

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

No. 69, ANNA SALAI, GUINDY, CHENNAI – 600 32.

Tender Notice No. SI(3)/30449/2026

Tenders are invited by the undersigned for Annual Maintenance Contract for Electrical, Plumbing & Carpentry work of this University.

(i) Name of the works : Electrical Work:

Operation and Maintenance of regular and uninterrupted LT/HT Electrical installations; (Diesel Generator Panel; Sound Service Systems all electrical installations) diesel generators Panel output power distributions, sound service systems and all electrical equipment's on shift basis.

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Plumbing & Carpentry work:

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

(ii) E.M.D. : Rs.20,000/-

(iii) Date of closing of Tender : 05.10.2026

REGISTRAR (FAC)

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

TENDER DOCUMENT

Name of the work	Annual Maintenance Contract for Operation and Maintenance of regular and uninterrupted High Tension and Low-Tension electrical installations, Diesel Generator set Output Power Distributions, all panel boards, Sound Service System and all electrical equipments etc., available in the university on shift basis and 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 on shift basis
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TERMS AND CONDITIONS FOR ANNUAL MAINTENANCE CONTRACT FOR THE OPERATION AND MAINTENANCE OF REGULAR AND UNINTERRUPTED HIGH TENSION AND LOW-TENSION ELECTRICAL INSTALLATIONS, DIESEL GENERATOR SET OUTPUT POWER DISTRIBUTIONS, ALL PANEL BOARDS, SOUND SERVICE SYSTEM AND ALL ELECTRICAL EQUIPMENTS ETC., AVAILABLE IN THE UNIVERSITY ON SHIFT BASIS

AND

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 ON SHIFT BASIS

1. DUE DATE AND TIME:

- 1.1. 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 for the Annual Maintenance Contract
- 1.2. 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 **05.10.2026** upto **4.00 P.M.**
- 1.3. Tender received after the due date and time will be summarily rejected

2. MODE OF DESPATCH OF TENDERS

- 2.1. The Sealed Tender cover should be superscribed as “Tender for Annual Maintenance Contract for the maintenance Electrical, Plumbing & Carpentry work” Due on **05.10.2026** by **4.00 P.M.**
- 2.2. 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

- 2.3. Tender submitted by Facsimile (Fax) or by Electronic mail will not be accepted
- 2.4. Tender received in ordinary covers without seal will not be considered.
- 2.5. Tender without superscription and seal will not be considered and be summarily rejected.
- 2.6. 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.
- 2.7. Late submission of Tender shall not be accepted.
- 2.8. Tender schedule will be issued to the eligible Firm.

3. EARNEST MONEY DEPOSIT AND COST OF TENDER SCHEDULE

- 3.1. Each Tender should be accompanied by an Earnest money Deposit Rs. 20,000 /- of the quoted price for the Annual Maintenance Contract for the maintenance of Electrical, Plumbing & Carpentry work at this University by way of RTGS / NEFT through online in favour of "The Registrar, The Tamil Nadu Dr. M.G.R. Medical University", Chennai. The details are furnished below:-

Bank	Indian Overseas Bank
Account No	167901000000666
IFSC Code	IOBA0001679
Branch	Tamil Nadu Dr. M.G.R. Medical University Branch
- 3.2. The Tender without Earnest Money Deposit will be summarily rejected.
- 3.3. The Earnest Money Deposit of all unsuccessful tenderers shall be refunded without any interest after decisions regarding award of contract is taken.
- 3.4. 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.
- 3.5. The firm, who are registered with Micro Small Medium Enterprises (MSME) / National Small Industries Corporation (NSIC) / Small Scale Industries (SSI) only are exempted to submit EMD (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.
- 3.6. The EMD of the successful Firm will be returned only after the successful completion of the hand hold period.

4. SECURITY DEPOSIT

- 4.1. 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 Tenders by the way of E-Payment. No interest shall be paid on the Security Deposit.
- 4.2. If the accepted firm fails to remit the Security Deposit within the said period, the Earnest Money Deposit remitted by the firm will be forfeited to The Tamil Nadu Dr. M.G.R. Medical University and the Tender will be held void.
- 4.3. The Security Deposit will be forfeited in the event of withdrawal of contract by the firm before the expiry of the contract period or in the event of termination of the contract attributable to the unsatisfactory performance of the contract or for violation of any of the terms and conditions of the contract.
- 4.4. The Security Deposit shall be refunded to the selected firm on successful completion of contract period, subject to the condition that the firm has rendered service to the entire satisfaction of the Tamil Nadu Dr. M.G.R. Medical University, Chennai without any complaint from the user departments.
- 4.5. 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.
- 4.6. Work order will be released after execution of the above agreement by the successful firm and after the remittance of Security Deposit.

5. DETAILS TO BE FURNISHED AND MODE OF PRESENTATION

- 5.1. The tenderers should have experience of similar works during the last 7 years and who fulfill the following criteria are eligible to tender: -

Should have carried out minimum 1 similar work with Govt/PSUs during last 3 years (2023-24, 2024-25 and 2025-26) with annual contract value (costing individually) not less than 80% of estimated annual tender value.

OR

Should have carried out minimum 2 similar works with Govt/PSUs during last 3 years (2023-24, 2024-25 and 2025-26) with annual contract value (costing individually) not less than 50% of estimated annual tender value.

OR

Should have carried out minimum 3 similar works with Govt/PSUs during last 3 years (2023-24, 2024-25 and 2025-26) with annual

contract value (costing individually) not less than 40% of estimated annual tender value.

