

ASSOCIATED HOSPITAL GMC RAJOURI



PURCHASE COMMITTEE

ASSOCIATED HOSPITAL GMC RAJOURI

Notice Inviting Tenders

Name of the Group: Tender for Security Services (Guard) (without arms) at Associated Hospital GMC Rajouri
(For the Year: 2019-20)



Govt. of Jammu & Kashmir

OFFICE OF THE MEDICAL SUPERINTENDENT

ASSOCIATED HOSPITAL GMC RAJOURI

e-mail medsupdhrj@gmail.com Fax No:- 01962-263209

Tender Notice

For and on behalf of the Lt. Governor of Jammu & Kashmir tenders are invited from reputed security Agencies for Providing Security man Power services at Associated Hospital GMC Rajouri (DH Rajouri) for the year 2019-20.

Sealed tender affixed with Rs. 5 revenue stamp is invited from the registered security providing agencies for providing security guards to Associated Hospital GMC Rajouri (DH Rajouri). The tender as per terms and conditions of the this office should reach office of the Medical Superintendent Associated Hospital GMC Rajouri by or before 09-01-2020 by 3:00 PM along with a earnest money of Rs 50,000/- pledge to Medical Superintendent Associated Hospital GMC Rajouri, (DH Rajouri). The terms and condition can be downloaded from the website of the GMC Rajouri www.gmcrajouri.in, the tender documents can be purchased from Medical Superintendent Associated Hospital GMC Rajouri Office on a payment of Rs 1000/- in shape of DD in favour Medical Superintendent Associated Hospital GMC Rajouri. In case of downloaded tender, a DD of Rs 1000/- can be attached with tender.

1. Cost of tender document (in shape of DD) & earnest money (in shape of CDR/FDR) in original favouring Medical Superintendent, Associated Hospital GMC Rajouri (District Hospital Rajouri) should reach in office of Medical Superintendent Associated Hospital GMC Rajouri (District Hospital Rajouri) through speed post/Regd. Post/Courier before due time of submission of bid along with other documents at "A". The Chairman Tender Committee {Medical Superintendent} shall not be responsible for any delay due to any reason.
2. Date of Submission of hard copies up to 09-01-2020 3:00 PM
3. Tender will be opened on 11-01-2019 at 11:00 AM in the office of Medical Superintendent Associated Hospital GMC Rajouri
4. The Requirement of the Security Staff for the Hospital is anticipated as detailed below which is subject to change as per the requirement at site.

S.no	Description of persons	Estimated number	Remarks
1	Security Guard (without arms)	20	Male= 15 Female= 05

5. Original copy of affidavit on Rs.50/- stamp paper duly attested by the 1st Class Judicial Magistrate with the effect that:-
 - a. The documents/catalogues etc enclosed with the Tender are original & genuine and have not been tampered or fabricated.
 - b. The firm has not been blacklisted in the past by any Govt./ Private institution of the country and there is no vigilance/any other investigating agency, case pending against the firm/supplier.
 - c. If anything found wrong at any stage, I will be personally responsible for the same.
6. The undersigned reserves the right to accept or reject any tender without assigning any reason thereof.


MEDICAL SUPERINTENDENT
ASSOCIATE HOSPITAL GMC RAJOURI

No: MS/DHR/2019-20/7558-64

Dated: 21/12/2019

Copy to the :

1. Financial Commissioner Health & medical Education Department Jammu & Kashmir Civil Secretariat Jammu for information
2. Principal Govt Medical College Rajouri for information
3. District Development Commissioner, Rajouri for information.
4. Mission Director National Health Mission for information.
5. Joint Director Information Department Jammu for publication of Tender Notice in at least two leading National papers and two local news papers with largest circulation.
6. Chief Medical Officer Rajouri For Information.
7. Notice Board

ADDITIONAL INSTRUCTIONS FOR BIDDERS

1. The Tenderer should be registered with Health and Medical Education Department
2. Bidder should be registered Under Private Security Agencies (Regulations) Act. (PASARA)
3. Tender to be submitted under two cover system.

A) Cover 1st (Technical Cover) Should contain:

1. Tender Fee and EMD

CDR/FDR format:

Received from M/S _____pledge to the Medical Superintendent Associated Hospital GMC Rajouri

2. Original copy of affidavit on Rs.50/- stamp paper duly attested by the 1st Class Judicial Magistrate with the effect that:-

- a. The documents/catalogues etc enclosed with the Tender are original & genuine and have not been tampered or fabricated.
- b. The firm has not been blacklisted in the past by any Govt./ Private institution of the country and there is no vigilance/any other investigating agency, case pending against the firm/supplier.
- c. If anything found wrong at any stage, I will be personally responsible for the same.

3. Original Turnover Certificate from chartered Accountant

4. Annexure "A", "B", "C"

5. Certificate of Registration for service Tax (GST No.)

6. Certificate of Experience in form of completion certificate

7. Certificate of registration under Employees Provident Fund Act.

8. PAN Card of the Tenderer /Agency/Organization.

9. PAN Based copies of ITR for the preceding year.

10. Annual Turnover Certificate from chartered Accountant

11. Valid Labour Contract licence for current year.

12. Proof of experience supported by documents from the concerned organisation

Absence of any one mentioned may lead to rejection of tender out rightly.

B) Cover 2nd (Financial Covered)

1. Rate submitted by the Bidder
2. Detailed Description of rates.

Financial bids (Price bid) of only those tenderers shall be opened who qualifies in Technical Specification Compliance Statement on the basis of Technical Evaluation report submitted by the experts of respective disciplines.

General Terms & Condition of the Contract

- 1.** The Contractor shall carefully examine the terms and conditions. In any case doubts, he shall before signing the contract refer to the office-in-charge and get clarifications.
- 2.** The present tender is being invited for Security Services under which the Contractor shall provide uniformed and trained personnel and will use its best Endeavours to provide security of building, equipments, materials and staff Working in Associated Hospital GMC Rajouri (District Hospital Rajouri) Including monitoring and surveillance of the premises
- 3.** The Tenderer should abide by the LABOUR LAWS, ESI Act, EPF ACT., minimum wages Act and various other Act as applicable from time to time with regard to the personal engaged by the contractor for Associated Hospital GMC Rajouri
- 4.** The work allotted to the successful tendere shall be on a probation period of 03 (three) months from the date of allotment of contract and in case of successful performance. The contract will be considered for extension for a period of one year extendable up to 90 days or till such time new rate contract comes in force whichever is earlier
- 5.** The documents submitted by the firm with the tender form will be opened in public in presence of tenderer/ firms representative
- 6.** The work will be awarded to the L-1 agency. In case the financial bid of more than one agency is same as L-1, then the work will be awarded to the agency which has higher experience of providing security services.
- 7.** The tenderer / authorized representatives should point out to the chairman tender opening committee on date of opening of tenders embitterment if any at the time of opening of tenders. Thereafter the tenderer/ authorized representative will have no legal right to confer or to represent on one ground or the other.
- 8.** The Contractor shall engage required main power for accomplishing the job round the clock. The contractor shall strictly comply with all laws, rules regulations as per the law in force. For any violation in this regard the contractor shall be solely responsible without any liability to the hospital authorities.
- 9.** All registration and statuary fees, if any in respect of the contract work pursuant to intended contract shall be responsibility of the contractor and shall be payable by the contractor only.
- 10.** Contractor shall provided uniform and identity cards to all the personal engaged by him and ensure that they are in uniforms with proper identification during duty hours.
- 11.** The same person should sign the entire correspondence, letter and documents who has signed the original tender. In case of change to this effect, an Affidavit shall have to be sent in support of the change.
- 12.** The successful tender shall not in any case assign or sublet the approved contract or any part thereof to any party.
- 13.** The approved contractor will have to engage Ex-service men from military/ Army/Para Military/ CRPF/ BSF/Civil Defence trained persons/ persons having experience of serving as security Guard in reputed Security Agency of less than 60 year of age and not employ any person below the age of 18 yrs, for the security of Associated Hospital GMC Rajouri, A photocopy of the service/discharge book (Age Proof &being Ex-Servicemen)/ experience certificate from the agency where served to be provided to the Medical Superintendent of Associated Hospital GMC Rajouri before deployment in Hospital/ the release of first salary. Any change of the staff (if any) is to be done only with the prior permission of Medical Superintendent.
- 14.** The intending tenderer will have to contact the Medical Superintendent Associated Hospital GMC Rajouri and visit the spot before quoting the rates.

- 15.** The antecedents of security staff deployed shall be got verified by the contractor from local police authority and an undertaking in this regard to be submitted to the Associated Hospital GMC Rajouri (Associated Hospital GMC Rajouri (District Hospital Rajouri))
- 16.** The Contractor will maintain a register on which day to day deployment of personnel will be entered. This will be countersigned by the authorized official of the Associated Hospital GMC Rajouri (District Hospital Rajouri). While raising the bill, the deployment particulars of the personnel engaged during each month, shift wise, should be shown. The Contractor has to give an undertaking (on the format), duly countersigned by the concerned official of the Associated Hospital GMC Rajouri (District Hospital Rajouri), regarding payment of wages as per rules and laws in force, before receiving the 2nd payment onwards
- 17.** All liabilities arising out of accident or death while on duty shall be borne by the contractor.
- 18.** Adequate supervision will be provided to ensure correct performance of the said security services in accordance with the prevailing assignment instructions agreed upon between the two parties. In order to exercise effective control & supervision over the staff of the Contractor deployed, the supervisory staff will move in their areas of responsibility
- 19.** All necessary reports and other information will be supplied immediately as required and immediately as required and regular meetings will be held with the Associated Hospital GMC Rajouri (District Hospital Rajouri).
- 20.** Contractor and its staff shall take proper and reasonable precautions to preserve from loss, destruction, waste or misuse the areas of responsibility given to them by the Associated Hospital GMC Rajouri (District Hospital Rajouri) and shall not knowingly lend to any person or company any of the effects of the Associated Hospital GMC Rajouri (District Hospital Rajouri) under its control.
- 21.** The security staff shall not accept any gratitude or reward in any shape.
- 22.** Under the terms of their employment agreement with the Contractor the Security staff shall not do any professional or other work for reward or otherwise either directly or for and on behalf of the Contractor
- 23.** That in the event of any loss occasioned to the Associated Hospital GMC Rajouri (District Hospital Rajouri), as a result of any lapse on the part of the contractor which will be established after an enquiry conducted by the Associated Hospital GMC Rajouri (District Hospital Rajouri), the said loss can claim from the contractor up to the value of the loss. The decision of the Head of the Associated Hospital GMC Rajouri (District Hospital Rajouri) will be final and binding on the agency.
- 24.** 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 direction enumerated herein and in accordance with such directions, which the Associated Hospital GMC Rajouri (District Hospital Rajouri) may issue from time to time and which have been mutually agreed upon between the two parties
- 25.** The Associated Hospital GMC Rajouri (District Hospital Rajouri) 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 Associated Hospital GMC Rajouri (District Hospital Rajouri).
- 26.** The contractor shall be responsible to maintain all property and equipment of the Associated Hospital GMC Rajouri (District Hospital Rajouri) entrusted to it.
- 27.** The contractor will deploy supervisors as per the need given by the Associated Hospital GMC Rajouri (District Hospital Rajouri). The supervisor shall be required to work as per the instructions of Associated Hospital GMC Rajouri (District Hospital Rajouri).
- 28.** The personnel engaged by the contractor shall be dressed in neat and clean uniform (including proper name badges), failing which invites a penalty of Rs.500/- each occasion and habitual

offenders in this regard shall be removed from the Associated Hospital GMC Rajouri (District Hospital Rajouri). The penalty on this account shall be deducted from the Contractor's bills.

29. The personnel engaged have to be extremely courteous with very pleasant mannerism in dealing with the Staff/Outsiders with entry pass and should project an image of utmost discipline. The Associated Hospital GMC Rajouri (District Hospital Rajouri) shall have right to have any person moved in case of staff complaints or as decided by representative of the Associated Hospital GMC Rajouri (District Hospital Rajouri) if the person is not performing the job satisfactorily or otherwise. The contractor shall have to arrange the suitable replacement in all such cases.
30. The shift generally will be of 8 hrs only
31. The Main Supervisor will have to report to the Associated Hospital GMC Rajouri (District Hospital Rajouri)'s security office at least 15 minutes in advance of the commencement of the shift for collecting necessary documents/instructions, and to complete all other required formalities as approved by the
32. Any damage or loss caused by contractor's persons to the Associated Hospital GMC Rajouri (District Hospital Rajouri) in whatever form would be recovered from the contractor.
33. The Security staff shall have to go round the building of the institution to see that no unauthorized activity is taking place.
34. During the course of contract, if any contractor's personnel are found to be indulging in any corrupt practices causing any loss of revenue to the Associated Hospital GMC Rajouri (District Hospital Rajouri) shall be entitled to terminate the contract forthwith duly forfeiting the contractor's Performance Guarantee.
35. In the event of default being made in the payment of any money in respect of wages of any person deployed by the contractor for carrying out of this contract and if a claim therefore is filed in the office of the Labour Authorities and proof thereof is furnished to the satisfaction of the Labour Authorities, the Associated Hospital GMC Rajouri (District Hospital Rajouri) may, failing payment of the said money by the contractor, make payment of such claim on behalf of the contractor to the said Labour Authorities and any sums so paid shall be recoverable by the Associated Hospital GMC Rajouri (District Hospital Rajouri) from the contractor.
36. Security staff engaged by the contractor shall not take part in any staff union and association activities.
37. The Security Guard will be considered under the Un-skilled category. Contractor shall provide uniformed and trained personnel and use its best endeavour to provide Security services to the Associated Hospital GMC Rajouri (District Hospital Rajouri) for providing safety, monitoring and surveillance. Rates quoted will include all statutory obligations of the contractor under Minimum Wages Act, Contract Labour (R&A) Act, weekly-off replacement charges, cost of uniform of personnel deployed by the contractor, all kinds of taxes, service charges, etc. of the agency.. If the minimum wages is revised by the Government, the incremental wages, if applicable, will be provided.
38. The contractor shall bear all the expenses incurred on the following items i.e. Provision of torches and cells, lathis/ballams and other implements to security staff, stationary for writing duty charts and registers at security check points and records keeping as per requirements.
39. The Associated Hospital GMC Rajouri (District Hospital Rajouri) shall not be responsible for providing residential accommodation Or any kind of furnishings/furniture/heaters/coolers to any of the employee of the contractor.
40. The Associated Hospital GMC Rajouri (District Hospital Rajouri) shall not be under any obligation for providing employment to any of the worker of the contractor after the expiry of the contract. The Associated Hospital GMC Rajouri (District Hospital Rajouri) does not recognize any employee employer relationship with any of the workers of the contractor.

41. 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 Associated Hospital GMC Rajouri (District Hospital Rajouri) from the agency.
42. If any underpayment is discovered the amount shall be duly paid to the agency by the Medical Superintendent Rajouri.
43. The contractor 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 Associated Hospital GMC Rajouri (District Hospital Rajouri) etc.
44. Payment shall be made to the contractor after deduction of the taxes like Income tax Service Tax/ and other similar tax at source during the currency of the contract on the basis of the work done certificate duly furnished by the concerned designated authorities.
45. Payment of the following month shall be made to the contractor on production of certificates by the contractor to the effect that the EPF and ESI of the employees of previous month have been deducted from the wages of the concerned and deposited along with employer in the relevant offices.
46. The Proof of challan/receipt deposited with PF and ESI Office for the payment made towards applicable PF and ESIC for the previous Month shall also be submitted while claiming the bill for the current month. In the absence of the proof the bill will not be entertained/processed
47. Duty roster of the staff detailed on duty shall be submitted to the authorities for "On the Spot" Inspection.
48. The Successful tenderer shall have to abide by the terms and conditions of tender and the approval of the contract for which an agreement shall have to be executed on a Non Judicial Stamp Paper with the Medical Superintendent DH Rajouri before the allotment of the contract . The cost of the stamp duty shall be borne by the tenderer.
49. That the payment would be made on monthly basis actual shifts manned/ operated by the personnel supplied by the firm and base on the attendance sheets duly verified by the Associated Hospital GMC Rajouri (District Hospital Rajouri) authorities. The tenderer will ensure that workers engaged by him must receive their entitled wages in time. In view of this, the following procedure will be adopted':
 - a) That the firm shall pay the entitled wages during first week of the following month.
 - b) That the payment to such workers must be made directly in their bank accounts or through cheque only.
 - c) That firm must ensure that entitled wages of the workers are credit to their bank account at appropriate time.
 - d) While submitting the bill for the next month, the firm will ensure that all statutory Labour Laws in vogue issued by the office of Labour Commissioner J&K are followed in letter and spirit
50. Tender where prices are quoted in any other way shall be treated as non-responsive and the tender will be out rightly rejected.
51. The Bidder shall submit his price bid/offer in Indian Rupees and payment under this contract will be made in Indian Rupees
52. The Tenderer will specify the break-up of rates quoted giving complete details as shown below:
 - a) Net amount to be paid to the person engaged.
 - b) The rates should be quoted alongwith details of all taxes & service charge both in words and figures without cuttings/erasing/over writings.
 - c) Deduction showing details of EPF, ESI & other charges.
 - d) Administrative charges and other taxes/ charges, if any, to be charged by the tenderer.
 - e) The employer will undertake that under no circumstances the person engaged by him shall have to face additional deduction.
 - f) No Tender will be accepted in which the detail of deductions have not been mentioned.

53. In case of failure of abide by the 'Conditions of the contract' and the 'Agreement', the contract shall liable to be terminated with forfeiture of the earnest money.
54. The courts at Jammu/ Rajouri shall have the exclusive jurisdiction to try all disputes, if any, arising out of this agreement between the parties.
55. The Call Deposit Receipt/FDR, deposited by the approved contractor, shall be released only after the expiry of the contractual period and on the production of "No Objection Certificate" duly issued by the Medical Superintendent.
56. (a) in case, any of contractor's personnel deployed under the contract fails to report in time and contractor is unable to provide suitable substitute in time for the same it will be treated as absence and penalty of Rs 500/- per vacant point per shift be deducted from the contractor bill.
(b) In case, any public complaint is received attributable to misconduct / misbehaviour of contractor's personnel & in is assessed as true by administration , a penalty of Rs 1000/- for each such incident shall be leived and the same shall be deducted from the contractor's bill. Besides the security Guard found involved in the incident shall be removed from the duty 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 statuary requirements of the contract, Medical Superintendent Associated Hospital GMC Rajouri reserve the right to impose the penalty as deemed fit After four weeks delay , Medical Superintendent Associated Hospital GMC Rajouri reserve the right to cancel the contract . Earnest money/security deposit may also be forfeited.
57. In the event of any breach /violation or contravention of any terms and conditions contained herein by contractor, the Security Deposit of the Agency shall stand forfeited.
58. Any liability arising out of any litigation (Including those in customer courts) due to any act of the contractor's personnel shall be directly born by the contractor including all expenses/fines. The concerned contractor's personnel shall attend the court as and when required.
59. **Dispute Resolution:**
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 dispute are not resolved by joint discussion then the matter will be referred for adjudication to Health & Medical Education department Civil Sectt. Jammu.

Note: The tenderer should be a registered firm under the relevant provisions of law with the competent authority established by the Central/ State/UT Government for this territorial jurisdiction

UNDERTAKING.

I/We do hereby agree to abide by all the conditions mentioned in the tender documents (All the pages of the documents have been signed by me/us in token of our acceptance of the "Conditions of the contract" and are without any cutting/ overwriting)

Sig. & Seal of the Tenderer
Along with full Address

DUTIES AND RESPONSIBILITY OF SECURITY STAFF:

1. The Security Supervisor will be responsible for overall security arrangement of the concerned Associated Hospital GMC Rajouri (District Hospital Rajouri) covered in the contract.
2. Security Supervisor will ensure that all the 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 employer for in-out movement of stores. The specimen signature and telephone numbers of the above stated officers will be available with the Security personnel.
4. The officers and staff of the Associated Hospital GMC Rajouri (District Hospital Rajouri) will keep the Identity cards with them got checking and allowing entry by the security personnel.
5. Deployment of Guards/Gunmen/Security Supervisors will be as per the instructions of the authorities of the Associated Hospital GMC Rajouri (District Hospital Rajouri) and the same will be monitored personally by the concerned authorities from time to time and will be responsible for its optimum utilization.
6. 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.
7. The Security Supervisor/Guard will also take round of all the important and sensitive points of the premises as specified by the Associated Hospital GMC Rajouri (District Hospital Rajouri).
8. Security personnel shall also ensure door keeping duties.
9. The Guards on duty will also take care of vehicles, scooters/motor Cycles/bicycles parked in the parking sites located within the premises of the Associated Hospital GMC Rajouri (District Hospital Rajouri).
10. Entry of the street-dogs and stray cattles into the premises is to be prevented. It should be at once driven out.
11. The Guards on patrol duty should take care of all the water taps, valves, water hydrants, etc. installed in the open all over the premises.
12. 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 cattles.
13. 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.
14. In emergent situations, security staff/supervisor deployed shall also participate as per their role defined in the disaster plan, if any, of the Associated Hospital GMC Rajouri (District Hospital Rajouri). Guards/Supervisors should be sensitized for their role in such situations.
15. The Security Supervisor/Guards are required to display mature behaviour, especially towards female staff and female visitors.
16. The Security Guard on duty shall not leave the premises until his reliever reports for duty.
17. Any other provisions as advised by the Associated Hospital GMC Rajouri (District Hospital Rajouri) may be incorporated in the agreement. The same shall also be binding on the contractor.

Annexure "A"

**(TO BE TYPED ON A LETTER HAED OF THE SECURITY AGENCY)
TENDER FORM FOR PROVIDING SECURITY SERVICES**

Affix duly Attested
PP Size recent
Photograph of the
prospective bidder

1. Cost of tender : Rs _____
2. Names, address of firm/Agency _____

3. Telephone No: _____
4. Govt Registration No _____
5. Name, Designation, Address and Telephone
No. of Authorized person of Firm/ Agency to _____
deal with. _____

6. PAN Card No: _____
7. Provident Fund Account No. _____
9. ESI Code Number _____
10. GST Number _____
11. Details of Bid Security deposited:
 - a) Amount _____ b) FDR No. or DD No. _____
 - c) Date of Issue _____ d) Name of issuing authority. _____
 - e) Any other information _____

Declaration by the bidder:

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves abide by them

(Signature of the bidder)

Name and Address

(with seal)

ANNEXURE "B"
TECHNICAL INFORMATION
(TO BE TYPED ON A LETTER HEAD OF THE SECURITY AGENCY)

S.NO	Particulars	Information to be filled by the bidder	Remarks
1	Man Power on Roll		
2	No of Supervisory Staff and trained Ex-Serviceman on roll (a) Ex Serviceman Guards= b) Security supervisor=		
3	Experience of running Security Services (In Years)		
4	Detail regarding experience (name of organizations & experience in Year with support of certificates)		

Note: Photo copies of all necessary documents duly self attested must be attached for verification of the information provided.

(Signature of the bidder)
Name and Address
(with seal)

Annexure "C"

(ON A STAMP PAPER of Rs.100/-)

UNDERTAKING

To

(Designation and Name of the concerned Associated Hospital GMC Rajouri
(District Hospital Rajouri))

Name of the firm/Agency_____

Name of the tender_____ Due date:_____

Sir,

I/We hereby agree to abide by all terms and conditions laid down in tender document.

1. This is to certify that I/We before signing this bid have read and fully understood all the terms and conditions and instructions contained therein and undertake myself/ourselves abide by the said terms and conditions.
2. I/We abide by the provisions of Minimum Wages Act, Contract Labour Act and other statutory provisions like Provident Fund Act, ESI Bonus, Gratuity, Leave, Relieving Charges, Uniform and Allowance thereof and any other charges applicable from time to time. I/We will pay the wages to the personnel deployed as per Minimum Wages Act as amended by the Government from time to time and shall be fully responsible for any violation.
3. I/We do hereby undertake that complete security of the Associated Hospital GMC Rajouri (District Hospital Rajouri) shall be ensured by our Security Agency, as well as any other Point considered by our Agency. Our Security Service shall be covered under "Fidelity Bond" through Insurance Agency for minimum sum of Rs._____ Lakhs (Rupees in words). The Insurance charges for Fidelity Bond shall be paid by me/us. The loss on account of theft, if any, shall be recoverable from me/us through fidelity bond.
4. I/we declare that all the documents attached with the tender documents are true and are attested by us only after certifying their genuineness.
5. I/We declare that our financial position is sound and we are competent to execute the contract..
6. I/We declare that we will not ask/ expect any financial assistance from the Institution /Govt of Jammu & Kashmir.

In acceptance
Signature and seal of the Bidder)
Name and Address of the Bidder.
Telephone No.

Technical Information
Associated Hospital GMC Rajouri (District Hospital Rajouri)
CHECK-LIST FOR PRE-QUALIFICATION BID FOR SECURITY SERVICES

S.No	Documents asked for	Attachement Yes/NO	Page No at which document is placed
1	Bid Security (EMD) of Rs._____(Rupees in words) in the form of FDR/DD/CDR issued by any scheduled bank in favour of _____(designation of the concerned officer),_____(name of the Associated Hospital GMC Rajouri (District Hospital Rajouri)) valid for 90 days		
2	One self-attested recent passport size photograph of the Authorized person of the firm/agency, with name, designation, address and office telephone numbers.		
3	Undertaking on a Stamp paper of Rs.100/- (Rupees one hundred only) as per format prescribed in Annexure		
4	Self-attested copy of the PAN card issued by the Income Tax Department with copy of Income-Tax Return of the last financial year		
5	Self attested copy of Service Tax Registration No		
6	Self attested copy of valid Registration number of the firm/agency by State/UT Govt		
7	Self attested copy of valid Licence No. under Contract Labour (R&A) Act, 1970		
8	Proof of experiences of last three financial years as along with satisfactory performance certificates from the concerned employers		
9	Annual returns of previous three years supported by audited balance sheet		
10	Self Attested Copy of ESI		
11	Self Attested Copy of EPF		
12	Self attested copy of BID Documents		
12	Any other documents, if required		

Signature of the Bidder
(Name and Address of the Bidder)
Telephone No.

(TO BE TYPED ON A LETTER HAED OF THE SECURITY AGENCY)

**Format for Financial Bid
(Packed in Separate Envelop)**

Tender Inviting Authority: Associate Hospital GMC Rajouri										
Name of Work: Providing of Security manpower services (without arms) at Associate Hospital GMC Rajouri										
Contract No:										
Name of the Bidder/ Bidding Firm / Company :										
PRICE SCHEDULE										
Sl. No.	Item Description	Item Code / Make	Quantity	Units	BASIC RATE In Figures To be entered by the Bidder in Rs. P	EPF AMOUNT IN INR Rs. P	GST Amount in INR Rs. P	ESIC AMOUNT IN Rs. P	TOTAL AMOUNT Without Taxes Rs. P	TOTAL AMOUNT With Taxes Rs. P
1	2	3	4	5	6	7	8	9	10	13
01	Security Guards (Rate shall have to be quoted for each security guard per month basis)	item1	1.00	Nos						

TOTAL AMOUNT IN WORDS (WITHOUT TAXES)

TOTAL AMOUNT IN WORDS (WITH TAXES)

Seal and Signature of the Bidder
(Name and Address of the Bidder)
Telephone No.