



# THE TAMIL NADU Dr. M.G.R. MEDICAL UNIVERSITY

No.69, ANNA SALAI, GUINDY, CHENNAI - 600 032.

Website : www.tnmgrmu.ac.in

Ph. : 22353574, 22353576 - 79, 22301760 - 63, 22353094

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Dr. K. SIVASANGEETHA, M.D.,  
REGISTRAR (FAC)

044-22353572

Lr. No. SI(1)/16860/2026

Dated :12.02.2026.

To

Firms

Sir/Madam,

Sub: Stores & Planning – for Renovation and providing Granite Stones for the Staircase Steps at Ground floor to First floor and Polishing of Corridors in 2<sup>nd</sup> Floor, 3<sup>rd</sup> floor and 4<sup>th</sup> floor of the Administrative Building of the University – Called for Limited Tender – Regarding.

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I am to enclose a Tender Notice inviting Tenders for following for the work of Renovation and providing Granite Stones for the Staircase Steps at Ground floor to First floor and Polishing of Corridors in 2<sup>nd</sup> Floor, 3<sup>rd</sup> floor and 4<sup>th</sup> floor of the Administrative Building of this University and request you to submit the Tender Documents as per the Schedule of the Tender Notice.

S.NO	Description	Quantity
1	Supplying and fixing of approved quality fine polished Granite stone slabs 20mm thick machine cut edges laid over cement mortar 1:3 (one part of cement three part of sand) fixing the slabs with require cement slurry and pointing joints with white cement mixed with matching colour and double nosing the edges steps area including finishing neatly.	50 m2
2	Providing and Polishing existing mosaic flooring and skirting using machine and suitable stones, rough coat, fine coat and polish with wax including patching wherever necessary and finishing neatly.	1702 m2

Sd/-

REGISTRAR (FAC)

Encl. : Annexure – 1.

Copy to :

1. A.E. (Civil) of this University
2. System Analyst

Tender Notice No: SI(1)/16860/2026

Dated :12.02.2026

Sealed Tenders under Limited Tender system are invited by the undersigned for Renovation and providing Granite Stones for the Staircase Steps at Ground floor to First floor and Polishing of Corridors in 2<sup>nd</sup> Floor, 3<sup>rd</sup> floor and 4<sup>th</sup> floor of the Administrative Building of this University as per the specification.

Name of the work : Renovation and providing Granite Stones for the Staircase Steps at Ground floor to First floor and Polishing of Corridors in 2<sup>nd</sup> Floor, 3<sup>rd</sup> floor and 4<sup>th</sup> floor of the Administrative Building of this University

Tender Notice : The Tender Notice has been published in the University website: **tnmgrmu.ac.in**

E.M.D. : Earnest Money Deposit to the total value of 1% of the quoted price

Bank : Indian Overseas Bank

Account no. : 167901000000666

IFSC : IOBA0001679

Branch : The Tamil Nadu Dr.M.G.R. Medical University, Guindy

Date of Receipt of Tender Documents : 23.02.2026 upto 2.00 p.m.

Date of Opening of Tender Documents : 24.02.2025 at 11.00 p.m.

**Sd/-**  
**REGISTRAR (FAC)**

**THE TAMIL NADU Dr. M.G.R. MEDICAL UNIVERSITY,**

**No.69, ANNA SALAI, GUINDY, CHENNAI – 600 032.**

**TENDER FOR RENOVATION AND PROVIDING GRANITE STONES FOR THE  
STAIRCASE STEPS AT GROUND FLOOR TO FIRST FLOOR AND POLISHING  
OF CORRIDORS IN 2<sup>ND</sup> FLOOR, 3<sup>RD</sup> FLOOR AND 4<sup>TH</sup> FLOOR OF THE  
ADMINISTRATIVE BUILDING OF THIS UNIVERSITY**

**TENDER NO. SI(1)/16860 /2026 Dated /02/2026**

**THE TAMIL NADU Dr. M.G.R. MEDICAL UNIVERSITY,**  
**No. 69 ANNA SALAI, GUINDY, CHENNAI 600 032.**

<b>Name of the work</b>	Tender for the Renovation and providing Granite Stones for the Staircase Steps at Ground floor to First floor and Polishing of Corridors in 2 <sup>nd</sup> Floor, 3 <sup>rd</sup> floor and 4 <sup>th</sup> floor of the Administrative Building of this University
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TERMS AND CONDITIONS FOR RENOVATION AND PROVIDING GRANITE STONES FOR THE STAIRCASE STEPS AT GROUND FLOOR TO FIRST FLOOR AND POLISHING OF CORRIDORS IN 2<sup>ND</sup> FLOOR, 3<sup>RD</sup> FLOOR AND 4<sup>TH</sup> FLOOR OF THE ADMINISTRATIVE BUILDING OF THIS UNIVERSITY.