- 5.2. The contractor should have a valid Registration Certificate issued by the Competent Authority for establishment of business.
- 5.3. The contractor should have average annual turnover of Rs. 22 Lacs during the last three financial years (i.e. 2023-24, 2024-25 and 2025-26)

Mode of Proof: Self Attested Copies of any of the,

- 5.4. Insurance and safety aspects of the persons deployed by your firm at the Tamil Nadu Dr. M.G.R. Medical University, Chennai to be taken care by the firm.
- 5.5. The tenderers should have applicable registrations (PAN, TIN, TAN, GST, ESI, EPF, PSARA etc.) supported with documentary evidence and licenses, permissions, approvals issued by appropriate authorities such as Labour enforcement and other statutory authorities, wherever applicable and furnish copies of the same with tender (Technical bid). Agency should have a valid license/registration as per GOI instructions or from any other competent authority to operate a manpower agency in the State of Tamilnadu and similarly registration with appropriate competent authority. Tenderers to note that copies of licenses and registration are to be submitted with the Technical bid. Tenders without required documents will be summarily rejected
- 5.6. The tenderers should have their own office within the city limits of Chennai. Tenderers are requested to submit the following documents

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, (ii) Self attested copies of relevant Certificates

- 5.7. The tenderers should submit the Copies of Work Orders and Satisfactory Service Certificates from clients for executing similar works for Central/State Government offices/Public Sector Undertakings/Public Sector Banks/Autonomous Bodies, etc. during the last three years in Tamilnadu state. "Similar Works" means experience in executing Annual Maintenance Contract for Electrical, Plumbing and Carpentry services in similar Government / PSUs / Public Sector Banks / Autonomous Bodies, etc. having registered office or such similar setup in Tamilnadu.
- 5.8. The tenderers should be registered under ESI and EPF act and should have a valid PF code number and all the employees of the Tenderer to be deployed by them should be enrolled as member of EPF and should have a PF number. Documents relating to the same i.e. ESI & EPF should be submitted in the Technical bid of the tender.
- 5.9. 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 'III'**.

- 5.10. The firm should fulfill the requirement in the Technical Bid, then only the commercial bid only be opened.
- 5.11. 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.
- 5.12. Applications containing false and/or inadequate information are liable for rejection.

6. OPENING OF TENDER COVER

- 6.1. Tender will be opened by the Registrar, Tamil Nadu Dr. M.G.R. Medical University (or) any other officer authorized by her on behalf of the Tamil Nadu Dr. M.G.R. Medical University.
- 6.2. The valid Tender shall be scrutinized by the Tamil Nadu Dr. M.G.R. Medical University, Chennai to short list the eligible bidders.
- 6.3. Commercial bids will be opened and the lowest financial bid amongst those qualified in the Technical bid will be declared as successful bidder (L1). The contract will be awarded to the successful bidder (L1), subject to other usual conditions.
- 6.4. In case more bidders quoted the same lowest price, the lowest bidder will be selected on the basis of the following preferential conditions in sequence:
 - (i) Average Turnover of the bidder for the last 3 years
 - (ii) Experience of providing similar service
 - (iii) Value of similar works executed.
- 6.5. The Tamil Nadu Dr. M.G.R. Medical University reserves the right to negotiate with the bidder whose offer is the lowest evaluated price for further reduction of price. The Tamil Nadu Dr. M.G.R. Medical University also reserves the right to negotiate with other bidders to match the negotiated L1 price or below, according to the Tamil Nadu Transparency in Tenders Rules, 2000.

7. AGREEMENT

- 7.1. 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.

- 7.2. The incidental expenses for the execution of Agreement shall be borne by the successful firm.
- 7.3. 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.

8. PAYMENT TERMS:

- 8.1. No advance or Part Payment will be made in any Case.
- 8.2. 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 contractor to refuse to carry out or render such services.
- 8.3. The Service Provider is responsible for the payment of Minimum Wages (under Central Act) to the personnel deployed by it. In respect of workers deployed under the AMC contract, the Service Provider 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 Service Provider.
- 8.4. The rates given in the "Commercial Bid (**Annexure – II**)" 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.
- 8.5. 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.
- 8.6. 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) / Junior Engineer (Elec.) / Assistant Registrar (Stores) or any other Officer assigned by this University.
- 8.7. 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) / Junior Engineer (Elect) / Assistant Registrar (Stores) or any other Officer assigned by this University.

9. SCOPE OF SERVICES:

9.1. ELECTRICAL WORKS

The Contractor's scope is operation and maintenance of the HIGH TENSION and LOW TENSION ELECTRICAL INSTALLATIONS, DIESEL GENERATOR SET and ALL PANEL BOARDS ALL ELECTRICAL EQUIPMENTS SOUND SERVICE SYSTEM ETC., available in the University on shift basis in accordance with the relevant IE rules, ISI and other rules specified by the CEIG and TNEB and to the full satisfaction of the Tamil Nadu Dr.M.G.R Medical University and maintaining an uninterrupted power supply for lighting, lift, air conditioning, UPS Electrician with B-Certificate - Four Nos. of Electrician, Three Helpers with ITI/SSLC qualification etc., will be borne by the Contractor.

- 9.1.1. To identify all the electrical distribution systems in all floors in the University buildings and importance of the air conditioners units panel, equipment's and the systems running under this systems.
- 9.1.2. To carry out regular periodical servicing, preventive maintenance and also breakdown maintenance of electrical panels and electrical equipment's.
- 9.1.3. Cleaning & dusting of the outside & inside of the panels, MCCs, DBs, and Electrical distribution panels etc, with blower/vacuum cleaner periodically.
- 9.1.4. Checking of electrical connections and tightness of cable terminals, wire terminals etc.
- 9.1.5. All breakdown jobs should be attended immediately after the problem is reported orally or by telephone message. Any such work should be completed within 24 hours (including holidays if required) of reporting the problem. All break down jobs are in the scope of the contractor.
- 9.1.6. The contractor should depute sets of two electricians together and also in multiples of two persons. All electrical work should be carried by two electricians. No electrical job should be carried out by single person. One among the group of electricians to be deputed should have valid electrical supervisory license issued by CEIG. This is needed for supervision and for taking outage of feeders from 110 KV substation. All electrical maintenance work will be carried out under the supervision of the person holding supervisory license.
- 9.1.7. From our previous experience breakdown jobs will be there on all working days and a minimum of three sets of electricians and helper are needed full time basis for this AMC. However additional electricians/manpower also should be deputed as demanded by the jobs available.
- 9.1.8. The electricians will report to Engineer in charge and they should sign in the attendance register maintained for record purpose. Maintenance work will be allotted to these electricians by EIC

(Engineer-in-Charge) or his representative and they will work under the supervision of the contractor or his authorized supervisor.

