



பெரியார் பல்கலைக்கழகம் PERIYAR UNIVERSITY

SUTHANTHIRA THIRUNAAI ANUDHA PERUVIZHA
TAMIL NADU



NAAC Accredited **A++** Grade - State University - NIRF Rank 73, ARIIA Rank 10
SALEM- 636011, TAMIL NADU

Silver Jubilee Year
(1997-2022)

Tender Notice No. : PU/R/R6/261/2022.

Name of Work: Job contract for providing Security Services at Periyar University, Salem-636011 on outsourcing basis.

PREAMBLE

The Periyar University, Salem-11 is spread over an area of around 38.64 ha and located in the National Highways (NH 44). It has excellent infrastructure facilities with a total built-up area of 83,334 sq. m. It houses the main administrative function includes the office of the Vice Chancellor, Registrar, Controller of Examinations, Library, Departments, Distance Education, Physical Education, Amenities, Guest House, Men and Women's Hostel Blocks.

The Registrar, Periyar University Invites Tender in two separate sealed envelopes, one for Technical bid and the other for Financial bid from the registered and reputed Security Service Agencies/Contractors for deputing Security personnel on contract basis. The contract of security services will be entrusted for one year and it is extendable further subject to the satisfactory performance.

The Tender Documents contain the Terms and Conditions of the contract and description of the areas and location for which Security services are required. The Tenderers are requested to go through the same carefully and quote as per requirement.

TENDER DETAILS

S.No.	Particulars	Notifications
1	Tender inviting officer	The Registrar, Periyar University, Salem – 636011, Tamil Nadu
2	Nature of the work	Security services on contract basis in Periyar University Campus round the clock in two shifts per day
3	Tender form and processing fee	The application processing fee is Rs. 16,800/- (Rupees Sixteen thousand eight hundred including GST 12%). The amount may be remitted in the form of Demand Draft in favour of “ The Registrar, Periyar University, Salem ” payable at Canara Bank, Periyar University branch, Salem. The prescribed tender form and terms and conditions can be downloaded from the website www.periyaruniversity.ac.in and the envelope containing duly filled in forms (Technical Bid with acceptance for terms and conditions and Financial Bid) along with the

		tender application fee and EMD superscripted as “Tender for Security Services: Tender Notice No. PU/R/R6/261/2022 - Technical and Financial Bid Submission” should be submitted on or before 15.06.2022, 4.00 PM . The tender forms comprises of ‘Technical Bid and Financial Bid’ will be opened and evaluated as per Tamil Nadu Tender Transparency Act, 1998 and Rules 2000.
4	Earnest Money Deposit	A sum of Rs. 5,00,000/- (Rupees five lakhs) should be submitted in the form of Demand Draft drawn in favour of “ The Registrar, Periyar University, Salem ” payable at Canara Bank, Periyar University branch, Salem.
5	Date and time of issue of tender forms	The tender forms will be downloaded from the University website www.periyaruniversity.ac.in from 01.06.2022 to 15.06.2022
6	Place, date and time of opening of the tender received within the prescribed date and time	The tender opening will be held on 15.06.2022 at 4.30 PM Periyar University, Salem.
7	Detailed instructions, terms and conditions and documents to be submitted for tender is uploaded in the University website. All changes will be updated in the website.	
8	The University reserves the right to award or not to award the contract. The final decision to modify the tender or reject the tender partially or fully lies with the Periyar University, Salem.	
9	Defective/over-written and incomplete tender documents without necessary supportive documents shall be summarily rejected.	
10	The appointment of security personnel are purely temporary and the University reserves the right to fix the minimum wages for each category of security personnel.	
11	The tender documents such as covering letter, Cover A for Technical Bid and Cover B for Financial Bid in the prescribed template with relevant documents duly signed and all these are placed in a separate sealed cover superscripted with “Tender for Security Services: Tender Notice No. PU/R/R6/261/2022 - Technical and Financial Bid Submission” should be submitted to the “ Registrar, Periyar University, Salem – 636011 ” within the prescribed date and time.	
12	Tender by E-Mail or Fax will not be considered. The University will not be responsible for any postal delay in the receipt of tender documents.	

