

**THE TAMIL NADU DR. M.G.R. MEDICAL UNIVERSITY,
NO.69, ANNA SALAI, GUINDY, CHENNAI – 600 032.**

TENDER DOCUMENT NO. 002, Dated :03.09.2012

NOTICE INVITING TENDER

The Sealed tenders are invited from the House keeping services for cleaning purpose of this University . The Tender Document with all the details are available in the Official Website of this University www.tnmgrmu.ac.in. The Tender Documents available in the University Website may be downloaded at free of cost at the above website and submit the sealed Tender as stipulated in the above designated website.

REGISTRAR (FAC)

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

TENDER DOCUMENT NO.002

(No. EII(2)/35937/2012, Dated:05.09.2012)

**House Keeping services for Cleaning
purpose etc., of this University**

THE TAMIL NADU DR. M.G.R. MEDICAL UNIVERSITY, CHENNAI

P.B. NO. 1200, 69, ANNA SALAI, GUINDY, CHENNAI – 600 032.

Telephone No: 22353576, 22353577, 22353578 and 22353579

Fax : 91-44-22353698

Telegram

: MEDICLAVE

Web Site : www.tnmgrmu.ac.in

Tender Doc. No.002 dated.05.09.2012

DUE DATE AND TIME:

Sealed Tenders are invited by the Registrar, The Tamil Nadu Dr.M.G.R. Medical University, Chennai 600 032 from the reputed House Keeping services for cleaning purpose of this University as per the specifications indicated in the Annexures III of the Tender Document. The Sealed Tenders should reach the Registrar, The Tamil Nadu Dr.M.G.R. Medical University, Chennai 600 032 on or before 3.00 p.m. on 20.09.2012. Tenders received after the due date and time will be summarily rejected.

MODE OF DESPATCH:

The Sealed Tender should reach 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 sealed covers by Registered Post with Acknowledgement Due or by Courier or In person and the University shall not be responsible for any delay in transit in such cases. Tenders received in ordinary covers without duly sealed by Sealing Wax and without superscription will not be considered.

SUPERSCRPTION:

The Sealed Tender cover should be superscribed as “Tender for House Keeping services for Cleaning purpose etc., of this University, Due on 20.09.2012.” The Tender covers received without such superscription and seal will not be considered and be summarily rejected. Further, the Tenders submitted by Facsimile (Fax) or by Electronic Mail will not be accepted. The Tenderer shall be responsible for proper superscribing and sealing the cover in which the Tender is submitted and the University shall not be responsible for accidental opening of the covers that are not properly superscribed and sealed as required in the Tender documents before the time appointed for Tender opening. The Tender documents may be downloaded from the official website www.tnmgrmu.ac.in of this University.

OPENING OF TENDER:

The Tenders received up to 3.00 p.m. on 20.09.2012 will be opened by the Registrar, The Tamil Nadu Dr .M.G.R. Medical University, or any other officer authorized by him on behalf of the Registrar, The Tamil Nadu Dr.M.G.R. Medical University, Chennai – 600 032 at 4.00 p.m. on 20.09.2012 in the presence of such of those Tenderers or their authorized representatives who may present at the time of opening. The representatives of the Tendering firms who are attending the opening of Tenders should bring a letter of authority to identify their bonafideness.

The specification and other details of Tender are in Annexures.

THE TAMIL NADU Dr.M.G.R. MEDICAL UNIVERSITY, CHENNAI
TENDER DOCUMENT

Terms and conditions for the House Keeping services for cleaning purpose of this University.

1. DUE DATE AND TIME:

Sealed Tenders are invited by the Registrar, The Tamil Nadu Dr.M.G.R. Medical University, Chennai – 600 032, from the reputed House Keeping Agencies for Cleaning purpose of this University.

The Sealed Tenders should reach the Registrar, Tamil Nadu Dr.M.G.R. Medical University, Chennai – 600 032, before 3.00 p.m. on 20.09.2012. Tenders received after the due date and time will be summarily rejected.