- 9.1.9. The shortlisted electricians as submitted by contractor only have to be deputed for the maintenance work.
- 9.1.10. All electricians should have valid B license and at least one electricians should hold electrical supervisory license.
- 9.1.11. Electricians to be deputed for this work should be capable / conversant of reading electrical circuit drawings & control wiring diagrams, fault diagnosis using control drawings and rectify the faults at minimum down time in various Location and equipment's.
- 9.1.12. The contractor should also visit the work area periodically or as and when instructed by the EIC (Engineer-in-Charge).
- 9.1.13. The contractor should provide at least two telephone numbers & one email ID for reporting the breakdowns.
- 9.1.14. After completion of the work, the same will be inspected/tested & verified by our concerned staff and the contractor's technicians should leave the department only after confirmation by such person only.
- 9.1.15. A register/report card should be maintained by the contractor for recording all the jobs carried out. The register shall be submitted to the concerned officer for counter signature periodically.
- 9.1.16. A quarterly maintenance report in duplicate should be prepared by the contractor and should be submitted along with bill/invoice.
- 9.1.17. The contractor and their workmen should take all safety precautions as per standard procedure while attending any maintenance job.
- 9.1.18. The electricians to be deputed for this work shall be fully qualified as per the Indian Electricity Act and other prevailing guidelines.
- 9.1.19. All tools & equipment's safety belts and other safety gears required for executing this AMC should be provided by the contractor.
- 9.1.20. All persons deputed to work for this AMC should take all standard precautions. This department will not be responsible for any accident happens while doing any job and no compensation will be paid for any such unfortunate incident.

9.2. PLUMBING AND CARPENTRY WORK

- 9.2.1. The tenderer to provide 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 below. 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.

- 9.2.2. If the “Comprehensive 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 “Comprehensive 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” from elsewhere and the loss sustained by the University will be collected from the Tenderer.
- 9.2.3. Periodical inspection of all the sanitary fitting in the Tamil Nadu Dr. M.G.R. Medical University, Chennai – Monthly basis
- 9.2.4. 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.
- 9.2.5. 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.
- 9.2.6. The hire charges for tools and machinery will be borne by the Firm.
- 9.2.7. 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 sinks, wash basins, urinals and wcs – Daily Basis.

l) Tenderer will have to do minor masonry work like plaster, brick work etc.

m) The Plumbing and Sanitation services should be available as and when required by the University.

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.

9.2.8. Providing the service of skilled Carpenter as per requirement 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

9.2.9. Periodical inspection at least once in every month of all the Wood Work hinges and fitting in this University, including Termite Attack, etc

9.2.10. 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.

9.2.11. The Firm will have to arrange for all types of tools.

9.2.12. The Carpentry services should be available as and when required by the Tamil Nadu Dr. M.G.R. Medical University, Chennai

9.2.13. Replacement and repair of locks in main doors, shutters, cabin doors, credenzas, workstation cabinets etc as and when required.

9.2.14. 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.

9.2.15. 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.

10. OTHER TERMS AND CONDITIONS: (Electrical Work)

- 10.1. Adequate supervision will be provided by the Contractor with the help of qualified supervisor (Electrical).
- 10.2. The Contractor should engage the laborers for electrician minimum 5 years' experience with ITI certificate and B license and helper should be engage 20 years above. Before engaging the laborers, the contractor should introduce in present of JE / AE with relevant ITI certificate experience for electrician and helper should produce 10th pass or fail certificate.
- 10.3. Contractor should engage adequate personnel with required qualification and experience to ensure excellent quality of service.
- 10.4. It is the responsibility of the Contractor to obtain necessary licenses 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.
- 10.5. The Contractor should take necessary insurance cover for accidents and for any other dues that would become payable by him under "WORKSMEN COMPENSATION ACT" or any other statute that would be applicable. The Tamil Nadu Dr.M.G.R. Medical University will not be liable on this account.
- 10.6. 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.
- 10.7. 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.
- 10.8. The Contractor shall provide the specified number of labours on all days including holidays and shall keep the attendance register which is liable for checking by Junior Engineer /Assistant Engineer (Electricals) and controlling officers of the University. No person shall be allowed to extend his duty beyond one shift on over time basis without the prior written permission from the controlling officers and the Engineers of the University and persons should be posted for each shift.
- 10.9. If the Controlling Officers find any lapse in the work, he may impose monetary penalties upon the quantum of lapses.

- 10.10 When electrical Annual Maintenance Contract (AMC) manpower is not properly provided viz., understaffing, unskilled workers, or absenteeism – it constitutes a breach of the Service Level Agreement (SLA). Based on the standard industrial and government Authorized electrical AMC terms, here are the applicable penalty clauses, actions, and contract terms to address this issue.

a) Typical Penalty Clauses for Inadequate Manpower

- Absenteeism Penalties: Deduction of penalty charges, often around Rs.100-Rs.500 per day per person for absence, in addition to pro-rata wage deductions.
- No Replacement Penalty: If a technician is absent and no substitute is provided, penalties can be higher (e.g. Rs.2,500 per day in some contracts).
- Unskilled Personnel: If workers lack the required qualifications (e.g., license, ITI certification) as per the agreement, a penalty per day can be imposed for the duration of the non-compliance.
- Penalty Limits: Cumulative penalties often cannot exceed a percentage of the contract value (e.g., 10%) before termination is considered.

b) Actions to Take Under Contract Breach

- Alternative Arrangement (Risk and Cost Clause): If the contract fails to provide sufficient staff, you have the right to hire alternative personnel to perform the work, and the costs incurred will be deducted from the contractor's bill.
- Penalty Deduction: Pro-rata deductions from monthly/quarterly payments for any reduced manpower.
- Show Cause Notice: Issue a formal warning letter citing the specific dates/areas where staffing was inadequate.
- Contract Termination: For persistent non-compliance or failure to improve, you can terminate the contract for cause, generally with one month's notice, without liability for compensation.

c) Key Contract Clauses to Strengthen Future Terms

To avoid future issues, ensure your contract includes these specifications:

- Minimum Manpower Requirement: Explicitly list the minimum number of skilled technicians and helpers required for each shift.
- Mandatory Qualifications: Require valid electrical supervisory or wireman licenses to be submitted before deployment.
- Attendance Tracking: Make attendance records (e.g. biometric or manual register) mandatory for invoice processing.

