law University, 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 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 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 or any person authorized by him shall be at liberty to carryout surprise checks on the persons so deployed by the Contractor in order to ensure that required number of persons is deployed and that they are doing their duties at designated locations identified by the University.
- 15) The Contractor shall ensure that only well behave 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. The Contractor shall replace the particular person so deployed on 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.
- 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.
- 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 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 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 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 is made a party and is supposed to contest the case, the Contractor shall reimburse to the Tamil Nadu Dr. Ambedkar Law University 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 on demand. The Contractor shall ensure that not financial or any other liability comes on the Tamil Nadu Dr. Ambedkar Law University 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 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, Chennai.
- 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 Campus Director or any other Officers authorized by the Registrar, the Tamil Nadu Dr. Ambedkar Law University 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 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 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, 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.100/- [Rupees One Hundred Only] abiding the terms and conditions of the contract.

43) The Tenderers shall submit their offer in the prescribed format enclosed in the Annexure

44) The Sealed Envelope-A - Titled 'Technical bid - 'pre-qualification' with the Tender Notice No.01/Regr/PP&B3//2024-25 dt.15.07.2024 and shall contain the following:

- (1) Technical Bid
- (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 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 'Providing Security Services in "Poompozhi" and "Perungudi" Campuses of the Tamil Nadu Dr.Ambedkar Law University with the Tender Notice, Number and Date.

Seal of the Contractor's Firm

Signature:

Name :

Date:

Designation:

Place:

Name of the Contractor:

PART-A

VI. TECHNICAL BID

Name of work: Providing Security Services in "Poompozhil" and "Perungudi" Campuses of the Tamil Nadu Dr.Ambedkar Law University, 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 financial years shall not be less than 1.00 crore	2021-22 - Rs. 2022-23 - Rs. 2023-24 - Rs. (Attach Certificate from the Chartered Accountant alongwith the audited balance sheet including profit and loss statement for the for the last five years)		
5.	The value of supply of Labour by the bidder during the previous three years (2021-22 to 2022-23) shall not be less than Rs.50 Lakh per annum in the field of Security Services to Govt. Departments/Universities/Higher Educational Institutions/Government Undertakings and reputed private organizations that is from 01.04.2021 to	Year	No. of works	Total value
2021-22				
2022-23				

	31.03.2024, as mentioned in para 4.2.3. Copies of performance certificates from client with the value of work executed should be attached.	2023-24		
6.	Proof for supply of at least 100 labourers per year for Security Services in each of the last three financial years in Govt. Departments/Universities/Higher Educational Institutions/Government Undertakings and reputed private organizations situated in any of the four districts namely, Chennai, Chengalpet, Kanchipuram and Thiruvallur as mentioned in para 4.2.4 as on 31.03.2024. Client certificates should be attached with the number of labourers supplied in each case	Year	No. of works	Total Labourers
		2021-22		
		2022-23		
		2023-24		
7.	a)The Bidder should have registered under various Statutory Acts like ESI, EPF Act, Labour Department and GST	ESI	Yes/No	No.
		EPF	Yes/No	No.
		Labour Contractor	Yes/No	No.
		GST	Yes/No	No.
		(Copy of the Registration certificates/ License obtained from the competent authority should be enclosed).		
	b)Whether the firm possesses the license issued by the IGP (Welfare) as per the Private Security Agencies Act(Regulations)of2005.	Yes/No		
8.	Income tax returns filed for the last two assessment year, that is 2022-23 and 2023-24. A copy of returns filed be produced	2022-23	Returns filed	Yes/No
		2023-24	Returns filed	Yes/No

7.	Local Office Address in Chennai if Tenderer is outside Chennai city	(Attach letter of Authorization for the specific representative of the Company)		
8.	EMD PAYMENT PARTICULARS [The DD should be closed in the Technical Bid only] Number of Demand Drafts enclosed: Demand draft particulars			
	Sl.No	Name of the Bank and Branch	DD No. & Date	Amount(inRs.)
	TOTAL			

Seal of the Contractor's Firm

Signature :

Name :

Date :

Designation :

Place :

Name of the Contractor :

PART-B

VII. PRICE BID

TABLE - 1:

Sl. No.	Category of Workers	Numbers of persons to be engaged inclusive of weekly off and leave reserve	*Wages per head/per month Rs.	Total wages per month [Col. 3x4] Rs.
1	2	3	4	5
1.	Security Guards			
TOTAL - I				
In words [Rupees]				

*Minimum wages according to the rate of the District Collector, Chennai as applicable as on the last date of submission of Tender

TABLE - 2:

Sl. No.	Statutory payments	Amount per month
1.	E.S.I. **@	
2	E.P.F. **@.....	
3	Bonus **@.....	
4	Service charge Lump sum	
5	GST Tax @	
TOTAL - II		
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.

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

Note:

1. 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.

2. The Contractors shall provide proof for the statutory payments indicated in Table - 2 above
3. If a firm/agency quotes NIL or negative charges / consideration, the bid shall be treated as unresponsive and not be considered even after fulfillment of other technical qualifications by such bidders.

Seal of the Contractor's Firm

Signature :

Name :

Date :

Designation :

Place :

Name of the Contractor :