



Anna University

Sardar Patel Road, Chennai – 600 025

Email: registrar@annauniv.edu, Website: www.annauniv.edu

Ref. No. 003 / AU / 2023 – 24

Date: 22.11.2023

NOTIFICATION

e-Tenders are invited for 'Providing Semi-Skilled & Skilled Manpower on Outsourcing Basis to Anna University'. For more information, please visit <https://tntenders.gov.in>.

S. No.	Ref. No.	Description
1	003 / AU / 2023 – 24	Providing Semi-Skilled & Skilled Manpower on Outsourcing Basis to Anna University

Date of Pre-Bid Meeting: **28th November 2023, 11:00 AM**

Closing Date & Time of Bid Submission: **21st December 2023 up to 03:00 PM.**

Bid opening Date & Time: **22nd December 2023 at 03:00 PM.**

Any further Corrigendum or Amendment(s) shall be notified on <https://tntenders.gov.in> only.

Bidders shall regularly visit the website to keep themselves updated.

REGISTRAR i/c



ANNA UNIVERSITY
Sardar Patel Road, Chennai – 600 025

**Providing Semi-Skilled & Skilled Manpower on
Outsourcing Basis to Anna University**

Ref. No. 003 / AU / 2023 – 24

Date: 22.11.2023

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SECTION 1 – INVITATION FOR BIDS

1. About the University

Anna University (AU), one of the premier Technical Universities in the Country, is offering various Programmes in the fields of Engineering, Technology, Architecture, Management & Applied Sciences. AU serves the community for the societal development through excellence in Teaching, Research & Consultancy works in various domains of Engineering and producing professionals with technical expertise, professional skills and ethical values. A complete list of Departments & Centres in AU is available at “www.annauniv.edu”. AU requires services of a reputed, well established Company / Firm / Agency for providing Manpower to carry out the assigned works in the University Offices / Departments / Academic & Research Centres and other specified places of the University premises.

2. Notice Inviting Tender

The University invites bids from eligible, experienced and financially sound Companies / Firms / Agencies for ‘Providing Manpower’ for a period of one year. This tender will be governed by the Tamil Nadu Transparency in Tenders Act, 1998 and The Tamil Nadu Transparency in Tenders Rules, 2000 and subsequent amendments thereof are applicable to this Tender.

Prospective bidders shall visit the University and acquaint themselves with the scope & schedule of work before participating in the pre-bid meeting, if required. In order to familiarise the bidders on scope of the work and obligations in the proposed contract, a pre-bid meeting will be conducted with bidders.

For any queries related to the Bid submission, bidders shall contact by email registrar@annauniv.edu or telephone number 044 – 2235 7004 (from 10:00 AM to 05:00 PM in all working days).

The tenders are in Two Part System (a) Technical Bid and (b) Financial Bid. All the bidders are requested to go through the instructions, terms &

conditions and specifications laid down in the Tender document. Failure to furnish all required information in every aspect will be at their risk and may result in the rejection of their bids. All tender documents including Technical and Financial bids should be submitted in **Tamil Nadu Government Tender Portal (www.tntenders.gov.in)**

The Companies / Firms / Agencies not fulfilling the "Eligibility Criteria" as per Section 3 will not be considered and will be summarily rejected.

Tender Document No.	003 / AU / 2023 – 24
Date of Tender Document	22 nd November 2023
Description	Engagement of Company / Firm / Agency for providing Semi-Skilled & Skilled Manpower on Outsourcing Basis to Anna University
Estimated Tender Value	Rs. 2,55,00,000/-
EMD Value	Rs. 2,55,000/- (Rupees Two Lakhs and Fifty-Five Thousand only)
Last Date & Time of submission of Online Bid	21 st December 2023 (till 03:00 PM)
Submission of Bids	<ul style="list-style-type: none"> • Two Bid System will be followed for this tender (Technical Bid and Financial Bid). • The proposals shall be submitted in two parts, viz., Technical Bid and Financial Bid and should be as per the formats given in 'Annexures'. • Bid documents will be available on website – 'https://tntenders.gov.in' from <u>22.11.2023</u> to <u>21.12.2023</u> up to 03:00 PM for submission of bids. The bidders must possess a Digital Signature Certificate and submission of bids is through online on 'https://tntenders.gov.in' and any other mode is not accepted.

Place of Opening of Bids	Academic Council Hall, Anna University, Chennai – 600 025.
Date and Time of Opening of Bids	22 nd December, 2023 at 03:00 PM
Place of Pre-Bid Meeting	Academic Council Hall, Anna University, Chennai – 600 025.
Date & Time of Pre Bid Meeting	28 th November, 2023 at 11:00 AM

SECTION 2 – SCOPE OF WORK

- (A). Nearly 70 Nos. of Manpower in combination of semi-skilled & skilled such as Gardener, Technician & Supervisor categories are to be provided to Anna University (AU). The above requirement is only tentative and may vary and depending upon the volume of work, functional requirements etc. Any additional requirements / variations of manpower including qualifications is the sole discretion of AU and the same shall be communicated to the Company / Firm / Agency, which will be final and binding, as and when the need arises during the period of contract.
- (B). Initially, the contract will be awarded for one year. The period shall be further extended up to a maximum of another one year, depending on the satisfactory performance and as recommended by the AU Empowered Expert Committee (AU EEC). The estimated Annual cost of the work is **Rs. 2,55,00,000/- (Rupees Two Crores and Fifty-Five Lakhs only)** which may vary from time to time.
- (C). Pre-qualification of the Company / Firm / Agency shall not imply final acceptance of the Financial Bid. The Company / Firm / Agency may be rejected at any point during Technical or Financial evaluation. The decision in regard to acceptance and / or rejection of any offer in part or full shall be the sole discretion of AU and decision in this regard shall be binding on the Company / Firm / Agency.
- (D). The Company / Firm / Agency shall intimate the name(s) of near relatives posted anywhere in AU.
- (E). The Company / Firm / Agency will designate person(s) who will be responsible for handling depute affairs, as respective contract managers.
- (F). AU will raise indent for manpower requisition, for the categories of deputees mentioned below, clearly defining the role profiles including duties and responsibilities of the staff needed purely on deputation. The tentative number of staff needed under each category, along with Educational qualification(s) & relevant experience are indicated in Table 1.

The Job description, Competencies / Skills, and duration of deputation required for each category are also listed below.