- Replacement Guarantee: Specify that replacement must possess the same skill level as the original technician, with prior approval.
- Statutory Compliance: Require proof of EPF and ESI payment for deployed staff alongside invoices.

d) Summary of Best Practices

- Document Everything: Maintain records of absenteeism, unskilled work, or delays.
 - Enforce Penalty Clause: Do not skip penalty deductions, as this sets a precedent for poor service.
 - Check Supervision: Ensure the contractor has a dedicated supervisor managing the technicians.
 - Disclaimer: The above information is based on typical industry-standard AMC terms found in public tenders and should not be considered legal advice.
- 10.11. Contractor should carry out any other instructions as given from time to time by the controlling officers on behalf of the University.
 - 10.12. The Contractor has to test each and every repair work after completion to the entire satisfaction of the Junior Engineer /Assistant Engineer (Electricals) and controlling officers.
 - 10.13. The Contract rate includes cotton waste, grease insulation tape, cleaning materials like CTC for the maintenance work.
 - 10.14. All other spares used for the work will have to be supplied by the University as per the requisition from the Contractor.
 - 10.15. The Contract shall provide all the required instrumentation, trilling machine with bits and tools for the regular maintenance of the electrical systems. The Tamil Nadu Dr.M.G.R. Medical University does not bear any responsibility for the loss of any materials owned by the Contractor.
 - 10.16. The work shall be carried out generally in accordance with relevant I.E.rules and ISI and other rules specified by the CEIG and TNEB.
 - 10.17. The Contractor shall cover the maintenance of all the electrical systems/installations in all areas and maintaining of power supply interruption lift, air-conditioning machines, electronics, UPS connection. The contract should be operated like DG set (250 KVA) 1 no, DG set (100 KVA) 1 no & DG set 20 KVA, DG set (160 KVA) 1 No, D.G. set (63 KVA), HT panel boards, transformer (500 KVA) 2 No.TGP changing, electrical fitting,capacitor banks, LED lamps etc., and also operation and maintenance of audio-visual aids and P.A. systems.
 - 10.18. The Contractor's maintenance Engineer will maintain a record in the prescribed format regarding the maintenance of all and installations provided in the University premises at the above said address.
 - 10.19. The employees of the Contractor should work under the technical supervision of Junior Engineer (Electricals) of this University and to full satisfaction of the controlling officers, Deputy Registrar/ Assistant Registrar (Stores) and Assistant Engineer of this University.

- 10.20. The Contractor shall be available all the day for contacting first AMC owner and then JE / AE either through telephone or in person to get the technical guidance whenever problem arises in the electrical system of the University. Their contract address and telephone numbers shall be available with their workers and University employees.
- 10.21. To inspect entire building everyday if any wires laid without clamping and rectify the defect with proper wiring.
- 10.22. To check earth bit every month and cleaning the earth bit and fill the water in the bit.
- 10.23. To check each generator battery voltage fuel level, coolant level, radiator water level, pressure level every day.
- 10.24. To check the street light post, switch control box, if any finding the unused material in the box clear.
- 10.25. To switch on / off entire building lighting and fans switches and also street lights.
- 10.26. To safeguard and protect every electrical main switch from moisture and rainwater, and also lift car and lift room.
- 10.27. To keep separate tools kit in a box. Following tools to be maintain the electrical AMC contract.
- a) Cutting plier
 - b) Nose cutter
 - c) Sleeve cutter
 - d) Drilling machine
 - e) Cutting machine
 - f) Insulation tape
 - g) Tester
 - h) Test Lamp
 - i) Earth Tester
 - j) Meggar
 - k) Insulation tester
 - l) Multimeter
 - m) Hydro meter for finding battery charge level
- 10.28. Suppose if any one electrician absents to provide stand by immediately, otherwise the University will deduct two days salary amount from the AMC monthly payment, and also no one continue shift electrician in the next shift.
- 10.29. 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 Junior Executive Engineer (Electrical) or any other officer assigned by this University.

1 st Shift 6.00 am to 2.00 pm	Electrician	1 no
2 nd Shift 2.00 pm to 10.00 pm	Electrician	1 no

General Shift 10.00 am to 6.00 pm	Electrician	1 no
Night Shift 10.00 pm to 6.00 am	Electrician	1 no
1 st shift 6.00 am to 2.00 pm	Helper	1 no
2 nd shift 2.00 pm to 10.00 pm	Helper	1 no

10.30. **DETAILS OF MAINTENANCE:**

1.DAILY MAINTENANCE:

(i) GENERAL

- a) Cleaning the sub-station and Busbar panels of 800 ACB, 400 amps CB mv panel, SSB1, SSB2, SSB3, SSB4, SSB5, SSB6 Busbar panels in order to keep in free from dust/foreign materials.
- b) Checking the oil level/temperature of the transformer. If the level is low, oil and if there is leakage, corrective measures shall be taken to informed to JE / A.E. (Electrical). If the temperature is high, suitable action will be taken to bring it to the permissible level.
- c) Checking the voltage/MD reading etc., of the panel. The voltage variation will be informed to MES. The tap changer will be suitably operated to supply correct voltage.
- d) Checking the de-hydrating breather, whether the air passage is clear, check for colour. If it is pink, change by spare chargers.
- e) Checking all the meters, indicating lamps for any abnormality. If the meters are not working, they shall be removed from the panel and serviced. If the lamps are fused, they shall be replaced.
- f) Checking for any abnormal heat of all equipment/panel board. If the heat is due to over loading the load to be reduced. If due to loose contact, it shall be attended to.
- g) Checking the power factor. The capacitor bank will be suitably operated for PF correction. Keep the PF value above 9.0 not below 9.0.
- h) If the HT structure fuse is blown during holidays of Saturday, Sunday and festival at once informed to the University Junior Engineer AE through your owner and bring the lineman along with you and replace the fuse immediately.
- i) To switch on and switch off lights daily as per timings specified by the Tamil Nadu Dr. M.G.R Medical University.
- j) To switch on and switch off the common light, corridor, staircase, campus, aviation, neon lights and street lights.

