

COST: Rs.6000/- + 5% Sales Tax

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

CHENNAI 600 032

TENDER DOCUMENT

1. Providing Security arrangements in the University Building, Department of Transfusion Medicine, Virtual Library, University Library, V.C. Residence, Car Parking / Vehicle Stand, other constructions, fixtures and fittings in the campus.

Tender No.EIII(1)/ 34062 /2013 Dated 21.02.2013 .

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

TENDER DOCUMENT

TENDER FORM NUMBER :
DATE OF ISSUE :
SIGNATURE OF THE OFFICER :
NAME OF THE WORK : 1. Providing Security arrangements in the University Building, Department of Transfusion Medicine Virtual Library, University Library, V.C. Residence, Car Parking/Vehicle Stand other constructions fixtures and fittings in the campus.

1. The rate should be quoted for each item of work clearly both in words and figures. Any scoring or overwriting should be attested by the Tenderers with full signature. Tenders having corrections/alterations without attestation, will be rejected summarily. The rate quoted should be firm and should not be subjected to any variation clauses.

2. The Sealed Tenders should be addressed to the Registrar, The Tamil Nadu Dr.M.G.R. Medical University, 69, Anna Salai, Guindy, Chennai 600 032 by designation and should be sent only in a sealed cover by Registered Post with Acknowledgement due or by courier or submitted in person duly superscribing on the cover containing the Tender as "**Tender for providing of Security Guards**". The Tenders received in ordinary covers without duly sealed and superscription and the Tenders received after the due date will not be considered.

3. The sealed tenders should reach the Registrar, the Tamil Nadu Dr.M.G.R. Medical University, No.69, Anna Salai, Guindy, Chennai - 600 032 on or before **08.03.2013 upto 2.00 p.m.** Tenders received after the due date and time will be summarily rejected.

4. In case any dispute or difference between the parties to the contract either during or after the fulfillment of the service of contract then either party shall forthwith give to the other notice of such dispute or difference and such dispute or difference shall be referred to the arbitration of the Registrar, The Tamil Nadu Dr. M.G.R. Medical University (herein after called the Arbitrator in case where the value of claim is less than or upto Rs.10,000/-) and of the Vice-Chancellor, The Tamil Nadu Dr. M.G.R. Medical University, (herein after called the Arbitrator in cases where the value of claim is more than Rs.10,000/-).

5. Whenever any amount has to be paid by the Security Agency in view of termination of the contract or any amount that may be due or may become due from the Security Agency and the Security Agency is not responding to the demands for the payment of the said amount the University shall be entitled to recover the said amount as per the law in force.

6. The Tender should be accompanied by an Earnest Money Deposit in the form of demand draft drawn in any Nationalized Bank for 5% of the value of the cost of charge demanded by them for providing security services. The Demand draft should be drawn in favour of "The Registrar, The Tamil Nadu Dr. M.G.R. Medical University payable at Chennai. In case the Tender is not accepted the Earnest Money Deposit amount will be returned to the Security Agency at a later date and will not earn any interest therefor. In the case of successful Tenderer, the Security Deposit will be retained with the University and will be returned to the Agency after the successful completion of the contract/termination of the contract along with the Additional Security Deposit recovered from the bill after adjusting the dues, if any, from the Agency.

7. The Security arrangement should commence within 15 days after the receipt of Work order or as per the directions of the University.

8. In case the Tender is accepted, an agreement in the prescribed format enclosed will be drawn between the University and the Tender.

9. Additional Security Deposit at a total value of 1% will be recovered from each bill at the time of payment.

10. Income Tax & Service Tax will be deducted from the bill as per rules in force.

11. The University authorities will supervise the Security arrangements and will be attesting the daily attendance of the Security Guard each day and payment will be made based on the same. Further the payment will be made on monthly, prorata, basis.

12. The Tenderer should enclose a copy of his Registration made under relevant Act and also copies of Income Tax Clearance Certificates along with this tender.

13. The Registrar, reserves his right to reject any or all the Tenderers without assigning any reason therefor.

Registrar (FAC).

Note: Special Terms and conditions in a separate sheet enclosed.

**A. SPECIAL TERMS AND CONDITIONS
PROVIDING SECURITY ARRANGEMENTS IN THE UNIVERSITY
BUILDING, TRANSFUSION MEDICINE, VIRTUAL LIBRARY,
UNIVERSITY LIBRARY, V.C's RESIDENCE, CAR PARKING/VEHICLE
STAND, OTHER CONSTRUCTIONS, FIXTURES AND FITTINGS IN
ITS CAMPUS.**

1. The Security agency has to render the security services to The Tamil Nadu Dr. M.G.R. Medical University, Chennai for a period of one year from the commencement of work in this University as described below:-

(a) to post at the above premises only male persons in the age group of 20 to 45 years possessing sound health, good physique and free from disease as Security Guards.

(b) to regulate entry of persons to and from the office by verifying the Identity Cards, authorised visitors slips and not allowing unauthorised persons;

(c) to safeguard the property/materials (movable and immovable) in the above premises against any theft, pilferage, burglary, conspiracy, mischief and misuse.

(d) To provide Security Arrangements round the clock as follows:

University Building, Library & Department of Transfusion Medicine :

I Shift – 6.00 a.m. to 6.00 p.m.	- 15 Security Guards
II Shift – 6.00 p.m. to 6.00 a.m.	- 6 Security Guards

(One Security to be diverted to Library from 8.00 p.m. to 10.00 p.m. and to Examination Wing from 10.00 p.m. to 6.00 a.m.)

Residence of the V.C

I Shift – 6.00 a.m. to 6.00 p.m.	- 1 Security Guard
II Shift – 6.00 p.m. to 6.00 a.m.	- 1 Security Guard

Total	- 23 Security Guards

The security agency shall perform their duty on all days including Sundays and National Holidays and carry out the instructions that may be given by the authorities of the University from time to time.

2. The security agency will provide Security Guards as mentioned above and the requirements will be reviewed from time to time. The University reserves its right to increase or decrease the number of the Security personnel provided by the security agency and the security agency will provide such strength of Security guards as may be directed by authorities of the University at the cost mentioned in clause 3 below.

3. The Security Agency shall mention the cost of Services per month for shift of Eight hours/Twelve hours duty for each Security Guard. This is inclusive of all charges like Salary, Allowances, Provident Fund Contributions, E.S.I. Contributions, Leave Salary, Bonus, Gratuity and other Statutory Payments etc., The University shall not be liable or responsible for any other payment except the amount mentioned above. The security agency shall ensure that the Security Guards do not approach the University for any payment on any ground.

4. The cost of services mentioned by the Security Agency in clause 3 above would be firm and stable during the complete period of contract and the security agency will not ask the University for any increase in this regard during the currency of the contract for any reason whatsoever.

5. The security agency shall provide tidy Uniforms as desired by the University to the security personnel deputed for security arrangements at the premises at their own cost. The uniform shall be as follows:

Full Trousers, collar slack, shirt tucked in, cap, shoe, Badge, belt.

6. The security agency shall be responsible for the proper conduct of the security personnel and it shall be the responsibility of the security agency to have proper control and supervision of the security personnel provided in the premises and the security agency shall ensure that the security personnel employed by them and provided in the premises shall discharge their duties efficiently and diligently.

7. The security agency shall make necessary arrangements for frequent and surprise checks and supervision of the Security Personnel posted for the Security at the premises at least thrice a week.

8. The University shall not in any way be liable for any injury, loss or damage sustained by the security personnel in carrying out their duties.

9. The security agency shall agree that the persons employed by them and posted in the premises shall not have any claim whatsoever against the University and the security agency should undertake to indemnify the University against any loss or damage that it may be put to by reason of any claim made by the security personnel employed by them and posted in the premises.

10. The security agency shall indemnify the amount for any loss/damage sustained by the University by any action of Security Guard. The Security Guards shall not use the premises for any purpose other than the Security work.

11. The security agency shall ensure that the Security Guards appointed shall not indulge in any unlawful activities and the security agency shall take full responsibility in this regard.

12. The security agency shall see that Security Guards shall not allow the premises to be used by unauthorised persons for any purpose.

13. The security agency shall furnish full residential address of the Security Guards and their photograph as and when they are posted.

14. The security agency shall ensure that the Security Guards keep the premises in good condition in all respects.

15. The security agency shall replace Security Guards periodically (i.e. once in every three months) so that they do not become friendly with the University staff. The security agency shall also replace any Security Guard at the request of the University without asking for any reasons thereof.

16. The security agency shall post Security Guards exclusively for the University premises and the Security Guards should not be simultaneously asked to guard other premises.

17. The Agreement is liable to be terminated by either party after giving 30 days notice of their intention to do so in writing without assigning any reason whatsoever;

18. The security agency shall also undertake any other security assignment in the University premises that is feasible with the existing strength that is entrusted to them by the University with regard to the Security Arrangements from time to time, in addition to the above.

19. The Security personal should not disclose any information to unauthorized person.

20. The Security Agency which posses licence under the Private Security Agencies (Regulation) Act 2005 alone is eligible to obtain tender application.

Registrar(FAC)

TENDER FORM NO:

TENDER SCHEDULE

Cost of Charges for

1.

Providing Security Arrangements in the Tamil Nadu Dr. M.G.R. Medical University Buildings, Department of Transfusion Medicine, Virtual Library, University Library, V.C's Residence, Car Parking / Vehicle Stand, other constructions, Fixtures and fittings in the campus.