Table 1: Requirements of AU

Name of the Category		Qualification & Experience	Requirement of Personnel
a).	Technician (HVAC)	Should possess ITI in the trade of Air Conditioning with a minimum of 3 years' experience in the field of maintenance of various Refrigeration & Air Conditioning systems.	10
b).	Technician (Electrician)	Should possess ITI in the trade of Electrician & should possess 'B' Certificate from Electrical Licensing Board, Govt. of Tamilnadu.	18
c).	Technician (Plumber)	Should possess ITI in the trade of Plumbing with a minimum of 3 years' experience in various sanitary fixtures & fittings, repair and maintenance of various plumbing systems.	6
d).	Water Pump Operator	8 th Standard + I.T.I (Plumbing) / SSLC or HSC with 3 Years of relevant experience.	10
e).	Gardener	8 th Standard Pass / Fail possessing certificate course in Gardening with a minimum of 2 years' experience in Gardening Operations.	12
f).	Supervisor (HVAC)	<ul style="list-style-type: none"> • Diploma in Mechanical Engineering / Refrigeration & Air Conditioning with 5 years of experience in System maintenance and having knowledge of control devices. • Knowledge of computer software in the relevant field & report preparation are desirable. 	3

g).	Supervisor (Electrical)	<ul style="list-style-type: none"> • Diploma in Electrical Engineering with 5 years of experience in Domestic / Industrial wiring, Electrical Machinery installation, etc. & should possess 'C' Certificate from Electrical Licensing Board, Govt. of Tamilnadu. • Knowledge of computer software in the relevant field & report preparation are desirable. 	3
h).	Supervisor (Green Campus & Sustainability)	<p>B. Sc in Chemistry / Environment Science.</p> <p style="text-align: center;">(Or)</p> <p>B.E. or B. Tech in Civil/Environmental Science/Public Health Engineering/Biotechnology/Planning</p> <p>Relevant working experience of minimum 5 years.</p>	3
i).	Supervisor (Horticulture)	<ul style="list-style-type: none"> • Diploma in Horticulture or equivalent with 5 years of experience in the relevant field of Landscaping, Vegetation control, Irrigation systems, Setting up Gardens & features such as walkways, steps, statues, fountain, pond, etc., Maintenance of Lawns and Gardens. • Knowledge of environmental regulations, computer software in the relevant field & report preparation are desirable. 	5

Competencies & Job Description:

a). TECHNICIAN (HVAC)

Competencies:

Deputed Technician(s) (HVAC) should have the following competencies:

- Knowledge of installing and repairing refrigeration & air conditioning units.
- Knowledge of replacing defective parts, re-seating valves, refitting coils, insulation, requiring electrical connections, soldering, etc.
- Ability to make changes to units as necessary.
- Ability to examine and dismantle faulty equipment.
- Knowledge of over hauling and reassembling units.
- Ability to replace defective or worn out parts of pumps, compressors, motors, etc.
- Ability to remove faulty sealed units or sub-units of refrigerators or air conditioning plants.
- Proficient in conducting vacuum and pressure test of pipe lines and charging system.
- Proficient in setting plant to desired cooling conditions, preventing leakage and ensuring attainment and maintaining required temperature.

Job Description*:

- ❖ Performing routine inspection and preventive measures to ensure optimal system performance. This involves cleaning of cooling, condenser coils & filters, checking refrigerant levels. These works shall be carried out for every air-conditioning system installed in the campus for every month.
- ❖ The required quantity of Refrigerant should be charged in the system for optimal functioning of the Air-Conditioner. Charging and disposal should

be carried out in compliance with the environmental regulations.

- ❖ Diagnosing & fixing the issues in the Air-Conditioning systems such as Leakage of refrigerants, malfunctioning of components and also identifying and resolving the issues related to Temperature maintenance, air flow, electrical connections, electronic boards, etc.
- ❖ Dismantling the existing Air-Conditioner Units and reinstall it in the identified locations within the AU campus.
- ❖ Replacement of defective Parts / Components & other accessories with new ones to bring it back to working condition.
- ❖ Working time is between 08:00 AM to 04:00 PM.

b). TECHNICIAN (ELECTRICIAN)

Competencies:

Deputed Technician(s) (Electrician) should have the following competencies:

- Knowledge of installing, maintaining and repairing electrical machinery equipment and fittings.
- Ability to interpret electrical blueprints / technical drawings and specifications to determine electrical circuit, installation details, etc.
- Ability to make connections and soldering terminals.
- Proficient in testing electrical installations and equipment and locating faults.
- Knowledge of repairing or replacing defective wiring, burnt out fuses, etc.
- Well-versed in operating, attending and maintaining electrical appliances, equipment including Transformers, Generators, Motors, etc.

Job Description*:

- ❖ Inspect electrical systems, equipment and components on daily basis to

identify hazards, defects, and the need for adjustment or repair, and to ensure compliance with codes.

- ❖ Diagnose malfunctioning systems / components to identify the root cause and correct it.
- ❖ Test electrical systems and continuity of circuits in electrical wiring, equipment, and fixtures, using testing devices to ensure compatibility and safety of system.
- ❖ Identifying & Correcting / resolving electrical issues such as faulty wiring, short circuit, overload, voltage fluctuations, malfunctioning electrical systems / equipment / appliance.
- ❖ Assemble, install, test, and maintain electrical systems wiring, equipment, appliances, apparatus, switches, circuit breakers and other fixtures. Laying of LT / HT cables, Dismantling of old / faulty Distribution Boxes, Mains & installation of New Distribution Boxes, MCCB, Mains, etc.
- ❖ Responding to emergency calls, to address the urgent electrical issues / problems and restore functionality.
- ❖ Conducting routine inspection & maintenance to ensure safety in compliance with electrical standards.
- ❖ Capable of working in three shifts (1st Shift - 8:00 AM to 4:00 PM, 2nd Shift - 04:00 PM to 12:00 AM & 3rd Shift - 12:00 AM to 8:00 AM) and wherever required staggered duty/shift duty/night duty for 8 hours' shift will be adopted. The service of the depute(e)s may be required on all days in a month irrespective of holidays and they should be prepared to work in shifts, as may be required.

c). TECHNICIAN (PLUMBER)

Competencies:

Deputed Technician(s) (Plumber) should have the following competencies:

- Knowledge of basic plumbing terminology including measurements & installation procedure.
- Knowledge of various sanitary fittings and fixtures.
- Knowledge of various procedural techniques like cutting, bending and joining fixtures.
- Proficiency in detecting leaks and defects and rectify it.
- Knowledge of various tools and equipment like hacksaw, pipe cutter, plier, power drill, etc.
- Knowledge of manufacturer's specification relating to equipment, accessories, fittings and fixtures.
- Knowledge of how to calculate fitting / material requirement for plumbing works.
- Knowledge of levelling and alignment procedure.
- Knowledge of how to perform post-installation tests and checks.

Job Description*:

- ❖ Routine inspection of water pipelines, drainage systems, faucets, Restrooms, sumps, water pumps, water heaters, etc. on daily basis to identify defects, and the need for adjustment / repair, to ensure the uninterrupted usage.
- ❖ Identifying and fixing issues in the plumbing systems like Leaks, clogs, Damaged pipes, and any other plumbing related works, assigned by the Unit Officer concerned.
- ❖ Measuring, cutting and threading of pipes to fit specific configurations in a plumbing system.
- ❖ Installation of appliances like Sink, Faucets, Toilets, Dishwashers,

Washing Machines, etc.

- ❖ Responding to emergency calls, to address the urgent plumbing issues / problems such as major leaks or bursting of pipes and perform repair works to restore functionality.
- ❖ Interpret technical drawings / sketches and execute work according to layout.
- ❖ Working time is between 08:00 AM to 04:00 PM.

d). WATER PUMP OPERATOR

Competencies:

Deputed Water Pump Operator(s) should have the following competencies:

- Proficient in operating multiple pumping machines.
- Knowledge of water supply.
- Well-versed in observing the operation of the pump and adjusting controls to maintain steady speed of pumping.
- Adept with greasing, oiling and cleaning the pump.
- Tightening the loose parts of the pump and performing other servicing tasks to keep pump and equipment in good running order and safe condition.
- Have Good Communication skills and capable of riding Bicycle.