2. MODE OF DESPATCH OF TENDERS:

The Sealed Tenders should reach 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 Sealed Covers by Registered Post with Acknowledgement Due or by Courier or In person. The University shall not be responsible for any delay in transit in such cases. Tenders received in ordinary covers without duly sealed, by Sealing Wax will not be considered.

3. SUPERSCRPTION:

The Sealed Tender cover should be superscripted as “Tender for House Keeping service for cleaning purpose of this University” send to due on 20.09.2012. The Tender covers received without such superscription and seal will not be considered and will be summarily rejected. Further the tenders submitted by Facsimile (Fax) or by Electronic Mail will not be accepted. The Tenderer shall be responsible for proper superscribing and sealing the cover in which the Tender is submitted to the University and the University shall not be responsible for accidental opening of the covers that are not properly superscribed and sealed as required in the Tender Documents before the time stipulated for Tender opening.

4. EARNEST MONEY DEPOSIT AND COST OF TENDER SCHEDULE:

Each Tender should be accompanied by an Earnest Money Deposit to the value of Rs.5,000/- (Rupees Five Thousand only) for House Keeping services for cleaning purpose of this University by way of Demand Draft drawn in favour of "The Registrar, Tamil Nadu Dr. M.G.R. Medical University, Chennai" payable at Chennai. The Tender Documents received without the EMD will be summarily rejected. The above EMD amount held by this University till it is returned to the Tenderer will not earn any interest therefor. The Earnest Money Deposit of the unsuccessful Tenderers will be returned after the acceptance of the successful Tenderer at the expenses of the Tenderers within a reasonable time consistent with the rules and regulations in this behalf. The Earnest Money Deposit of the successful Tenderers will be adjusted towards Security Deposit and will be returned only after the successful completion of the Tender period.

5. DETAILS TO BE FURNISHED AND MODE OF PRESENTATION:

a) The Tenders should contain particulars like the name and addresses of the Tenderer, rates for rendering House Keeping Services to this University, other levies and taxes that may be applicable and Insurance and any incidental services and giving the break up thereof. The rates should be kept for **TWO years** at least from the date of opening of the tenders for acceptance.

b) The rates should be quoted should be indicated clearly both in words and figures. The Tenderers should sign with full signature and attest any scoring or overwriting. The rate quoted should be free from erasures, overwriting, smudging etc., The rate quoted should be firm and should not be subjected to any variation clauses.

c) Being a Government Autonomous Body rendering Research & Education service to the student community, special care and hygienic methods should be offered.

d) Audited Annual Accounts duly authenticated by a Chartered Accountant showing the details of annual turnover exclusively in the business should be furnished by the Tenderer.

e) Evidence such as Registration Certificate issued by competent authority for the establishment of business as proof should also be enclosed, along with Sales Tax Registration No. / PAN. No. & TIN No., Service Tax No. if any.

6. OPENING OF TENDER:

The Tenders received upto 3.00 p.m. On 20.09.2012 will be opened by the Registrar, The Tamil Nadu Dr. M.G.R. Medical University, or any other officer authorized on behalf of the Registrar, The Tamil Nadu Dr.M.G.R. Medical University, Chennai – 600 032 at 04.00 p.m. on 20.09.2012 in the presence of such of those Tenderers or their authorized representatives who may be present at the time of opening. The representatives of the Tendering firms who are attending the opening of Tenders should bring a letter of authority to identify their representative.

7. AGREEMENT:

a. The successful Tenderer shall execute an Agreement as in the Annexure – II for the due fulfillment of the contract on a Non-Judicial stamp paper of the value of Rs.20/- (Rupees Twenty only) within fifteen days from the date acceptance of Tender for House Keeping services for cleaning purpose of this University.

b. The expenses incidental to the execution of Agreement shall be borne by the successful Tenderer.

c. The conditions stipulated in the agreement form should be strictly adhered to and violation of any of the condition(s) will entail termination of the contract without prejudice to the right of the University and to recover any consequential loss from the successful Tenderer.