**1. DUE DATE AND TIME:**

1. Sealed Tender are invited by the Registrar, The Tamil Nadu Dr. M.G.R. Medical University, No. 69 Anna Salai, Guindy, Chennai – 600 032 from the reputed Firms for the contract.
2. Tender documents are also available in the University website [www.tnmgrmu.ac.in](http://www.tnmgrmu.ac.in).
3. The sealed Tender should reach the Registrar, The Tamil Nadu Dr. M.G.R. Medical University, No. 69 Anna Salai, Guindy, Chennai – 600 032 on or before 23.02.2026 upto 2.00 P.M.
4. The Tenderer can download and submit the same within the prescribed time schedule.
5. Tender received after the due date and time will be summarily rejected

**2. MODE OF DESPATCH OF TENDERS AND SUPERSCRIPION:**

1. The sealed Tender cover should be superscripted as “Tender for Renovation and providing Granite Stones for the Staircase Steps at Ground floor to First floor and Polishing of Corridors in 2<sup>nd</sup> Floor, 3<sup>rd</sup> floor and 4<sup>th</sup> floor of the Administrative Building of this University due on 23.02.2026 upto 2.00 P.M.
2. The sealed Tender should be addressed to the Registrar, The Tamil Nadu Dr. M.G.R. Medical University, No. 69 Anna Salai, Guindy, Chennai – 600 032 by designation and should be sent only in a sealed cover by Registered Post / or in person / or by courier.
3. Tender submitted by Facsimile (Fax) or by Electronic mail will not be accepted
4. Tender received in ordinary covers without seal will not be considered.
5. Tender without superscription and seal will not be considered and be summarily rejected.

6. If the Tender are sent by post / courier, it should be ensured that the cover is intact without any damage or loss at the time of reaching the destination. The Tamil Nadu Dr. M.G.R. Medical University, Chennai is not responsible for accidental opening of the Tender and for the delay on account of Postal / Courier Services.
7. Late submission of Tender shall not be accepted.
8. Tender schedule will be issued to the eligible Firm.

### 3. EARNEST MONEY DEPOSIT AND COST OF TENDER SCHEDULE:-

1. Each Tender should be accompanied by an Earnest Money Deposit the total value of 1% of the quoted rate for Tender for the Renovation and providing Granite Stones for the Staircase Steps at Ground floor to First floor and Polishing of Corridors in 2<sup>nd</sup> Floor, 3<sup>rd</sup> floor and 4<sup>th</sup> floor of the Administrative Building of this University by way of RTGS / NEFT through online in favour of “The Registrar, The Tamil Nadu Dr. M.G.R. Medical University”, Chennai. The details are furnished below:-

Bank	Indian Overseas Bank
Account No	167901000000666
IFSC Code	IOBA0001679
Branch	Tamil Nadu Dr. M.G.R. Medical University Branch

2. Tender without Earnest Money Deposit will be summarily rejected.
3. The Earnest Money Deposit of all unsuccessful Tenderer shall be refunded without any interest after decisions regarding award of contract is taken.
4. The EMD shall be forfeited in case the successful bidder withdraws subsequently or the details furnished are found to be incorrect or false during the selection process. No interest shall be paid on the Earnest Money Deposit (EMD) of the successful Tenderer and same will be returned on submission of Security Deposit / signing of the agreement.
5. The Firm who are registered with Micro Small Medium Enterprises (MSME) / National Small Industries Corporation (NSIC) / Small Scale Industries (SSI) are **exempted to submit EMD only (Copy of registration must be provide along with technical bid)** other conditions for eligibility will remains as per other tender conditions / **No other relaxation shall be allowed.**
6. As per Tender Transparency Act, at Point No.1(e) “Two Cover System” means a procedure under which the tenderers are required to simultaneously submit two separate covers, Technical bid and price bid one containing the Earnest Money Deposit and the details of their capability to undertake the tender which will be opened first and the second cover containing the price quotation which will be opened only if the tenderer is found qualified to executed the tender as per the Technical Qualified Tenderer.

#### 4. DETAILS TO BE FURNISHED AND MODE OF PRESENTATION

1. The Tenderer 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).
2. a) The Tenderer should have satisfactorily completed three similar works during the last two years each costing not less than 40 % of the present estimated cost i.e. Rs. ----- in Central Government/ State Govt. / PSUs / Private Organizations of repute.

(or)

b) Two similar works during last two years each costing not less than 50% of the present estimated cost i.e. Rs. ----- in Central Government/ State Govt. / PSUs / Private Organizations of repute;

(or)

c) One similar work during last two years each costing not less than 80% of the present estimated cost i.e. Rs. ----- in Central Government/ State Govt. / PSUs / Private Organizations of repute.

[Mode of Proof: Copy of Purchase Order / Contract agreement proving 'Award of Work'/ Copy of Completion Certificate/ Final Invoice/ Letter indicating return of Security Deposit for proving satisfactory 'Completion of Work'].

d) The Tenderer shall fill in the required details in **Annexure- II**.

3. The Tenderer should have average annual turnover of Rs.----- during the last three financial years (i.e. 2022-23, 2023-24 and 2024-25).