Job Description*:

- ❖ Operate and control water pumps to maintain consistent flow of water in the AU Campus.
- ❖ Monitoring the indicators such as Water, Pressure level & other indicators for proper functioning of water pumping systems.

- ❖ Perform routine cleaning of pumps & pump room and minor repair works. Identify the malfunctioning of pumps and other components and report to the Supervisor immediately.
- ❖ Maintaining the records of pump operation on daily basis & maintenance activities.
- ❖ Operation of Dewatering & waste water pump, as and when required.
- ❖ Capable of working in three shifts (1st Shift - 6:00 AM to 02:00 PM, 2nd Shift - 02:00 PM to 10:00 PM & 3rd Shift - 10:00 PM to 06:00 AM) and wherever required staggered duty/shift duty/night duty for 8 hours' shift will be adopted. The service of the depute(s) may be required on all days in a month irrespective of holidays and they should be prepared to work in shifts, as may be required.

e). GARDENER

Competencies:

Deputed Gardener(s) should have the following competencies:

- Knowledge of the tools and equipment used in gardening.
- Proficient in preparing the land and knowledge of how to perform propagation and transplantation of seeds.
- Knowledge of plantation, maintenance and care of garden (soil management, irrigation, pest & disease control)
- Familiar with planting and floral displays.
- Skilled in basic garden and nursery management.
- Basic arithmetic skills.

Job Description*:

- ❖ Routine works such as Watering, Pruning, Mowing, and keeping green

spaces and walkways clear of debris and litter on daily basis.

- ❖ Perform works related to Landscaping, planting trees, plants, flowers, shrubs, etc. and growing them with watering, pruning, weeding & fertilizing.
- ❖ Routine monitoring the health of all plants and Greenscapes.
- ❖ Perform works related to application of pesticides, as and when required.
- ❖ Creating and maintaining Bio-composting systems.
- ❖ Assigned works in agriculture field labs.
- ❖ Working Time is between 07:00 AM to 03:00 PM

f). SUPERVISOR (HVAC)

Competencies:

Deputed Supervisor(s) (HVAC) should have the following competencies:

- Possess in-depth knowledge of Refrigeration & Air-Conditioning Systems including installation, maintenance and trouble-shooting works.
- Effective supervising abilities to manage a team of technicians and have good communication skills.
- Efficiently schedule and prioritize to complete the tasks / works in a optimized way, without compromising the quality.

Job Description*:

- ❖ Allocation of works to the Technicians (HVAC) on daily-basis and ensure the completion of works on time.
- ❖ Provide practical solutions to address the faults / repairs for ensuring the optimal operation of the Refrigeration / Air-Conditioning systems.
- ❖ Enforce and adhere to safety regulations and best practices for promoting

safe working environment.

- ❖ Maintain records of daily works carried out including maintenance schedules and service reports on daily basis.
- ❖ Address the enquiries received from the Unit Officers, provide information on schedule of works and ensure satisfactory completion of the works.
- ❖ Supervising installation / dismantling of Air-Conditioning Systems in Departments, Centres, Laboratories, Offices, Staff Quarters and Other areas as designated by the University Administration.
- ❖ Planning and preparing the Air-Conditioning components according to the building layout and guiding the Technicians (HVAC).
- ❖ Estimating the cost of repair / replacement of components for Air-conditioning Systems.
- ❖ Certifying of work completion by the Technicians (HVAC) for the repairs carried out and submit the same to the Unit Officer concerned.

g). SUPERVISOR (ELECTRICAL)

Competencies:

Deputed Supervisor(s) (Electrical) should have the following competencies:

- Proficiency in technical knowledge of Electrical systems, equipment, components, regulations and standards.
- Possess in-depth knowledge of Electrical Systems including installation, maintenance and trouble-shooting works.
- Strong commitment to safety protocols and best practices. Ability to enforce the safety regulations in compliance.
- Planning & organizing skills to manage a team of technicians, preparation of budget and have good communication skills.

- Prioritization skills to carry out the tasks efficiently without compromising the quality.

Job Description*:

- ❖ Allocation of works to the Technicians (Electrical) on daily-basis and ensure the completion of works on time.
- ❖ Supervising installation of commercial, industrial and domestic wiring in Departments, Centres, Laboratories, Offices, Staff Quarters and Other areas as designated by the University Authorities.
- ❖ Planning and preparing the wiring diagram according to the building layout and guiding the Technician (Electrician) accordingly.
- ❖ Enforce and adhere to safety regulations and best practices for promoting safe working environment.
- ❖ Collaborating with other Supervisors to ensure seamless integration of electrical components / systems.
- ❖ Deciding the number of light points, power points and distribution of load, etc. according to the requirements.
- ❖ Marking location of the points, cut-outs, ceiling roses, junction boxes, etc.
- ❖ Arranging the materials needed for wiring from the Unit Officer concerned and ensuring optimum utilization of resources.
- ❖ Testing the wiring systems with merger on completion of work to ensure continuity and proper installation.
- ❖ Maintain records of daily works carried out including maintenance schedules and service reports on daily basis.

h). SUPERVISOR (GREEN CAMPUS & SUSTAINABILITY)

Competencies:

Deputed Supervisor(s) (Green Campus & Sustainability) should have the following competencies:

- Knowledge of environmental awareness and sustainability.
- Knowledge of best practices of resource conservation and waste reduction.
- Knowledge of energy efficient technologies and practices.
- Ability to Inspire and motivate the team members to embrace sustainable practices.
- Capable of providing training and awareness programs to the technicians and students on green practices.
- Capable to integrate new technologies.

Job Description*:

- ❖ Allocation of works to the Technicians & Gardeners on daily-basis and ensure the completion of works in terms of segregation of waste, disposal of solid & liquid waste and supervision of composting sites.
- ❖ Monitoring of waste reduction in the campus and Conducting site assessments and producing reports on findings.
- ❖ Coordinating and engaging the Faculty, Staff and students in sustainable initiatives for promoting sustainability through community approach.
- ❖ Developing and overseeing the waste reduction & recycling activities in the AU campus.
- ❖ Maintain records of daily works carried out including maintenance schedules and reports on daily basis.
- ❖ Promoting the latest low or zero-carbon technologies.

i). SUPERVISOR (HORTICULTURE)

Competencies:

Deputed Supervisor(s) (Horticulture) should have the following competencies:

- In-depth knowledge of various plants, trees, flowers, etc. and their growth requirements & optimal cultivation methods.
- Proficiency in designing and planning landscapes aesthetically.
- Expertise in Soil and water management.
- Capable of preparing budget and knowledge of environmental sustainability.
- Knowledge of various nursery activities like seed sowing, preparing beds/pots for plantation, nutrient management, disease management, drafting of plants, etc.
- Knowledge of the latest development and technology in the field.
- Capable of efficiently supervise a team of gardeners.

Job Description*:

- ❖ Allocation of tasks to the Gardeners and supervise the work.
- ❖ Oversee the planting of flowers, shrubs and other plant and implement proper cultivation practices.
- ❖ Managing watering schedules and overseeing the operation & maintenance of the system.
- ❖ Identifying and implementing integrated pest management strategies in the AU Campus.
- ❖ Implementing the pruning schedules for trees, shrubs and oversee the weeding activities.
- ❖ Executing seasonal maintenance tasks including cleanup activities.

- ❖ Overseeing the maintenance and proper use of gardening tools and equipment.
- ❖ Maintaining records of planting schedules, maintenance activities and other daily works carried out.

***The above list of job description & responsibilities is only illustrative and not exhaustive.**

- (G). The numbers indicated in the above Table 1 are only approximate and to be used for the purpose of estimating average service charges per month/deputee in BoQ (Annexure – D). These numbers in no means shall indicate a commitment from AU and shall not become an obligation pertaining to this tender.
- (H). The Company / Firm / Agency is required to send Resumes of the candidates having relevant experience and qualification within 7 days (or earlier as the case may be) after receiving the requisition from AU.
- (I). The Company / Firm / Agency will facilitate in conducting the interview of the shortlisted candidates on a date to be fixed by AU in consultation with the Company / Firm / Agency.
- (J). Based on the performance of the candidates in the interview, suitability, experience and background in relation to the envisaged job requirement, AU will select the candidates and the Company / Firm / Agency will facilitate the deputation of such selected candidate(s) to AU within maximum period of 7 days.
- (K). The personnel deputed to AU **shall not be below the age of 18 years and above 50 years of age** should have a valid contract of employment with the Manpower Company / Firm / Agency. **Personnel deputed by the Company / Firm / Agency shall require to work a maximum of 26 days in a month as per the Labour laws.**
- (L). The Company / Firm / Agency shall follow all the rules and guidelines decided by AU authorities. It is the responsibility of the Company / Firm / Agency to

ensure that all the staff deployed shall be medically fit and their antecedent will be verified before the deployment in AU. The persons deployed for work should not be involved in any police case relating to moral turpitude. Police verification certificate for the persons deployed for work has to be submitted by the Company / Firm / Agency.

- (M). The Company / Firm / Agency's Supervisor will maintain Daily Attendance Registers to keep record of personnel on duty.
- (N). A Sufficient number of deputees shall be posted by the Company / Firm / Agency to attend the works and shifting of materials/instruments from one place to other, loading and unloading of materials/instruments from the truck within AU as and when required in the exigencies of work without any additional payment.
- (O). The deputees should maintain the highest discipline and behave politely with the faculty, staff, students and guests. They should not argue with anyone. The persons deployed by the Company / Firm / Agency should be reliable, trustworthy, alert, and efficient.
- (P). The Company / Firm / Agency shall in no case pay its employee less than the minimum mandatory rates per day in accordance with the Minimum wages fixed by State / Central Government.
- (Q). The personnel will be on a deputation period of 12 months or such other period. The period of deputation shall be reduced / extended upon mutual discussion between AU & the Company / Firm / Agency.
- (R). Working timing will be as per the details given above and wherever required staggered duty / shift duty / night duty for 8 hours' shift will be adopted. The service of the workers may be required on all days in a month irrespective of holidays and they should be prepared to work in shifts as may be required.
- (S). The Company / Firm / Agency The Contractor shall strictly observe that its deputees:
 - i. Are always smartly turned out and vigilant.

- ii. Are punctual and arrive at least 15 minutes before start of their duty time.
 - iii. Take charges of their duties properly and thoroughly.
 - iv. Perform their duties with honesty and sincerity.
 - v. Read and understand their post and site instructions and follow the same.
 - vi. Shall not drink liquor on duty, or come drunk and report for duty.
 - vii. Will immediately report if any untoward incident / misconduct or misbehavior occurs, to AU & the Company / Firm / Agency.
 - viii. When in doubt, approach concerned Unit Officer / Incharge immediately.
 - ix. Get themselves checked by security personnel whenever they go out.
 - x. Shall not smoke in the office premises.
 - xi. Violation of code of conduct may lead to withdrawal of service of outsourced deputees and / or Company / Firm / Agency.
- (T). The Company / Firm / Agency will handover deputation letter to the deputees, giving details of his/her service conditions and details of salary with breakup and send the copy of the offer letter to AU.
- (U). Requisite Uniform, Apron, Gloves, Rubber Boots, Safety Shoes, Ear Plugs, Hard Hat Helmet, Safety Harness, Tool Belt, Safety Goggles, etc. should be provided to the Deputees as may be required by the Company / Firm / Agency.
- (V). The deputees should maintain personal hygiene and wear the prescribed uniform while on duty.
- (W). The Company / Firm / Agency will issue Photo Identity cards to the deputees in the format as specified by AU and also complete all the statutory requirements with regard to their deputees, such as obtaining PF No, issue of ESI Cards, opening Bank Accounts for salary credit etc., within 7 days from the date of their engagement. The salary and other payments to the deputees as claimed shall

be paid into their bank accounts and proof of payment shall be submitted to the Registrar, Anna University within 5 days of payment. The payment of salary shall not be below that of the minimum wages as fixed by the Statutes wherever applicable.

- (X). If a depute provided by the Company / Firm / Agency, leaves the services of the company prior to expiry of contract, the Company / Firm / Agency shall provide replacement(s) based on the requirement of AU within a maximum period of 7 days **without any further charges for the replacement.**
- (Y). Every personnel deputed by the Company / Firm / Agency shall be an employee of the said Company / Firm / Agency and none of the depute of the Company / Firm / Agency shall have any claim whatsoever against AU. The depute should not claim any Master and Servant relationship with AU. AU will not be responsible or liable under the laws that are in force and that may come in force from time to time in respect of the deputed employees.
- (Z). AU shall pay the agreed amount on production of monthly invoice (in duplicate) for the amount due towards services rendered during the preceding one month. The monthly invoice shall include supporting documents along with proof of payment of other statutory levies including copy of monthly Pay Slip. The Company / Firm / Agency will make payment through bank only. No other charges of any kind shall be payable. No advance payment shall be made to the Company / Firm / Agency. There would be no increase in rates payable to the Company / Firm / Agency during the contract period **except in case of enhancement of Minimum wages by the State / Central Government.** Any adjustment for the services rendered in the month, shall be made in the subsequent month.
- (AA). The Company / Firm / Agency will be responsible for complying with the obligations under the Labour Laws in respect of minimum wages and various other provisions for all its employees deputed to work for AU. The Agency should pay the exact amount to the outsourced personnel without any additional deduction other than stipulated. Violation of this shall attract a warning at first instance and may lead to termination on recurring instances.

- (BB). If in the opinion of the AU authorities, the performance of any of the deputees is not satisfactory or he/she is not amenable to discipline or their behavior is not conducive to retain them for the work, he/she should be replaced immediately. In case of any complaint or any unusual behavior of the deputees, he/she should be replaced within 24 hours after receipt of intimation from AU.
- (CC). Deputed personnel cannot be replaced / transferred without prior approval from AU. Similarly, if the performance of any service personnel is not found satisfactory, AU has the right to ask the Company / Firm / Agency to change the concerned personnel. Change of Personnel as requested by AU should be effected by the firm within 7 days from the date of request by AU.

(DD). **PENALTY FOR INADEQUATE PERFORMANCE:**

S. No.	Type of Lapse	Penalty
1.	Worker not in Uniform and / or not wearing ID card (per Deputee)	100/- per person per day
2.	Wrong attendance record	500/- per day
3.	Disobeying the instructions of the concerned officer-in-charge	200/- per day
4.	A shortfall in Deputee by more than 10% in a day	200/- per day
5.	Rude and unpleasant behavior of Deputee with Faculty / Staff / Visitor	200/- per person
6.	Theft and/or carrying of items unauthorized	500/- per person
7.	Inaction of supervisor to complaint	100/- per complaint
8.	Damage to the Institute property due to negligence	Book Value
9.	Wages not disbursed by the Firm / Company / Agency by 5 th of each month	10,000/- per day

The penalty shall be deducted from the Service Charge of the Company / Firm / Agency from the monthly Bills or from the Security Deposit. For any act of inadequate performance of contract not specifically stated herein, AU will determine the penalty based on the merits of each act after providing an opportunity to the Company / Firm / Agency.

- (EE). Company / Firm / Agency will be responsible for compliance of all statutory

provisions of Rules/ Regulations/ guidelines applicable to the deputees. The Company / Firm / Agency shall also comply with all necessary registration, licenses, approvals and sanctions under the applicable laws.

- (FF). The Tax deduction at source (TDS) shall be done as per the provisions of Income Tax Act / Rules, as amended from time to time.
- (GG). The contract can be terminated by either party by giving one month's notice in advance.
- (HH). AU reserves the right to modify/change/delete/add any further terms and conditions prior to issue of work order. Conditional tenders shall not be considered.
- (II). **AU is not bound to accept the abnormally low bid and/or assign any reasons for rejecting any or all the bids.** If AU is not convinced with the details and proofs for lowest quoted bids, such bids shall not fetch award of contract. It is further stated that the personnel so employed by the Company / Firm / Agency and deputed in the offices of AU shall have no right to employment against any post of AU and also stated that their services are being taken on purely Outsource basis.

SECTION 3 – ELIGIBILITY CRITERIA & TECHNICAL BID

The Company / Firm / Agency should satisfy the following criteria for participating in the tender process.

- (A). The bidding Company / Firm / Agency should have a registered office in Tamil Nadu / Chennai. In case of non-presence of the office in Tamil Nadu / Chennai, the successful bidder shall submit a declaration stating they will establish the same within one month of the award of the contract.
(Submit a copy of registration/Incorporation Certificate)
- (B). The Company / Firm / Agency should be in business for at least three years in providing manpower to clients including Government / Autonomous Bodies / Public Sector Undertakings.
- (C). The Company / Firm / Agency should have successfully executed/ completed similar works, providing skilled, un-skilled, semi-skilled, highly skilled such as technical, secretarial, managerial and supervisory categories in Govt./Public Sector Undertakings/Autonomous Bodies (Providing Manpower Services for deployment of a minimum of 100 personnel in one Govt./Autonomous Bodies/ Public Sector Undertakings or 50 personnel each in any two Govt./Autonomous Bodies/ Public Sector Undertakings) during the last three years from the date of publication of this tender. Submit work orders and performance certificate as documentary proof for successfully executed/ completed similar works as per Annexure – A. The Company / Firm / Agency Successfully executed/completed for similar works as detailed below:
- (i). 3 Similar Contracts each costing not less than 40% of this tender value.
(or)
 - (i). 2 Similar Contracts each costing not less than 50% of this tender value.
(or)
 - (ii). 1 Similar Contract costing not less than 90% of this tender value.
- (D). The Company / Firm / Agency should have at least one running contracts of similar nature (Providing Manpower Services for deployment of a minimum of

50 personnel). The details of the same along with supporting documents are to be submitted as per the Annexure – B.

- (E). The Company / Firm / Agency must have an Average Annual financial turnover of related services during the last three years, ending 31st March of the previous financial year, should be at least 50% of this tender value. i.e. 2020-21, 2021-22, 2022-23 (Financial statements / certificates issued by Chartered accountant should be submitted as proof).
- (F). The Company / Firm / Agency should submit a valid labour license issued from Regional Labour Commissioner under Contract Labour Act, 1970.
- (G). The Company / Firm / Agency should have registration with Employee Provident Fund Organisation, Employees State Insurance Corporation, Goods and Services Tax, Income Tax Department (Permanent Account Number).
- (H). The Company / Firm / Agency should submit the performance satisfactory certificate from the previous organization for supply of manpower services in the last two previous years.
- (I). The Company / Firm / Agency should submit the documentary proof for remittance of EPF and ESI for the personnel for the last six months.

SECTION 4 – FINANCIAL BID

- (A). The financial bid should be submitted as per the proforma (Annexure – D).
- (B). Bidders are requested to note that they should necessarily submit their financial bids in the format provided (.xls format) and no other format is acceptable. Bidders are required to download the **BoQ file**, open it and complete the detail with their respective financial quotes and other details (such as name of the bidder). If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- (C). The financial bid will be opened only if the Company / Firm / Agency is qualified as per technical bid.
- (D). The tenders will be evaluated strictly as per the Tamilnadu Transparency in Tenders Act 1998 and the Tamilnadu Transparency in Tenders Rules 2000 and amendments made thereon in the Act & Rules by the Government.

SECTION 5 – EVALUATION OF BIDS

- (A). Date of opening of bids will be as per this tender document.
- (B). AU will evaluate the technical bids for minimum eligibility adherence based on the data provided by the bidder as the format given in Annexure – C.
- (C). AU will open the financial bid of those who have qualified in the technical bid on the date to be announced by AU.
- (D). Financial 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.
- (E). In case more bidders quoted the same lowest price, the lowest bidder will be selected on the basis of the following conditions in sequence:
 - I. Annual value of turnover: Bidder having a larger turnover will be given preference
 - II. Number of years of experience.
 - III. Value of similar works executed: Bidder having large value of similar works executed will be given preference.
- (F). AU reserves the right to negotiate with the bidder whose offer is the lowest evaluated price for further reduction of price. AU 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.

SECTION 6 – TERMS AND CONDITIONS OF CONTRACT

A. General Terms & Conditions

- (i). The bidder shall study the Scope of Work and Technical Bid in detail as given in Sections 1 & 2 before submitting the bid.
- (ii). A pre-bid meeting with the prospective bidders will be arranged approximately within 7 working days of the tender. Clarification to the queries and doubts raised by the bidders will be issued as a corrigendum/addendum in the e-tenders portal.
- (iii). The prices quoted must be considering all scope of work, and eligibility criteria mentioned in Section 3. The prices quoted by the bidders should be inclusive of statutory levies and applicable GST. Price quoted as “NIL” service charges shall be rejected as non-responsive. All conditional tenders will be summarily rejected.
- (iv). Letter of Intimation and acceptance will be communicated by post / email to the successful bidder to the address indicated in the bid.
- (v). AU reserves the right to reject the whole or any part of the tender without assigning any reason or to accept them in part or full.
- (vi). Failure to comply with any of the instructions stated in this document or offering unsatisfactory explanations for non-compliance will lead to rejection of offers.
- (vii). AU reserves the right to withdraw / relax / alter / modify any or all the terms and conditions mentioned in this tender document so as to overcome the problem(s) encountered by the Companies / Firms / Agencies.
- (viii). AU reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever and decision of AU shall be final and binding on the Bidder.
- (ix). The server time (which is displayed on the bidders' dashboard) will be

considered as the standard time for referencing the deadline for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

- (x). AU will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders.

B. Earnest Money Deposit (EMD)

- (i). EMD of Rs. 2,55,000/- (Rupees Two Lakhs and Fifty-Five Thousand only) should be transferred through online payment mode in e-tender portal of <https://tntenders.gov.in> on or before due date 21.12.2023 before 03:00 PM. Any other mode of payment of EMD shall not be accepted.
- (ii). Bidder has to select the payment option as "Pay online" to pay the EMD amount. Only after payment of EMD, Bidder will be able to upload their bids. In order to avoid any issues and last-minute delay in processing of payment online, it is recommended to make payment and submit the bid as early as possible. AU will not be held responsible for any sort of difficulty faced / failure in submission of bids online by the bidder.
- (iii). The EMD will not carry any interest. Non-submission of EMD details on or before the due date and time will result in rejection of the bid.
- (iv). The amount of EMD is liable to be forfeited, if the bidder withdraws from the offer after submission of the tender or after the acceptance of the offer.
- (v). Exemption of EMD will be given to the Company / Firm / Agency, subject to submission of undertaking by the Company / Firm / Agency seeking such exemption, as per the existing Government orders. Copies of relevant orders/ documents regarding such exemption should be submitted along with the tender document.

C. Preparation of Tender

- (i). The bids should be submitted through online only in two bid system i.e. Technical Bid and Financial Bid separately.

- (ii). The bidder has to submit the tender document duly signed on all pages by an authorized person and his / her full name and status be indicated below the signature along with official stamp of the firm. Submission of wrong / forged information / document will be liable to legal action, and rejection of tender submitted by the firm.
- (iii). The tenders of the contracting agency/firm/company not in possession of valid statutory license / registrations are liable for rejections.
- (iv). If any relative of the bidder is an employee of AU, the name, designation and relationship of such employee shall be intimated to the Registrar, Anna University in writing, while submitting the tender.
- (v). No bidder will be allowed to withdraw / alter / modify after submission of tenders within the bid validity period.
- (vi). The Tender is liable to be rejected if complete information is not given therein or if the particulars and date (if any) asked for in the schedule to the Tender are not fully filled in or not duly signed/authenticated. Specific attention is drawn to the delivery dates and terms and conditions enclosed herewith. Each page of the bids required to be signed and bears the official seal of the Bidders.
- (vii). If the application is made by a firm, it shall be signed (with seal) by the partner(s) of the firm above full typewritten name(s) and current addresses or alternatively by a partner holding power of attorney for the firm in which case a certified copy of the power of attorney shall accompany the application. A certified copy of the partnership deed along with current addresses of all the partners of the firm shall also accompany the application.
- (viii). If a limited company or a corporation makes the application, it shall be signed by a duly authorized person holding power of attorney for signing the application, in which case a certified copy of the power of attorney shall accompany the application. Such limited company or corporation may be required to furnish satisfactory evidence of its existence. The applicant

shall also furnish a copy of the Memorandum of Articles of association duly attested by a Notary Public.

D. Validity of Offer

The Tender shall remain open for acceptance/validity till 120 days from the date of opening of the tender. However, the day up to which the offer is to remain open being declared closed holiday for AU, the offer shall remain open for acceptance till the next working day.

E. Execution of Contract and Security Deposit

- (i). A Contract / Agreement shall be entered into with successful bidder by AU.
- (ii). Declaration of Non-Black/Debarring listing to be executed & attested by Public Notary / Executive Magistrate on Rs. 100/- Stamp paper by successful bidder as per Annexure – F.
- (iii). The successful bidder shall submit a Performance Security deposit of 3% of the contract amount by way of Bank Guarantee / FDR / Insurance Surety Bonds obtained from any commercial bank within 15 days, which shall be released on expiry/termination of the contract after adjustment of dues, if any.
- (iv). Security deposit will be liable to be forfeited or appropriated in the event of unsatisfactory performance of the contract and loss or damage, if any, sustained by the Institute on account of failure or negligence on the part of employees of contractor.

F. Insurance & Provident Fund

Group Insurance should be provided to the deployed personnel by the selected Company / Firm / Agency. Group insurance including ESI coverage & Employee Provident Funds at applicable rates from time to time, should be paid every month for all deployed personnel by the Company / Firm / Agency.

G. Liability

The Company / Firm / Agency is responsible for any cash theft or stock deficit or loss / damage caused by the personnel deputed by the Company / Firm / Agency during the course of the contract, and the same will be recovered from the Company / Firm / Agency.

H. Dispute Resolution & Arbitration

- (i). All disputes, controversies, claims or differences arising out of or relating to the execution of this Agreement shall be resolved amicably by mutual consultation and discussion by the authorized representatives of both the parties shall be referred to arbitration (to be conducted in English language). However, if the disputes are not resolved by joint discussions, then the matter will be referred for adjudication.
- (ii). Sole arbitrator shall be appointed by AU within thirty (30) days of notice regarding appointment of Arbitrator. The firm agrees that the arbitrator could be an employee of the Institute & shall not have any objections in this regard. The award of the sole arbitrator shall be final and binding on all the parties.
- (iii). The arbitration shall be conducted in accordance with the provisions of the Arbitration & Conciliation Act 1996, as amended from time to time and rules formed there under.
- (iv). Notwithstanding any dispute between the parties, the agency shall not be entitled to withhold, delay or defer his obligation under the Agreement and the same shall be carried out strictly in accordance with the terms & conditions of the Agreement
- (v). The cost of Arbitration shall be borne by the respective parties. During the pendency of the arbitration proceeding and currency of Agreement, neither party shall be entitled to suspend the work/service to which the dispute relates on account of the arbitration and payment to the firm shall continue to be made in terms of the Agreement. Arbitration or any other

legal proceedings shall be subject to the exclusive jurisdiction of the Courts in Chennai only.

I. Breach of Terms & Conditions

AU shall, without prejudice to any other remedy for breach of contract by written notice of default sent to the bidder, terminate the contract in whole or part:

- (i). If the bidder fails to provide any or all of the services within the period(s) specified in the contract.
- (ii). If the bidder fails to perform any other obligation(s) under the contract.
- (iii). If the bidder has engaged in corrupt or fraudulent or unethical practices in competing for or in executing the contract.

J. Force Majeure

- (i). If at any time, during the continuance of the contract, the performance in whole or in part by either party of any obligation under the contract is prevented or delayed by reasons of any war, hostility, acts of public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, pandemics, quarantine restrictions, strikes, lockouts, acts of God (hereinafter referred to as "events") neither party shall, by reason of such event, be entitled to terminate the contract, nor shall either party have any claim for damages against the other in respect of such non-performance or delay, provided the performance and/or delivery is resumed as soon as practicable after such event has come to an end or ceased to exist.
- (ii). The decision of AU as to whether the performance or delivery has so resumed or not, shall be final and conclusive, provided further, that if the performance in whole or in part or any obligation under the contract is prevented or delayed by reason of any such event for a period exceeding 30 days, AU may at its option, terminate the contract without any obligation to compensate or performance on its part.

K. Penalty & Liquidated Damages

- (i). If the selected Bidder fails to complete the due performance of the contract in accordance with the terms and conditions, AU reserves the right either to cancel the contract or to accept performance already made by the selected Bidder after imposing a Penalty on Selected Bidder. A penalty will be calculated on a per-week basis and at the same rate as applicable to Liquidated Damages (LD). In case of termination of the contract, AU reserves the right to recover an amount equal to 5% of the Contract value as Liquidated Damages for non-performance.
- (ii). Both Penalty and Liquidated Damages are independent of each other and are applied separately and concurrently.
- (iii). Penalty and LD are not applicable for reasons attributable to AU and Force Majeure. However, it is the responsibility of the selected Bidder to prove that the delay is attributable to AU and Force Majeure. The selected Bidder shall submit the proof authenticated by the Bidder and AU officials that the delay is attributed to AU and/or Force Majeure along with the bills requesting payment.
- (iv). In case of failure to carry out the services to the satisfaction of AU as per the terms and conditions, AU will be free to get services done by any other agency at the cost and risk of the selected Company / Firm / Agency.

L. Termination of Contract

This contract may be terminated on any of the following contingencies:

- a). On the expiry of the contract period as stated above.
- b). By giving three months' notice by AU on account of:
 - i. Breach by the contractor of any of the terms and conditions of the contract.
 - ii. On contractor being declared insolvent by competent Court of Law.

Notwithstanding any other provisions in this contract, AU reserves the absolute right to terminate the contract forthwith if it is found that continuation of the contract is not in public interest. The contractor is not eligible for any compensation or claim in the event of such cancellation.

During the notice period for termination of the contract, in the situation contemplated above, the contractor shall keep on discharging his duties as before till the expiry of notice period.

It shall be the duty of the contractor to remove all the deputees, deployed by him, on termination of the contract, on any ground whatsoever and ensure that no deputees create any disruption/hindrance/problem of any nature to AU.

M. Jurisdiction

- (i). The laws of India shall govern this tender document.
- (ii). In the event of any dispute over this tender, the decision of AU shall be final and binding.
- (iii). This tender is subject to the exclusive jurisdiction of the Courts at Chennai.

SECTION 7 – ANNEXURES

ANNEXURE – A

EXPERIENCE OF THE COMPANY / FIRM / AGENCY

(in Company / Firm / Agency's Letter Head)

(Copies of work orders along with customer satisfaction certificate and all relevant documents should be enclosed)

S. No.	Name of the Organization	Total Manpower Deployed	Period of Work	Consolidated Billing Amount per annum	Name and contact details of the Officer in-charge at the Client Organization with Contact number

Certified that the above furnished information is true and correct. Anna University is permitted to verify the above details from any of the clients listed above.

Place:

Date:

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

ANNEXURE – B

DETAILS OF RUNNING CONTRACT(S)

(in Company / Firm / Agency's Letter Head)

(Copies of work orders and all relevant documents should be enclosed)

S. No.	Name of the Organization	Total Manpower Deployed	Order No. and Date	Period of Work	Consolidated Billing Amount per Annum	Name and contact details of the Officer in-charge at the Client Organization with Contact number

Certified that the above furnished information is true and correct. Anna University is permitted to verify the above details from any of the clients listed above.

Place:
Date:

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

ANNEXURE – C

PROFORMA FOR TECHNICAL BID

(in Company / Firm / Agency's Letter Head)

Providing Semi-Skilled & Skilled Manpower on Outsourcing Basis to Anna University

Ref: Tender No. 003 / AU / 2023 – 24

1.	Name of the Tender Company / Firm / Agency		
2.	Name of the Director / Proprietor of the Company / Firm / Agency		
3.	Full address of the Registered Office		
4.	Contact Number(s)	Office No.	
		Mobile No.	
5.	Email ID		
6.	GST Number		
7.	Labour License		
8.	Local Office address at Chennai		

S. No.	Description	Compliance (Yes/No)	Page Ref. No.
ELIGIBILITY CRITERIA – TECHNICAL BID			
1.	Average Annual financial turnover of related services during the last three years, ending 31 st March of the previous financial year, should be at least 50% of this tender value. i.e. 2020-21, 2021-22, 2022-23 (Financial statements / certificates issued by Chartered Accountant should be submitted as proof).		
2.	Business for at least three years in providing manpower to clients including Govt./Autonomous Bodies/ Public Sector Undertakings.		

S. No.	Description	Compliance (Yes/No)	Page Ref. No.
3.	<p>Work orders & Performance Certificate as documentary proof for successfully executed/ completed similar works, providing skilled, un-skilled, semi-skilled, highly skilled such as technical, secretarial, managerial and supervisory categories in Govt./Public Sector Undertakings/Autonomous Bodies (Providing Manpower Services for deployment of a minimum of 100 personnel in one Govt./Autonomous Bodies/ Public Sector Undertakings or 50 personnel each in any two Govt./Autonomous Bodies/ Public Sector Undertakings) during the last three years from the date of publication of this tender. Submit work orders and performance certificate as documentary proof for successfully executed/ completed similar works as per Annexure – A.</p> <p>Successfully executed/completed for similar work as detailed below :</p>		
	a) 3 Similar Contracts each costing not less than 40% of this tender value		
	(or)		
	b) 2 Similar Contracts each costing not less 50% of this tender value		
	(or)		
	c) 1 Similar Contract costing not less than 90% of this tender value		
4.	Work orders as documentary proof for at least one running contracts of similar nature (Providing Manpower Services for deployment of a minimum of 50 personnel). The details of the same along with supporting documents are to be submitted as per the Annexure – B.		
5.	Registration Certificate of Company / Firm / Agency issued by appropriate authority (Necessary document proof should be attached)		
6.	Valid Labour License issued from Regional Labour Commissioner for specific number required for the contract under Contract Labour (Regulation & Abolition) Act, 1970		

S. No.	Description	Compliance (Yes/No)	Page Ref. No.
7.	Proof for Local office at Chennai (Necessary document proof should be attached)		
8.	Registration details of EPF, ESI, GST and PAN (Necessary document proof should be attached)		
9.	Declaration regarding blacklisting / debarring from taking part in Govt. Tender by Anna University / Govt. Dept. (Declaration format as given in Annexure – F.)		
10.	Self-Declaration Forms (Annexures E & G)		

Note:

The proof attached should be indexed and page numbers of the attached proof should be clearly mentioned in the Technical Bid format.

