



ANNA UNIVERSITY REGIONAL CAMPUS TIRUNELVELI
TIRUNELVELI – 627 007

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Lr. No. AURCT / Manpower / 2024-25

Dated: 19.12.2024

NOTIFICATION

Quotations are invited for Manpower on Rate Contract basis for providing 1.Housekeeping & Sanitation Services including materials 2. Electrician cum Plumber 3. Security Guard (Hostel) to Anna University Regional Campus - Tirunelveli (AURCT), Tirunelveli.

Please quote your lowest possible rate for providing (1) Housekeeping & Sanitation Services including Materials for Cleaning for a plinth area of 15012 / sq. m, (2) Electrician cum Plumber and (3) Security Guard (Hostel) on rate contract basis through outsourcing of man power for Anna University Regional Campus-Tirunelveli, as per the details mentioned in the Table below. Your quotations should reach on or before **03.01.2025** along with necessary supporting documents in a sealed cover superscribed as “Quotation for 1.Housekeeping & Sanitation services including Materials for Cleaning 2. Electrician cum Plumber and 3. Security Guard (Hostel) due on **03.01.2025**” along with this Lr. No. AURCT / Manpower / Outsourcing / 2024-25, Dated: 19.12.2024. Your quotation should reach “The Dean, Anna University Regional Campus - Tirunelveli (AURCT), Tirunelveli – 627 007” on or before the due date mentioned.

Please note that the following points should be clearly mentioned in your quotation.

1. Registration No. / TIN No
 2. T.N.G.S.T/ GST / CST and VAT
 3. Concession / Discount for Educational Institutions, If any
 4. Validity Period of your Tender (Minimum 60 working Days)
 5. Quote the tender including GST @___%
 6. Should submit 1 % Earnest Money Deposit (EMD) of the estimated Annual claim amount in the form of Demand Draft (DD) in favors of “The Dean, Anna University Regional Campus - Tirunelveli (AURCT), Tirunelveli. - 627007”
- No advance payment will be made under any circumstances.
 - Payment will be made within 30 days.
 - Quotations received after the due date will not be considered.
 - Separate quotations in separate sealed covers must be sent for the followings.

Sl. No	Description	Manpower to be Outsourced	No. of Working Days / Hours (Per Month)	Unit Rate	GST %	Total Amount in Rupees (Per Month)
1.	Housekeeping and Sanitation Services including Materials for Cleaning for a plinth area of 15012 sq. m	Male - 2 Nos.	26 Days / 8 hours			
		Female - 2 Nos.				
		Cleaning Materials				
2.	Electrician cum Plumber	Male – 1 No.	26 Days / 8 hours			
3.	Security Guard (for Hostel)	Male – 1 No.	30 / 31 Days / 12 Hours			

Terms and Conditions

1. The contract for outsourcing manpower for Anna University Regional Campus - Tirunelveli (AURCT), Tirunelveli – 627 007, should be for 11 Months Period.
2. The Authorities of Anna University, Chennai (AUC) / Anna University Regional Campus - Tirunelveli (AURCT), Tirunelveli, shall not be entirely or partially liable for any labour issue that may develop between the contractual employees and contractor.
3. If there is a documented complaint registered, the contractor shall promptly replace any contractual personnel whose involvement in respect of the complaint has been confirmed.
4. The contractor shall promptly replace the contractual personnel with a new one if they are not satisfying / fulfilling the contract agreements / requirements with respect to their performance or job.
5. The contractor shall bear the responsibility of adherence to all the applicable laws and regulations. The Authorities of Anna University, Chennai (AUC) / Anna University Regional Campus - Tirunelveli (AURCT), Tirunelveli does not have an employer-employee connection with any of the contractual personnel individual.
6. The Authorities of Anna University, Chennai (AUC) / Anna University Regional Campus - Tirunelveli (AURCT), Tirunelveli does not guarantee the Firm / Contractual personnel for any employment at AUC / AURCT.
7. If any theft or loss of property of the Anna University Regional Campus - Tirunelveli (AURCT), Tirunelveli occurs, the same is found to be correct by a joint investigation of user's & contractor's representative, and if it is within the ambit of Contractual personnel in the expressed terms, the Contractor shall pursue payment of compensation through the contractual personnel to make the loss good to the extent if the contractual personnel were found at fault and form part of their official duty.
8. On the final working day of each month, employees' monthly attendance must be arrived (Men-on-Duty) at Head Office / any other appropriate offices in order for salaries to be prepared and PF, GST, etc., to be remitted.
9. In order for the wages to be paid to the aforementioned contractual personnel within 7 days of the end of the wage period, all claim bills raised by the contractor based on the authenticated attendance of the personnel shall be paid by the Authorities of Anna University, Chennai (AUC) / Anna University Regional Campus Tirunelveli (AURCT) within 7 days on receipt of the claim bills.
10. Contractor is the in-charge of paying any applicable salaries / wages / other financial benefits to the contractual workers that are given to them in accordance with the guidelines set-forth in the Tamil Nadu Minimum Wages Act / Any other Acts / References as applicable.
11. This agreement will automatically be subject to any statutory amendments and requirements made by Parliament through Acts, Legislative Government Orders, Instructions, etc., statutory issues of PF, Bonus, GST, etc., Wages, Labour Laws or Other Land Laws and the instructions of the Tamil Nadu Minimum Wages Act.
12. Regarding all things pertaining to this agreement and matters resulting there from, the Contractor shall abide by all applicable statutes and regulations, both current and potentially applicable in the future as applicable.
13. Contractor will be held solely responsible for offering the housekeeping / other services as demanded / agreed.
14. If, during the term of the agreement, the Government modifies the minimum wages specified by the Act as admissible to the category based on the approval from higher officials of the contractor employees deployed at designated locations, the variable Allowances will also be modified to the extent necessary to comply with the aforementioned statutory requirements, and the amount payable by Anna University Regional Campus Tirunelveli (AURCT), on a monthly basis will be computed and revised accordingly. This will be effected on submission of request for additional / revised claim raised by the contractor and dully approved by the University Authorities.