- k) To attend all the services calls in all the areas.
- l) All HT/LT readings shall be recorded at frequent intervals throughout the day.
- m) To make the wiring upto 10 mtrs and also fix sum power point if emergency with the supply of the University.

(ii). DIESEL GENERATOR SET:

- a) Checking the engine oil level. If the level is low report immediately to AMC of DG set firm, it shall be topped up. If there is leakage it shall be attended.
- b) Checking the lubricant system for sufficient pressure. The pump shall be operated if the pressure is low.
- c) Running the engine to keep it operated in the event of emergency two days once morning for 2-5 minutes if it not connected to charging circuit of battery. As well as If the charging circuit is out of order the Generator must be operated once in three days because of battery voltage maintain to 12v.
- d) Checking the electrolyte solution of batteries using the hydrometer. If the values are low the charges shall be put in the Boost.
- e) Checking the specific gravity of fluid of fluid electrolyte clean the batteries. If the level is low, distilled water shall be added. The battery and terminals shall be cleaned and petroleum jelly will be applied if necessary.
- f) All the controls checked to ensure to correct ON/OFF operation.
- g) Checking fuse carriers. The correct gauge fuses shall be provided wherever necessary. If resetting is required for MCB, they shall be checked and attended to.
- h) Checking the controls. The ON/OFF control functioning shall be checked.
- i) Clean the panels both exterior
- j) Watering the earth pits.
- k) Checking the amperage, voltage and Generated units. The values shall be entered in the log sheet. If abnormality is noticed suitable corrective measures will be taken up.

2 WEEKLY MAINTENANCE:

- a) Tightening the screws, bolts and nuts on the motors, panel doors, switches, meters, flanges, etc.,
- b) Conducting all the functional tests on the panel in sequence as a precaution measure, such as DB inspection, meter E.B. inspection.
- c) Lift doors, sills, fans, false ceiling should be cleaned.
- d) RMG room S.S. D.G. room, water pump room should be cleaned thoroughly.
- e) All batteries should be checked for voltage, acidity, temperature, etc., and all the readings should be recorded and petroleum jelly should be applied for

- protection of terminals and if the specific gravity is very low (i.e) Less than 1.1. the battery should be sent for charging.
- f) All ceiling fan should be cleaned.

3. MONTHLY MAINTENANCE:

- a) Check test of all the earth electrodes shall be carried out. Log sheets will be maintained. Their earth resistance shall be measured using earth megger.
- b) Check the contracts including relays. The physical checking to find out whether they are damaged by arcing.
- c) Testing the panel in the TEST Position for various parameter.
- d) Petroleum jelly shall be applied to battery terminal to protect against formation of copper sulphate.
- e) Cleaning all the panel for the dust accumulated inside using air blowers.
- f) Cable trays and cable boxes are cleaned internally and externally.
- g) Bus duct should be cleaned.
- h) Servicing and overhauling of HT and all LT Panels, LDB'S, PDB'S, Tapper boxes etc.,
- i) Complete servicing and overhauling of the rising mains.
- j) Complete servicing and overhauling of all LT distribution panel boards.
- k) The cushy foot mounting will be checked for permissible vibration.
- l) Annual measurement of earth resistance will be carried out and records maintained to indicate the initial resistance and subsequent test value.
- m) Servicing/repairing of all Air Circuit Breakers and Oil Circuits Breakers.
- n) Servicing of water coolers with water purifiers system.
- o) Helping Assistant Engineer (Electrical) in Operation and maintenance of the PA System and audio visual aids.

11. OTHER TERMS AND CONDITIONS (PLUMBING & CARPENTRY WORK)

- 11.1. Smoking and chewing pan/ tobacco/ gutkha / any other drugs, consumption of alcohol etc. are prohibited in the building.
- 11.2. 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.
- 11.3. 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.
- 11.4. 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

- 11.5. 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.
- 11.6. 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.
- 11.7. 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 II**, which would be liable for change as and when considered necessary by the Tamil Nadu Dr. M.G.R. Medical University, Chennai
- 11.8. 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.
- 11.9. 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.

- 11.10. 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.
- 11.11. The Tenderer shall comply with all statutory requirements in respect of their staff such as ESIS coverage, Provident Fund, payment of bonus, payment of minimum wages, dearness allowance, leave and gratuity benefits and other legal and statutory requirements in relation thereto and Tamil Nadu Dr. M.G.R. Medical University, Chennai shall accept no liability in this regard. All such liabilities shall be discharged by the Tenderer promptly without any default. The Tenderer shall submit to the Tamil Nadu Dr. M.G.R. Medical University, Chennai documentary evidence of the payment paid to the staffs deployed as and when asked.
- 11.12. 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.
- 11.13. 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.
- 11.14. 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)
- 11.15. All other spares used for the work will have to be supplied by the University as per the requisition from the Firm.
- 11.16. 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.
- 11.17. The Firm/individual shall cover the maintenance of all water coolers, purifiers, etc.,
- 11.18. The Firm/individual will maintain a record in the prescribed format regarding maintenance of all electrical works, 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.

- 11.19. 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), Assistant Executive Engineer (Civil) or any other officer assigned by this University.
- 11.20. (i) The plumber reporting the authority regularly, regarding water supply & drainage position.
(ii) In case any break down pipes in water supply & drainage line immediately rectify.
(iii) To check the R.O. water quality regularly.
(iv) During time of pump operation he should avail in that place.