1) Name of the Security Agency :

a) Agree to provide Security arrangement and to perform duty on all days including Sundays and National Holidays and carry out the instructions that may be given by the University from time to time and as per the tender documents.

b) Agree to provide Security Arrangements round the clock as follows:

i} University Building, Library & Department of Transfusion Medicine :

I Shift – 6.00 a.m. to 6.00 p.m. - 15 Security Guards

II Shift – 6.00 p.m. to 6.00 a.m. - 6 Security Guards

(One Security to be diverted to Library from 8.00 p.m. to 10.00 p.m. and to Examination Wing from 10.00 p.m. to 6.00 a.m.)

ii} Residence of the V.C

I Shift – 6.00 a.m. to 6.00 p.m. - 1 Security Guard

II Shift – 6.00 p.m. to 6.00 a.m. - 1 Security Guard

Total - 23 Security Guards

- 2)
- i) Cost of Service for each Security Guard per month per shift of eight hours) Rs. (Rupees ...)
 - ii) Cost of Service for each Security Guard per month per shift of twelve hours) Rs. (Rupees ...)
 - iii) Other charges if any prepared by the Security Service) Rs. (Rupees ...)

CERTIFICATE OF TENDERER:

I/WE HAVE GONE THROUGH THE TERMS AND CONDITIONS AND WILL ABIDE BY THEM AS LAID DOWN ABOVE AND IN OTHER SECTIONS OF THIS TENDER DOCUMENT.

I/WE HEREBY DECLARE THAT THE PARTICULARS FURNISHED BY US IN THIS OFFER ALL TRUE TO THE BEST OF MY/OUR KNOWLEDGE AND WE ACCEPT THAT IF AT ANY STAGE THE INFORMATION FURNISHED ARE FOUND TO BE INCORRECT OR FALSE WE ARE LIABLE FOR DISQUALIFICATION FOR THIS TENDER AND ALSO LIABLE FOR ANY PENAL ACTION THAT MAY ARISE DUE TO THE ABOVE.

Signature of proprietor &
Seal of Security Agency

Date :
Place :

COMPULSORY PROFORMA

**THIS PROFORMA MUST BE FILLED UP CLEARLY AND ACCURATELY,
FAILING WHICH YOUR OFFER WILL NOT BE CONSIDERED**

1. Year of Establishment :

2. Cadre strength of Security guards engaged in Security duties in and around Chennai :

3. Do you have any Clients in State/Central/Quasi Government organisation (If "Yes" please furnish a list of such offices along certificates in proof). :

4. Please provide details of certificate(s) of accreditation issued by reputed organisation such as ISO: :

5. Please provide the following information. :
 - a) Proprietor Name & address :

 - b) Address of Registered Office :

 - c) Details of Branch Offices and addresses :

 - d) Particulars of Cadre strength of Security guards in various places :

- e) Email / Contact Phone :
Number details
- f) Contact person(s) for :
making complaint
6. Do the security Agencies have :
possessed registration as per
rules in force?
(if 'Yes' please furnish
copy of relevant registration
certificates)
7. Please give particulars of Service
provided by the Agency.
8. Please indicate any special features of the service offered by the Agency
which, in its opinion give it superiority over other competitive security
services.

Date :
Place :

Signature of proprietor
and Seal of Security Agency

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

Tender Notice No. EIII(1)/ 34062/ 2013
dated 24/02/2013.

Sealed Tenders are invited, from the Security Agencies for providing Security Guards for making security arrangements in the University Building, Department of Transfusion Medicine, Virtual Library, University Library, V.C's Residence, Car Parking / Vehicle Stand, other constructions, fixtures and fittings in the campus by the Registrar, The Tamil Nadu Dr.M.G.R. Medical University, Chennai – 600 032.

The tender documents, containing terms and conditions and the details of requirement of security guards are available in the University Website (tnmgrmu.ac.in). The cost of tender form is Rs.6000 + 5% /- of Sales Tax. The amount shall be paid by means of Demand Draft drawn in favour of the Registrar, the Tamil Nadu Dr.M.G.R. Medical University, Chennai payable at Chennai and same should be submitted along with the sealed tender documents. The sealed Tender should be superscribed as "Tender for providing of Security Guards".

- i) Last day and time for submission : **08.03.2013** upto 2.00 p.m. (Friday)
- ii) Date and time for opening : **22.03.2013** at 4.00 p.m. (Friday)

The Security Agencies which satisfy the following qualifications shall alone be eligible to submit tender:

1. The Security Agency which posses licence under the Private Security Agencies (Regulation) Act 2005.
2. Agencies accredited by reputed organization such as ISO
3. Agencies established and effectively functioning for at least 10 years and experienced in providing security guards to State / Central Quasi Government organizations.
4. Agencies having a cadre strength of atleast 1,000 engaged in Security duties in and around Chennai city.

Registrar(FAC).