8. SECURITY DEPOSITS:

a. The successful Tenderer will be required to remit the Security Deposit equivalent to 5% (five) percent of the estimated value of the work tender Finance within fifteen days from the date of receipt of communication intimating the acceptance of the Tenders in the form of Demand Draft (or) Bankers Cheque . If the accepted Tenderer fails to remit the Security Deposit within the stipulated period, the Earnest Money Deposit remitted by him will be forfeited to the The Tamil Nadu Dr.M.G.R. Medical University, Chennai – 600 032 and his tender will be held void. The House Keeping Services of this University will be started after execution of the above agreement by the successful Tenderer and after the remittance of the Security Deposit.

b. The Security Deposit furnished by the Tenderer in respect of his tender will be returned to him after the completion of tender period and after satisfactory verification of the proof of delivery effected during the tender period subject to the condition that the Tenderer has rendered service to the fullest satisfaction of The Tamil Nadu Dr.M.G.R. Medical University, Chennai – 600 032 without any complaint. If the Tenderer fails to

fulfill the same, the house keeping services of this University 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.

c. In case of successful Tenderer, the Earnest Money Deposit paid, will be adjusted towards Security Deposit payable by him.

d. If the Tenderer fails to act up to the Tender or backs out when his tender is accepted, his Security Deposit mentioned above will be forfeited to the Tamil Nadu Dr. M.G.R. Medical University, Chennai 600 032.

9.FORFEITURE OF EARNEST MONEY DEPOSIT:

If the accepted Tenderer fails to act according to the Tender conditions or backs out after his tender has been accepted, his Earnest Money Deposit will be forfeited to the Tamil Nadu Dr.M.G.R. Medical University, Chennai – 600 032.

10. DETAILS OF SERVICES TO BE PROVIDED BY THE TENDERER

The details of daily /weekly/fortnightly, monthly services to be provided to the University are furnished in Annexure II

11. ASSIGNING OF TENDER IN WHOLE OR IN PART:

The successful Tenderer shall not assign or make over the contract, the benefit of burden thereof to any person or persons or body corporate. He shall not under let or sublet to any person/s or body corporate the execution of the contract or any part thereof.

12. ACCEPTANCE AND WITHDRAWAL:

a. 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 The Tamil Nadu Dr.M.G.R. Medical University to communicate with rejected Tenderers. After the acceptance of the tender by The Tamil Nadu Dr.M.G.R. Medical University, the tenderer shall have no right to withdraw his tender or claim higher price.

b. Tenders with incomplete information will be summarily rejected.

14. PENALTY FOR NON-FULFILMENT OF CONDITONS:

The Tenderers 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 as penalty an amount equivalent to 10 (Ten) percent (%) of total value of the work or equal to the actual loss incurred by the purchaser whichever is greater. This provision applies up to the end of the life cycle of the contract period.

15. MODIFICATION:

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

16. LEGAL JURISDICTION:

The Legal Jurisdiction shall be the courts at Chennai only.

18. GENERAL:

The Tenderers while sending their Tenders should enclose a copy of the condition 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.

I / We have gone through the terms and conditions and will abide by them as laid down above.