**Mode of Proof:** Self Attested Copies of any of the following (i) Audited P&L and Balance Sheet of Last Three Financial Years, (ii) Auditor Certificate to that Effect certifying Annual Turnover, (iii) Self Attested Copies of profit & Loss/Income & Expenses A/c and Balance Sheet along with Full Income Tax Return Form (Full ITR Form)

4. Copy of Income Tax Returns for the last three years (i.e. 2022-23, 2023-24 and 2024-25) [**Mode of Proof: Copy of Profit & Loss Account of the company for each of the 3 years authenticated by a Chartered Accountant**].
5. The Tenderers should submit the Copies of Work Orders and Satisfactory Service Certificates from clients for executing similar works for Central Government/ State Govt. / PSUs / Private Organizations of repute during the last three years in Tamilnadu state. "Similar Works" means experience for the providing of granite steps for staircase and polishing mosaic floors using machine suitable stone, rough coat and fine coat and polish with wax ensuring a smooth and durable surfaces contract in similar Government / PSUs / Public Sector Banks / Autonomous Bodies, etc. having registered office or such similar setup in Tamilnadu.
6. Being a Government Autonomous Body rendering Research & Education Service to the Students Community, Special Price should be offered as applicable to these categories in Government Departments.
7. The firm desirous of participating to this Tender should have its registered office in Chennai.

8. The firm must have a valid PAN Number, GST Registration No, Sales Tax Registration Certificate
9. All firms who participate in tender process while submitting their Tenders shall give a undertaking (**as per Annexure IV**) to the effect that they have not been banned /blacklisted by any authority/Ministry/Dept. in the past. If the firm has been banned /Blacklisted by any authority/Ministry/Department of Government of India, the same should be mentioned in the bid.
10. The firm should fulfill the requirement in the Technical Bid, then only the commercial bid only be opened.

## **5. OPENING OF TENDER**

1. Tender will be opened by the Registrar, Tamil Nadu Dr. M.G.R. Medical University (or) any other officer authorized by her on behalf of the Tamil Nadu Dr. M.G.R. Medical University.
2. The valid Tender shall be scrutinized by the Tamil Nadu Dr. M.G.R. Medical University, Chennai to short list the eligible Tenderer.

## **6. AGREEMENT**

1. The Successful firm shall execute an agreement for the fulfilment of contract in the Rs.200/- Non Judicial stamp paper within fifteen days from the date of acceptance of the Tender. The model form of agreement will be issued separately.
2. The incidental expenses for the execution of Agreement shall be borne by the successful firm.
3. The conditions stipulated in the form should be strictly adhered to and violation of any of the conditions will entail termination of the contract without prejudice to be right of the University and to recover any consequential loss from the successful firm.

## **7. SECURITY DEPOSIT:**

1. The successful firm will be required to remit the Security Deposit equivalent to 5% (Five) percent of the value of the work order within fifteen days from the date of receipt of communication intimating the acceptance of the Tenders by the way of E-Payment. No interest shall be paid on the Security Deposit.
2. If the accepted firm fails to remit the Security Deposit within the said period, the Earnest Money Deposit remitted by the firm will be forfeited to The Tamil Nadu Dr. M.G.R. Medical University and the Tender will be held void.
3. The Security Deposit will be forfeited in the event of withdrawal of contract by the firm before the expiry of the contract period or in the event of termination of the contract attributable to the unsatisfactory performance of the contract or for violation of any of the terms and conditions of the contract.
4. The Security Deposit shall be refunded to the selected firm on successful completion of contract period, subject to the condition that the firm has rendered service to the entire satisfaction of the Tamil Nadu Dr. M.G.R. Medical University, Chennai without any complaint from the user departments.
5. If the firm fails to fulfill the contract will be carried out by the University by engaging third party and the expenses incurred therefor will be recovered / adjusted

from the Security Deposit amount and the balance if any shall alone is refundable.

6. Work order will be released after execution of the above agreement by the successful firm and after the remittance of Security Deposit.\
7. No any interest of delay payment charges will be paid for outstanding in running bill amount in any circumstances.

#### **8. PAYMENT OF COST**

1. No advance or Part Payment will be made in any Case.
2. The Tenderer should furnish the bill of cost in triplicate on completion of work. 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 Tenderer shall submit proof of all statutory payments while submitting their bills.
3. The payment will be made on completion of work against submission of bill in triplicate along with the satisfactory reports received from the Assistant Registrar (Stores) or any other Officer assigned by this University.
4. The rates given in the “**Commercial Bid (Annexure – III)**” will be binding on both the parties and no change in the rates will be permissible during currency of the contract except the conditions as laid down in below. It is expressly understood that the tenderer has considered every possible fluctuation in the rates of material and general conditions and other possibilities of each and every kind before quoting the rates. No claims on this account shall be entertained.
5. The Tenderer shall have to perform all the services provided for in this contract and shall be paid at the rates quoted by him and accepted by the Tamil Nadu Dr. M.G.R. Medical University, No. 69 Anna Salai, Guindy, Chennai, subject to the terms and conditions of this contract. In the absence of an agreement being reached on the rates for such additional services will not confer a right upon the Tenderer to refuse to carry out or render such services.