15. Any party may cancel this agreement by giving the other party one month's written notice, paying one month's contractual dues in lieu of notice, or failing to pay contractors invoices within fifteen days of the due date.
16. The contractor is responsible for making ensure that no contractual employee shall participate in Trade Union activities related to their employment with the Anna University Regional Campus Tirunelveli (AURCT), Tirunelveli Authorities / Representatives.

The following Subjects Roles must be included in the contractor's scope of work / Services:

Housekeeping and Sanitation Services	Electrician cum Plumber	Security Guard (for Hostel)
Working hours : 08:45 to 17:30 (8 Working Hours & 45 minutes of Lunch Break)	Working hours : 08:45 to 17:30 (8 Working Hours & 45 minutes of Lunch Break)	Working hours : 06:00 to 18:00 (or) 18.00 to 06.00
<ul style="list-style-type: none"> • Mopping, Sweeping, Washing and cleaning (Wet and dry). • Ensure Healthy and safe working Environment. • Maintaining clean and neat workplace. • Ensure Restrooms (Men & Women) are well maintained. • Coordinate with maintenance team to ensure proper working of Water Taps / Closets / Urinals / drainage systems. • Maintaining Registers / Documents of Log / Schedule of manintance. • Any other duties assigned by the University / Institution Authorities. 	<ul style="list-style-type: none"> • Electrical work Install / repair / maintain electrical systems, including wiring, circuits, switches, Electrical equipments, etc., and troubleshoot electrical problems and replace Components / fuses / other Items. • Plumbing work Install / repair / maintain plumbing systems, including pipes, fixtures, and fittings, etc., and inspect plumbing systems for leaks, blocks, etc., and clogs, and provide solutions on need basis. • Diagnosing problems Use diagnostic tools and testing equipment to identify electrical and plumbing issues, also analyze and diagnose problems to determine the root cause. <ul style="list-style-type: none"> • Must be able to attend HT / LT services. • Any other duties assigned by the University / Institution Authorities. 	<ul style="list-style-type: none"> • Patrolling the premises on foot or by vehicle to ensure all areas are secure. • Monitoring entry & exit points and other facilities, ensuring only authorized individuals have access. • Checking, identification, providing security clearances for students, employees, visitors, contractors and others on need basis. • Managing visitor's logs and issuing temporary passes if necessary. • Enforcing policies regarding who can enter restricted areas. • Regularly inspecting doors, windows, gates, and other access points to ensure they are locked and secure. • Recording any suspicious activity and reporting it to the proper authorities • Assisting students, employees, visitors, and the general public by representing / answering to their queries or providing directions. • Ensuring students, employees and visitors follow security rules and regulations. • Watching for and intervening when someone attempts to steal or vandalize property. • Should posses a valid four wheeler driving License, so that college vehicle should be accessed in case of medical / other emergency situation. • Any other duties assigned by the University / Institution Authorities.

ELIGIBILITY CRITERIA

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. In case of non-presence of office in Tamil Nadu, the contractor shall submit a declaration stating they that 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 Tendering Housekeeping / other Services including Government / Autonomous Bodies / Public Sector Undertakings.
- C. The Company / Firm / Agency should have successfully executed/ completed similar works, providing housekeeping / other Contractual staff in Govt./ Public Sector Undertakings / Autonomous Bodies. Company / Firm / Agency should have completed housekeeping / other services by deploying a minimum of **300 personnel** to one Govt./ Autonomous Bodies / Public Sector Undertakings or **150 personnel each to** 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)
- D. The Company / Firm / Agency should have at least one running contracts of similar nature in providing housekeeping / other services through deployment of minimum 150 personnel to Govt./ Public Sector Undertakings/Autonomous Bodies.
- 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 75% of this tender value. i.e 2021-22, 2022-23 & 2023 -24 **(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 Organization, Employees State Insurance Corporation, Goods and Services Tax, Income Tax Department (Permanent Account Number), others as applicable.
- H. The Company / Firm / Agency should submit the performance satisfactory certificate from the previous organization for supply of Housekeeping / other 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 one year.

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