TENDERER

ANNEXURE – I

TENDER SCHEDULE

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

TENDER SCHEDULE FOR HOUSE KEEPING SERVICES FOR CLEANING

PURPOSE OF THIS UNIVERSITY

A. Profile of the Tenderers:

- The Tenderer should furnish the following details :
1. Name of the Organization :
 2. Nature of the Organization :
 3. Address of the Registered Office of the firm :
 4. Annual turnover for the previous five years :
 5. Location of Office :
 6. Maintenance of Branches in Chennai City /
other areas :
 7. Names of the Agencies (Government/University/Private
to whom the services are made recently) :
 8. Year of Establishment of the Firm / Business :
 9. Tax Regn.No./PAN No. /TIN No./Service Tax No. if any:

B. For House Keeping services for Cleaning purpose of this University the rates should be quoted given below:

(Note: Basic rates, and other services that may be applicable should be quoted separately and specifically)

C. E.M.D. PAYMENT PARTICULARS:

- i. Number of the Demand Draft enclosed.
- ii. Demand Draft Particulars

Sl.No.	D.D.No.& Date	Name of the Bank	Amount
1.
2.
3.

D. Indicate the schedule of the services :

TENDERER

We, M/S. _____

have gone through the terms and conditions of the Tender for House Keeping services for cleaning purpose of this University and will abide by them as laid down.

TENDERER

ANNEXURE-II

DETAILS OF HOUSE KEEPING SERVICES

DAILY SERVICES

- 1) Maintaining the Whole Office, Department of Transfusion Medicine, Library, Virtual Library and Campus area including approach roads, garages, scooter-stand, High Tension cum Generator Room Canteen, etc., free from dust/dirt/wastes.
- 2) Sweeping/Mopping and removing the stains in the Halls, Rooms, Corridor Cabin, Floor Steps etc., Granite / Marble / Mosaic / Ceramic / Vinyl / PVC flooring with special detergents.
- 3) Carpet area will be brushed/vacuumed wherever applicable.
- 4) Maintaining all the furniture and fixtures free from dirt/dust.
- 5) Cleaning the tables, wooden panels, chairs trays, typewriters, telephones, filing cabinets, cupboards, paper-racks, table fans, Xerox machines etc., free from dirt dust.
- 6) Cleaning the glass doors and fixtures periodically with colin/window shine liquid cleaner.
- 7) Cleaning Partitions, glass panels/glass doors etc.,
- 8) Cleaning the computer terminal/Keyboards/printers.
 - a. Cleaning of telephones using disinfectants on the mouth pieces of the telephones.
- 9) Removing the dust/moisture from the A/C Frills, Partitions.
- 10) Removing the waste paper/garbage from the office area.
- 11) Cleaning of all toilets, including toilets in the canteen, sanitary fittings, wash basins, closet and ceramic floor/wall tiles and applying disinfectant periodically and removing of blockades in the toilets, drains etc.,
- 12) Providing wash towels, liquid soap, soap cake, urinary cubes, sanifresh, toilet rolls etc., in the toilets.
- 13) Spraying air purifiers, perfumes in the office area.
- 14) Any other odd jobs that require from time to time.

WEEKLY SERVICES

- 1) Maintaining the window panels both inside and outside against dust/dirt.
- 2) Applying chemicals to sanitary, fittings, tiles etc. and rising.
- 3) Dusting and cleaning of light fittings, fans, work stations etc.
- 4) Brushing and Cleaning the granite/marble/mosaic floor in the lounge and staircase etc., with specifically formulated chemicals.
- 5) Removing the cobwebs in the premises and clearing bushes in the campus area.
- 6) Polishing the name boards with Brasso/Silvo/Autosol.
- 7) Doing light pest control measures against silver fish, cockroaches and rodents.
- 8) Cleaning the water dispensers, water filters/water coolers etc.,
- 9) Spraying detergent to the Venetian blinds/vertical blinds and removing the dust and stains.
- 10) Special cleaning of the toilets with specifically formulated chemicals.
- 11) Scrubbing and washing office mosaic floors and corridors.
- 12) Other diversified services whenever required.

FORTNIGHTLY

- 13) Cleaning of water fountains.

MONTHLY

- 1) Cleaning of Over Head tanks and sumps.

Any other odd jobs that require from time to time.