Important Dates

S.No.	Events	Date	Location and Communication Address
1	Tender Notice with necessary templates	01.06.2022 to 15.06.2022	University website
2	Last date for proposing queries on tender through email and letter correspondence	15.06.2022 2.00 PM	Registrar email ID or letter addressed to “Registrar, Periyar University, Salem – 636011” Cover superscripted as “Tender for Security Services: Tender Notice No. PU/R/R6/261/2022 - Queries”

3	Date and time of pre-bid meeting	15.06.2022 4.30 PM	Registrar Office, Periyar University, Salem
4	Last date and time for submission of tender document with mandate enclosures	15.06.2022 4.00 PM	Addressed to “The Registrar, Periyar University, Salem – 636011” Cover superscripted as “Tender for Security Services: Tender Notice No. PU/R/R6/261/2022 - Technical and Financial Bid Submission”
5	Date and time of opening of technical bid	15.06.2022 4.30 PM	Periyar University Campus, Salem; All tenderers will be invited
6	Date and time of opening of financial bid	----	Will be decided on the day of opening.

Terms and conditions to provide security guards at Periyar University, Salem-11 for the year 2022-2025

A. Scope of Work

The Scope of work for providing the Security services for the Periyar University, Salem-11 in Periyar University Campus include the following:

1. To be vigilant at the main gate, additional gates and other entry points and monitor the movement of people and vehicles and prevent entry of unauthorized persons into the campus.
2. To protect the inmates of the campus at all times and ensure their safety.
3. To permit the staff, students and service providers with proper Identity Card & relevant documents.
4. To issue gate pass to the visitors to the campus and ensure to collect back the pass.
5. To regulate the parking near the gates and at designated location.
6. To permit the entry of vehicles/regulate movement of vehicles as per direction of the Registrar and prevent unauthorized entry of vehicles in the identified routes.
7. To patrol around the campus constantly round the clock for identifying the intruders and to ensure observance of campus discipline, decorum by students, visitors and others.
8. To check all vehicles entering and leaving the campus and prevent unauthorized transportation of materials by ensuring the gate pass issued by the authorized representative of the University.
9. To introduce anti-theft measures.
10. To liaise with police department in case of any report of theft as per the direction of the Registrar and take necessary follow up action.
11. To liaise with police department in case of any unlawful gathering in front of the gates and ensure protection to the inmates entering the Campus.
12. To ensure total security of the campus.
13. To guard the buildings where security guards are posted and ensure the prevention of unauthorized persons.
14. To handle any emergency arising out by demonstrations, accidents, fire etc.

The Security Agency shall provide adequately trained and well-disciplined personnel in two shifts at the following points in the Campus.

Sl. No.	Post	Place	No. of Person	Shift
1.	Supervisor/Head Guard	Main Office /Security Office	2	Two shifts: 12 hours for each shift
2.	Male Security Guards	a. Main Gate	2	
		b. Administrative Building	2	
		c. Old Science Block	2	
		d. Arts Block & Pride Building	2	
		e. Controller of Examinations Building	2	
		f. Management, Food Court and Student Amenity Buildings	2	
		g. Science Block I and II Buildings	2	
		h. Science Block III and Incubation Buildings	2	
		i. Physics and Computer Science Buildings	2	
		j. Boys Hostel	2	
		k. VC Quarters	2	
l. Registrar & Professors Quarters and Women's Studies Building	2			
m. Guest House , Biodiversity Garden and Children's Park	2			
3.	Female Security Guards	a. Girl's Hostel	2	
		b. Research Scholars Hostel	2	
Total			30+2	

The agency shall ensure that the engaged security services, as per the description, not only performs within its requisite scope of work and but also ensure harmonious and cordial relationships with the employees, visitors, guests or any other persons within the University premises. The Agency will be held responsible to any illegal action by the deployed personnel. The engaged security services shall maintain strict confidentiality about the office matters of Periyar University.

B. Eligibility Criteria

- a) The security agency should be registered under the company Act/Shop Act/Commercial Establishment Act/Society Act
- b) The security agency should possess license under the Private Security Agencies (Regulation) Act, 2005
- c) The security agency should have registered under various Statutory Acts like ESI Act, EPF Act, Contract Labour Act, Gratuity, Payment of Bonus Act, Professional Tax and GST.

- d) The security agency established and effectively functioning for at-least 5 years and experienced in providing security guards to State/Central/Quasi Government Organizations
- e) The security agency having a cadre strength of at-least 100 engaged in security duties in and around Tamil Nadu
- f) The annual turnover of the tenderer for the previous three financial years shall not be less than 25 lakhs and the value of supply of security personnel shall not be less than Rs.25 lakhs per annum in the field of security services or housekeeping.

C. Proforma for Technical Bid (Cover A)

a. Security Agency Details

The following information with necessary enclosures should be submitted as a component of Technical Bid.

1.	A. Name of the Organization	
	B. Year of Establishment	
	C. Register Number	
2.	A. Address of the Registered office of the Firm	
	B. Phone Number	
	C. Mobile Number/Email ID	
3.	Local office address	
4.	A. Whether the firm is registered under ESI & EPF Act? (Mandatory)	Yes/No
	B. If Yes, the details of Registration and Last ESI/EPF Contributions Remittance amount made and Date	(Copy of the Certificates issued by the competent authority should be enclosed)
5.	A. Whether the firm is registered under GST/TIN/Service Tax?	Yes/No
	B. If Yes, GST/TIN/Service Tax No.	(Copy of the Certificates issued by the competent authority should be enclosed)
6.	Whether the firm possesses the license issued by the IGP(Welfare) as per the Private Security Agencies Act (Regulations) of 2005?	Yes/No (Copy of the License issued by the competent authority should be enclosed)
7.	Whether the firm is registered with Government of Tamil Nadu?	Yes/No (Copy of the registration Certificate issued by the competent authority should be enclosed)
8.	A. Whether Income Tax Returns filed regularly?	Yes/No (Copy of the IT returns for the last three financial years should be enclosed)

	B. PAN Number of Security Agency	
9.	Total Years of Experience in the field of Providing Security a. Industries/Offices/Public Undertakings b. Educational Institution c. Others	_____ _____ _____ (Copy of the work orders received from the Clients to be enclosed for the last 5 years as on 31.03.2022)
10.	Annual turnover of the bidder for the previous three years shall not be less than Rs.25 lakhs	2019-2020 Rs.---- 2020-2021 Rs.---- 2021-2022 Rs.---- (Attach certificate from the Chartered Accountant along with the audited balance sheet including profit & loss statement for the last three financial Years)
11.	Prior experience in carrying out similar security work for the previous 3 years in a reputed Govt./Private organization	2019-2020 Value of work Rs.----- 2020-2021 Rs.----- 2021-2022 Rs.----- (Performance certificate from the Client is to be furnished. The certificate should contain the period in which the work was carried out, number of Security Personnel employed and the value of the work done)
12.	Number of persons presently working under this category in the Security Agency	Security Supervisor ----- Security Guard: Male----- Female-----
13.	Capacity to provide man power for the security work	Security Supervisor ----- Security Guard: Male----- Female-----
14.	Whether the insurance coverage provided for the staff deployed by the Security Agency?	
15.	Furnish the details on any other credentials of the Security Agency	
16.	Details of Demand Draft i. Number of Demand Drafts enclosed ii. Demand Draft particulars	

b. Demand Draft Particulars

S.No.	Particulars	Name of the Bank and Branch	DD No. and Date	Amount in Rs.
1.	Tender Processing Charge			
2.	EMD			

c. Terms and Conditions on Technical Bid

1. The security personnel should follow all the policies, procedures, guidelines and rules laid down by the Periyar University.
2. The security supervisor and guards should be above 20 years and below 60 years of age with a height not less than 165cm. They should be able to write and speak Tamil. They should be able to communicate in English. The Supervisor/Head Guards will be of retired person from military/para military force/police/experienced civilian and the security guards will be of minimum 2 years experienced civilian and should possess minimum qualification not below the standard of Matriculation/HS or equivalent. The security guards will not be changed frequently i.e., not less than 3 months. They should be healthy evidenced through fitness certificate. They should be well trained and able to maintain documents as per the security guidelines of the University.
3. The agency should provide at-least two sets of uniform and other provisions like belt, cap, whistle with chord, boots, raincoats, torch lights (with battery), ID card, traffic hand signal sticks, at least 50% duty post should provide wireless sets etc. to the guards. The uniform should be clean, and ironed properly and should wear polished shoes. If the agency fails to provide the accessories which are essential to carry out the watch and ward duty by the guards, they will be supplied by the university and the charge of the same would be deducted at the time of salary payment.
4. The head guards should supervise the work of the guard round the clock and is to co-ordinate with the security officer of the Periyar University in monitoring the duties of guards. The head guard and security guards should have a cycle for their supervisory work in the campus. The head guards on duty should not be disturbed for any other work by the agency outside the campus. All deployed security personnel should give necessary operative support when security management software, CCTV arrangements, Bio-metric access control systems are made or any other new systems are introduced by the University without any extra demand for the payment.
5. The duties of security guards are as follows
 - i. Round the clock security for University property, personals, lab instruments, vehicles etc.
 - ii. Switching off lights, fans etc. in toilets, rooms and laboratories after office hours
 - iii. Guidance to visitors for proper movement to various offices and for proper parking of vehicles
 - iv. Patrolling round the clock in University campus, buildings, gardens and lawns to avoid any theft

- v. Protection of University property and personals from anti-social elements
 - vi. Operation of main gates and side gates of the University.
6. The agency should make arrangements to provide regular inspection and centralized training in basic requirements like basic drill traffic control at gates, duties at gates, at points, dos and don'ts, action in case of emergency, general instruction, etc. at-least once in a week. In case of non-availability of agency officials for conducting the training, the guards will be trained by the security officer of Periyar University and training fee will be deducted at the time salary payment. The work of the guards will be reviewed once in a month by the security committee of the University.
 7. The security agency is solely responsible for any misbehavior of the guards. The loss due to theft/pilferage from the duty area of the respective guards will be recovered from the agency. The University has the right to deduct the bill in full or in part without any prior consent of the agency if the university is convinced that any theft, loss, damage, etc. of the belongings of the university is due to the negligence/carelessness of the security guard on duty at that time.
 8. The security agency will be imposed with a penalty in the event of not providing security guards at the designated points as per agreement. The penalty will be double the rate of a guard and the same will be deducted in the monthly pay bill.
 9. The security guards/head guards will be under the administrative control of the security agency but they will be performing their duties under the operational control of the university.
 10. If sluggishness, indifference, negligence, sleeping during duty hours is noticed, the pay for the working day of the guard/head guard will not be paid and if the individual reports the same, the agency on notices should replace such guards immediately within 24 hours from receipt of information from the university.
 11. "Watchman Shelter" will be provided at the points of duty where ever needed, a guard room will be provided to the security guards for changing dress and keeping their materials. No outsider should be permitted to stay in the guard room other than the guards working in the Periyar University campus.
 12. In case of Emergency/Special occasions, VIP visits, more security guards be provided by the agency at short notice. The payment for such additional guards will be made in the monthly bill at the rates payable to the regular guards.
 13. The security agency should have an office at Salem for proper coordination of day to day activities and the person in charge at Salem office should have full powers to decide on urgent policy matters.
 14. The security guards are forbidden to take part in any labour union activities inside the university or against the interest of the university administration.
 15. The selected agency should provide required number of guards within 20 days from the date of receipt of intimation of the orders for the contract.

16. The period of tenure will be normally before one-year subject to quarterly appraisal and review by the University authorities and in case the job performed is not found to be satisfactory, the contract shall be terminated by giving notice of 3 months to this effect. However, the contract can also be terminated by giving a written notice of 3 months by either side and extending the contract for the second year may be considered after review of the performance by the Security committee and the rates are acceptable on both sides. If the agency desire to leave the contract prior to the term period of agreement, the caution deposit will be forfeited.
17. The security agency should attend the weekly meeting with the authorized representative of the contractor and officer on special duty and the minutes of the same will be recorded for the compliance. A monthly meeting with the Manager of the contractor will be held for follow-up actions.
18. The duty points and rotation of security guards employed by the security agency will be decided by the University and the security agency will abide to the duties and responsibilities by such directions of the University.
19. The persons supplied by the security agency should ensure fulfillment of qualifications, skill, experience, age limit, conduct and medical health of deployed personnel.
20. Security guards and Supervisors deployed by the agency should strictly avoid consumption of liquor or smoking while they are on duty. The institute will be within its powers to bar entry to any such personnel of the agency found within the campus having consumed liquor irrespective of whether he/she is in intoxicated state or otherwise found smoking during duty.
21. The security agency will maintain attendance register which will be duly countersigned by the Security Officer of the Periyar University on a daily basis. The monthly bill for the security services extended should be submitted by the Agency to the University as per the scheduled date prescribed by the University. The security committee will verify the claim bill and forward the same for payment to the office of the Registrar.
22. The security agency should complete all the statutory requirements with regard to obtaining PF No., issue of ESI cards, insurance coverage, bank accounts for salary credit, registration as required by labour department etc. and all documents should be furnished to the Security Officer of the University within 15 days of the receipt of the work order. The University will pay the monthly bill to the authorized account of security agency by cheque to the agency and the university will not undertake any responsibility for payment of salaries to the guards sponsored. No advance payment will be made by the university under any circumstances.
23. The security supervisor and guards must be punctual and should join the duty at least half-an-hour before the allotted time. The security guards on duty should leave their allotted area after his/her duty hours and only after the next shift person joins the duty and relieves him.

d. Declaration for Technical Bid

Certified that the above particulars furnished are true to the best of my knowledge. We, M/s. _____ have gone through the technical terms and conditions of the tender for providing security services to Periyar University and will abide by them as laid down. If we fail to adhere to the above conditions, any necessary action taken by the University will be accepted and even to termination of contract.

We _____ hereby declare that the security agency has not been blacklisted by any of the institute served so far.

Date:

SIGNATURE OF THE TENDERER

Place:

Name(in capital letters):

Seal of the firm:

B. Performa of Financial Bid (Cover B)

a. Financial Claim by the Tenderer/Security Agency

Tender Notice No. -----, Dated-----
For providing security services at Periyar University, Salem
Name and Address of the Tenderer

Rate Statement			
Sl. No.	Description	No. of Security Persons	Gross Wages per day per person including EPF, ESI and other service charge and service tax (Rs.)
1	Security Supervisor/Head Guard		
2	Security guard - Male		
3	Security guard - Female		

The agency shall provide the extra security personnel at the prices quoted above table in column 4 only.

b. Financial Terms and Conditions

In determining the lowest evaluated price, the following factors shall be considered

- Round the clock security arrangements, including Saturdays & Sundays and holidays will be provided at Periyar University, Salem-11 as per the specified duty point and requirement on 2 shifts in a day (Shift “A” and “B”), each shift will be for 12 hours. The duty hours of the security personnel will be as follows:

- First Shift : 7.00AM to 7.00PM
 - Second Shift : 7.00 PM to 7.00AM
- The minimum consolidated wages for deployed security personnel are quoted as follows in compliance with provisions of Minimum Wages Act and Proceedings of the District Collector, Salem.
- The quoted price shall be corrected for arithmetical errors.
- In cases of discrepancy between the prices quoted in words and in figures, lower of the two shall be considered.
- The university is empowered to negotiate with the L1 tenderer. In case where two or more tenderers quoted the same price, the tenderers may be asked to provide their best and final offer of the financial bid in sealed cover and the tenderer offering the most advantageous financial bid shall be adjudged the lowest tenderer.
- The University shall have no responsibility or liability for payment of any remuneration to the Security personnel deployed by the Agency. The Agency shall be entirely responsible for the payment of remuneration and other benefits including ESI, group insurance, EPF, leave salary, bonus, gratuity and other statutory benefits to the Security personnel deployed to Periyar University, Salem-11.
- The salary payable will remain constant during the contract period and also for the extension period if any.
- The agency shall raise salary invoice for every month to the University as per University regulations and no advance payment shall be made by the University.
- On expiry of the contract, unless the contract is renewed/extended, the agency shall withdraw supervisors and security guards from the University and clear their accounts by paying all dues as they are legally entitled. In case of any dispute on account of withdrawal of such supervisors and security guards, it shall be the entire responsibility of the agency to settle the same.

c. Declaration for Financial Bid

Certified that the above particulars furnished are true to the best of my knowledge. We, M/s. _____ have gone through the financial terms and conditions of the tender for providing security services of Periyar University and will abide by them as laid down. If we fail to adhere to the above conditions, any necessary action taken by the University will be accepted and even to termination of contract.

Date:
Place:

SIGNATURE OF THE TENDERER
Name (in capital letters):

Seal of the firm:

C. Checklist for Technical Bid and Financial Bid

a. Documents to be furnished in the Technical Bid Cover (Cover A)

- i. Letter of Tender
- ii. Proforma for Technical Bid
- iii. Declaration of Technical Bid
- iv. Firm registration details
- v. Firm licensing details
- vi. IT return for the past three assessment years
- vii. Clients details
- Viii.DD for tender processing fee and EMD
- ix. Employee capacity and turnover details of the firm
- x. Audited Balance Sheet for the past three years
- xi. PAN card and GST details
- xii.ISO certification and other credentials

All documents should be signed in every page, numbered and attested by the authorized person of the firm.

b. Documents to be furnished in the Financial Bid Cover (Cover B)

- i. Proforma for the Financial Bid for the work with each page signed, stamped and dated with the seal of the firm
- ii. Declaration of Financial Bid.