12. AMENDMENT OF TENDER

- 12.1. At any time prior to the last date for receipt of Bids, the Tamil Nadu Dr. M.G.R. Medical University, may for any reason, whether at its own initiative or in response to a clarification requested by the Bidders, modify the Tender by issuing an addendum / corrigendum. Any such amendment issued along with the original Tender document will constitute Revised Tender.
- 12.2. The addendum / corrigendum will be uploaded on the website www.tnmgrmu.ac.in. The Bidders are requested to visit the website frequently to check for any amendments.

13. DURATION OF CONTRACT:

- 13.1. The initial contract will be for a period of 1 (one) year, subject to review before expiry regarding the satisfactory performance and service levels, which can be further extended up to 1 (one) year on yearly basis on mutual consent.
- 13.2. 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. TERMINATION OF THE CONTRACT

- 14.1. The Tamil Nadu Dr. M.G.R. Medical University, Chennai may terminate the contract without assigning any cause by giving 1 (one) months notice in writing. However, the notice period may be extended by mutual agreement till alternate arrangements are made. Further, any pending or unresolved service, function, task, performance, unpaid fees and any other remedies shall continue by both the parties during the period of termination notice and the same must be satisfied before the agreement is terminated.
- 14.2. The Bidders shall have no claim to any payment or compensation whatsoever on account of any profit or advantage, which would have derived from the execution of the work in full, but which he did not derive in consequences the full amount of the work not having been carried out, neither shall he have any claim on

compensation / damage for the loss suffered by him by reason of termination of agreement by the Tamil Nadu Dr. M.G.R. Medical University, Chennai.

- 14.3.** The Tamil Nadu Dr. M.G.R. Medical University without prejudice to any other remedy, reserves the right to terminate the Tender / Contract in whole or in part and also to blacklist the Bidders for a suitable period without giving any notice in case he fails to honour his bid or contract without sufficient grounds or found guilty for breach of conditions of the tender or contract, negligence, carelessness, inefficiency, fraud, mischief and misappropriation or any other type of misconduct by Bidders or by its staff or agent. The Tamil Nadu Dr. M.G.R. Medical University decision in such a situation shall be final and shall be accepted by the service provider without any objection or resistance. In such case of termination, the Tamil Nadu Dr. M.G.R. Medical University, Chennai will have the right to put in place any other Bidders for carrying out the remaining enrolment work. Any extra expenditure shall be recovered from the agency.
- 14.4.** If the successful bidder withdraws or the services provided by the successful bidder are not found satisfactory (say in a month or so) during the probationary period of 1 (one) months from the date of taking over charge, the Tamil Nadu Dr. M.G.R. Medical University reserves the right to terminate the contract without giving any notice and initiate appropriate necessary action in the matter for making alternate arrangements.

15. 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.

16. 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.

17. DEATH OF TENDERER

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

18. VALIDITY OF THE RATE

The rates quoted are valid for the contract period of 1 (one) year from the date of award of contract and under no circumstances any upward revision in the rate will be considered during the contract period.

19. ASSIGNING OF TENDER WHOLE OR IN PART:

The successful firm shall not sublet, transfer or assign the contract or any part thereof. In case the service provider 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.

20. ACCEPTANCE AND WITHDRAWAL:

20.1. 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 Firms. 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 claim higher price.

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

21. FORCE MAJEURE

- 21.1.** The Parties shall not be liable for any failure to perform any of its obligations under this Agreement if the performance is prevented, hindered or delayed by a Force Majeure event (defined below) and in such case its obligations shall be suspended for so long as the Force Majeure Event continues (provided that this shall not prevent the accrual of interest on a principal amount which would have been payable but for this provision). Each party shall within a week inform the other of the existence of a Force Majeure Event and shall consult together to find a mutually acceptable solution.
- 21.2.** "Force Majeure Event" means any event due to any cause beyond the reasonable control of the Party, including, without limitation, unavailability of any communication system, sabotage, fire, flood, explosion, acts of God, civil commotion, strikes or industrial action of any kind, riots, insurrection, war or acts of Government.

22. LIQUIDATED DAMAGES

- 22.1.** Any damage or inconvenience caused either in terms of delivery or quality of the above mentioned products / Services / Scope of work, the Tamil Nadu Dr. M.G.R. Medical University, Chennai

reserves full rights to impose penalty or return the Products or to take necessary action against the Service provider.

- 22.2.** In the event of unsatisfactory performance or non-performance of any of the steps / activities in processing of the above scope of work, the Tamil Nadu Dr. M.G.R. Medical University, Chennai shall have the right to withhold the corresponding payment for these steps / activities either full or in part after giving a 3-day notice to the service provider to show cause against the same, and to take such other legal action to make good the losses caused by service provider to the Tamil Nadu Dr. M.G.R. Medical University, Chennai. The Tamil Nadu Dr. M.G.R. Medical University, Chennai shall also have the right to terminate the contract altogether and to entrust the remaining work to any another Agencies.

23. PENALTY FOR NON-FULFILMENT 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.

24. RESOLUTION OF DISPUTES

- 24.1.** If dispute or difference of any kind shall arise between the Tamil Nadu Dr.M.G.R. Medical University and the Tenderer in connection with or relating to the Contract, the parties shall make every effort to resolve the same amicably by mutual consultations.
- 24.2.** If the parties fail to resolve their dispute or difference by such mutual consultation within twenty-one days of its occurrence, then, either the Purchaser/Consignee or the Tenderer may give notice to the other party of its intention to commence arbitration, as hereinafter provided the applicable arbitration procedure will be as per the Arbitration and Conciliation Act, 1996 of India.
- 24.3.** In the case of a dispute or difference arising between the Tamil Nadu Dr.M.G.R. Medical University and a Tenderer relating to any matter arising out of or connected with the Contract, such dispute or difference shall be referred to the sole arbitrator to be appointed by the Registrar, The Tamil Nadu Dr.M.G.R. Medical University. The award of the arbitrator shall be final and binding on the parties to the Contract subject to the provision that the Arbitrator shall give reasoned award.
- 24.4.** Venue of Arbitration: The venue of arbitration shall be the place from where the Contract has been issued, i.e. Chennai India.
- 24.5.** Applicable Law: The Contract shall be governed by and interpreted in accordance with the laws of India for the time being in force.