ANNEXURE – III

FORM OF CONTRACT / AGREEMENT

(To be executed by the Successful Tenderer for House Keeping services for Cleaning Purpose of The Tamil Nadu Dr.M.G.R. Medical University without any problem in the delivering)

We, M/S.....(Hereinafter referred to as “Contractor”) hereby contract and agree on the acceptance of our Tender by the Registrar, The Tamil Nadu Dr.M.G.R. Medical University, Chennai – 600 032. (Hereinafter referred to as “The Medical University”) in accordance with the conditions of contract stated below, the goods or materials hereunder named of the quality and of the sort and at the rate or price hereunder specified in the purchase orders attached in Annexure – I.

CONDITION OF CONTRACT

1. This document on having been signed by both the parties shall constitute a binding contract between the parties and shall remain in force during the contract period of 2 (Two) Years. But in the event of any breach of agreement at any time on the part of the contractor, the contract shall be determinable by the Registrar, The Tamil Nadu Dr.M.G.R. Medical University, Chennai – 600 032 upto giving seven (7) days notice to the Agency.

2. The Contractor agrees to provide House Keeping Services for Cleaning purpose of this University as shown in the Annexure II, IV of the Tender Document at all inclusive prices noted in Annexure I to V of this Agreement to the Tamil Nadu Dr.M.G.R. Medical University before specified date. The price offered by the firm for 2 Years and is not subject to enhancement on any ground:

(i) The above rates are applicable for a period of two years with effect from _____.2012 and the bill of cost shall be settled within one month from the date of receipt of the bill, along with the attendance details. No escalation in rates would be accepted under any circumstances during this contract period of two years.

ii) The Agency is responsible to provide service to this University from 8.00 A.M to 4.30 p.m. on all days.

iii) The daily, weekly, and monthly fortnight duties have to be done by the Agency within the stipulated time.

(iv) The successful tenderer shall be wholly responsible to make good the University for any loss or damage to the mails or articles when under your custody.

(v) The successful tenderer in its performance will be watched and if it is found unsatisfactory, the University reserves the right to terminate the contract during the period by giving one month notice.

(vi) The successful tenderer shall submit their bill of cost on completion of every month supported with the proof of attendance.

(vii) After verification by the University they shall remit a Security Deposit of Rs.50,000/- by means of a demand draft drawn in favour of the Registrar, The Tamil Nadu Dr.M.G.R. Medical University, Chennai. The deposit amount will not bear any interest. The Security Deposit shall be returned at the end of the contract without any additions. In case of non-compliance with any or all of the terms and conditions mentioned in this letter, the Security Deposit of Rs.50,000/- deposited with this University will be forfeited in whole.

(viii) The tenderer should issue Uniform and identity card to the house keeping service men, and shall produce on demand by the Officials/Security personnels of this University.

3. The services to be provided under this contract are to be of the quality and of the sort mentioned in the specification for the rate of House Keeping services as mentioned in Annexure-IV

4. The daily, weekly, fortnightly, monthly services as per the Annexure II to be provided at the Tamil Nadu Dr.M.G.R. Medical University premises without any extra cost in such services contained in the Tender schedule enclosed as Annexure-I to this contract. Any amendments to the orders in terms of services or delivery period etc., may be incorporated on a mutually agreed basis.

5. The Staff employed for services in the contract will carry out functions stipulated in this contract.

6. The tenderer should hold a valid permission/license and comply with the provisions of the contract labour laws and responsible for payments of the wages to staff engaged and also comply with all other statutory obligations such as ESI COVERAGE, PROVIDENT FUND, PAYMENT OF BONUS etc., and produce proof thereof.

7. The house keeping personnel has to be supplied by the Tenderer and also bear the Statutory liabilities such as ESI, EPF and Bonus etc., of the personnel so deputed.

8) All types of necessary cleaning materials, as required shall be provided by the tenderer. The tenderer shall maintain necessary stock register, recording therein the cleaning materials received, used and balance on hand and render necessary accounts to the University wherever required. The cost of cleaning materials shall be borne by the Agency.

9) The successful tenderer shall be accessible at all times and the Operation Manager should handle and solve all problems at any time of the day. The Operations Manager should visit the University regularly for the feed back on the services rendered and for further improvement of the quality services as assured by the tenderer.

10) To ensure the quality services, trained and disciplined Staff, Site, Site log book, Site work Schedule with timings, quality check list, Daily feed back form, Daily paging systems from the site and Daily Activity Report of Operation Manager should be maintained and produced for check.

11) Tidy Uniforms, Safety wear, Shoes, and Identity Cards to the House Keeping Personnel will be provided by the Tenderer at their own cost.

12) The Tenderer shall perform their duty on all days including Sundays and holidays without additional charges for Sundays and holidays and carry out the Instructions that may be given by the University from time to time.

13) Whenever the examinations / meetings are conducted the successful Tenderer shall shift the tables and chairs from the ground floor to the floor concerned without any additional charges.

14) The Tenderer shall be responsible for providing the proper House Keeping Personnel and it shall be the responsibility of them to have proper control and supervision of the house keeping personnel provided in the said premises and the Tenderer shall ensure that the house keeping personnel employed by them and provided in the above premises shall discharge their duties efficiently and diligently.

15) The House Keeping Agency shall make necessary Arrangements for frequent and surprise checks and supervision of the House Keeping Personal posted for the House Keeping at the Premises.

16) The University shall not in any way be responsible for any injury, loss or damage sustained by the house keeping personnel in carrying out their duties.

17) The Tenderer shall agree that the persons employed by them and posted in the premises shall not have any claim whatsoever against the University and the Tenderer should undertake to indemnify against any loss or damage that may be put to by reason of any claim made by the house keeping Personal employed by them and posted in the premises.

18) The House Keeping Agency shall indemnify the amount of any loss/damage sustained by any action of House Keeping Personnel. The House Keeping personnel shall not use the premises for any purpose other than the House Keeping Work.

19) The House Keeping Agency shall ensure that the House Keeping Personnel appointed shall not indulge in any criminal or antisocial activities and the Tenderer shall take full responsibility in this regard.

20. If the execution not effected on or before the specified period, the Registrar, The Tamil Nadu Dr.M.G.R. Medical University, Chennai – 600 032 shall have the full authority to cancel the Agency and to take any such action that may be deemed fit in the circumstances.

21. In case of failure by the Agency to provide best cleaning services, the Registrar or any one duly authorized by him shall have power to take any action that may be deemed fit in the circumstances of this University.

22. Penalty will be levied at the rate specified in Point No.12 of Tender Document 10% of the total value of the work or equal to the actual loss sustained which ever is greater, if any loss or damage is done by the House Keeping persons .Besides such performance may entail black listing of the Contractor.

23. The tenderer shall furnish the bill of cost on completion of one month service. After verification action will be taken by the University for the Payment of the bill of cost.

24. The tenderer hereby agrees to get the refund of incentive, Excise Duty and proportionate Sales Tax from concerned authorities and pass it on to the The Tamil Nadu Dr.M.G.R. Medical University if the Government or any other appropriate agency reduces the Excise Duty (or) Sales Tax or give incentive or any type retrospectively after supplying the items, failing which action will be taken to recover the balance amount from the Agency.

25. The contract or any part share of interest in it, is not to be transferred or assigned by the Agency directly or indirectly or any person or persons whomsoever without the written consent of the Registrar, The Tamil Nadu Dr.M.G.R. Medical University, Chennai – 600 032.

26. The Medical University expressly resolves its right to terminate the contract if any of the conditions specified in the Tender. Work order on this contract is violated by the Agency such costs or loss sustained by The Medical University shall be recoverable from the Agency.

27. The Tender Notice No.002 along with enclosures, the detailed final offer of the Tenderer and the specification for the rate of cleaning service at Annexures respectively will form part of this contract. Wherever the offer conditions stipulated in the said order, the latter shall prevail over the offer conditions furnished by the Contractor.

28. Any notice to the Agency shall be deemed to be sufficiently served, if given or left in writing at their usual or last known place of abode or business.

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

30. The tenderer hereby agrees that he shall not divulge any part of the service transferred to him by the Medical University to any third parties and assures that he will take all necessary steps to prevent theft, accidental disclosure of service by or to any third parties. The Contractor also undertakes that the services transferred from The Medical University shall not be duplicated unless it is necessary for execution of the contract. It shall be the primary responsibility of the Agency to provide service. It is the essence of the Contract.

31) Both the parties will endeavor to settle any dispute arising out of this contract between them amicably among themselves. If the dispute is not resolved, then the dispute shall be referred to a sole arbitrator appointed by The Medical University and shall be governed by the "Arbitration and Conciliation Act 1996".

The Language of the Arbitration shall be English and the place of Arbitration shall be Chennai. The Courts in Chennai alone will have jurisdiction over the disputes arising out of this contract.

For and on behalf of Supplier
(Name and Address if the Supplier with Official seal with date)

WITNESS:

1.

2.

INSTRUCTION TO FILL THE AGREEMENT

1. The Agreement should be executed on a Non-Judicial Stamp Paper of Government of Tamil Nadu worth Rs.20/- (Rupees Twenty only). If Non-Judicial Stamp Paper is not available, Special Adhesive Stamp to the value of Rs.20/- may be affixed to the Agreement.

2. The Agreement should be executed in bond paper or in thick papers which may last long and not in thin papers like mani folding sheets etc.,

3. The Agreement apart from Stamp paper should be signed at the bottom of all pages with full signature and date and official seal by both the parties.

4. Signature of witnesses with their addresses should be obtained in the Agreement.

5. Any corrections made in the Agreement should be attested with full signature and date under official seal by both the parties.

6. If the stamp tenderer is the partnership concern the copy of the partnership Deed, Copy of the certificate of Registration should be enclosed with the Tender Document.

7. If the tenderer is Private Limited (or) Public Limited Company copy of the certificate of incorporation, copy of memorandum and article of association and Board resolution the particular director should sign in the Tender Document.

ANNEXURE - IV

Specification for the rate of House Keeping Services

1. Contract for providing man power, cleaning materials and chemical charges from the University.

2.

SI.No.	Place	Rates to be furnished for
1.	Main Building (1st floor to 5th Floor)(a) Front Block (b) Rear Block	1X6X1703=10,213 sq.m 1X6X957 = 5,742 (Ground to 3 rd floor 957X4=3,828)
2.	Virtual Library Gr.floor to II floor	616.32 sq.m (each floor 205.44 sq.m)
3.	Department of Transfusion Medicine 1. Gr.floor 2. Ist floor 3. Iind floor	345.20 sq.m 299.20 sq.m 259.00 sq.m

NB: The EMD / payment will be withheld if the enclosed proofs are not found to be true and the tenderer will be black listed.

ANNEXURE -V

BASIC REQUIREMENT OF THE TENDERER

1.	Specify the Number of Branches	:
2.	Year of Establishment (Track record of the tenderer in the field having more than 10 years experience.)	:
3.	Annual Turn Over of the Tenderer	:
4.	The tenderer should have PAN No., Servic Tax Regn. No. and other Regn. Particulars if any	:
5.	Previous Experience details & No. of years of Service (The tenderer should have an experience with any Government Department [despatch the parcels, articles and other consignments] and other Universities for minimum 3 years (Enclose necessary proof)	:
6.	The tenderer should specify the mechanism of cleaning system.	:
7.	Details of working hours The tenderer should have working days of 8 hours per day i.e (from 8.00 a.m to 4.00 p.m) in all seven days in a week.	: