

OFFICE OF THE DIRECTOR
ACHARYA HARIHAR POST GRADUATE INSTITUTE OF CANCER, CUTTACK

Tender Notice No 4892 /dt. 23-12-2020

TENDER PAPER FOR PROVIDING SECURITY SERVICES

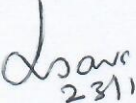
Sealed tenders are invited by the Director, Acharya Harihar Post Graduate Institute of Cancer, Cuttack (formerly known as Acharya Harihar Regional Cancer Centre) functioning under Health & F.W. Department, Govt. of Odisha in two-bid system from registered Security Service Providers for providing security services in the premises of A.H. Post Graduate Institute of Cancer, Cuttack round-the-clock for a period of two years on contract basis.

Interested Bidders are to submit "Technical Bid" & "Financial Bid" for providing Security Services round-the-clock to A.H. Post Graduate Institute of Cancer, Cuttack.

The hospital administration is not bound at any point of time to accept any bids and reserves the right to terminate the selection process at any time prior to the award of the contract without assigning any reason thereof.

The bidder has to examine all instructions and terms and conditions of the tender document carefully. Failure to furnish requisite information and documents in the submitted bid is liable for rejection.

The last date and time for submission of tender document is 21.01.2021 by 5 P.M. The date and time of pre-bid meeting is fixed on 13.01.2021 at 12:30 PM and the technical bids shall be opened in the Office Chamber of the Director on 22.01.2021 at 12:30 PM.


23/12/2020

Director

AHPGIC, Cuttack

TECHNICAL BID (COVER-A)

1. Earnest Money Deposit @Rs. 2,50,000.00 only (refundable) by way of DD in the name of **The Director, Acharya Harihar Regional Cancer Centre, Cuttack** drawn on any nationalized bank failing which the bid shall be rejected.
2. Photocopy (self attested) of GST registration certificate.
3. Self-attested up-to-date photocopy of GST clearance certificate.
4. Self-attested photocopy of ESI registration number and authority with whom registered along with ECR challan copy of last six months.
5. Credibility and experience certificates issued from the concerned authority/employer for five years' supply of security services out of which three years must be in a Govt. Hospital/Institution.
6. The security service provider/company should be registered under Private Security Agency Regulation Act 2005 to 2009 under Home Dept., Govt. of Odisha, and also registered under Companies Act, 1956. The tenderer should provide self attested copies of the same.
7. The agency should have its headquarters/branch office in Cuttack failing which the bid will be rejected outright.
8. If the service provider is a company, it shall furnish the names of its Directors/Partners with full address (both present and permanent).
9. The tenderer must submit the police verification certificate of each security personnel (minimum 100 nos. of workers), which will be verified by the authority before engagement.
10. The successful bidder shall submit a Bank Guarantee amounting to Rs. 10,00,000/- (Rupees ten lakhs) before signing of agreement as performance security.
11. Self-attested photocopy of valid labour license for minimum 300 nos. of labourers issued from the concerned District Labour Office.
12. The tenderer must submit an affidavit that company has not been blacklisted and no criminal case is pending against the company.
13. Self-attested photocopy of EPF/CPF account number and authority with whom registered along with ECR challan copy of last six months.
14. Full address of registered office with Telephone no./FAX no./e-mail id.
15. Self-attested photocopy of PAN Card in the name of the agency. In case of not in the name of the agency, the PAN Card must be in the name of the proprietor and the proprietor shall have to submit an affidavit stating that he is the proprietor of the firm applying for the tender.
16. DD amounting to Rs. 2500.00 (non-refundable) in favour of **The Director, Acharya Harihar Regional Cancer Centre, Cuttack** drawn on any nationalized bank towards cost of tender paper failing which the bid will be rejected.
17. In case of tender applied by a partnership firm, self-attested copy of partnership deed should be enclosed along with the tender.

18. In case of a private limited company, a self-attested copy of the Memorandum and Article of Association should be enclosed with the tender application form.
19. The tenderer must submit copy of audited balance sheet and P&L Account for last three financial years, i.e., 2017-18, 2018-19, and 2019-20 with a minimum turnover of Rs. 15 crores in the last three years.
20. Self-attested photocopy of valid Shop and Commercial license from competent authority under jurisdiction of Cuttack District.
21. Self-attested photocopy of ISO Certificate 9001:2015.
22. Self-attested copy of valid Trade License issued from concerned Municipality.

DECLARATION

(To be submitted in the letterhead of the bidder)

1. I, _____, Son/Daughter/Wife of Shri _____
Proprietor/Director/authorized signatory of the Service Provider, mentioned above, am competent to sign this declaration and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.
3. The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/we am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of our tender at any stage besides liabilities towards prosecution under appropriate law.

Date:
Place:

Signature of authorized person
Name:
Seal:

JOB DESCRIPTION

1. To provide the security services in the premises of Acharya Harihar Post Graduate Institute of Cancer, Cuttack.
2. The service provider shall be responsible for all security measures and arrangements to safeguard the movable and immovable property and prevention of theft within the premises.
3. Protection of persons in the premises.
4. Evacuation of persons in case of fire or natural calamities.
5. Prevention of unauthorized entry of personnel including all types of outside vendors in the premises of the institute/centre.
6. Any other work of similar nature assigned to the service provider by Acharya Harihar Post Graduate Institute of Cancer, Cuttack authorities from time to time.
7. The security staff shall work under the supervision of the Director, Acharya Harihar Post Graduate Institute of Cancer, Cuttack or any other officer authorized by him. The agency shall provide round-the-clock security on shift basis as specified, and deployment done in consultation with the officer authorized by the Director, Acharya Harihar Post Graduate Institute of Cancer, Cuttack shall be final. The shift supervisor shall submit the attendance of the personnel daily to the authorized officer for verification.
8. The agency will provide uniforms and ID Cards to all security personnel. The agency shall provide torch lights for staff on night duty.
9. The service provider will be fully responsible for the performance and fitness of their personnel (guards and supervisors) and if any lapses are found at any point of time by any such personnel, then the service provider will disengage such personnel on recommendation of the authorized officer of this institute and proportionate amount will be deducted from the performance security of the service provider for such deficiency.

TERMS AND CONDITIONS

1. The service provider should be approved/recognized/registered by competent statutory authorities. The service provider should have provided security services for minimum five years out of which three years must be in a Govt. Hospital/Institution and should have its headquarters/branch office in Cuttack failing which the bid will be rejected outright.
2. The category of security personnel to be provided by the agency and the rates for deploying these personnel as quoted by the service provider in the price bid is as follows:
 - a) Security Supervisor.
 - b) Security Guard.
3. The service provider shall be responsible for safeguarding the movable and immovable property of AHPGIC and also for providing the services as per details indicated earlier in the job description.

4. The service provider will indemnify the property under security cover for preventing theft, loss, pilferage, riots, arson, fire from the areas entrusted to its control and shall be responsible for all such lapses.
5. The service provider shall provide the services of trained security supervisors and guards, and the service provider will furnish a certificate stating that the security guards are trained, and none of the security guard was removed from any service on the ground of criminal charges, theft, or unreliability.
6. The service provider shall provide security supervisors and security guards whose maximum age limit shall be 45 years and not less than 25 years.
7. The staff of the service provider shall be available at all times at the place of their duties as per roster, and they shall not leave their place of duty without prior permission of the authorized officer.
8. The service provider shall deploy the full complement of the personnel as per roster arrangement and shall maintain a list of reserve personnel to provide replacement and supplement the strength as and when required.
9. The staff of the service provider shall check the movement of materials and maintain records and keep proper log book for movement of personnel entering or leaving the premises.
10. The service provider shall provide immediate replacement of any guard/supervisor who is not available on duty at the place of posting and such other additional staff as may be required for additional areas for which prior information will be given.
11. The staff of the service provider shall work in proper uniform under the overall supervision and direction of the Director, Acharya Harihar Post Graduate Institute of Cancer, Cuttack or any officer authorized by him.
12. The security supervisors and guards whose services are provided by the service provider shall at all times and for all purposes be regarded as employees of the contracting agency. The service provider shall also be responsible for necessary services and benefits due to the security supervisors and guards as per rules/laws applicable in such reasons.
13. The Director, Acharya Harihar Post Graduate Institute of Cancer, Cuttack shall have the right to ask for the removal of any person of the agency who is not considered proper in discharging of his duties.
14. The staff of the service provider shall carry out such other legitimate duties as entrusted to them from time to time.
15. The service provider shall not engage any sub-contractor or transfer the contract to any other person or agency.
16. The names of the security personnel appointed/employed by the security service provider shall be made known to the Director, Acharya Harihar Post Graduate Institute of Cancer, Cuttack before commencing deployment. Any changes in the manpower deployed will be allowed only with proper approval and consent of the Director,

Acharya Harihar Post Graduate Institute of Cancer, Cuttack or any officer authorized by him.

17. The service provider shall submit bills for payment during the first week of the succeeding month. The bill shall be countersigned by the designated officer of the institute before payment.

18. The staff appointed by the service provider for this purpose shall conduct themselves as per orders of the officer authorized by the Director, Acharya Harihar Post Graduate Institute of Cancer. In case of any lapse, misbehavior, or misconduct of any person so appointed, the Director, Acharya Harihar Post Graduate Institute of Cancer shall have the authority to impose penalty as desired by him.

19. In case of any loss/theft of the property of Acharya Harihar Post Graduate Institute of Cancer, the Director or any officer authorized by him will consider the circumstance leading to the loss/theft, and if the responsibility is fixed upon the service provider by the above-mentioned officer, the agency will make good the loss within a specified period or else deduction of the cost will be realized from the Performance Security deposited by the agency.

21. The contract will be awarded for a period of two years, which may be curtailed at the discretion of authorities of Acharya Harihar Post Graduate Institute of Cancer, Cuttack with one month notice. However, upon satisfactory performance, the contract may be extended for another one year at the sole discretion of the authority.

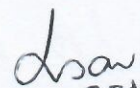
22. The tender should reach the office of the Director, Acharya Harihar Post Graduate Institute of Cancer by 21.01.2021 by 5:00 PM under superscription "Tender for Security Services" on top of the sealed cover through **Regd. Post/Speed post** only.

23. It is the responsibility of the tenderer to see that the completed bidding documents are submitted by the stipulated date and time for opening of tender failing which the tender would be considered late and rejected.

24. The tender would be valid for a period of six months subsequent to the date on which the tenders are opened.

25. The tenderers are advised to read the terms and conditions of the tender and satisfy themselves about fulfilling them and also meeting the requirements of the documents as mentioned in the tender form before submitting the tender.

26. The tender documents along with enclosures should be page numbered. The total number of pages of all documents including the tender document should be indicated clearly on the first page of the tender document. **The tenderer not fulfilling these requirements shall be rejected outright.**


28/12/2020
Director

AHPGIC, Cuttack

APPLICATION – FINANCIAL BID (COVER-B)**(To be typed in the letterhead of the bidder)****For Providing Security Services to A.H. Post Graduate Institute of Cancer, Cuttack**

Sl. No.	Manpower type	Monthly rate per person					Total category per month in Rs.
		Remuneration in Rs. for 30 days of work per person	Employer Contribution for EPF in Rs. Per person	Employer Contribution for ESIC in Rs. Per person	Service Charge in percentage (%) (The service charge quoted should appear reasonable) (on column 3 only)	GST in % (3+6)	
1	2	3	4	5	6	7	8
1	Security Supervisor						
2	Security Guard						

Minimum take home remuneration per category of person shall not be less than the minimum wages rate as prevalent at the time as prescribed by Labour and ESI Dept. Any such bids shall be rejected. Further, EPF & ESIC contribution made by the service provider shall be reimbursed to the service provider on production of proof of the same to proper quarter and should not be included in the bill of the relevant month.

Signature of authorized person

Date:

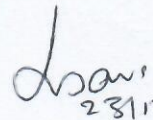
Name:

Place:

Seal:

Note:

1. The total rates quoted by the service provider should be inclusive of all statutory/taxation liabilities in force at the time of entering into contract.
2. The payment shall be made on conclusion of the calendar month only on the basis of no. of working days for which duty has been performed by each person.
3. The service charge quoted shall be a **whole number** and **neither in decimals or zero**. **All such bids shall be rejected outright.**
4. In case there are **similar rates** quoted by two or more firms, the **L1 bidder** shall be decided on the following:
 - a. The bidder who has the **highest average annual turnover for the last three years**.
 - b. If average annual turnover is the same for two or more bidders, then the L1 bidder shall be the one with **maximum number of years of work experience in Govt. Hospitals/Institutions in similar line of work**.


23/12/2020

Director

AHPGIC, Cuttack