25. GENERAL

The Tenderers while sending their Tenders 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.

ANNEXURE - I
TECHINICAL BID
THE TAMILNADU Dr.M.G.R. MEDICAL UNIVERSITY, CHENNAI 32

Annual Maintenance Contract for operation and maintenance for
Electrical, Plumbing & Carpentry Work

Sl. No	Particular Required	Particulars to be correctly furnished by the Electrical Contractor.	Pg.no. to be written by the bidder
1.	Name of the firm		
2.	Office Address:		
3.	Telephone No. / Mobile No & e mail No.		
4.	Status of the firm of Electrical Contractor a) Proprietorship b) Partnership c) Private Limited d) Public Limited		
5.	Name of the Proprietor / Partners / Directors of the agency/ contractor / Firm and Residential address of the proprietor of with Telephone number.		
6.	Details of Registration a Whether Partnership firm, Company, etc. b. Registering Authority c. Date of Registration d. Registration No.		
7.	Date, month and year of establishment of business. (Xerox copy of the proof to be enclosed)		
8.	Name and Residential address of the proprietor of the Electrical Contractor with Telephone number. 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, (ii) Self attested copies of relevant Certificates		

9.	a) Areas of business activities, other than tender required services, if any, and b) Place and address of such business		
10.	Adequate and satisfactory evidence to indicate financial capacity of the person/ agency/ contractor to undertake the said work		
11.	To furnish the following:- i. Permanent Account Number (PAN) ii. TIN iii. Goods and Service Tax Registration No. iv. EPFO Registration No. v. ESIC Registration No. vi. Regional Labour Commissioner Registration (Copy of above documents to be enclosed) vii. PSARA registration certificate		
12.	Sales Tax ,Registration number date, month and year of registration (Copy of the Registration certificate to be enclosed)		
13.	To furnish the copy of the following:- (i) Audited P&L and Balance Sheet of Last Three Financial Years, (ii) Auditor Certificate to that Effect certifying Annual Turnover, (iii) Self Attested Copies of profit & Loss/Income & Expenses A/c and Balance Sheet along with Full Income Tax Return Form (Full ITR Form)		
14.	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'.		
15.	To furnish the copy of the Registration Certificate the Electrical Contractor should be a 'A Grade contractor and registered with CEIG.		

16.	Whether the Contractor already had business transaction with the Tamil Nadu Dr.MGR Medical University. If so, furnish the details of the transactions.		
17.	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		
18.	Whether registered/ empanelled for similar service with a) Government/ Semi- govt / Municipal Authorities or any other public organisation b) If yes, name of the authority c) and since when and submit the Copies of Work Orders and Satisfactory Service Certificates from clients for executing similar works for Central/State Government offices/Public Sector Undertakings/Public Sector Banks/Autonomous Bodies, etc. during the last three years in Tamilnadu state. "Similar Works" means experience in executing Annual Maintenance Contract for Electrical, Plumbing and Carpentry services in similar Government / PSUs / Public Sector Banks / Autonomous Bodies, etc. having registered office or such similar setup in Tamilnadu.		

	S.No	Name of the work And Location	Nature of Work	Name & full postal address of the owner. Also indicate whether Government or Semi-Govt or PSU's	Contract Amount (Rs)	Whether work was left incomplete or contract was terminated from either side? Give full details.	Any other relevant information
19.	EMD Payment Particulars						

**SIGNATURE OF FIRM
WITH SEAL**

Station :
Date :

ANNEXURE-II

COMMERCIAL BID

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

**Annual Maintenance Contract for operation and maintenance for
Electrical, Plumbing & Carpentry Work**

**"Price bid quoted by the firms should be according to the
Chennai District Collector rate only"**

S.No	Shift	Category	No. of Person	Per Day (Rs.)
Electrical Work				
1.	1 st Shift 6.00 am to 2.00 pm	Electrician	1 no	Rs._____ Per Day
2.	2 nd Shift 2.00 pm to 10.00 pm	Electrician	1 no	Rs._____ Per Day
3.	General Shift 10.00 am to 6.00 pm	Electrician	1 no	Rs._____ Per Day
4.	Night Shift 10.00 pm to 6.00 am	Electrician	1 no	Rs._____ Per Day
5.	1 st shift 6.00 am to 2.00 pm	Helper	1 no	Rs._____ Per Day
6.	2 nd shift 2.00 pm to 10.00 pm	Helper	1 no	Rs._____ Per Day
Plumbing & Carpentry Work				
7.	9.30 am to 6.00 pm	Plumber cum Pump operator	1 no (seven days in a week)	Rs._____ Per Day
8.	9.30 am to 6.00 pm	Helper	1 no (seven days in a week)	Rs._____ Per Day

9.	Working in monthly ten (10) days only	Carpenter	1 no	Rs._____Per Day
	Service Charge	<i>Should be mentioned in Rupees</i>		Rs._____ Per Month
			GST%	

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 - III

(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:

Signature of the Bidder

Date:

Name & Address of the Bidder with Office Stamp

AGREEMENT

This AGREEMENT entered into at Chennai this day of 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....., having office at _____ 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 Contract for the maintenance Electrical, Plumbing & Carpentry work in respect of their Office/ Laboratory/ Department and other places located at No.69, Anna Salai, Guindy, Chennai – 600 032.

3. Whereas the Party of the Second part, represented by its Proprietor, offered to render services as Annual Maintenance Contractor for Electrical, Plumbing & Carpentry work.

4. Whereas the Party of the first part, has accepted the offer made by the Party of the Second part.

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. NOW THIS AGREEMENT WITNESSETH:

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 Annual Maintenance Contract for Electrical, Plumbing and Carpentry work in respect of office /lab/departments and other places located at No.69, Anna Salai, Guindy, Chennai-32 at Rs...../- (Rupees only) (inclusive of GST).

8. **SCOPE OF WORK.** The services to be provided by the Contractor under this agreement are described in the Scope of Work and other terms and conditions as mentioned in the Clause 9 to 11 of Tender document.

