



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

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

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

044-22353572

Ref: SI(3)/19458/2025

Dated:28.7.2025

To

The Vendors,

Sir / Madam,

Sub: Stores – The Tamil Nadu Dr. M.G.R. Medical University,
Chennai - Annual Maintenance Contract for the maintenance
of Plumbing-cum pump operating (i.e. for regular water supply
at the University campus) to operate the motors and also
to maintain the water lines/sewage lines and carpentry work
of this University- Quotation Call for – regarding.

I am to request you to kindly quote your rate for Annual Maintenance Contract for the maintenance of Plumbing-cum pump operating (i.e. for regular water supply at the University campus) to operate the motors and also to maintain the water lines/sewage lines and carpenter work of this University on or before 20.08.2025 at 2.00 p.m.

The sealed cover should be superscribed as “Quotation for the Annual Maintenance Contract for the maintenance of Plumbing and carpentry work” of this University due on 20.8.2025. The quotation must be kept in a sealed cover (with sealing wax) duly certified with signature. Unsealed cover will be summarily rejected. The quotation notice and AMC agreement has been published in the University website: tnmgrmu.ac.in

Sd/-

REGISTRAR

**THE TAMIL NADU Dr. M.G.R. MEDICAL UNIVERSITY,
CHENNAI 600 032.**

TENDER

Annual Maintenance Contract for the maintenance for Plumbing cum Pump Operating (i.e., for regular water supply at the University campus) to operate the motors and also to maintain the water lines / sewage lines and Carpentry works in the University

Tender No. SI(3)/19458/2025

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

Name of the work	Annual Maintenance Contract for the maintenance for Plumbing cum Pump Operating (i.e., for regular water supply at the University campus) to operate the motors and also to maintain the water lines / sewage lines and Carpentry works in the University
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TERMS AND CONDITIONS FOR THE ANNUAL MAINTENANCE CONTRACT FOR THE MAINTENANCE FOR PLUMBING CUM PUMP OPERATING (i.e., FOR REGULAR WATER SUPPLY AT THE UNIVERSITY CAMPUS) TO OPERATE THE MOTORS AND ALSO TO MAINTAIN THE WATER LINES / SEWAGE LINES AND CARPENTRY WORKS IN THE 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. 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 20.08.2025 upto 2.00 P.M.
3. The sealed Tender received after the due date and time will be summarily rejected

2. MODE OF DESPATCH OF TENDER AND SUPERSCRIPION:

1. The sealed Tender cover should be superscribed as "Tender for Annual Maintenance Contract for the maintenance for Plumbing cum Pump Operating (i.e., for regular water supply at the University campus) to operate the motors and also to maintain the water lines / sewage lines and Carpentry works in the University" Due on 20.08.2025 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. The Tender submitted by Facsimile (Fax) or by Electronic mail will not be accepted
4. The Tender received in ordinary covers without seal will not be considered.
5. The 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 to the value at 1% of the quoted rate for tender for the Annual Maintenance Contract for the maintenance of Plumbing cum Pump Operating (i.e., for regular water supply at the University campus) to operate the motors and also to maintain the water lines / sewage lines and Carpentry works in the University by way of RTGS/NEFT through online in favour of "The Registrar, The Tamil Nadu Dr. MGR 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. The Tender without Earnest Money Deposit will be summarily rejected.
3. The Earnest Money Deposit of all unsuccessful tenderers 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 bidder 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 the registration must be provide along with the technical bid) other condition for eligibility will remain as per the tender conditions / no other relaxation shall be allowed.

4. DETAILS TO BE FURNISHED AND MODE OF PRESENTATION

1. (a) 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)

or

(b) an individual bidder, who is undertaking plumbing and carpentry work, having experience of similar works for more than 10 years.

Mode of Proof: (a) Address details along with Contact Information and (b) any of the following Document (i) Latest Utility Bill with Business Name (or) Proprietor's Name on the same address.

2. The Tenderers should submit the references & particulars of clients, specifying their names and contact numbers (landline and mobile) and names of the contact executives / officials.
3. Intending Tenderers are required to submit their full bio-data giving details about their organisation, experience, personnel in their organisation, spare capacity, competence and adequate evidence of their financial standing, etc.
4. Applications containing false and/or inadequate information are liable for rejection
5. The firm should fulfill the requirement in the Technical Bid, then only the commercial bid only be opened.
6. The Bidder should not be blacklisted / terminated by any department / Ministries of the Government of India / PSUs / Corporate Sectors / Educational Institutions / any other reputed organizations for unsatisfactory past performance, corrupt, fraudulent or any other unlawful or unethical business practices. An undertaking to this effect should be submitted as per Annexure-D.

5. OPENING OF TENDER

1. Tender will be opened on **20.08.2025** at 2.00 P.M 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. In case it is not possible to open the bids on the stipulated dates due to unavoidable circumstances, the next date of opening will be duly informed.
2. The valid Tender shall be scrutinized by the Tamil Nadu Dr. M.G.R. Medical University, Chennai to short list the eligible bidders.

6. AGREEMENT

1. The Successful firm shall execute an agreement for the fulfilment of contract in the INR 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:

The successful firm will be required to remit the Security Deposit equivalent to 5% percent of the value of the work order within fifteen days from the date of receipt of communication intimating the acceptance of the Tender by the way of E-Payment. No interest shall be paid on the Security Deposit.

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.

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.

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.

If the firm fails to fulfill the same, the maintenance 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.

Work order will be released after execution of the above agreement by the successful firm and after the remittance of Security Deposit.

8. PAYMENT TERMS

1. No advance or Part Payment will be made in any Case.
2. The bidder should furnish the bill of cost in triplicate on completion of work including Income Tax, surcharge / SGST /CGST 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 monthly basis against submission of bill in triplicate along with the satisfactory reports received from the Assistant Executive Engineer (Civil) / Assistant Registrar (Stores) or any other Officer assigned by this University.
4. The Invoice should be raised as per agreed rates for major materials such as Wood, Ply Wood, Block Board, Locks, Window Glass pans etc, and other costly hardware fitting (cost beyond 100/- each). Work Completion Certificate from the Assistant Executive Engineer (Civil) / Assistant Registrar (Stores) or any other Officer assigned by this University.
5. The rates given in the "Commercial Bid (**Annexure – C**)" 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.
6. 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
7. The Tenderer is responsible for the payment of Chennai District Collector Rate to the personnel deployed by it. In respect of workers deployed under the contract, the Tenderer shall be solely and exclusively responsible for compliance to all statutory provisions under the Labour Laws and there is NO employer employee relationship between the Tamil Nadu Dr. M.G.R. Medical University, No. 69 Anna Salai, Guindy, Chennai and the workers deployed by the Tenderer.

9. PENALTY FOR NON-FULFILLMENT OF TENDER:

Penalty will be levied at the rate of 10% per week on the total contract price if the work has not been commenced in full within the stipulated period subject to force major conditions. 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 SERVICES

1. The Tenderer to provide "Annual Maintenance Contract for the maintenance for Plumbing cum Pump Operating (i.e., for regular water supply at the University campus) to operate the motors and also to maintain the water lines/sewage lines and Carpentry Works in the University" should be made strictly in accordance with the specifications given in the **Annexure-A**. 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.
2. If the " Annual Maintenance Contract for the maintenance for Plumbing cum Pump Operating (i.e., for regular water supply at the University campus) to operate the motors and also to maintain the water lines/sewage lines and Carpentry Works in the University" 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 Annual Maintenance Contract from elsewhere and the loss sustained by the University will be collected from the Tenderer.

13. DURATION OF CONTRACT:

1. The initial contract will be for a period of 1 year, subject to review after 12 months regarding the satisfactory performance and service levels, which can be further extended up to 1 year on yearly basis on mutual consent.
2. On expiry of one year, the Tamil Nadu Dr. M.G.R. Medical University reserves the right to extend the contract for another one year (maximum period of two years) on the terms & conditions in writing if the service of the bidders found satisfactory. Bidders shall have no right or claim for the extension of the contract in any circumstances and decision of the Tamil Nadu Dr. M.G.R. Medical University shall be final and absolute.

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. Tender with incomplete information and without supporting documents towards proof of details furnished will be summarily rejected.

15. TERMINATION OF CONTRACT:

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 30 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 60 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.

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 Purchaser in writing of such conditions and the cause thereof within twenty one days of occurrence of such event. Unless otherwise directed by the Purchaser 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 bidder 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. 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.

19. MODIFICATION:

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

20. LEGAL JURISDICTION:

The Legal Jurisdiction shall be the Courts at Chennai only.

