



VIVEKANANDA KENDRA NRL HOSPITAL

NRL TOWNSHIP, NUMALIGARH
GOLAGHAT

Tender Document
For
**PROVIDING SECURITY SERVICES AT VKNRL
HOSPITAL**

Tender No: VKNRL/ ADM/ TR/ 17/ 01

Prepared & Issued By
Vivekananda Kendra NRL Hospital

LETTER INVITING TENDER

To,

Date: 25/09/17

Sub: Tender for Providing Security Services at VKNRL Hospital, NRL Township, Numaligarh. (Tender No.: VKNRL / ADM/ TR/ 17/ 01)

Dear Sir(s),

Sealed quantity rate tender is invited by Vivekananda Kendra - NRL Hospital for the work referred above and detailed below from the experienced party in providing Security Services.

1. Name of the work: Providing '**SECURITY SERVICES AT VK-NRL HOSPITAL**' (On contract basis), NRL Township, Numaligarh (**Tender No.: VKNRL / ADM/ TR/ 17/ 01**)

2. Last date & Time of Submission: During office hours only.

Last date & time for receipt of bid : Upto 13.00 hours on **21.10.2017**

3. Date & Time of Opening of Bid:

Date & time of opening of bid : After 15.00 hours on **21.10.2017**

4. Place of submission of Tender: Tender Box kept at the Administrative Office of VKNRL Hospital, NRL Township, Numaligarh -785699 on working days & working hours.

5. Mode of Submission of Tender: The envelope containing Price-Commercial Bid and an Envelope containing the Techno- Commercial Bid along with the EMD and all other enclosures / supporting documents should be enclosed in a single envelope, duly super scribed with the following details-

**(i) QUOTATION FOR PROVIDING SECURITY SERVICES AT VKNRL HOSPITAL
ON CONTRACT BASIS (Tender No.: VKNRL/ ADM/ TR/ 17/ 01)**

(ii) PF Registration Number.

(iii) ESI Registration Number.

(iv) PAN Card Number.

6. Tender in which any of the required particulars and prescribed information are missing or incomplete liable to be rejected. Transfer of Tender Documents issued to one short listed contractor to another is not permissible.

7. The hospital will not be responsible for any postal delay or non-receipt or non-delivery of the tender document of issued tender. Offers received after due date and time of submission will not be accepted.

8. Employees and their dependants of VK-NRL Hospital, NRL or any other Public Sector Undertaking, State Govt. and Central Govt. are not eligible to bid the Tender.

9. The bidder must be an Indian National by birth & the present tender is being invited for Security Services under which the contractor shall provide required number of trained **Private Security Guards** to safeguard hospital properties (i.e. building, equipments, materials etc.), patients and staff working in VKNRL Hospital Complex, NRL Township, Numaligarh.

10. Bidder should have valid licence issued by competent authority of the State / Central Government under ‘The Private Security Agencies (Regulation) Act, 2005’.

11. Every private security may, while employing a person as a private security guard , give preference to a person who has served as a member in one or more of the following namely :-
 - a) Army, b) Navy, c) Air force, d) Any other armed forces of the union, e) Police including armed constabularies of States, f) Home Guards, and g) Trained Civilian Security Guards.
12. All Security Agencies registered under Indian Registration Act 1908 / Indian Partnership Act 1932 / Companies Act 1956, providing similar kind of services for at least last three consecutive years and having annual turnover of **Rs. 17.00** lacs (Rupees Seventeen lacs only) or above during the last financial year in the books of account. (ending on 31/03/2017)
13. The bidder should have experience of executing similar works (i.e. providing security services through Private Security Guards) .
14. The Bidder, to qualify for the award of contract, shall submit a written power of attorney authorizing the signatories of the bid to participate in the bid.
15. The Bidder shall submit full details of his Agency / Firm or, if the bidder is a Proprietorship/Partnership or a Private Limited Company, full details of ownership and name of the directors.
16. Bidder must submit copies of all documents asked for in this tender, duly self-attested, along with technical bid of the tender.
17. The Bidder may visit the VKNRL Hospital premises for assessment before quoting.
18. The Bid shall contain the following:
 - a. Bidding document duly signed and stamped on each page.
 - a. Bidder’s techno commercial offer & all other enclosures as per requirement of Tender document.
 - b. Earnest money deposit – **Demand Draft of Rs. 20000/- (Rupees Twenty Thousand only)**.
 - c. Power of attorney, in case an authorized representative has signed the tender.
 - d. Income Tax clearance certificate and Sales Tax, Service Tax clearance certificate in original (or) true copies duly attested by Gazette Officer must accompany the tender. The ITCC should be in the name of the firm / individual quoting for the work.
 - e. Bidder shall submit a copy of PAN card under the Income Tax Act.
 - f. Self attested copy of Service Tax Registration Number.
 - g. Self attested copy of Valid Registration No. of the Agency/Firm/Company;
 - h. Self declaration to abide by the Contract Labour (Abolition) Act 1970.
 - i. Self attested copy of valid Provident Fund Registration Number.
 - j. Self attested copy of valid ESI Registration Number.

- k. Proof of Average Annual turnover as stated in Clause 2.1 supported by audited Balance Sheet.
- l. Proof of experience as stated in Clause 2.2 supported by documents from the concerned organizations.
- m. Valid licence issued under the act The Private Security Agencies (Regulation) Act, 2005.

19. Earnest Money / Security Deposit:

The Bidder shall deposit earnest money amounting to Rs.20,000/- (Rupees Twenty Thousand) only in the form of Demand Draft drawn in favour of “Vivekananda Kendra – NRL Hospital” payable at SBI Numaligarh Refinery Complex (Branch Code – 5377). Any other form of payment is not acceptable.

Tender Document not accompanied with the required earnest money deposit or accompanied with inadequate value will be rejected.

Refund of earnest money deposit to unsuccessful Bidder's shall be made within 30 days from the date of finalization of Tender without any interest through the A/C payee cheque only.

10% of the contract value will be kept as Security Deposit. Out of that 10% value EMD of the successful bidder will be converted to Security Deposit. From the first running bill, 2.5% of the contract value will be deducted as initial Security Deposit plus 10% of the bill amount. From subsequent running bills 10% will be deducted till the complete Security Deposit is retained. Security Deposit will be released after completion of the job subject to clearance of all liabilities.

20. Submission of offer :

Tender with six (06) months validity under sealed cover & super scribing the name of the work and date of opening will be received at the office of Vivekananda Kendra NRL Hospital by the time and date mentioned above. If the last date of receipt of tender happens to be a non working day the last date will be the next working day at the aforesaid time.

21. Price, Taxes, Duties :

Without prejudice to stipulations in General Conditions of Contract the bidder should quote firm prices inclusive of all tax duties, sales tax on works contract and other levies on which no vacation will be allowed.

22. Bid Opening:

- a. The Prequalification/ Technical Bids will be opened by a Tender Opening Committee in the presence of the Bidders or of their representatives who choose to attend at the appointed place and time.
- b. The bid of any bidder who has not complied with one or more of the conditions prescribed in the terms and conditions will be summarily rejected.
- c. Conditional bids will also be summarily rejected.
- d. On scheduled date of Lottery, Agencies will be selected for award of contract by lottery system. All the accepted eligible bidders will be allotted a serial number, based on which lottery will be carried out.
- e. **Wages will be applicable as per the prevailing rates duly notified by DGR. Whenever, there will be any enhancement in the rate the same will be applicable.**

23. Right to accept any Bid and to reject any or all Bids:

- A. The VKNRL Management is not bound to accept the lowest or any bid and may at any time terminate the tendering process without assigning any reason thereof.
- B. The VKNRL Management may terminate the contract if it is found that the contractor is black listed during the last 5 years by any of the Govt. Departments/Institutions/Autonomous Bodies/Local Bodies/Municipalities/Public Sector Undertakings, etc.
- C. The VKNRL Management may terminate the contract in the event the successful bidder fails to furnish the Security Deposit / Performance Security or fails to execute the agreement within specified period.

24. Award of Contract:

- A. The VKNRL Management will award the contract to the successful evaluated bidder whose bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms and conditions incorporated in the bidding document.
 - B. **After acceptance of tender documents the contract will be awarded on the basis of Lottery System (date & time will be intimated on tender opening day)**
 - C. The VKNRL Management will communicate the successful bidder by facsimile confirmed by letter transmitted by Registered post that his bid has been accepted. (Hereinafter and in the condition of contract called the “Letter of Award”).
 - D. The successful bidder will be required to execute an agreement within a period of 2 weeks from the date of issue of Letter of Award until extended by the VKNRL Management up to a maximum of another two weeks.
25. Contractor shall provide uniformed and trained personnel and use its best endeavor to provide Security services to the hospital for providing safety, monitoring and surveillance.
26. At present 17 nos. of Private Trained Security Guards, **including three (03) nos. female Guards and two (02) nos. of Supervisors** are required to be deployed, however their requirement may vary from time to time. The strength of the Security Personnel can be increased or decreased at any stage depending upon the actual requirements by the hospital. The staff engaged should be trained under authorized / recognized government competent authority. The qualification of the Supervisor should not be less than that of a Sub-Inspector.
27. All the columns shall be clearly filled in ink legibly or typed. The Bidder should quote the rates and amount tendered by him/them in figures and as well as in words. Alterations, if any, unless legibly attested by the Bidder shall disqualify the tender. The Bidder shall take care that the rate and amount may be written in such a way that interpolation is not possible. No blanks should be left which would otherwise make the tender liable for rejection.
28. Other terms and conditions of the contract will be as following :
- A. The security personnel provided shall be the employees of the Contractor and all statutory liabilities will be paid by the contractor such as ESI, PF, Workmen’s Compensation as per Act, etc. The list of staff

going to be deployed shall be made available to the Hospital and if any change is required on part of the Hospital fresh list of staff shall be made available by the agency after each and every change.

- B. The contractor shall abide by and comply with all the relevant laws and statutory requirements covered under **The Private Security Agencies (Regulation) Act, 2005**.
- C. The character & antecedents of security staff deployed shall be got verified by the Bidder from their respective local police authorities and an undertaking in this regard to be submitted to the Hospital Administration.
- D. The Contractor will maintain an attendance register in which day to day deployment of personnel will be entered. While raising the bill, the deployment particulars of the personnel engaged during each month, shift wise, should be shown. The register shall remain available round the clock for inspection by the authorized representatives of VKNRL Management and also by other appropriate authority.
- E. All liabilities arising out of accident or death while on duty shall be borne by the contractor.
- F. Adequate supervision will be provided to ensure correct & effective performance of the security services in accordance with the prevailing assignment instructions agreed upon between the two parties. The security personnel shall ensure that there is no unidentified/unclaimed/suspicious objects/person in the buildings/premises. The vehicles that enter into the premises must be identified, noted in the register and parked at designated places.
- G. Contractor and its staff shall take proper and reasonable precautions to prevent loss, destruction, waste or misuse the areas of the Hospital premises.
- H. The contractor shall have his own Establishment/Set up/Mechanism to provide regular training of guards to ensure correct and satisfactory performance of his duties and responsibilities under the contract.
- I. That in the event of any loss occasioned to the Hospital, as a result of any lapse on part of the contractor as may be established after an enquiry conducted by the Hospital, such loss will be repaired / recovered from the amount payable to the Bidder. The decision of the VKNRL Management in this regard will be final and binding on the agency.
- J. The contractor shall do and perform all such Security services, acts, matters and things connected with the administration, superintendence and conduct of the arrangements as per the directions enumerated herein and in accordance with such directions, which the Hospital may issue from time to time and which have been mutually agreed upon between the two parties.
- K. The Hospital shall have the right, within reason, to have any person removed that is considered to be undesirable or otherwise and similarly Contractor reserves the right to change the staff with prior intimation to the VKNRL Management.
- L. The contractor shall be responsible to protect all properties and equipments of the Hospital entrusted to it.
- M. The personnel engaged by the contractor shall be smartly dressed in neat and clean uniform and are required to display photo identity cards (issued by the contractor or agency) , failing which it will invite a penalty of 10% on each occasion. The penalty on this account shall be deducted from the Contractor's monthly bills.
- N. The personnel engaged should have and maintain good health condition with proper eye sight. They should be well mannered and should be cordial in dealing with the Staff/Patients/Attendants. The Hospital shall have right to have any person removed in case the security personnel is not performing the job satisfactorily. The contractor shall have to arrange the suitable replacement in all such cases.
- O. In case any treatment is required for the staff engaged, first aid / preliminary treatment will be given here and then he / she will be referred to ESI hospital for further and definitive treatment.

- P. The eight hours shift will normally commence from 0600 hrs. to 1400 hrs., 1400 hrs. to 2200 hrs. and 2200 hrs. to 0600 hrs. But the timings of the shift are changeable and can be fixed by the VKNRL Management from time to time depending upon the requirements. Prolonged duty hours (more than 8 hrs. at a stretch) shall not be allowed. No payment shall be made by the Hospital for double duty, if any.
- Q. The security personnel deployed by the Contractor shall work under overall supervision & direction of the hospital administration. The hospital administration shall specify the services of guards to be obtained in each shift.
- R. The payment would be made on monthly basis for actual shifts manned/operated by the personnel supplied by the contractor and based on the attendance sheets duly verified by the Hospital and other supporting documents. No other claim on whatever account shall be entertained by the Hospital. The Contractor will ensure that workers engaged by him must receive their entitled wages on time.
- S. **Contractor shall pay their entitled wages on or before 7th of the subsequent month. It shall not be linked to the payment of the monthly bill.**
- T. In order to ensure that such workers get their entitled wages on the last working day or before 7th of the subsequent month and for which the service provider will not be given any relaxation.
- U. While submitting bill for a month, the services provider must fill a certificate certifying the following :
- (i) Wage Sheet of the previous month enclosed.
 - (ii) ESI Contribution relating to workers amounting to Rs. _____ was deposited on (date) (copy of the challan enclosed).
 - (iii) EPF contribution relating to workers amounting to Rs. _____ was deposited on (date) (copy of the challan enclosed).
 - (iv) The service provider should submit the bill in accordance with the above time schedule. In case, he fails to submit the bill on or before 10th of the month, even then he has to make the payment to the workers on the last working day.
29. Any damage or loss caused by contractor's persons to the Hospital in whatever form would be recovered from the contractor.
30. The Hospital will brief the contractor about the security perception and its sensitivity to the personnel to be deployed by the contractor under the contract, 2 to 3 days prior to the commencement of the Contract and this period will not be counted as shift manned by contractor's personnel for the purpose of payment under the contract.
31. (a) In case any of contractor's personnel(s) deployed under the contract is (are) absent and contractor is unable to provide suitable substitute in time, a penalty of 10% shall be deducted from the contractor's monthly bills.
- (b) In case any public complaint is received attributable to misconduct/misbehaviour of contractor's personnel and is assessed as true by hospital administration, a penalty of Rs. 500/- for each such incident shall be levied and the same shall be deducted from contractor's bill. Besides the Security Guard found involved in the incident shall be removed from the Hospital immediately.
- (c) In case the contractor fails to commence/execute the work as stipulated in the agreement or gives unsatisfactory performance or does not meet the statutory requirements of the contract, Hospital reserves the right to impose the penalty as detailed below:-
- (i) 1% of annual cost of order/agreement per week, up to four weeks' delay.

- (ii) After four weeks delay the Hospital reserves the right to cancel the contract and withhold the agreement and get this job carried out from other contractor(s) in open market. The difference if any will be recovered from the defaulter contractor and his earnest money/security deposit may also be forfeited.
32. The contractor shall ensure that its personnel do not at any time, without the consent of the Hospital in writing, divulge or make known any trust, accounts matter or transaction undertaken or handled by the Hospital and shall not disclose to any information about the affairs of Hospital. This clause does not apply to the information, which becomes public knowledge.
33. In the event of any breach/violation or contravention of any terms and conditions contained herein by the Contractor, the Security Deposit of the Agency shall stand forfeited.
34. Any liability arising out of any litigation (including those in consumer courts) due to any act of contractor's personnel shall be directly borne by the contractor including all expenses/fines. The concerned contractor's personnel shall attend the court as and when required.
35. During the course of contract, if any contractor's personnel are found to be indulging in any corrupt practices or causing any loss of property in the Hospital, the VKNRL Management shall be entitled to terminate the contract forthwith duly forfeiting the contractor's Performance Guarantee (Security Deposit).
36. The Hospital will not be responsible for procurement of torches and cells, lathis etc., and other implements to security staff, stationary for writing duty charts and registers at security check points and records keeping as per requirements. The respective contractor / agency will be responsible for those expenses.
- 37. The Hospital shall not be responsible for providing residential accommodation to any of the employee of the contractor as HRA will be paid along with the salary. However, in future if due to certain reasons, HRA is not paid then the cost of accommodation will be reimbursed monthly (at actual) on production of documents. The amount will be as per applicable HRA or whichever is less.**
38. The Hospital shall not be under any obligation for providing employment to any of the worker of the contractor after the expiry of the contract. The Hospital does not recognize any employee-employer relationship with any of the workers of the contractor.
39. If as a result of post payment audit any overpayment is detected in respect of any work done by the agency or alleged to have done by the agency under the tender, it shall be recovered by the Hospital from the agency.
40. If any underpayment is discovered, the amount shall be duly paid to the agency by the Hospital.
41. The bidder shall provide the copies of relevant records during the period of contract or otherwise even after the contract is over when ever required by the Hospital etc.
42. The bidder will have to enclose the proof / copies of the challans showing payment of statutory dues for the previous month along with monthly bills.
43. Security services should be provided round the clock in three shift, such as -
- a) Morning Shift – from 6-00am to 2-00pm
 - b) Evening shift - from 2-00pm to 10-00pm
 - c) Night Shift – from 10-00 pm to 6-00 am

OBLIGATIONS OF THE CONTRACTOR:

44. The bidder shall ensure full compliance with tax laws of India with regard to this contract and shall be solely responsible for the same. The bidder shall submit copies of acknowledgements evidencing filing of returns every year and shall keep the Employer fully indemnified against liability of tax, interest, penalty etc. of the contractor in respect thereof, which may arise. The contractor shall also comply with all applicable statutory liabilities such as labour laws, etc.
45. Contractors will be responsible for submission of a copy of Insurance of the Security Personnel & Supervisor engaged within 60 days.
46. **Applicable Labour Wage:** Applicable labour wage at VKNRL Hospital -
- a) No mobilization advance will be paid to the contractor for execution of the work.
 - b) Workmen Compensation (General) coverage for all workers engaged.
 - c) The contractor is required to follow the rules under Contract Labour (R&A) Act, 1970.**
 - d) Contractor shall have to obtain PF registration number and contribute the towards the individual account of the employees as per provisions of the EPF Act of 1952.**
 - e) The contractor will not engage minor labour below 18 (eighteen) years of age under any circumstances. The contractor will further comply with the provisions of the following act and indemnify the company against all claims, which may arise out of the following Acts, & Rules framed there-under:
 - (i) The Contract Labour (Regulation and Abolition) Act, 1970
 - (ii) The Minimum Wages Act, 1948
 - (iii) The contractor has to accept full & exclusive liability for compliance with all obligations imposed by Employee State Insurance Act, 1948.
 - (iv) The Payment of Wages Act, 1936
 - (v) The Payment of Bonus Act, 1965
 - (vi) Inter State Migrant Workmen (Regulation of Employment & Condition of Service) Act, or any other acts or statute not hereinabove specifically mentioned having bearing over engagement of workers directly or indirectly for execution of work.
 - (f) In case any of the document/information(s) furnished by a bidder are found to be false/forged, such bidder will be kept in holiday list apart from other penal actions as deemed fit by VKNRL Hospital.
 - (g) Agencies who are already blacklisted based on unsatisfactory performance during any of the contract tenure with VKNRL Hospital or against whom there is adverse report on committing criminal offence, their offers will be rejected.

47. Dispute Resolution

- (a) Any dispute and or difference arising out of or relating to this contract will be resolved through joint discussion of the authorized representatives of the concerned parties. However, if the disputes are not resolved by joint discussions, then the matter will be referred for adjudication to a sole Arbitrator appointed by VKNRL Hospital, NRL Township, Numaligarh, Golaghat, Assam-785699.
- (b) The award of the sole Arbitrator shall be final and binding on all the parties. The arbitration proceeding's shall be governed by Indian Arbitration and Conciliation Act 1996 as amended from time to time.

- (c) The cost of Arbitration shall be borne by the respective parties in equal proportions. During the pendency of the arbitration proceedings and currency of contract, the Contractor shall not be entitled to suspend the work/service to which the dispute relates on account of the arbitration and payment to the contractor shall continue to be made in terms of the contract. Arbitration proceedings will be held at Golaghat only.

48. JURISDICTION OF COURT

The courts at Golaghat shall have the exclusive jurisdiction to try all disputes, if any, arising out of this agreement between the parties.

DUTIES AND RESPONSIBILITIES OF SECURITY STAFF

1. The Security Agency will be responsible for overall security arrangements of the Hospital covered in the contract.
2. Security Agency will ensure that all instructions of the administration are strictly followed and there is no lapse of any kind.
3. No items are allowed to be taken out without proper Gate Passes issued by the competent officers as laid down in the contract or authorized by the Hospital Administration for in-out movement of stores. The specimen signatures and telephone numbers of the above stated officers will be available with the Security Personnel.
4. Deployment of Guards /Security Supervisors will be as per the instructions of the authorities of the Hospital from time to time and the security agency will be responsible for their optimum utilization.
5. Security personnel deployed in the premises on holidays and Sundays will be assessed as per actual requirement and the number of personnel will be suitably reduced.
6. The Security Supervisor/Guard will also take round of all the important and sensitive points of the premises as specified by the Hospital.
7. Security personnel shall also ensure door keeping duties.
8. The Security Guards on duty will also take care of vehicles, scooters/motor cycles/bicycles parked in the parking sites located within the premises of the Hospital.
9. Entry of the street-dogs and stray cattle into the premises is to be prevented. They should be at once driven out.
10. The Security Guards on patrol duty should take care of all the water taps, valves, water hydrants, etc. installed in the open all over the premises and also switch off light, fan, AC's, Computers, etc., if kept on in unattended areas or before locking any room.
11. It should be ensured that flower plants, trees and grassy lawns are not damaged either by the staff or by the outsiders or by stray cattle.

12. The Security Guards/Supervisors should be trained to extinguish fire with the help of fire extinguishing cylinders and other fire fighting material available on the spot. They will also help the fire fighting staff in extinguishing the fire or in any other natural calamities.
13. In emergent situations, security staff/supervisor deployed shall also participate as per their role defined in the disaster plan, if any, of the Hospital. Security personnel should be sensitized for their role in such situations.
14. The Security Supervisor/Guards are required to display mature behavior, especially towards female staff, female visitors, patients, children and elderly.
15. The Security Guard on duty shall not leave the premises until his reliever reports for duty.
16. Any other duties/responsibilities assigned by the Hospital Administration may be incorporated in the agreement. The same shall also be binding on the contractor.

Thanking you.

Yours sincerely,
For VK-NRL Hospital

(Dr.R.K.Mahanta)
Medical Superintendent

INSTRUCTION TO BIDDER (ITB)

Bidder is invited to submit the bid for “Tender for Providing Security Services at VKNRL Hospital” (Tender No.: VKNRL/ADMN/TR/17/01) the overall description of which is set out in the detailed scope of work.

GENERAL

Bidder is advised to read these instructions carefully and to ensure that his response complies fully therewith. Failure to provide the information and documents required by these Invitation to Bid may render the bid to be unacceptable. For bidder's convenience, the Instruction to Bidders are divided into three main sections as follows:

1. General Conditions of Bidding.
2. Bid Requirement.
3. Proposal of the Bidder.

1.0 GENERAL CONDITIONS OF BIDDING

1.1 BID DOCUMENT

One set of Bid document is sent herewith. Bidder shall sign on each page of the Bid Document as token of their acceptance and submit the same along with their offers.

1.2 BID VALIDITY

Bid shall remain valid for acceptance for a period of 6 (**six**) **months** from the date of opening of the bid. The bidders shall not be entitled during the said period to revoke or cancel his bid or to vary the bid given or any term thereof. In case of bidder revoking or cancelling his bid or varying any term in regard thereof, VKNRL Hospital shall forfeit the Earnest Money paid by him along with the bid. Bid shall be revalidated for extended period as required by owner in writing.

1.3 BID SUBMISSION

1.3.1 Bid must be submitted on or before 13.00 hours on 21.10.2017, in the tender box kept at the Administrative Office of VKNRL Hospital, Numaligarh. Bids received after the time and date fixed for receipt of bids are liable for rejection. The date and time of submission of bid shall remain unchanged. Bidders are advised not to request for extension of due date. No response to bidder's request for extension may be construed as refusal by VKNRL Hospital.

1.3.2 Techno-Commercial bid and Price commercial copies of Bidder's quotation must be submitted in separate wax sealed packages in following 2 parts.

PART-I – TECHNO- COMMERCIAL BID [UNPRICED]

This part shall contain technical and un priced commercial proposal required as per para 2.1 below. The package (Envelope-I) shall have the words "**Techno-commercial [Un-priced] Bid**" clearly written on the outside of the package. The package shall comprise of the original signed copy of tender document and one attested copies of the enclosures / documents required as per para 3.1 below. Earnest Money Deposit (EMD) shall also be enclosed in this part.

PART-II - PRICED COMMERCIAL BID

This portion of the bid shall contain the "Schedule of Rates" duly filled in all respects required as per para 2.2. The package (Envelope –II) shall have the words "**Priced - Commercial Bid**" clearly written on the outside of the package. This part of Bid will be submitted in original copy.

Both the envelopes (I and II) should be enclosed in a single envelope duly superscribed:

Quotation for the job

***Tender for providing Security Services at VKNRL Hospital (Tender No.: VKNRL / ADMN/ TR/ 17/ 01)
PF Registration Number, ESI Registration Number and PAN Card Number.***

1.3.3 Bidder must submit Bid Package including queries if any, at the following office:

The Medical Director
VKNRL Hospital, NRL Township,
NUMALIGARH 785699

1.3.4 The bid and all details subsequent to the bid shall be signed by any one, legally authorised to enter into commitment on behalf of the Bidder. Bidder shall submit Power of Attorney in favour of the person who is authorised to enter into commitment on behalf of the bidder.

Owner will not be bound by any Power of Attorney granted by the bidder or changes in composition of the firm made subsequent to submission of the bid or the award of the contract. He may however, recognise such Power of Attorney and changes after obtaining proper legal advice, the cost of which will be chargeable to the bidder.

The cancellation of any document such as Power of Attorney, Partnership Deed etc. should be communicated by the bidder to the owner in writing well in time, failing which it shall have no responsibility or liability for any action taken by it on the strength of the said documents.

Should the bidder have a relative or relatives or in the case of a firm or a company of owner one or more of its share holder(s) or a relative or relatives of the share holder(s) employed in a superior capacity in NRL, VKNRL Hospital the authority inviting bids shall be informed of the fact at the time of submission of the bid, failing which the bid may be disqualified or, if such fact subsequently comes to light, owner reserves the right to take any other action as it deems fit in accordance with any applicable Law, Rules, Regulations of the like in force for the time being.

1.4 **COST OF BIDDING**

All direct and indirect costs for preparation of Bidder's Quotation, (including clarification meetings), shall be to Bidder's account.

1.5 **ARRANGEMENT OF BID**

The bid shall be neatly arranged, consecutively numbered pages. They should not contain any terms and conditions printed or otherwise, which are not applicable to the bid. Insertions, postscripts, additions and alterations shall not be recognised unless confirmed by the bidder's signature.

1.6 **BIDDERS RESPONSIBILITY FOR QUOTATION**

Although the details presented in this bid document consisting of conditions of Agreement, Scope of Work, Technical requirement etc. have been compiled with all reasonable care, it is the bidder's responsibility to ensure that the information provided is adequate and clearly understood.

Bidder shall inspect the VKNRL Hospital site and surrounding area and shall satisfy himself of the existing facilities and shall collect any other information which he may require before submitting the bid. Claims and objections due to ignorance of existing conditions will not be considered after submission of the bid and during implementation.

Bidder's quotation is the responsibility of bidder and no relief or consideration can be given for errors and omissions.

1.7 **CLARIFICATIONS / REQUESTS BY BIDDER**

Bidder may request clarification at any time up to one day prior to the Bid closing Date. Such clarification requests shall contact the Medical Director, VKNRL Hospital, Numaligarh – 785699.

1.8 **BID CLARIFICATIONS/AMENDMENTS BY OWNER (VKNRL Hospital)**

Owner may issue clarifications/amendments in the form of addendum / corrigendum during the bidding period and may also issue amendments subsequent to receiving the bids. For the addendum / corrigendum issued during the bidding period, Bidders shall confirm their impact, in the bid. For clarifications issued by OWNER subsequent to receiving the bids, the Bidder shall confirm receipt and for any impact on the quoted prices, the Bidder shall follow the instructions issued along with addendum/corrigendum. All documents subsequent to the submission of bids shall also be submitted in original with two copies. All such documents and forwarding letters should be signed by the bidder / authorised representative.

Bidders shall examine the bid documents thoroughly and submit to VKNRL Hospital for any apparent conflict, discrepancy or error. VKNRL Hospital shall issue any appropriate clarification or amendment. Any failure by Bidder to comply with the aforesaid shall not excuse the bidder, if subsequently awarded the contract, from performing the Services in accordance with the agreement.

1.9 **COMPLIANCE TO BID CONDITIONS**

Bidders are advised to confirm compliance to bid conditions and not to stipulate any exception or deviation to the requirement of bidding documents.

1.10 **CONFIDENTIALITY OF DOCUMENT**

Bidder shall treat the bid documents and contents therein as private and confidential. If, at any time during the bid preparation period, Bidder decides to declare to bid, all documents must be immediately returned.

1.11 **OWNER'S (VKNRL HOSPITAL) RIGHTS**

Owner reserves the right to accept a bid other than the lowest and to accept or reject any bid in whole or part, or to reject all bids with or without notice or reasons. Such decisions by owner shall bear no liability whatsoever consequent upon such decisions.

The scope of work as intended for under tender may be increased or decreased depending upon the necessity from time to time. Owner reserves the right to decide for such variation in scope of works without any liability/financial involvement to the bidder.

1.12 **APPLICABLE LANGUAGE**

The bids and all correspondence incidentals to and concerning this bid will be in English Language. For document submitted in any other language, an English Translation shall also be submitted.

1.13 **CAUTION AND DISCLAIMER**

Bidder may make his own interpretation of any and all information provided in the bid documents. Owner shall not be responsible for the accuracy or completeness of such information and/or interpretation.

Bidder shall be responsible for obtaining and verifying all necessary data and information and although certain information is provided in the bid documents, it shall be confirmed by bidder.

1.14 **EARNEST MONEY**

The bid must be accompanied by earnest money (**interest free**) for the amount indicated in LIT/NIT in the form of Bankers Cheque drawn on State Bank of India, Numaligarh Refinery Complex in favour of "Vivekananda Kendra NRL Hospital". If the bidder after submitting his bid, revokes his offer or modifies the terms and conditions thereof during the validity of his offer except where Owner has given opportunity to do so, the earnest money shall be liable to be forfeited. Bids not accompanied by earnest money of requisite amount as indicated in LIT/NIT shall not be considered.

Should an "Invitation of Tender" be withdrawn or cancelled by the Owner, which it shall have the right to do at any time, the earnest money paid with the bid will be returned.

Earnest Money of the successful Bidder shall be retained as Initial Security Deposit after awarding of the contract.

Earnest Money to unsuccessful bidders shall be returned by M/s VKNRL Hospital within 30 days.

1.15 OPENING OF BIDS

On the date and time mentioned in "Letter Inviting Tender", Part - I i.e. "Techno- commercial (unpriced) bid" will be opened in the office of VKNRL Hospital, Numaligarh. Bidder shall be prepared to furnish clarifications/ information and attend discussions, as required by the Owner at short notices. Bids from those Bidders who fail to furnish the required clarifications called for by the Owner to their satisfaction will not be considered.

1.16 CONTRACT

1.16.1 The bidder, whose bid has been accepted by Owner shall enter into formal agreement with owner at the final date and place to be notified by the owner.

1.16.2 The contract documents consist of the following :

- a) Original tender document issued with its enclosures.
- b) Addendum/Corrigendum to tender documents, if any.
- c) The detailed letter of Award along with the enclosures attached.

1.16.3 All correspondences and MOM's held between the OWNER and the Bidder prior to issue of FAX/TELEX of Intent shall be treated as null and void. Any deviations or stipulations made and accepted by the OWNER after award of the job shall be treated as amendment to the contract document made as above.

2.0 BID REQUIREMENTS

2.1 TECHNICAL AND UNPRICED COMMERCIAL

- a) Bidder is advised that OWNER (VKNRL Hospital) intends to fully evaluate the technical and unpriced commercial submissions.
- b) It is important that Bidder clearly demonstrates his ability, giving to OWNER a high level of confidence that the Bidder will be able to perform the works within the Schedule and meeting the other requirements listed in the bid document. Failure to do so may result in disqualification of the Bid.
- c) Bidder shall provide narrative on his approach for execution of services in line with the OWNER's own execution approach. As a minimum, the following shall be covered.

2.1.1 ORGANISATION

2.1.1.1. A description of the Bidder's corporate organisation and operations. Description of any relationship with any parent company, or any other company which Bidder proposes as a Subcontractor for any portion of the works. Details of organization of proposed subcontractor, if any.

An organization chart showing details of the Bidder's Head Office Organization, levels of responsibility and lines of communication, indicating names of key personnel at management level. Organization charts together with an assignment schedule (by position), proposed for the execution of this work along with the bio-data of key personnel.

2.1.1.2 In case the bidder is a partnership firm, certified copy of the partnership deed together with a certified extract from the register of firms containing names and addresses of all the partners of the firm should be furnished along with the bid.

2.1.1.3 In case of company (whether private or Public), certified copy of the Certificate of Incorporation together with certified Memorandum Articles of Association and a list containing names and addresses of all the directors

should accompany the bid.

2.1.1.4 In case of a proprietorship firm, the name and address of proprietor, should be furnished.

2.1.1.5 **WORK SCHEDULING & MONITORING**

The bidder shall follow Work Schedules and Work Monitoring in accordance with the manner given from time to time.

m/individual quoting for the work. In the absence of the above ITCC, Bidder may not be awarded the work tendered for in the light of Central Government directives/instructions.

2.1.1.6 **UNPRICED COMMERCIAL PROPOSAL**

Bidder shall include in this Part-I of the Bid, the contents of his bid in Part-II but without any prices, which should be left blank. And also should enclose the relevant enclosures and supporting documents.

2.2 **PRICING REQUIREMENTS**

- 2.1 The Bidder shall submit Part-II as per the details stated in item 3.2 of this Instructions to Bidders.
- 2.2 The rates quoted by the Bidder shall be firm and fixed for the schedule contract period.
- 2.3 All rates set forth in Bidder's quotation, shall be in Indian Rupees.
- 2.4 The rate should be written both in figures and words. In case of difference between the two, the lower will be considered.

3.0 **PROPOSAL OF THE BIDDER :**

The bidder shall arrange his bid in the following order:

- 3.1 Part-I - Techno- commercial (Un-priced) bids arranged in the order of following attachments, specifying attachment number for each contents.

ATTACHMENT

- 01. Submission of bid letter along with one set of tender document and drawings duly signed.
- 02. Earnest Money Deposit and its details.
- 03. Power of Attorney in the name of person who signed the bid document.
- 04. Organisation details as per para 2.1.1 above
- 05. Details of similar works executed in the last (03) three years by main bidder as per Annexure-III to ITB including Work Order copies and Completion Certificates.
- 06. Details of concurrent commitments of main bidder as per Annexure-IV to ITB.
- 07. Compliance to requirements of bid document as per Annexure-VI to ITB.
- 08. Contents of price bid without any prices, which will be left blank.
- 09. Validity of bids as per Annexure - VI to ITB.
- 10. The Bidders who are having their Provident fund registration codes (PFRC) should furnish the same along with the tender.
- 11. Check list for submission of bid as per Annexure-VII to ITB.
- 12. Detailed terms and conditions Annexure – VIII
- 13. Detailed scope of work Annexure – IX
- 14. Bidders particulars Annexure –XVI
- 15. PAN Documents
- 16. Sales Tax Clearance
- 17. Service Tax Registration
- 18. Valid ESI Registration Number
- 19. Valid licence issued under the act The Private Security Agencies (Regulation) Act, 2005

- 3.2 Part-II - Priced commercial bid shall contain schedule of rates duly filled in the manner as per Special Conditions

of Contract along with the Annexure-I to SOR. Bidder is to furnish the required information of Annexure -I to SOR on the items mentioned which will be used for loading on their quoted price as per relevant clauses of SCC for the purpose of price evaluation.

No stipulation, deviation, terms and conditions, basis etc. shall be stipulated in this part of the bid. VKNRL Hospital shall not take cognisance of such statement.

ANNEXURES TO INSTRUCTIONS TO BIDDERS [ITB]

01.	Acknowledgement Letter	Annexure - I
02.	Schedule of Security Personnel Rates	Annexure - II
03.	Details of Similar Work done during past 03 (three) years	Annexure - III
04.	Concurrent Commitments of the Bidder	Annexure - IV
05.	Compliance to Bid Requirements	Annexure - V
06.	Validity of Bid	Annexure - VI
07.	Check list for submission of Bid	Annexure – VII
08.	Detailed terms and conditions	Annexure – VIII
09.	Detailed scope of work	Annexure – IX
10.	Undertaking for proprietorship concern	Annexure – X
11.	Site Organogram	Annexure – XI
12.	Compliance to Bid Requirements cum undertaking	Annexure – XII
14.	Schedule of Rates	Annexure - XIII
15.	Bidders particulars	Annexure – XIV

ACKNOWLEDGEMENT LETTER

To,
The Medical Director
VK-NRL Hospital
NRL Township, Numaligarh
Golaghat, Assam

Name of Work : Providing Security Services at VKNRL Hospital
(Tender No.: VKNRL / ADMN/ TR/17 /01)

I / We acknowledge receipt of your invitation to Bid which was received on and undersigned that the documents received remain the property of Vivekananda Kendra NRL Hospital. I / We indicate below our intentions with respect to the Letter Inviting Tender.

a.) I / We intend to bid as requested and furnish following details with respect to our quoting office.

i) Postal Address :
.....
.....

ii) Mobile no./ Telephone No./Fax/Telex No. :

iii) Contract Person :

b) I / We are unable to bid for the reasons given below and hereby return the Bid Documents.

Reasons for declining to Bid

.....
.....
.....

Company's name :

Signature :

Name :

Designation :

(Strike off whichever not applicable)

SCHEDULE OF SECURITY PERSONS' RATES

Name of Work: Providing Security Services at VKNRL Hospital
(Tender No.: VKNRL / ADMN/ TR/17 /01)

Name of Bidder :

1. The rates “all inclusive”. They include, but are not limited to all payroll coats and allowances payroll, taxes, fringe benefits, protective and / or special clothing, construction supplies required for work of a nature included in this contract, overhead, profit, insurance, transportation and travel time.
2. The normal time security personnel rates shall apply for all hours worked up to eight (08) hours in a day.

Sl. No.	Category	Monthly Wages
01	Supervisor (Without arms)	29450.48
02	Security Guard (Without arms)	25179.66

3. The staff will also be entitled to the following leave annually: EL-15 days, CL-12 days and National Holidays-3 days. (AS PER DGR GUIDELINES)
4. No leave can be encashed if not availed during the period.

SIGNATURE OF BIDDER

DETAILS OF SIMILAR WORKS DONE DURING THE PAST FIVE YEARS

Name of Work : Providing Security Services at VKNRL Hospital
(Tender No.: VKNRL / ADMN/ TR/17/01)

Name of Bidder :

Sl. No.	Full postal address of client name of Officer-in-charge	Description of Work	Value of Contract	Date of Commencement	Actual Completion time in months	Year of Completion	Remarks

Signature of Bidder

CONCURRENT COMMENTS OF THE BIDDER

Name of Work : Providing Security Services at VKNRL Hospital
 (Tender No.: VKNRL / ADMN/ TR/17/01)

Name of Bidder :

Sl. No.	Full postal address of client name of Officer-in-charge	Description of Work	Value of Contract	Date of Commencement	Actual Completion period	Percentage Completion as on date	Expected Date of Completion
1	2	3	4	5	6	7	8

 Signature of Bidder

COMPLIANCE TO BID REQUIREMENTS

Name of Work : Providing Security Services at VKNRL Hospital
(Tender No.: VKNRL / ADMN/ TR/17/ 01)

Name of Bidder :

I / We understood the terms & conditions and confirm that our bid complies to the total techno-commercial requirements of bidding document without any deviation.

SIGNATURE OF BIDDER

BID VALIDITY

Name of Work : Providing Security Services at VKNRL Hospital
(Tender No.: VKNRL / ADMN/ TR/ 17 /01)

Name of Bidder :

I / We hereby undertake that our bid for the above stated work shall remain valid for a period of 6 (six) months from the date of opening. In case of our revoking or canceling the bid within the validity period, Vivekananda Kendra- NRL Hospital is entitled to forfeit the Earnest Money Deposit paid by us along with the bid.

Signature of Bidder

Name of Work: Providing Security Services at VKNRL Hospital
(Tender No.: VKNRL / ADMN/ TR/17 /01)

Name of Bidder :

CHECKLIST FOR SUBMISSION OF BIDS

Bidders are requested to fill this checklist and also to ensure that the details/ documents have been furnished as called for in this bidding document.

Please tick (✓) the box for this details furnished in the bid.

- 1. Power of Attorney in the name of the signatory of the bid.
- 2. Submission of bid letter along with one set of (original) bidding document.
- 3. Validity of bid for 6 (six) months from the date of opening of bid as per format.
- 4. Validity of Earnest Money Deposit for 6 (six) months from the date of opening of the bid.
- 5. Organization details as per clause no. 2.1.1 of ITB.
- 6. Compliance of schedule of labour rates as per Annexure - II to ITB.
- 7. Details of concurrent commitment as per Annexure-IV to ITB
- 8. Copy of work order and completion certificate of the work mentioned in Annexure - III to ITB.
- 9. Contents of price bid (SOR) without prices
- 10. Compliance to the requirement of bidding document.
- 11. PF Code
- 12. PAN Number
- 13. Service Tax Registration
- 14. ESI Registration number
- 15. Permanent Residence Certificate
- 16. Self attested copy of Valid Registration No. of the Agency/Firm/Company:
- 17. Valid ESI Number
- 18. Valid licence issued under the act The Private Security Agencies (Regulation) Act, 2005

NOTE : Bidder in their "Submission of bid letter" shall confirm the following:

- 1. Bid document has been read before submission of bid.
- 2. All information required as per "Instructions to Bidder" have been provided along with all supporting documents except the following

Bidder should list the exclusion, if any, along with the reasons thereof.

(SIGNATURE OF THE BIDDER)

Name of Work: Providing Security Services at VKNRL Hospital (Tender No.: VKNRL / ADMN/ TR/ 17/ 01)

Name of Bidder :

DETAILED TERMS AND CONDITIONS OF THE CONTRACT

1. **Period of contract:** The period of contract will be 03 (three) years, however initially it will be for ONE YEAR which subsequently be extended year to year basis subject to satisfactory performance.
2. **Rate:** Should be quoted both in figures and in words as per enclosed schedule of rates (SOR) (Annexure – II). When there is a difference between the rates in figures and words tender document submitted by the bidder will be rejected.
3. No mobilization advance will be paid to the contractor for execution of this work.
4. Salary of the engaged security staff will be reimbursed by VKNRL Hospital. Other cost and expenditures relating to the operation of the contract shall be borne by contractor only, and VK-NRL Hospital will in no way be responsible for it.
5. The successful bidder will have to execute an agreement with VK-NRL Hospital in the prescribed proforma on non-judicial stamp paper of appropriate value within 10 (ten) days of the receipt of the work order. The cost of the stamp paper and other expenses shall be borne by the contractor. If the agreement is not executed by the successful bidder within the stipulated period of 10 (ten) days from the receipt of the work order, his work order shall be deemed to be cancelled automatically without any intimation thereof.
6. Whenever any claim against the contractor for payment of a sum of money arises out of or under the contract, the hospital shall be entitled to recover such sum by appropriating in part of whole of the Security Deposit of the contractor or from the bills claimed for payment. The contractor shall pay on demand and balance remaining dues to the hospital.
7. The contractor and the staff engaged in this contract should follow the hospital discipline. The contractor shall be responsible for the proper behavior of staff and shall exercise a proper degree of control over them. The staff should always be properly dressed in prescribed approved uniform only and maintain punctuality & cleanliness at all times. The contractor will replace any of his staff engaged by him on advice from the hospital authority .The hospital will not have liability whatsoever due to their retrenchment.
8. **The contractor shall be responsible for boarding and lodging of the staff engaged by him and no responsibility shall be to the hospital.**
9. **Scope of work and Supply :**
 - a. The scope of work & supply of this work will be in accordance with the Tender Document and as per the direction of the VKNRL Management.
 - b. The contractor must deploy all required man power and tools, materials, etc. to execute the job as per Schedule of Rates and as per the direction of the VKNRL Hospital Management.
 - c. All required man power, materials, tools and tackles shall have to be arranged by the contractor.
10. **Security Deposit: 10% of the contract value will be kept as Security Deposit. Out of that 10% value EMD of the successful bidder will be converted to Security Deposit. From the first running bill, 2.5% of the contract value will be deducted as initial Security Deposit plus 10% of the bill amount. From subsequent running bills 10% will be deducted till the complete Security Deposit is retained. Security Deposit will be released after completion of the job subject to clearance of all liabilities.**
11. **Terms of payment:** Payment will be made monthly against work done during the preceding month, on the basis of SOR as accepted in the contract & on the basis of certifications by the Officer-In-Charge. The requisite documents and the actual attendance/ deployment of manpower to be submitted along with the bill.
The above payments are subject to deductions towards actual expenses, Security Deposit, Income Tax, and other statutory recoveries as applicable as per terms of contract.
12. *Entire jobs of the workers engaged by the contractor must be supervised by the contractor.*

Name of Work: Providing Security Services at VKNRL Hospital
(Tender No.: VKNRL / ADMN/ TR/ 17/01)

Name of Bidder :

DETAILED SCOPE OF WORK

1. SCOPE OF SUPPLY BY VK- NRL HOSPITAL:

The schedule of works and guidelines will be notified by the VKNRL Management from time to time as per ISO guidelines.

2.MANPOWER:

- The contractor shall arrange competent and adequate manpower of his choice to do the above mentioned job and total manpower should be 17 (Seventeen) nos.
- Uniform & safety wears to be provided to the staff engaged in this contract by the contractor himself.
- The contractor shall be responsible for occupation hazards and health risks of his labour in this contract.
- The contractor shall observe all labour & other statutory rules & regulations in force. In case of any violation of such laws, rules and regulations , consequences if any including the cost there to shall be exclusively borne by the contractor and the hospital should have no liability whatsoever on this account.
- For maintaining the health standard of such workers engaged in this contract only required to do annual health screening, a free consultation will be provided from the hospital. But the expenditure involved in diagnostic and others, shall be borne by the contractor only.
- Contractor should insure all the workers engaged by him against accident etc.,
- **The contractor and the staff engaged in this contract should follow the hospital discipline. The contractor shall be responsible for proper behavior of staff and shall exercise a proper degree of control over them. The staff should always be properly dressed in prescribed uniform only and maintain punctuality & cleanliness at all times. The contractor will replace any of his staff engaged by him on advice from the hospital authority .The hospital will not have liability whatsoever due to their retrenchment.**

3.VK-NRL Hospital reserves the right to terminate the contract at any time during the currency of the contract by giving one month's notice to the contractor if the performance of the contractor is not found to be unsatisfactory.

Signature of the Bidder

Name of Work: Providing Security Services at VKNRL Hospital
(Tender No.: VKNRL / ADMN/ TR/17/01)

Name of Bidder :

UNDERTAKING FOR PROPRIETORSHIP CONCERN

I S/o

Permanent resident of

P.S.....Dist.....

is a sole proprietor of M/s

(SIGNATURE OF THE BIDDER)

Name of Work: Providing Security Services at VKNRL Hospital
(Tender No.: VKNRL / ADMN/ TR/17/01)

Name of Bidder:

SITE ORGANOGRAM & MANPOWER STRENGTH

Summary of Manpower strength:

Sl. No.	Name of the category	Nos.

(SIGNATURE OF THE BIDDER)

Name of Work: Providing Security Services at VKNRL Hospital
(Tender No.: VKNRL / ADMN/ TR/17/01)

Name of Bidder :

Schedule of Rates

S. No.	Item Description	Rate per month (Rs.)	
		In figure	In words
01.	Fixed rate for Providing Security Services at VKNRL Hospital (Tender No.: VKNRL / ADMN/ TR/17/01) (Rs. 25179.66 x 15 nos. = Rs. 377694.90) (Rs. 29450.48 x 02 nos. = Rs. 58900.96) As per the scope of the work mentioned elsewhere in the tender document including the cost of Labour, PF Service Tax, Service Charge, HRA, uniform expenses and other statutory levies on work contract.	Rs. 436596.00-	(Rupees Four Lacs thirty six Thousand five Hundred ninety six only)

- *The above fixed monthly rate is subject to deduction if it is less than the actual measurement (Actual attendance of the workers, etc).*

(Signature of Bidder on revenue stamp)

Name :.....

Date :.....

Place :.....

BIDDER’S PARTICULARS

Name of Work: Providing Security Services at VKNRL Hospital
(Tender No.: VKNRL / ADMN/ TR/ 17 /01)

- 1. Name of Bidder (In block letters) :
- 2. Son/ Daughter/ wife of :
- 3. Permanent Address :
 - Vill / locality :
 - District :
 - Phone No. :
 - Police station :
- 4. Name of firm (if any) :
- 5. Earnest Money :
- 6. Previous experience :
- 7. Income tax & sales tax clearance :
- 8. Solvency certificate :
- 9. Sales tax clearance :
- 10. PAN no. :
- 11. Court affidavit :

I / we hereby offer to execute the above mentioned work as per enclosed SOR (Annexure – II) as per laid down terms and conditions of this tender document.

(SIGNATURE OF BIDDER)

Name

Date :.....

Place :.....

TENDER DOCUMENT RECEIPT

Name of Work: Providing Security Services at VKNRL Hospital
(Tender No.: VKNRL / ADMN/ TR/17/ 01)

Received the tender document for the above-mentioned job.

Name of the bidder :

Address :

Phone / Fax / Mobile No. :

Contact Person :

Sign of the Bidder/Representative

Date :

Kindly return this receipt along with this tender document.

Paste This Slip On the Envelope of the Offer:

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Quotation for

PROVIDING SECURITY SERVICES AT VKNRL HOSPITAL
Tender No: VKNRL/ ADMN/ TR/ 17/01

To,
The Medical Director
VKNRL Hospital
NRL Township, Numaligarh
Golaghat, Assam

From:

Name of the bidder :.....

Address :

.....

Phone / Fax / Mobile No. :.....

Contact Person :.....

Date :.....

(PF Registration No. and ESI Registration No.)



VIVEKANANDA KENDRA NRL HOSPITAL
NRL TOWNSHIP, NUMALIGARH
GOLAGHAT

PRICED – COMMERCIAL
BID – PART – II

Tender Document
For
**PROVIDING SECURITY SERVICES AT VKNRL
HOSPITAL**

Tender No: VKNRL/ ADM/ TR/ 17/ 01

Prepared & Issued By
Vivekananda Kendra NRL Hospital

BIDDER’S PARTICULARS

Name of Work: Providing Security Services at VKNRL Hospital
(Tender No.: VKNRL / ADMN/ TR/17/01)

1. Name of Bidder (In block letters) :
2. Son/ Daughter/ wife of :
3. Permanent Address :
 Vill. / locality :
 District :
 Phone No. / Fax / Mobile No. :
 Police station :
4. Name of firm (if any) :
5. Earnest Money : No..... Dated
6. Previous experience :
7. Income tax & sales tax clearance :
8. Solvency certificate :
9. Sales tax clearance :
10. PAN no. :
11. Court affidavit :

I / we hereby offer to execute the above mentioned work as per enclosed SOR (Annexure – II) as per laid down terms and conditions of this tender document.

(SIGNATURE OF BIDDER)

Name

Date :.....

Place :.....

Name of Work: Providing Security Services at VKNRL Hospital
(Tender No.: VKNRL / ADMN/ TR/17 /01)

Name of Bidder :

Schedule of Rates

S. No.	Item Description	Rate per month (Rs.)	
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01.	Fixed rate for Providing Security Services at VKNRL Hospital (Tender No.: VKNRL / ADMN/ TR/17/01) (Rs. 25179.66 x 15 nos. = Rs. 377694.90) (Rs. 29450.48 x 02 nos. = Rs. 58900.96) As per the scope of the work mentioned elsewhere in the tender document including the cost of Labour, PF Service Tax, Service Charge, HRA, uniform expenses and other statutory levies on work contract.	Rs. 436596.00-	(Rupees Four Lacs thirty six Thousand five Hundred ninety six only)

- *The above fixed monthly rate is subject to deduction if it is less than the actual measurement (Actual attendance of the workers, etc).*

(Signature of bidder on revenue stamp)

Name :.....

Date :.....

Place :.....

Name of Work: Providing Security Services at VKNRL Hospital
(Tender No.: VKNRL / ADMN/ TR/ 17/ 01)

Name of Bidder:

BREAKUP DETAILS OF THE FIXED RATE

Sl.No.	Particulars	Security Guard (Un-armed)	Supervisor
	Basic wages	506	593
1	Basic + Variable Dearness Allowance (VDA) (26 Working Days / Month)	13156	15418
2	ESI (Employer Contribution, reimbursement basis) (@ 4.75% on Basic + VDA)	624.91	732.36
3	P.F. (Employer Contribution, reimbursement basis) (@13.61% on Basic + VDA)	1790.53	2098.39
4	House Rent Allowance (@ 10% of Basic + VDA)	1315.60	1541.80
5	ESI on HRA (@ 4.75% of HRA)	62.49	73.24
6	Bonus (@ 8.33% of Rs. 3500/, lower limit)	291.55	291.55
7	Uniform Allowance (Outfit + Washing) (@ 8% Basic + VDA)	1052.48	1233.44
8	Additional Charges (@ 25% on Basic +VDA)	3289.00	3854.50
9	Sub Total I (Wage / Month / Person)	21582.56	25243.27
10	Leave Reserve (1/6 of Sub Total I)	3597.09	4207.21
11	Sub Total II (Wage / Month / Person)	25179.66	29450.48
12	CGST (@18% on Gross Value of the Service)	4532.34	5301.09
13	Service Charge (10% of Sub Total II)	2517.96	2945.05
14	Total (Wage / Month / Person)	32229.96	37696.62
15	Total (Wage / Month for Supervisor - 02 nos. and Guards - 15 nos.)	483449.40	75393.23
16	Grand Total		558842.63
	Rounded off::		558843.00

[Signature of Bidder]