9. DURATION OF CONTRACT:

The duration of Annual Maintenance Contract for Electrical, Plumbing & Carpentry work is for one year from to the contract may be renewed for further period if so desire with same terms and conditions or at the contract mutually agreed between the parties provided the University is satisfied with the services of the Contractor.

10. PAYMENT TERMS:

10.1. No advance or Part Payment will be made in any Case.

10.2. The Contractor 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 contractor to refuse to carry out or render such services.

- 10.3. The contractor is responsible for the payment of Minimum Wages (under Central Act) to the personnel deployed by it. In respect of workers deployed under the AMC contract, the contractor 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 contractor.
- 10.4. The rates given in the "Commercial Bid (**Annexure – II**)" 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 contractor 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.
- 10.5. The contractor 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 contractor shall submit proof of all statutory payments while submitting their bills.
- 10.6. 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) / Junior Engineer (Elec.) / Assistant Registrar (Stores) or any other Officer assigned by this University.
- 10.7. 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) / Junior Engineer (Electrical) /Assistant Registrar (Stores) or any other Officer assigned by this University.

11.TERMINATION OF CONTRACT:

During the Contract period, if the Tamil Nadu Dr.M.G.R Medical University, Chennai 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.

12. 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.

13. PENALTY FOR NON-FULFILMENT OF CONTRACTOR:

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 contractor.

a) Typical Penalty Clauses for Inadequate Manpower

- Absenteeism Penalties: Deduction of penalty charges, often around Rs.100-Rs.500 per day per person for absence, in addition to pro-rata wage deductions.
- No Replacement Penalty: If a technician is absent and no substitute is provided, penalties can be higher (e.g. Rs.2,500 per day in some contracts).
- Unskilled Personnel: If workers lack the required qualifications (e.g., license, ITI certification) as per the agreement, a penalty per day can be imposed for the duration of the non-compliance.
- Penalty Limits: Cumulative penalties often cannot exceed a percentage of the contract value (e.g., 10%) before termination is considered.

b) Actions to Take Under Contract Breach

- Alternative Arrangement (Risk and Cost Clause): If the contract fails to provide sufficient staff, you have the right to hire alternative personnel to perform the work, and the costs incurred will be deducted from the contractor's bill.
- Penalty Deduction: Pro-rata deductions from monthly/quarterly payments for any reduced manpower.
- Show Cause Notice: Issue a formal warning letter citing the specific dates/areas where staffing was inadequate.
- Contract Termination: For persistent non-compliance or failure to improve, you can terminate the contract for cause, generally with one month's notice, without liability for compensation.

c) Key Contract Clauses to Strengthen Future Terms

To avoid future issues, ensure your contract includes these specifications:

- Minimum Manpower Requirement: Explicitly list the minimum number of skilled technicians and helpers required for each shifts.
- Mandatory Qualifications: Require valid electrical supervisory or wireman licenses to be submitted before deployment.
- Attendance Tracking: Make attendance records (e.g. biometric or manual register) mandatory for invoice processing.
- Replacement Guarantee: Specify that replacement must possess the same skill level as the original technician, with prior approval.
- Statutory Compliance: Require proof of EPF and ESI payment for deployed staff alongside invoices.

d) Summary of Best Practices

- Document Everything: Maintain records of absenteeism, unskilled work, or delays.
- Enforce Penalty Clause: Do not skip penalty deductions, as this sets a precedent for poor service.
- Check Supervision: Ensure the contractor has a dedicated supervisor managing the technicians.

14.ARBITRATION:

- 14.1** If dispute or difference of any kind shall arise between the University and the contractor in connection with or relating to the Contract, the parties shall make every effort to resolve the same amicably by mutual consultations.
- 14.2.** If the parties fail to resolve their dispute or difference by such mutual consultation within twenty-one days of its occurrence, then, either the Purchaser/Consignee or the contractor may give notice to the other party of its intention to commence arbitration, as hereinafter provided the applicable arbitration procedure will be as per the Arbitration and Conciliation Act, 1996 of India.
- 14.3.** In the case of a dispute or difference arising between the University and a contractor relating to any matter arising out of or connected with the Contract, such dispute or difference shall be referred to the sole arbitrator to be appointed by the Registrar, The Tamil Nadu Dr.M.G.R. Medical University. The award of the arbitrator shall be final and binding on the parties to the Contract subject to the provision that the Arbitrator shall give reasoned award.
- 14.4.** Venue of Arbitration: The venue of arbitration shall be the place from where the Contract has been issued, i.e. Chennai India.
- 14.5.** Applicable Law: The Contract shall be governed by and interpreted in accordance with the laws of India for the time being in force.

The 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 by the University unless variations have been specifically agreed *upon* by the contractor in writing.

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.

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

044-22353572

Ref. SI(3)/30449/2026

Dated 21.09.2026

To
The Firm

Sir / Madam

Sub.: Stores & Planning – The Tamil Nadu Dr. M.G.R. Medical University,
Chennai – Annual Maintenance Contract for the maintenance
of Electrical Work, Plumbing and Carpentry Work of this
University – Tender called – regarding.

I am to request you to kindly quote your rate for Annual Maintenance Contract for the maintenance of Electrical work, Plumbing and carpentry work regular and interrupted LT/HT Electrical installations, Diesel Generator Panel, Sound Systems all electrical installations, diesel generators Panel output power distributions, sound service systems and all electrical equipment's on shift basis and to maintain motors and also to maintain the water lines / sewage lines regularly in respect of office / lab / departments of this University on or before 05.10.2026 at 4.00 p.m.

The sealed cover should be superscribed as Tender for the Annual Maintenance Contract for the maintenance of Electrical Work, Plumbing and Carpentry Work of this University due on 05.10.2026. The Tender must be kept in a sealed cover (with sealing wax) duly certified with signature. Unsealed cover will be summarily rejected. The Tender Notice and AMC Agreement has been published in the University Website : tnmgrmu.ac.in

REGISTRAR(FAC)