21. OTHER TERMS AND CONDITIONS:

1. Smoking and chewing pan/ tobacco/ gutkha / any other drugs, consumption of alcohol etc. are prohibited in the building.
2. The tenderer shall take all precautions to avoid accidents and causes of accidents. He must be careful regarding safety during working of his staff in the premises.
3. Staffs will not be allowed to stay overnight in the said premises after their duty hours and they will not be entitled to kitchen/Stay/housing facility in the said premises.
4. The tenderer shall use necessary safety equipment and maintain all safety measures during the execution of works and ensure compliance of Safety Code as per rules and Regulations in force
5. No overtime allowance or any compensation of any other kind shall be payable by the Tamil Nadu Dr. M.G.R. Medical University, Chennai to any person including supervisor employed by the Tenderer for duties at the said premises.
6. The Tamil Nadu Dr. M.G.R. Medical University, Chennai shall deduct income tax and other taxes which it may be required under any law for the time being in force from the payment to be made to the Tenderer for the services rendered to the Tamil Nadu Dr. M.G.R. Medical University, Chennai.
7. During the continuance of this contract or such extended time, the Tenderer shall provide staffs at the said premises as per the requirement of the Tamil Nadu Dr. M.G.R. Medical University, Chennai. The present requirement and timings of duties are as per **Annexure C**, which would be liable for change as and when considered necessary by the Tamil Nadu Dr. M.G.R. Medical University, Chennai
8. The staffs posted by the Tenderer for the said premises shall be deployed in consultation with the Tamil Nadu Dr. M.G.R. Medical University, Chennai.
9. The staffs posted at the aforesaid premises of the Tamil Nadu Dr. M.G.R. Medical University, Chennai for duty shall be below 55 years of age and be medically fit to perform the required service (*GeM-SLA mentions age of 65 years but it shall be below 55 years only*). The working and deployment of staffs will be monitored by any official authorized by the Tamil Nadu Dr. M.G.R. Medical University, Chennai for the purpose. They will be the employees of the Tenderers under their exclusive control and supervision and shall comply with the following: -

- i) The staffs on duty shall comply with the directions and instructions regarding the maintenance issued by the representatives of the Tamil Nadu Dr. M.G.R. Medical University, Chennai to the Tenderer from time to time.
 - ii) The Tenderer shall accede to the requests of the Tamil Nadu Dr. M.G.R. Medical University, Chennai representatives for recall of any particular person from out of staffs and substitute him by another.
 - iii) The Tenderer shall ensure that the staffs provided by it are smart, educated and of high integrity and maintain proper discipline and they do not in any manner, cause any interference, annoyance or nuisance to the management or the Tamil Nadu Dr. M.G.R. Medical University, Chennai or its business or work or its officers / employees / visitors, etc.
 - iv) They shall maintain adequate security and shall remain always on vigil.
10. The Tenderer shall declare that they shall be responsible for the due compliance of all the legal provisions connected with requirement of the staffs posted at the said premises of the Tamil Nadu Dr. M.G.R. Medical University, Chennai.
11. The Tenderer shall provide to staffs with necessary uniform, shoes and other necessary equipment, etc. required for the effective discharge of required services to the Tamil Nadu Dr. M.G.R. Medical University, Chennai at its own expenses. Uniform allowance, uniform's washing allowance or conveyance allowance for reporting duty at the said premises will not be paid by the Tamil Nadu Dr. M.G.R. Medical University, Chennai.
12. The Tamil Nadu Dr. M.G.R. Medical University, Chennai will not be under any liability to pay any compensation to the staff deployed by the Tenderer for their sustaining any injury etc. while discharging the duties in the said premises. The Tenderer shall get the staffs posted for duty at the said premises, insured against accidents at its own cost.

13. The Firm/Owner shall provide the specified number of labourers for eight hours in one shift as mentioned below on all days including Saturdays, Sundays and Government holidays and shall keep the attendance register which is liable for checking by controlling officers and the Assistant Executive Engineer (Civil) or any other officer assigned by this University.

09.30AM 06.00 PM 1 No. of Plumber-cum-pump operator

09.30 AM 06.00 PM 1 No. of Helper

Carpenter 1 No (Monthly 10 days only)

“The wages are according to the proceedings of the District Collector rate, Chennai as applicable as on the last date of submission of Tender.”

15. All other spares used for the work will have to be supplied by the University as per the requisition from the Firm.
16. The Firm/individual shall provide all the required instruments and tools for the regular operation of the pump/motors. The Tamil Nadu Dr.M.G.R.Medical University does not bear any responsibility for the loss of any materials owned by the Firm.
17. The Firm/individual shall cover the maintenance of all water coolers, purifiers, etc.,
18. The Firm/individual will maintain a record in the prescribed format regarding maintenance of all motor pumps in the University premises and its departments at the above said address and shall be duly certified by the Engineer or any other officer assigned by this University.
19. The employees of the Firm shall work under the technical supervision of this University Staff and to the full satisfaction of the controlling officers, Technical Officer, Assistant Registrar (Stores) and Assistant Executive Engineer (Civil) of this University.

23. 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.

**THE REGISTRAR
THE TAMIL NADU DR. M.G.R. MEDICAL UNIVERSITY**

ANNEXURE- A

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

Annual Maintenance Contract for the maintenance for Plumbing cum Pump Operating (i.e., for regular water supply at the University campus) to operate the motors and also to maintain the water lines/sewage lines and Carpentry Works in the University.

Scope of Works

1.	Periodical inspection of all the sanitary fitting in the Tamil Nadu Dr. M.G.R. Medical University, Chennai – Monthly basis
2.	Replacement of worn out and damaged sanitary fitting, pipes, valves, motor pumps, bore well-fitting etc on payment basis based on the nature of repair works.
3.	Undertaking all types of minor repairs pertaining to masonry work, plastering, painting, welding etc. in the University & its underground Sump Wells, Pump Houses, Overhead Water tank and O.H. water tanks
4.	The hire charges for tools and machinery will be borne by the Firm.
5.	Providing the service of skilled plumber cum mason as per requirement to attend day- to-day maintenance and repair / replacement of the water supply and sanitary fittings in the Tamil Nadu Dr. M.G.R. Medical University, Chennai. a) Taps and accessories fixed in latrines bathrooms / common areas. b) Cistern and accessories c) W.C. Toilet seat and accessories d) Washbasin and accessories e) Overhead tanks related accessories like Ball cock, Float valve etc. f) Connecting plumbing lines, piping work repairing / replacing necessary standard materials. g) Miscellaneous items in bathroom like showers, mirrors, towel rods etc. h) Tenderer will also attend to sanitary works, roof drainage which includes repair i) Replacement of pipes / taps of toilets, floors, rain water pipes etc. to remove dampness etc. arising subsequently. j) Any other works necessary for sanitary maintenance task. k) Services provided shall include removal of blockages from drainage lines/water supply lines, gulley traps, nahani traps, manhole, kitchen

	<p>sinks, wash basins, urinals and wcs – Daily Basis.</p> <p>l) Tenderer will have to do minor masonry work like plaster, brick work etc.</p> <p>m) The Plumbing and Sanitation services should be available as and when required by the University.</p> <p>n) Any other work not covered above but related to Plumbing, Sanitary and civil installations will also be attended by the plumber cum mason as and when the need arises.</p>
6.	Providing the service of skilled Carpenter as per requirement to attend day today maintenance and repair / replacement of the wood / aluminum works and door fittings such as Chairs, Tables, Drawers, Wooden Bureau, Partitions in the Tamil Nadu Dr. M.G.R. Medical University, Chennai
7.	Periodical inspection at least once in every month of all the Wood Work hinges and fitting in this University, including Termite Attack, etc
8.	Undertaking all types of minor repairs pertaining to carpentry work like replacement of worn out and damaged doors, shutters of cupboards & windows, window pane, door& window frame , painting, polishing, etc., in the Tamil Nadu Dr. M.G.R. Medical University, Chennai.
9.	The Firm will have to arrange for all types of tools.
10.	The Carpentry services should be available as and when required by the Tamil Nadu Dr. M.G.R. Medical University, Chennai
11.	Replacement and repair of locks in main doors, shutters, cabin doors, credenzas, workstation cabinets etc as and when required.
12.	Any other work not covered above but related to carpentry and joinery works to be attended by the carpenter, as and when the need arises.
13.	The Firm will have to arrange for minor materials, such as nails, screws, fevicol, hinges, wooden beadings etc. for aforesaid repairs at their own cost. The cost of other major materials required such as wood, ply wood, block board, locks, Window glass pans etc. and other costly hardware fittings (Costing beyond Rs. 100/- each) will be reimbursed by the TAMIL NADU DR. M.G.R. MEDICAL UNIVERSITY on production of bills/cash memo from the seller and "Work Completion Report" from the Assistant Executive Engineer [CIVIL] /Assistant Registrar (Stores), or any other officer assigned by this University / Estate Maintenance Wing of this University. However, all such material shall be immediately procured/arranged by the Firm from the market reimbursement to be claimed subsequently as per arrangement mentioned hereinbefore. The rates of the materials should be in accordance with the prevailing market rates.

Signature of the
Tenderer with seal.

Station :

Date:

ANNEXURE- B

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

TECHNICAL BID

Annual Maintenance Contract for the maintenance for Plumbing cum Pump Operating (i.e., for regular water supply at the University campus) to operate the motors and also to maintain the water lines/sewage lines and Carpentry Works in the University.

Sl.No	Particular Required	Particulars to be correctly furnished by the Tenderer
1.	Name of the firm / Individual	
2.	Office Address:	
3.	Telephone No. / Mobile No & E-mail No.	
4.	Status of the firm a) Proprietorship b) Partnership c) Private limited d) Public limited	
5.	Date, month and year of establishment of business. (Xerox copy of the proof to be enclosed)	
6.	Name of the Proprietor / Partners / Directors of the agency/ contractor / Firm and Residential address of the proprietor of with Telephone number.	
7.	Details of Registration in-case of Firm a Whether Partnership firm, Company, etc. b Registering Authority c Date of Registration d Registration No.	
8.	Experience : 10 years	(Yes / No)

9.	a) Areas of business activities, other than tender required services, if any, and b) Place and address of such business	
10	a) Whether any civil suit/ litigation has arisen in the contracts executed by the applicant during the last five years (Yes/No) b) If yes, please give following information (suit-wise/ project-wise): i. Name of the Project & Organisation ii. Nature of work iii. Work Order No. and Date iv. Present stage of work v. Value of contract vi. Brief details of litigation	
11	i. Permanent Account Number (PAN) ii. GST	
12.	Whether the Plumbing Contractor already had business transaction with the Tamil Nadu Dr.MGR Medical University. If so, furnish the details of the transactions.	
13.	EMD Payment Particulars	
14.	Bidder should not be blacklisted/ terminated by any Govt. organization / agency for unsatisfactory post performance, corrupt, fraudulent or any other unlawful or unethical business practice. An undertaking to this effect should be submitted as per Annexure "D"	

Signature of the
Tenderer with seal.

Station :

Date:

ANNEXURE- C
THE TAMILNADU Dr.M.G.R. MEDICAL UNIVERSITY, CHENNAI 32
COMMERCIAL BID

Annual Maintenance Contract for the maintenance for Plumbing cum Pump Operating (i.e., for regular water supply at the University campus) to operate the motors and also to maintain the water lines/sewage lines and Carpentry Works in the University.

“Price bid quoted by the firms should be according to the Chennai District Collector rate only”

SHIFT		PERSONS	Amount Rs. Per month
FROM	TO		
09.30 AM General Shift	6.00 PM	Plumber- 1 (seven days in a week)	
09.30 AM General Shift	6.00 PM	Helper - 1 (seven days in a week)	
Working in monthly Ten (10) days only		Carpenter - 1	
Service Charge (should be mentioned in Rs.)			
		Total amount	
		GST @ 18%	
		Grand total	

Note: All the deputed contract staffs should have their own conveyance arrangement. No additional payment will be made towards their transportation charges. In case of emergency work, all the contract staffs should be in a position to visit immediately to the Tamil Nadu Dr. M.G.R. Medical University, Chennai over a telephone call

Signature of the
Tenderer with seal.

Station :

Date:

ANNEXURE – D

*(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.*

(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
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.*

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:

Date:

Signature of the Bidder
Name & Address of the
Bidder with Office Stamp

AGREEMENT

THIS AGREEMENT entered into at Chennai on this between the Tamil Nadu Dr.M.G.R. Medical University, No.69, Anna Salai, Guindy, Chennai – 600 032, represented by its REGISTRAR, hereinafter called the “UNIVERSITY” as the PARTY OF THE FIRST PART AND M/S represented by its Proprietor Thiru., Proprietor, hereinafter called the “ANNUAL MAINTENANCE CONTRACTOR” as the PARTY OF THE SECOND PART”.

2. **WHEREAS** the University, the party of the First Part desires to assign the contract for the annual maintenance of plumbing-cum-pump operating (i.e. for regular water supply at the University Campus) and also to operate the Motors and maintain water lines/sewage lines and Carpentry work located at No.69, Anna Salai, Guindy, Chennai- 600 032.

3. **WHEREAS** the party of the second part, M/S, represented by its Proprietor Proprietor offered to render services as Annual Maintenance Contractor.

4. **WHEREAS** the party of the first part, has accepted the offer made by the Annual Maintenance Contractor.

5. **WHEREAS** the terms and conditions of the said engagement have been “Mutually” discussed and agreed upon.

6. **WHEREAS** the parties are desirous of putting them in writing.

7. **WHEREAS** the party of the second part viz., the Annual Maintenance Contractor has agreed to render the following services for the party of the first part viz., The Tamil Nadu Dr.M.G.R. Medical University, Chennai-32 for a period of one year from _____ to _____ for the maintenance of plumbing-cum-pump operating (i.e. for regular water supply at the University Campus) and also to operate the Motors and maintain the water lines/sewage lines and Carpentry work at **Rs./- (Rupeesonly)** per month and the contractor shall provide one Plumber, one Helper for attending to the above said work for Seven days in a week and the above said persons will work in the General Shift that is from 9.30 AM to 6.00 PM for attending to the work for all Saturday, Sunday and other Government Holidays. The contractor should provide one carpenter to the carpentry work as and when required by the University for 10 working days in a month.

8. SCOPE AND SERVICES:

(a). PLUMBING WORKS:

The contract’s scope is operation and operating water pumps, maintaining of water lines/sewerage lines of this University and its departments and to attend the plumbing works and carpentry various type of repairing works attend as may be entrusted by the party of the first part from time to time. The hire charges for tools and plants will be borne by the Party of the second part.

(b). CARPENTRY WORKS:

- i) The contractor will have to carry out all type of MINOR / MAJOR and PETTY repairs pertaining to the doors, windows, in-built cupboards made with wood / aluminum etc. including furniture items such as CHAIRS, TABLES, DRAWERS, WOODEN BUREAU, PARTITIONS etc., in the entire campus of this University as above.
- ii) The contractor will have to arrange for all types of tools.
- iii) The contractor will have to arrange for minor materials, such as nails, screws, fevicol,

hinges, wooden beadings etc. for aforesaid repairs at their own cost. The cost of other major materials required such as wood, ply wood, block board, locks, Window glass pans etc. and other costly hardware fittings (Costing beyond Rs. 100/- each) will be reimbursed by the THE TAMIL NADU DR. M.G.R. MEDICAL UNIVERSITY on production of bills/cash memo from the seller and "Work Completion Report" from the Assistant Executive Engineer[CIVIL], or any officer assigned by this University. Estate Maintenance Wing of this University. However, all such material shall be immediately procured/arranged by the contractor from the market reimbursement to be claimed subsequently as per arrangement mentioned hereinbefore. The rates of the materials should be in accordance with the prevailing market rates.

Carpenter 1 No (working in monthly 10 days only)