#### **9. PENALTY FOR NON-FULFILLMENT OF TENDER:**

The Tenderer shall agree that in the event of non-fulfillment or non-observance of any of the conditions stipulated in the contract, the tenderer shall pay an amount equivalent to 10% of total value of the work or equal to the actual loss incurred by the tenderer whichever is greater. This provision applies up to the end of the life cycle of the contract period. Further such performance may entail black listing of the Tenderer.

#### **10. FORFEITURE OF EARNEST MONEY DEPOSIT**

If the accepted firm fails to act according to the Tender conditions or backs out after his Tender has been accepted, his E.M.D. will be forfeited to The Tamil Nadu Dr. M.G.R. Medical University, Chennai.

#### **11. ASSIGNING OF TENDER IN WHOLE OR IN PART:**

The Tenderer shall not sublet, transfer or assign the contract or any part thereof. In case the Tenderer contravenes this condition, the Tamil Nadu Dr. M.G.R. Medical University, Chennai shall be entitled to place the contract elsewhere at the cost and risk of the Tenderer and all expenses borne on this account shall be recovered from Tenderer.

## **12. SCOPE OF WORK:**

a. The Tenderer for providing of granite steps for staircase and polishing mosaic floors using machine suitable stone, rough coat and fine coat and polish with wax ensuring a smooth and durable surfaces should be made strictly in accordance with the specifications given in the **Annexure-I**. It should be made as per the schedule as prescribed by the Tamil Nadu Dr.M.G.R. Medical University, Chennai-600 032 along with the placement of firm orders. The Tenderer shall be liable for the above work in the above said specifications at the cost and risk of the tenderer.

b. If the providing of granite steps for staircase and polishing mosaic floors using machine suitable stone, rough coat and fine coat and polish with wax ensuring a smooth and durable surfaces are not effected before the specified period from the date of work order, the Tamil Nadu Dr.M.G.R. Medical University, Chennai-600 032 shall have the authority to cancel the order and to take any such action, as deemed fit is the circumstance, for the above contract from elsewhere and the loss sustained by the University will be collected from the tenderer.

## **13. DURATION OF CONTRACT:**

The annual maintenance contract will be valid for a period of three (3) months from the date of issue of work order/service order. However, the contract further may be extended for further period on same terms and conditions if the Tenderer's performance is found satisfactory. The performance would be evaluated by the University authorities before renewal of contract. Scope of work and cost of such extension may be mutually decided.

## **14. ACCEPTANCE AND WITHDRAWAL:**

1. The final acceptance of the Tender is entirely vested with the Registrar, The Tamil Nadu Dr. M.G.R. Medical University who reserves the right to accept or reject, any or all of the Tenders without assigning any reason whatsoever. There is no obligation on the part of The Tamil Nadu Dr. M.G.R. Medical University to communicate with rejected Tenders. After the acceptance of the Tender by The Tamil Nadu Dr. M.G.R. Medical University, the firm shall have no right to withdraw his Tender or claiming higher price.
2. Tenders with incomplete information will be summarily rejected.

## **15. TERMINATION OF CONTRACT AGREEMENT:**

1. In the event of unsatisfactory service or any failure at any time on the part of Tenderer to comply with the terms and provisions of this contract to the satisfaction of the Tamil Nadu Dr. M.G.R. Medical University, Chennai (who shall be the sole judge and whose decision shall be final), it shall be open to the Tamil Nadu Dr. M.G.R. Medical University, Chennai to terminate this contract by giving 15 days' notice to the Tenderer. In the event of such termination of the contract, the Tenderer shall pay back the proportionate amount of the maintenance charges to the Tamil Nadu Dr. M.G.R. Medical University, Chennai.

2. The Tamil Nadu Dr. M.G.R. Medical University, Chennai reserves the right to claim damages for non-fulfillment of contract.
3. Besides above, the Tamil Nadu Dr. M.G.R. Medical University, Chennai will be at liberty to terminate the agreement at any time without assigning any reason and without being liable for any loss or damage which the Tenderer may suffer by reason of such termination, by giving the Tenderer 15 days prior notice in writing of its intention to terminate the agreement. The Tenderer, however, shall have no right to terminate the agreement under any circumstances.
4. If at any time, the Tenderer becomes insolvent or files an application for insolvency or any creditor of his moves the court for adjudicating him as an insolvent or if he is convicted in the Court of Law, the Tamil Nadu Dr. M.G.R. Medical University, Chennai will have the absolute option of terminating the contact forthwith and he shall have no right for damage or compensation on his account.

#### **16. FORCE MAJEURE:**

1. Notwithstanding the provisions contained in above clauses, the Tenderer shall not be liable for imposition of any such sanction so long as the delay and/or the failure of the Tenderer in fulfilling its obligations under the Contract is the result of an event of Force Majeure.
2. For purposes of this clause, Force Majeure means an event beyond the control of the Tenderer and not involving the Tenderer's fault or negligence and which is not foreseeable and not brought about at the instance of the party claiming to be affected by such event and which has caused the non – performance or delay in performance. Such events may include, but are not restricted to, wars or revolutions, hostility, acts of public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes excluding by its employees, lockouts excluding by its management and freight embargoes.
3. If a Force Majeure situation arises, the Tenderer shall promptly notify the Contractor in writing of such conditions and the cause thereof within ten days of occurrence of such event. Unless otherwise directed by the Contractor in writing, the Tenderer shall continue to perform its obligations under the Contract as far as reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

#### **17. INCORRECT OR MISLEADING INFORMATION:**

If the Tenderer deliberately gives incorrect or misleading information in their Tenderer or wrongfully creates circumstances for the acceptance of the Tenderer, the Tamil Nadu Dr.M.G.R. Medical University reserves the right to reject such a Tender at any stage.

**18. DEATH OF TENDERER:**

No alteration by death, resignation, addition or otherwise for or to the Tenderer or the partners constituting the Tenderer's firm shall vitiate or affect this contract but the Tenderer's heir or heirs or partners of the firm for the time being shall be absolutely bound by the terms hereof in the same manner as if he/they had been the sole or original party/parties hereto.

**19. ESCALATION CLAUSE:**

Prices will remain fixed for entire contract period. No deviation on account of increase in any price index will be admissible. However, any increase in statutory levies GST, service tax etc. payable under the contract will be reimbursed on documentary evidence.

**20. MODIFICATION:**

Any modification to the terms and conditions shall be made only with the mutual consent of both the parties to the agreement.

**21. LEGAL JURISDICTION:**

The Legal Jurisdiction shall be the Courts at Chennai only.

**22. GENERAL:**

The Firms while sending their Tender should enclose a copy of the conditions stipulated duly certified and attested by them in token of accepting the Tender conditions that they understood and accepted them fully. Tenders received without the certified copy of the conditions shall be rejected summarily.

Sd/-  
**THE REGISTRAR (FAC)**  
**THE TAMIL NADU DR. M.G.R. MEDICAL UNIVERSITY,**

**ANNEXURE - I**

RENOVATION AND PROVIDING GRANITE STONES FOR THE STAIRCASE  
STEPS AT GROUND FLOOR TO FIRST FLOOR AND POLISHING OF  
CORRIDORS IN 2<sup>ND</sup> FLOOR, 3<sup>RD</sup> FLOOR AND 4<sup>TH</sup> FLOOR OF THE  
ADMINISTRATIVE BUILDING OF THIS UNIVERSITY.

S.NO	Description	Quantity
1	Supplying and fixing of approved quality fine polished Granite stone slabs 20mm thick machine cut edges laid over cement mortar 1:3 (one part of cement three part of sand) fixing the slabs with require cement slurry and pointing joints with white cement mixed with matching colour and double nosing the edges steps area including finishing neatly.	50 m2
2	Providing and Polishing existing mosaic flooring and skirting using machine and suitable stones, rough coat, fine coat and polish with wax including patching wherever necessary and finishing neatly.	1702 m2

Sd/-  
**REGISTRAR (FAC)**

**ANNEXURE: II**  
**TECHINICAL BID**

**THE TAMILNADU Dr.M.G.R. MEDICAL UNIVERSITY, CHENNAI-32**

RENOVATION AND PROVIDING GRANITE STONES FOR THE STAIRCASE STEPS AT GROUND FLOOR TO FIRST FLOOR AND POLISHING OF CORRIDORS IN 2<sup>ND</sup> FLOOR, 3<sup>RD</sup> FLOOR AND 4<sup>TH</sup> FLOOR OF THE ADMINISTRATIVE BUILDING OF THIS UNIVERSITY

Sl.No	Particular Required	Particulars to be correctly furnished by the Tenderer
1.	Name of the firm of the Tenderer	
2.	Office Address:	
3.	Telephone No. / Mobile No & e mail No.	
4.	Status of the Renovation Contractor	
a)	Proprietorship	
b)	Partnership	
c)	Private limited	
d)	Public limited	
5.	Date, month and year of establishment of business as an Renovation Contractor (Xerox copy of the proof to be enclosed)	
6.	Name and Residential address of the proprietor of the Renovation Contractor with Telephone number.	
7.	Sales Tax, Registration number date, month and year of registration (Xerox copy of the Registration certificate to be enclosed)	
8.	To furnish the Xerox copy of Audited Annual accounts for the financial <b>years 2022-2023, 2023-2024 and 2024-2025</b> duly authenticated by a chartered Accountant showing the details of Annual Turnover exclusively in the renovation work should be furnished by the Firm.	
9.	To furnish the Xerox copy of the PAN card in the name of proprietor or firm.	
10.	To furnish the Xerox copy of the current Sales Tax clearance certificate.	

11.	Whether the renovation Contractor already had business transaction with the Tamil Nadu Dr. MGR Medical University. If so, furnish the details of the transactions.						
12.	To furnish the details of the similar renovation work under taken in any Government/ Quasi/Autonomous Bodies and furnish the Xerox copy of the order.						
13.	To furnish the copy of the average annual turnover of _____ lacs during the last three financial years (i.e. 2022-23, 2023-24 and 2024-25)						
14.	To furnish the Income Tax returns filed for the last three assessment years (i.e. 2022-23, 2023-24 and 2024-25)						
15.	EMD Payment Particulars						
16.	List of Clients						
	Sl. No	Name of the Client	Duration of Services			Remarks (if any)	Xerox copies of the following
			From	To	Total		Copy of Purchase Order / Contract agreement proving 'Award of Work'/ Copy of Completion Certificate/ Final Invoice/ Letter indicating return of Security Deposit for proving satisfactory 'Completion of Work'
17.	Bidder should not be blacklisted / terminated by any Government organization / agency for unsatisfactory past performance, corrupt, fraudulent or any other unlawful or unethical business practices. An undertaking to this effect should be submitted as per <b>Annexure 'IV'</b> .						

**FIRM  
WITH SEAL OF THE ORGANISATION.**

PLACE:

DATE:

**ANNEXURE –III**

**COMMERCIAL BID**

RENOVATION AND PROVIDING GRANITE STONES FOR THE STAIRCASE  
STEPS AT GROUND FLOOR TO FIRST FLOOR AND POLISHING OF  
CORRIDORS IN 2<sup>ND</sup> FLOOR, 3<sup>RD</sup> FLOOR AND 4<sup>TH</sup> FLOOR OF THE  
ADMINISTRATIVE BUILDING OF THIS UNIVERSITY.

S.NO	Description	Quantity	Rate	Amount
1	Supplying and fixing of approved quality fine polished Granite stone slabs 20mm thick machine cut edges laid over cement mortar 1:3 (one part of cement three part of sand) fixing the slabs with require cement slurry and pointing joints with white cement mixed with matching colour and double nosing the edges steps area including finishing neatly.	50 m2		
2	Providing and Polishing existing mosaic flooring and skirting using machine and suitable stones, rough coat, fine coat and polish with wax including patching wherever necessary and finishing neatly.	1702 m2		
	Transport Charges			
	Total			
	GST			

(Rupees.....  
.....)

**SIGNATURE OF TENDERER  
WITH SEAL**

ANNEXURE – IV

**THE TAMILNADU Dr.M.G.R. MEDICAL UNIVERSITY, CHENNAI 32**

Renovation and providing Granite Stones for the Staircase Steps at Ground floor to First floor and Polishing of Corridors in 2<sup>nd</sup> Floor, 3<sup>rd</sup> floor and 4<sup>th</sup> floor of the Administrative Building of this University

**Ref: Tender No. /TNMGRMU/ 2025 – 26**

*(To be executed & Attested by Public Notary / Executive Magistrate on Rs.200/- Stamp paper by the bidder)*

**DECLARATION REGARDING BLACKLISTING / DEBARRING FROM  
TAKING PART IN GOVT. TENDER BY THE TAMIL NADU Dr. M.G.R.  
MEDICAL UNIVERSITY / GOVT. DEPARTMENT(S).**

*I / We Proprietor / Partner (s) Director (s) of M/s.\_\_\_\_\_ hereby declare that the firm / company name M/s.\_\_\_\_\_ has not been blacklisted or debarred in the past by The Tamil Nadu Dr. M.G.R. Medical University or any other Government organization from taking part in Government tenders /Tenders.*

*(Or)*

*I / We Proprietor / Partner (s) Director (s) of M/s.\_\_\_\_\_ hereby declare that the firm / company name M/s.\_\_\_\_\_ was blacklisted or debarred in the past by The Tamil Nadu Dr. M.G.R. Medical University Government organization from taking part in Government tenders/ Tenders for a period of \_\_\_\_\_ years w.e.f.\_\_\_\_\_.*

*The period is over on \_\_\_\_\_ and now the firm / company is entitled to take in Government tenders /Tenders.*

In case, if the above information is found false, I / We are fully aware that the tender / contract will be rejected / cancelled by the Tamil Nadu Dr. M.G.R. Medical University and shall be forfeited.

In addition to the above, the Tamil Nadu Dr. M.G.R. Medical University will not be responsible to pay the bills for any partially completed work.

Signature: \_\_\_\_\_ Name: \_\_\_\_\_

Capacity in which as signed: \_\_\_\_\_

Name & Address of the firm: \_\_\_\_\_

Place:

Seal of the firm should be affixed

### AGREEMENT

THIS AGREEMENT entered into at Chennai on this day \_\_\_\_\_ / \_\_\_\_\_ / 2026 between the Tamil Nadu Dr. M.G.R. Medical University, No.69, Anna Salai, Guindy, Chennai-32 represented by its Registrar herein after called the "**University**" as the PARTY OF THE FIRST PART AND M/s. \_\_\_\_\_ represented by Mr. / Ms. \_\_\_\_\_ (Title) having its office at \_\_\_\_\_ hereinafter called the "**Contractor**" as the PARTY OF THE SECOND PART.

WHERE AS the University, the Party of the First Part desires to assign the contract for the work of Renovation and providing Granite Stones for the Staircase Steps at Ground floor to First floor and Polishing of Corridors in 2<sup>nd</sup> Floor, 3<sup>rd</sup> floor and 4<sup>th</sup> floor of the Administrative Building of this University as per the specifications given in the Annexure I

WHEREAS the PARTY OF THE SECOND PART, \_\_\_\_\_ offered to undertake the above said work.

WHEREAS the party of the First Part has accepted the offer made by the PARTY OF THE SECOND PART.

WHEREAS the terms and conditions of the said engagement have been "Mutually" discussed and agreed upon.

WHEREAS the parties are desirous of putting them in writing.

SCOPE OF WORK:

1. Renovation and providing Granite Stones for the Staircase Steps at Ground floor to First floor and Polishing of Corridors in 2<sup>nd</sup> Floor, 3<sup>rd</sup> floor and 4<sup>th</sup> floor of the Administrative Building of this University with the specifications given in the Annexure-I.
2. The contractor should commence the work after receiving the work order and complete the work within .... days.

NOW THIS AGREEMENT WITNESSETH

The above Contractor has agreed to do the above said work with the following terms and conditions.

01. The rate quoted should be firm and should not be subjected to any variation clauses.

02. The contractor shall use the material of best quality and in the most substantial and workman ship like manner and to the satisfaction of the University and will in all respects comply with and abide by the true intent and manner of the said specifications of this agreement.

03. The Contractor will finish and complete the said work within ....days from the date of receipt of Work Order from the University and if the said work is not completed within the stipulate time the Contractor shall forfeit of all the payments such as Earnest Money Deposit, Security Deposit and the contractor shall pay as penalty an amount equivalent to 10% (ten) of the total value of work on equal to the actual loss incurred by the university which is greater. If the Contractor is prevented by any strike among the workmen or by reason of any event beyond his control, the said Party of First Part may extend the time for the completion of the works for such reasonable period as he may think fit.

If the University finds any deficiency in service by the successful contractor during the tenure of the work, the contractor will have to pay the University unliquidated damages which will be arrived at by the University at that point of time. In addition, the University will black list the particular contractor for their nonperformance and deficiency in service.

04. If the Contractor shall become bankrupt or from any cause whatsoever be prevented from or is delayed in proceeding with and completing the said works according to the terms and conditions of this agreement, or does not proceed with the said works to the satisfaction of the said Party of first Part, it shall be lawful for the said Party of first part to leave or cause to be left at the usual place of abode or business of the Contractor, notice in writing for the said Contractor to proceed forthwith and effectually with the said works. In case the said Contractor shall, for 7 days after such notice is so left as aforesaid, make default in forthwith and effectually proceedings with the said work it shall be lawful for the said contractor to employ any other workmen either by Contractor or otherwise to proceed with the said works and complete the same and pay to the said workmen out of the moneys which shall be then due to the said Contractor on account of this agreement, the amount of their charges for the same and for all necessary materials to be found and provided for such completion; and if the amount of balance to the credit of the Contractor be insufficient to cover such charges for such workmen and materials then in such a case the said Contractor shall and will make good and pay such deficiency on demand.

05. The said Party of First Part shall at any time or times consider any of the workmen employed by the said Contractor on the works as in any way incompetent or as acting improperly it shall in every such case be lawful for the said Party of first Part to discharge such workmen and the said Contractor shall without delay put another workman in his place.

06. In case any of the materials brought on the said premises by the said Contractor shall be considered by the said Party of First Part as unsound or in any respect improper, the said Contractor will upon notice in writing to him or his foreman on the premises given by the said Party of First Part cause the same to be removed from the ground and proceed with the said works with materials corresponding with the

specifications and instructions approved by the said Party of First Part and on default of such removal within 7 days after such last mentioned notice, it shall be lawful for said Party of First Part to cause to be removed to such place as he may think proper without being in any way answerable or accountable for the loss or damage that shall happen to any materials so removed and to cause proper materials to be substituted for the same, and to pay all expenses in connection with such removal and substitution out of the money which shall become due to the said Contractor by virtue of this Agreement.

07. In case the said Party of First Part shall consider any part of the said works to have been executed in an unsound and improper manner, the said Contractor will cause the same immediately to be taken down and executed in a proper manner to the satisfaction of the said party without any extra charge or expense whatsoever.

08.If the said Party of First Part shall think proper at any time or times to make any alterations or additions or omission in the works hereby contracted for, he or they shall give to the said Contractor written instructions for such alterations or omissions signed by the said Party of First Part. Any additional charge by the Contractor with respect to such alterations if certified to be correct by the said Party of First Part shall be paid for in the same manner and at the same time as hereinafter expressed for the payment of the ultimate balance of the said sum not exceeding the sum calculated at the agreed rate.

09. Any damage arising from accidents or carelessness of the workmen or otherwise to the said work hereby contracted for or to the materials or implements therein used or to the workmen shall be borne and effectually made good by the said Contractor at his own costs and charges.

10.The Contractor shall use the best quality materials in accordance with the specifications mentioned therein.

11. The Contractor will not without the consent of the said Party of First Part make any sub-contract for the execution of the works hereby contracted for or any part thereof nor assign or underlet the present contract or any part thereof.

12. Whenever any amount has to be paid by the Contractor in view of termination of the contract or any amount that may be due or may become due from the Contractor and the Contractor is not responding to the demands for the payment of the said amount the University shall be entitled to recover the said amount.

13. The work should commence within three days from the date of receipt of Work Order and should be completed within ..... days.

14. The quantities furnished in the schedule for various items are only approximate and may vary during the actual execution of work. Payment will be made based on the measurement taken by the University Assistant Executive Engineer (Civil) for each and every item of work and as per the rate quoted by the Contractor.

15. Income Tax and Labour welfare fund will be deducted from the Contractor bill as per rules in force.

16. The work executed by the Contractor under this contract shall be maintained by the Contractor's risk until the work is completed.

17. Place will be provided for storing of materials in the Premises of this University at free of cost. However, the Contractor has to make his own arrangements for water, electricity etc. required for the labour force at his own cost.

18. The University Assistant Executive Engineer, will supervise the above work and will be taking measurements for each item of work done and the payment will be made based on the same.

19. PAYMENT:

The Contractor should furnish the bill for payment for “Renovation of Staircase at Ground Floor and Polishing of Corridors in all Floors of the Administrative Building of the University” through the Registrar. After verification of measurement action will be taken for the payment of the bill of cost after deduction of taxes applicable as per rules in force. 97.5% of payment of the total value of work will be paid to the successful

contractor after completion of work and balance 2.5 % retained for a period of ..... and the said balance amount will be returned after based on the performance of the contractor of the above work. In case of any defect is noticed within the period of ..... the Contractor should rectify the same at his own cost. Income Tax, Labour welfare Fund and other applicable taxes will be deducted from the contractor bill as per rules in force.

20. This agreement shall supersede all previous communications, both oral and written and provisions herein contained shall not be omitted, added to or amended in any manner except in writing and signed by both parties thereof.

21. During the contract period, if the Party of the First Part is not satisfied the quality of materials delivered by the Contractor or the contract is transferred to the third party, the contract will be terminated and the Contractor shall pay back the proportionate amount of the material charges to the Party of the First Part. In such cases the Party of the First Part shall give an advance intimation of not less than 15 days to the Contractor. In the event of unsatisfactory services, the Party of the First Part reserves the right to claim damages for non-fulfillment of contract.

## 22. ARBITRATION:

All disputes, differences and questions whatsoever which shall arise between the parties hereto during the continuance of the contract or after wards, touching any clause or matter herein contained, or the rights, duties and liabilities of either party in connection therewith shall be referred to be Sole Arbitrator to be appointed by the contractor and the Registrar of the Tamil Nadu Dr.M.G.R.Medical University. All such Arbitration proceedings shall be held in Chennai and shall be in accordance with and subject to the provision of the Indian Arbitration and conciliation Act 1996, or any statutory modification re-enactment thereof for the time being in force.

23. The Registrar reserves his right to cancel the agreement without assigning any reason therefor.

24. Any damage or disfigure caused by the Contractor to the building during the execution of work should be make good at the Contractor's cost.

25. Any modification to the terms and conditions shall be made only with the mutual consent of both parties to the agreement.

26. The document together with any attachment here signed by both the parties shall constitute the entire contract between the contractor and the University,

The foregoing terms and conditions shall prevail not withstanding any variations contained in the terms and conditions of any other documents submitted by the University unless variations have been specifically agreed upon by the Contractor in writing.

27.The rate quoted by the contractor i.e.,Rs.\_\_\_\_\_ for the work specified in the annexure III is acceptable. The price offered should not be changed on any ground.

IN WITNESS THEREOF, the parties have set their hands to the agreement on the day and month and year first above written in the presence of the witnesses.

**For and on behalf of the Contractor**

**(Name and Address of the Contractor with Official seal  
with date)**

WITNESS:

1.

2.

**ACCEPTANCE**

The Registrar, The Tamil Nadu Dr. M.G.R. Medical University, Chennai hereby accept the contract in accordance with the conditions of contract and work order there into annexure.

**REGISTRAR (FAC)**

**The Tamil Nadu Dr. M.G.R. Medical University,**

**Chennai**

WITNESS:

1.

2.