Place:
Date:

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

ANNEXURE – D

PROFORMA FOR FINANCIAL BID (BoQ)

(to be uploaded as per the BoQ file in .xls format given in the Tender document)

Providing Semi-Skilled & Skilled Manpower on Outsourcing Basis to Anna University

Ref: Tender No. 003 / AU / 2023 – 24

S. No.	Name of the Category	Rate per Person per Day (Rs.)	Service Charge per Person per day (Not less than 3.85%) (Quote in Rs. only)	EPF Contribution per day @ 13%	ESI Contribution per Person per day @ 3.25 %	Total Amount (without GST) (Rs.)	GST @ 18% (Rs.)	Total Amount (with GST) (Rs.)
(i)	(ii)	(iii)	(iv)	(v) = 13% of (iii)	(vi) = 3.25% of (iii)	(vii) = (iii) + (iv) + (v) + (vi)	(viii)	(ix) = (vii) + (viii)
1.	Technician (HVAC)	783		101.79	25.45			
2.	Technician (Electrician)	783		101.79	25.45			
3.	Technician (Plumber)	821		106.73	26.68			
4.	Water Pump Operator	639		83.07	20.77			
5.	Gardener	577		75.01	18.75			
6.	Supervisor (HVAC)	1336		173.68	43.42			
7.	Supervisor (Electrical)	1336		173.68	43.42			
8.	Supervisor (Green Campus & Sustainability)	1336		173.68	43.42			
9.	Supervisor (Horticulture)	1336		173.68	43.42			
Grand Total								

- a). The variations in the statutory levies and taxes by the State / Central Government namely EPF / ESI / GST shall be effected on the end price to the benefit of the bidder, if any.
- b). The bidder should quote the minimum service charge not less than 3.85% on the total amount of Payable Wages + EPF + ESI.

<div style="display: flex; justify-content: space-between;"> Validate Print Help </div> <p style="text-align: center;">Item Wise BoQ</p> <p>Tender Inviting Authority: Registrar, Anna University, Chennai</p> <p>Name of Work: Providing Semi-Skilled & Skilled Manpower on Outsourcing Basis to Anna University</p> <p>Contract No: 003 / AU / Manpower / 2023 - 24, dated: 22.11.2023</p>									
Name of the Bidder/ Bidding Firm / Company :									
PRICE SCHEDULE (DOMESTIC TENDERS - RATES ARE TO GIVEN IN RUPEES (INR) ONLY) (This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)									
NUMBER	TEXT #	NUMBER	NUMBER #	NUMBER	NUMBER	NUMBER	NUMBER #	NUMBER #	TEXT #
S. No.	Item Description	Rate per Person per Day (Rs.)	Service Charge Per Person Per day of Column '3' (Not less than 3.85%) (Quote in Rs. only)	EPF Contribution Per day @ 13% (13% of Column 3)	ESI Contribution per Person per day @ 3.25 % (3.25% of Column 3)	TOTAL AMOUNT Without GST in Rs. P (Sum of 3,4,5&6)	GST@18% (Amount in Rs.) Rs. P (18% of 7)	TOTAL AMOUNT With GST in Rs. P (Sum of 7 & 8)	TOTAL AMOUNT In Words
1	2	3	4	5	6	7	8	9	10
1	TECHNICIAN (HVAC)	783		101.79	25.45	910.24	163.84	1074.08	INR One Thousand & Seventy Four and Paise Eight Only
2	TECHNICIAN (ELECTRICIAN)	783		101.79	25.45	910.24	163.84	1074.08	INR One Thousand & Seventy Four and Paise Eight Only
3	TECHNICIAN (PLUMBER)	821		106.73	26.68	954.41	171.79	1126.20	INR One Thousand One Hundred & Twenty Six and Paise Twenty Only
4	WATER PUMP OPERATOR	639		83.07	20.77	742.84	133.71	876.55	INR Eight Hundred & Seventy Six and Paise Fifty Five Only
5	GARDENER	577		75.01	18.75	670.76	120.74	791.50	INR Seven Hundred & Ninety One and Paise Fifty Only
6	SUPERVISOR (HVAC)	1336		173.68	43.42	1553.10	279.56	1832.66	INR One Thousand Eight Hundred & Thirty Two and Paise Sixty Six Only
7	SUPERVISOR (ELECTRICAL)	1336		173.68	43.42	1553.10	279.56	1832.66	INR One Thousand Eight Hundred & Thirty Two and Paise Sixty Six Only
8	SUPERVISOR (GREEN CAMPUS & SUSTAINABILITY)	1336		173.68	43.42	1553.10	279.56	1832.66	INR One Thousand Eight Hundred & Thirty Two and Paise Sixty Six Only
9	SUPERVISOR (HORTICULTURE)	1336		173.68	43.42	1553.10	279.56	1832.66	INR One Thousand Eight Hundred & Thirty Two and Paise Sixty Six Only
Total in Figures						10400.89	1872.16	12273.05	INR Twelve Thousand Two Hundred & Seventy Three and Paise Five Only
Quoted Rate in Words		INR Twelve Thousand Two Hundred & Seventy Three and Paise Five Only							

Place:

Date:

Signature of the Bidder

Name & Address of the Bidder with Office Stamp

ANNEXURE – E

(in Company / Firm / Agency's Letter Head)

Self-Declaration that the Service Provider has not been Blacklisted

I.....
S/o

R/o police station District Director

/ partner/ sole proprietor (Strike out whichever is not applicable) of

.....

..... (Firm or Company) do hereby declare and solemnly affirm:

- I. That the Firm
..... has not been Blacklisted or declared insolvent by any of the Union or State Government / Organization.
- II. That none of the individual / firm / Company Blacklisted or any partners or shareholder thereof has any connection directly or indirectly with or has any subsistence interest in the deponent business / firm company.
- III. That neither the Firm nor any of its partner has been involved / convicted in any criminal case / economic offence nor any criminal case / economic offence is pending against firm or any partner of the Firm before any Court of Law / Police.

Place:

Date:

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

ANNEXURE – F

(To be executed & Attested by Public Notary / Executive Magistrate on Rs.100/- Stamp paper by the bidder)

DECLARATION REGARDING BLACKLISTING / DEBARRING FROM TAKING PART IN GOVT. TENDER BY ANNA 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 Anna 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 Anna 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 Anna University and shall be forfeited.

In addition to the above, Anna University will not be responsible to pay the bills for any partially completed work.

Signature: _____ Name: _____ Capacity in which as signed: _____

Name & Address of the firm: _____

Place:

Seal of the firm should be affixed

ANNEXURE – G

DECLARATION FORM

(in Company / Firm / Agency's Letter Head)

Ref: Tender No. 003 / AU / 2023 – 24

It is hereby acknowledged that I / We have gone through all the points listed under “**Scope of work, Eligibility Criteria, Terms & Conditions and other Sections**” of the tender document, the same is abided and agreed to be executed. In case, if the above information is found false, I / We are fully aware that the tender / contract will be rejected / cancelled by Anna University and shall be forfeited.

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

SECTION 8 – CHECKLIST

Bidders are required to submit the following documents:

I. Technical Bid:

- a). Documentary evidence in support of Eligibility criteria & Technical Bid as given in Section – 3.
- b). Annexures A, B, C, E, F & G as per the format given in Section – 7.
- c). Any other relevant information / data / documents.

II. Financial Bid:

- a). Financial Bid as per format in given in Annexure D in Section – 7.