09. TERMS AND CONDITIONS:

- i. Adequate supporting staff should be made available by the annual maintenance contractor for the operation/maintenance of the above said items and wherever repairs are necessary arrangement shall be made by the Annual Maintenance Contractor and required to keep motors, etc., in a good condition.
- ii. The Annual Maintenance Contractor shall engage personnel with required qualification and experience to ensure excellent quality of service, as mutually agreed.
- iii. It is the responsibility of the contractor to obtain necessary licences and ensure compliances of all the statutory regulations like ESI, INSURANCE etc., that are in force and that may become applicable in future from time to time in all matters concerning this contract and the contractor shall produce the same to the University as and when requested to do so.
- iv. The contractor shall take necessary insurance cover for accidents and for any other dues that would become payable by him under "WORKS MEN COMPENSATION ACT" or any other statute/Rules that would be applicable. The Tamil Nadu Dr.M.G.R. Medical University will not be held liable on this account.
- v. The contractor would indemnify the University against all liabilities & Losses and any amount that may become payable due to lapse or non-compliance of any statutory obligations by him.
- vi. The contractor shall remove from work, his workers who are found to be negligent in their duties or whose presence in the premises is otherwise objectionable.
- vii. The contractor shall provide the specified number of labourers for eight hours in one shift as mentioned below on all days including Saturdays, Sundays and Government holidays and shall keep the attendance register which is liable for checking by controlling officers and the Assistant Executive Engineer (Civil) / Assistant Registrar (Stores) of the University.
09.30AM 06.00 PM 1 No. of Plumber-cum-pump operator
09.30 AM 06.00 PM 1 No. of Helper
Carpenter 1 No (working in monthly 10 days only)
- viii. The contractor shall provide all his employees with Uniform and identification badges.
- ix. If the controlling Officers find any lapse in the work, he may impose monetary penalties upon the quantum of lapses.
- x. The Annual Maintenance Contractor should carryout any other instructions given from time to time by the controlling officers on behalf of the University.
- xi. The Annual Maintenance contractor has to test each and every repair work after completion to the entire satisfaction of the controlling officers.
- xii. The contractor rate includes hire charges for tools etc., but excludes the spares, wooden and metal items required for the maintenance work.
- xiii. All other spares used for the work will have to be supplied by the University as per the requisition from the contractor.
- xiv. The Annual Maintenance contractor shall provide all the required instruments and tools for the regular operation of the pump/motors. The Tamil Nadu Dr.M.G.R. Medical University does not bear any responsibility for the loss of any materials owned by the contractor.
- xv. The contract shall cover the maintenance of all water coolers, purifiers, etc.,

- xvi. The contractor will maintain a record in the prescribed format regarding maintenance of all motor pumps in the University premises and its departments at the above said address and shall be duly certified by the Engineer of this University.
- Xvii. The employees of the contractor shall work under the technical supervision of this University Staff and to the full satisfaction of the controlling officers, Technical Officer, Assistant Registrar (Stores) and Assistant Executive Engineer (civil) or any officer assigned by this University.
- Xviii. The Annual maintenance contractor's address and telephone numbers shall be available with their workers and University employees.
- Xix. The carpenter will maintenance all type of repairing works (i.e doors, furniture, almirah, racks table and chairs etc.,)

10. PAYMENT TERMS:

The Assistant Executive Engineer (Civil) / Assistant Registrar (Stores) of this University will supervise the above work and certify the bills for payment by the Assistant Executive Engineer (Civil) / Assistant Registrar (Stores) and then only the payment will be made to the contractor based on the certificate. There shall be no raise in the maintenance charges during the contract period. The payment will be released monthly on production of maintenance bill in duplicate at the rates agreed by the University.

11. PENALTY FOR NON-FULFILLMENT OF CONTRACT:

In the event of non-fulfillment of contract, penalty will be levied at the rate of 10% per week on the total contract price if the work has not been commenced in full within the stipulated period subject to force major conditions. Further such performance may entail blacklisting of the contractor.

12. ASSIGNING OF CONTRACT IN WHOLE OR IN PART:

The contract or any part share of interest in it, is not to be transferred or assigned by the contractor directly or indirectly or any person or persons whomsoever without the written consent of the Registrar, the Tamil Nadu Dr. MGR Medical University, Chennai.

13. MODIFICATION

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

14. TRMINATION OF CONTRACT:

During the contract period, if the Tamil Nadu Dr.M.G.R Medical University is not satisfied with the services of 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 maintenance charges of the University. In such cases, the University shall give an advance intimation of not less than 30 days to the contractor. In the event of unsatisfactory maintenance, the University reserves the right to claim damages for non-fulfillment of contract.

15. GENERAL PROVISIONS:

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.

16. ARBITRATION:

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

ii. This document together with the attachments here signed by both the parties shall constitute the entire contract between the contractor and the University. The contract shall be governed in all respects by Indian Law. The foregoing terms and conditions shall prevail notwithstanding any variations contained in the terms and conditions of any other documents submitted to the University unless variations have been specifically agreed upon mutually by the parties.

IN WITNESS WHEREOF the parties above named have set their hands and signature on the day month and year first above written.

REGISTRAR
The Tamil Nadu Dr.M.G.R. Medical University,
No.69, Anna Salai, Guindy,
Chennai-600 032.

WITNESS:

1.

2.

Annual Maintenance Contractor

WITNESS:

1.

2.