Note : a) Apart from the schedule of prices duly filled in, the Bidders shall not enclose any other documents or statements that influence the price except discount/rebate letter

b) All documents should be signed in every page, numbered and attested by the authorized person of the firm.

c. Execution of Agreement

- The selection of Security Service Agency is not only based on the lowest quotation but also on the basis of the technical competency in terms of its span of services, experience in serving reputed clients/institutions, qualification and experience of the security personnel. In assigning the security service to the agency, opinion would be obtained from its earlier / existing clients / institutions, if needed by the Periyar University, Salem.
- The successful Tenderer/Security Agency shall execute the agreement for the fulfillment of the contract on a Non-Judicial Stamp paper to the value of Rs.100/- within 15 days from the date of issue of the Letter of Acceptance of the Contract. The work order shall be issued to the successful tenderer only after furnishing the security deposit and execution of agreement with University.The contract shall remain valid for a period of one year from the date of agreement or work order to

commence the work and it can be extended for a further period of one year subject to the satisfactory performance of the agency.

d. Obligation of the University

- The University will designate a security officer and a committee to deal with Security Supervisor and Security Guards to maintain records, registers and other documents relevant to security services.
- The University would assign the duty points to each security guards and expect them to follow the University guidelines to execute the duty at each point.
- The University shall not in any way be responsible for any injury, loss or damage sustained by the security personnel in carrying out their duties.

Date:
Place:

SIGNATURE OF THE TENDERER
Name (in capital letters):

Seal of the firm:

D. COVERING LETTER OF TENDER (in the Agency Letter Head)

From
Address of the Security Agency

To
The Registrar
Periyar University
Salem-636 011

Sir,

I / We do hereby tender / offer to the Periyar University for the “Supply of Security Supervisors and Security Guards for security services in the campus of Periyar University” conforming to the terms and conditions stated in the contract.

I / We have understood the requirement of the Periyar University, the details of the manpower to be supplied and have carefully understood the conditions of contract and the specification with all the stipulations of which I / We agree to comply.

I / We hereby undertake to provide required manpower at the places mentioned in the tender, within the time limit specified by the Periyar University.

I am / We are aware that time of providing manpower is the essence of this contract and accordingly, I / We would adhere to the same.

I / We further agree that I / We would not withdraw this tender either in full or in part. If by chance, I / We have to withdraw the offer, I / We agree that the EMD paid will be forfeited by the Periyar University, without any notice to me/us.

I / We affirm that in any previous tender to the Periyar University I/We have not committed any fraud by furnishing wrong information and the Periyar University had not written to us alleging fraud in our transaction with the Periyar University.

I / We further confirm that in case, any of the information noted above is found to be incorrect, I / We will be liable for any action under the terms of the tender / contract including termination of the contract and forfeiture of the Earnest Money/Security Deposit.

I / We hereby undertake and agree to pay the Security Deposit as per the tender conditions within ten days from the date of issue of Letter of Acceptance (LOA).

I / We undertake to sign the contract with the Periyar University within fifteen days from the date of issue of Letter of Acceptance(LOA).

I / We further agree that the acceptance of the tender conditions would, by itself, constitute a valid and concluded contract binding on me/us, even if separate contract is not signed.

I / We further agree that in the event of my/our failing to deposit securities mentioned above or to execute the Contract within the period of fifteen days as referred to above, the Registrar, Periyar University, shall be entitled to cancel the contract and there upon arrange for any other person or persons to supply manpower herein before mentioned and I / We agree to be liable for all damages, losses, charges and expenses arising from or by reason of such failure on our part.

I / We hereby further agree and undertake that in case, there is any misconduct noticed with any of the personnel by the University, I / We undertake to withdraw the personnel immediately.

Having fully understood the tender conditions and the above undertaking in this letter, we sign on this -----Day of -----at Salem.

Yours faithfully,

Name & Title of Signatory:

Name and Address of the Tenderer: