

## TAMIL NADU AGRICULTURAL UNIVERSITY

Office of the Dean,  
Horticultural College and Research Institute,  
Periyakulam East - 625 604.

No. Dean/HC&RI/PKM/Security Service/Tender 2025-26/2025 dated 14.02.2025

### TENDER NOTICE

On behalf of the Vice-Chancellor, Tamil Nadu Agricultural University, Sealed closed tenders with applicable GST (Goods and service Tax) and other taxes applicable are invited by the Dean, Horticultural College and Research Institute, Periyakulam for the following work.

Sl.No.	Name of Work	Approximate Requirement
01.	Security Service for the period from 01.04.2025 to 31.03.2026	7 Points (Three shifts) (7x3=21) 8 hours / Shift
02	Head Guard	Overall supervision = 1 in all days

Sl.No.	Name of Points	No. of Points
1.	Entrance to Academic block (Gate No.01)	01
2.	Main Entrance ( Central, Western Block, Mega Nursery, Girls Hostel- Neithal) and Gate No.03	01
3.	UHDP Garden(Gate No.04, 05 and 06)	01
4.	Ladies Hostel	01
5.	Boys Hostel (Kurunji) and Eastern block- (Gate No. 02)	01
6.	Botanical garden and Farm area (To be observe the trespass the Garden and Farm area)	01
7.	Staff Quarters (Gate No.07)	01
	<b>Total Number of Points</b>	<b>07</b>
	<b>Head Guard</b>	<b>01</b>
	<b>Grand Total</b>	<b>08</b>

The rates is to be mentioned in the enclosed Tender Schedule.

The EMD should be paid for an amount of Rs.1,600/- (Rupees One thousand and six hundred only) by means of Demand Draft / Banker Cheque issued from nationalized bank on or after 17.02.2025 drawn in favour of "The Dean, HC&RI, Periyakulam" payable at Periyakulam along with filled in Tender schedule with all relevant enclosures.



Tenders received by the Dean, Horticultural College and Research Institute, Periyakulam up to **03.00 PM on 27.02.2025** and the same will be opened by the undersigned or by any other officer duly authorized by him on the same day at 03.30 PM in the presence of the Tenderers who have sent the tenders.

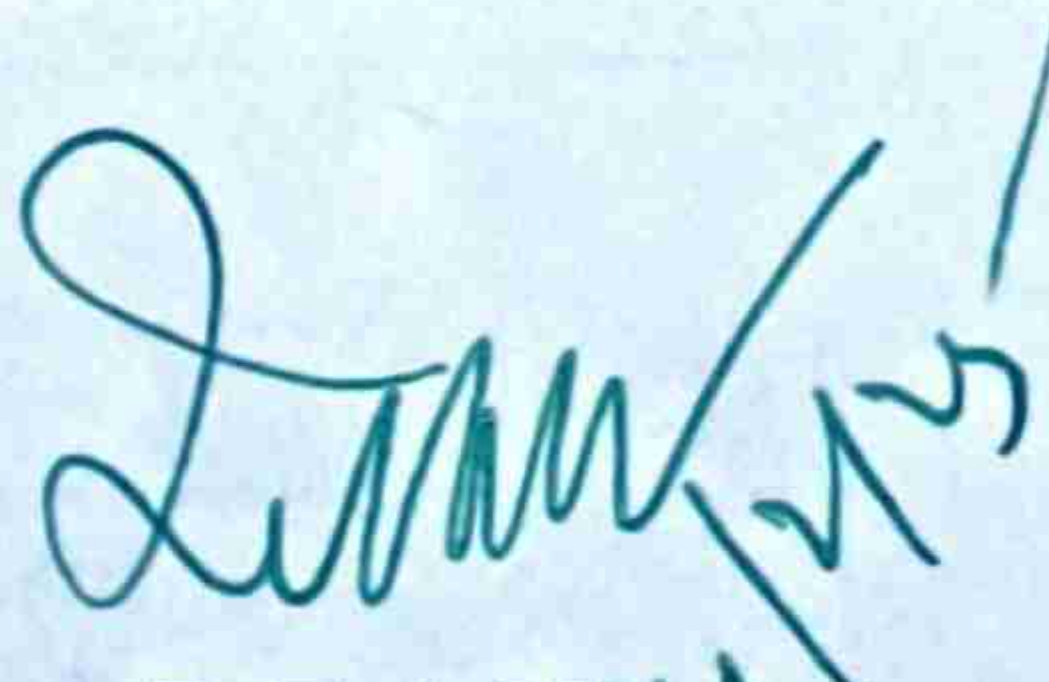
The tenderer should have already registered their firm and live with also have EPF No., ESI No., TIN No and GST number and other important details if any are alone can enclosed their tenders.


The tender cover should be superscribed as **"Closed Tender for Security Service for the year 2025 - 2026 due on 27.02.2025 at 03.30pm"**.


The Tamil Nadu Agricultural University reserve the right to accept or reject any tender or all the tenders without assigning any reason.

The Tenderer should sign to abide by the terms and other conditions which has been specified in the annexure of Tender schedule.

**Encl.: Tender Schedule**

  
**DEAN** 14/2/25

  
14/02/26

  
14/02/25



TAMIL NADU AGRICULTURAL UNIVERSITY

Office of the Dean,  
Horticultural College & Research Institute,  
Periyakulam - 625604.

Date: 14.02.2025

**TENDER FORM**

**TENDER SCHEDULE FOR PROVIDING SECURITY SERVICE TO THE  
HORTICULTURAL COLLEGE AND RESEARCH INSTITUTE, PERIYAKULAM  
CAMPUS DURING THE YEAR 2025-2026 (From 01.04.2025 to 31.03.2026)**

Sl. No.	Details	Rate in Figures and words
01.	Security Guard with GST (9+9= 18%) (Rate for 8 hours basis / three Shift / including weekly off one day	Rs. Per Guard Rupees
02.	Head guard - 01 with GST (9+9= 18%) Rate for 8 hours basis / Month / including weekly off one day	Rs. Rupees
03.	Total	Rs. Rupees
04.	a. R. C. No.	
	b. E.S.I. No. of the Agency	
	c. EPF No. of the Agency	
	d. PAN No.	
	e. GST Registration No.(self attested copies to be enclosed)	
05.	Validity of the Tender	
06.	Previous experience providing Security Guards, if any (Please attach the details of encloses )	
07.	EMD Details	Rs.1,600/- DD / Banker Cheque No. Date

**(Please attach details for the above, if space is not sufficient)**

We abide by the terms and conditions furnished in the Annexure of the Tender Schedule  
by the Dean, Horticultural College & Research Institute, Periyakulam.

Encl.: Annexure for Terms and  
Conditions (02 pages)

**Signature of authorized person  
of Security Agency**

Office Seal:



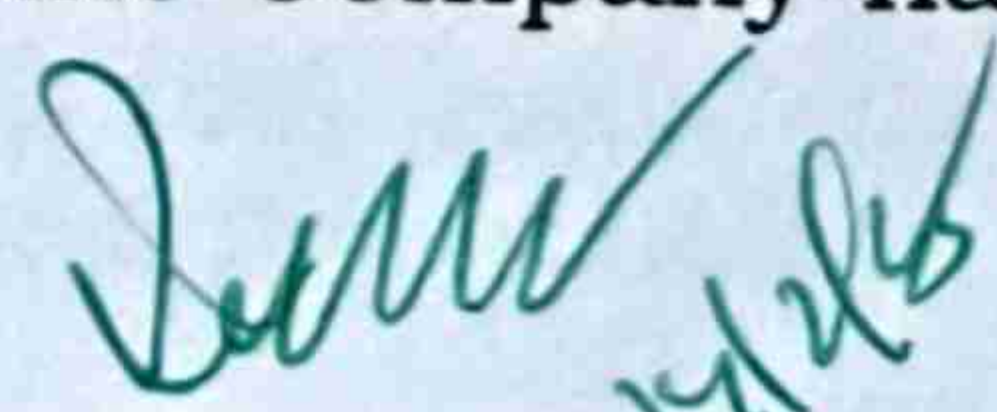
## ANNEXURE

### TERMS AND CONDITIONS TO PROVIDE SECURITY GUARDS IN HORTICULTURAL COLLEGE AND RESEARCH INSTITUTE, PERIYAKULAM CAMPUS FOR THE YEAR 2025-2026 (From 01.04.2025 to 31.03.2026)

1. The Security Guards should be above 30 years and below 50 years of age with a height not less than 165 cm. They should be able to write and speak Tamil. They should be well fit and have good eyesight.
2. The Security Agencies should quote their rates on the basis of 8 hours work for a guard at a point (i.e) 3 guards for 24 hours. The same Guard / Head Guard should not be engaged continuously for 3 shifts in a day at 7 points x 03 shifts.
3. The Agency should provide the guards Uniform in neatly stitched. Other provision like Belt, Cap, Whistle with Chord, Torch and Battery cells should also be supplied by the agency whenever needed.
4. One Head Guard should be provided by the agency to supervise the work of the guards. The Head Guards pay should be quoted separately in the tender Schedule.
5. The Agency should make arrangements to provide their own regular inspection by some of the Officers for day to day maintenance. The University will not pay any Service charges/Inspection charges retention fee for this purpose. Such of the inspection taken up by the agency will be recorded by the Security Officer of HC & RI, Periyakulam in any time.
6. Attendance should be taken at both times by the Head Guard and the fact may be informed to the Security Officer and Professor (Farms) of this college regularly (or) periodically.
7. Agency is solely responsible for any misbehavior of the Guards. The loss due to Theft and pilferage from the duty area of the respective guards will be recovered from the agency. The University has the right to deduct the security bill wages in full or in part without any prior consent of the agency if the University is not satisfied that any theft, loss, damage etc., of the belongings of the University is due to the negligence carelessness of the security the responsibility guard on duty at that time. Moreover, in the event of theft / damage of any property within the campus area the Security Agency should take up the responsibility of informing the same to the Police if needed and the follow up action should be taken by the agency to trace the materials.
8. The Security Agency will be imposed with penalty in the event of not providing security guards at the designated points as per agreement. The penalty will double the cost of a guard and this will be deducted in the monthly security wages bill.
9. The security wages bill will be paid by Cheque to the agency and the University will not undertake any responsibility for payment of salary to the security guards on duty. No advance payment will be made by the University under any circumstances. There should not be any financial commitment to Tamil Nadu Agricultural University except monthly security wages bill.
10. The security guards will be under the administrative control of the Security Agency but they will be performing their duties under the operational control of the Dean, and Security Officer and Professor (Farms) of Horticultural College and Research Institute, Periyakulam.
11. If sluggishness, Indifference, negligence, sleeping during duty hours is noticed with any of the security guard the agency should replace such Guards within 24 hours from the receipt of information from the Dean, HC&RI, Periyakulam.



12. Watchman shelter will be provided at the point of duty wherever needed. A guard room will be provided to the Security Guards for changing dress and keeping materials.
13. Securities should make their own arrangements for Food and water and should not enter into Mess or hostel for the above purpose.
14. In case of emergency and special occasions, when more Security Guards are required by the Dean, HC&RI, Periyakulam, additional payment and the agreed rates on man day basis will be paid by the Dean, HC&RI, Periyakulam.
15. The Dean or his nominees in Dean, Horticultural College and Research Institute, Periyakulam have full power to decide on urgent policy matters without getting for the clearance from their respective security agency.
16. The Security agency should have Phone facilities to contact during emergency hours by the Dean / Professor (Farms ) / Security Officer.
17. Security guards are forbidden to take part in any labour union activities inside the HC&RI, Periyakulam Campus.
18. The successful tender has to furnish a Caution Money Deposit of Rs.10,000/- within 15 days from the date of placing orders. The amount is in addition to Earnest Money Deposit. In case of non fulfillment of any of the conditions, the EMD and Caution Money Deposit amount will be forfeited. If any loss is incurred due to the negligence on the part of guards deputed by the agency, the exact amount towards such loss would be deducted from the Caution Money Deposit and the rest of the amount alone will be refunded without any interest. If any antecedents occurred further course of legal prosecution will be taken against the agency to recover the amount from the agency from the payment due to HC & RI, Periyakulam.
19. The period of tenure will be normally one year. However, 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.
20. No agreement will be signed by the HC&RI, Periyakulam for the term of appointment of the agency and for the rates and condition accepted. However, the University has the right to terminate the appointment, if it feels so with prior notice of one month.
21. The agency should execute an agreement in the prescribed document with the HC & RI, Periyakulam for accepting the terms and conditions prescribed and mentioning the period of appointment and rates.
22. All correspondence relating to the Security arrangement, payment of security wages bill etc., will be done by the Dean, Horticultural College and Research Institute, Periyakulam only.
23. The agency should also furnish their willingness on the acceptance of the terms and conditions before assuming charges in this Indian Non Judicial Paper.
24. GST amount @ Rate of 18% (9% + 9%) is to be remitted into Government account and the same challan must to be attached in the security wages bill for every month to this office.
25. Income Tax amount is to be recovered from Security wages bill for every month in the following rates and the same is to be remitted into Income Tax account. If the PAN number mentioned in the proprietor name and Rs.1% of Income Tax and PAN number mentioned in the Company name @ Rs.2% of Income Tax.

  
**DEAN (Hort.)**  
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Horticultural College & Research Institute  
Periyakulam - 625 604.

  
14/02/25