

INDIRA GANDHI MEDICAL COLLEGE, SHIMLA-171001
No.HFW/ME(MCS)-G(5)-1/2013(Vol-II)-

Dated:

“TENDER NOTICE FOR SECURITY SERVICES”

Sealed tenders for rendering security services at IGMC Shimla and its associated hospitals ,are invited from reputed agencies by 29.12.2016. The Tender Document along with terms and conditions can be obtained from the office of IGMC, Shimla on cash payment of Rs. 1000/- on any working day on or before 29.12.2016. between 11.00 AM to 1.00 PM. The Tender Document along with terms and conditions can also be downloaded from IGMC’s website WWW.IGMCSHIMLA.ORG, However, such bidder shall be required to pay the cost of Tender Document in the form of demand draft in favour the Principal, IGMC along with their bid. Tender documents complete in all respects must reach to the undersigned by 29.12.2016. upto 1.00 PM and shall be opened on the same day at 3.00 PM in the presence of prospective bidders who may wish to be present. Tenders received after the above date/time shall be rejected.

The tender must be accompanied with an earnest money as specified in the tender conditions in the shape of BANK DRAFT in the name of PRINCIPAL, INDIRA GANDHI MEDICAL COLLEGE, SHIMLA-1. The tenders without earnest money or short or not in form specified above, will be rejected straightway.

In case any date mentioned above happens to be a holiday, the next day will be considered as due date.

(Dr.Ashok Sharma)
Principal,
I.G.Medical College, Shimla-1.

Endst.No.HFW/ME(MCS)-G(5)-1/2013-(Vol-II)-

Dated:

Copy forwarded to the following for information and necessary action:-

1. The Director, Information & Public Relation Department, Himachal Pradesh, Shimla-2 alongwith three spare copies for wide publicity in the leading News papers in English and Hindi.
2. The Director Medical Education & Research, Himachal Pradesh, Shimla-9.
3. The Controller of Stores, Himachal Pradesh, Shimla-1.
4. Interested tenderers.
5. Notice Board.

(Dr.Ashok Sharma)
Principal,
I.G. Medical College, Shimla-1.

INDIRA GANDHI MEDICAL COLLEGE, SHIMLA

TENDER FOR SECURITY SERVICES

**LAST DATE
FOR RECEIPT OF BID
29.12.2016 UPTO 1.00 PM**

**BID OPENING ON
29.12.2016 AT 3.00 PM**

**PRINCIPAL
INDIRA GANDHI MEDICAL COLLEGE, SHIMLA**

TEL. NO.0177-2804251, 2807682

Cost of tender document Rs.1000/-

SCOPE AND GENERAL CONDITIONS

A. Scope of Work:

Providing Security services at IGMC & its associated hospital site at Shimla Himachal Pradesh by deploying required number of Security Personnel.

1. *The Agency shall provide Security services by deploying adequately (approximately 5 Security Supervisors & 180 Security Guards including 10 woman Security Guards + 10 Leave reserves) trained and well disciplined security personnel who shall safeguard the buildings, moveable and immovable assets, equipments and other items at the above premises from any thefts, pilferage or damage, maintain discipline, law & order, traffic management within the complex, safety of vehicles in the parking complex, monitoring of trespassing and also ensure safety of the employees, students, visitors, guests or any other persons working in the complex/premises. However, this number may vary depending upon the requirement and decision of the Government of Himachal Pradesh/Principal, IGMC, Shimla from time to time. The duties/responsibilities of the Security Supervisors and Guards are enclosed at Schedule A and B respectively.
2. *The security personnel shall be deployed round the clock in 4 shifts (7AM TO 3PM, 3PM TO 11 PM ,11PM TO 7AM AND GENERAL SHIFT 9 AM TO 5 PM) as per the duty chart assigned by the IGMC administration. In case any employee of the contractor is on leave or absent from the duty for any reasons; the contractor would provide substitute/replacement without any delay failing which the contractor shall be liable to pay double amount of wages to IGMC till such period his/her substitute is provided. This amount shall be chargeable against the Performance Security.
3. The Agency shall be responsible for opening/closing of the building and rooms and other security related works as necessitated/directed by IGMC administration on working and closed days.
4. The Agency shall ensure that water taps/lights/ACs are not left open/on after close of working hours on normal working days as well as on off days, as the case may be.
5. The Agency shall maintain records of inward and outward movement of materials and vehicles, etc. with proper check on the same as per instructions given from time to time by IGMC Administration.

6. The security agency has to provide 20 hand held metal detectors to the security guards to be deployed in the Hospital premises for proper checking in suspicious cases.”
7. The security personnel/Supervisors deployed shall take regular rounds of the premises to maintain vigil and remain alert.
8. The Agency shall keep the Client informed of all the matters of security and co-operate in the investigation of any incident relating to security.

B. Eligibility Criteria for Bidding Firms/Agencies :

The bidder should possess the following eligibility criteria failing which the offer shall not be considered. If firms/Agencies with following criteria are not available, IGMC shall consider lower ranked bidder for merit.

1. The Bidder must be a proprietary firm, Partnership firm, Limited Company, Corporate body legally constituted and registered with appropriate authority.
2. It must be empanelled/registered with DGR or under Private Security Agencies(Regulation) Act, 2005 or under any other acts as private security agency as required by law and as per rules in force and should be valid at least for 12 months from the date of the opening of tender.
3. The Bidder should have at least 20,000 security personnel all over India and 500 security personnel in Himachal Pradesh. In token of having such number of security personnel, the firms/agencies shall have to attach documentary proof to this effect duly certified by the appropriate authority.
4. The Agency/bidder has provided or is providing security services during the last 5-10 years to any Ministry/Department/Autonomous Body/University/PSUs of the Government of India or any State Government or to any industrial or business undertaking and currently is providing at least 100 trained security guards per shift of 8 hours at one location. If firms/Agencies with above criteria are not available, IGMC shall consider lower ranked bidder for merit. Therefore, Bidders are advised to enclose all such working experience certificate with any number of Security Personnel and for any period with Technical Bid.
5. The Experience and satisfactory performance certificate on the organization letter head duly signed by the Head of the organization as per Annexure A should be attached in support of past working experience.

6. The preference shall be given to the Bidders who have their own training Schools for training of their personnel duly approved under Private Security Agency(Regulation)Act, 2005. Only Security guards trained in all facets of security work and fire fighting shall have to be deployed in IGMC, Shimla. New appointment of security personnel shall be made only with the prior approval of committee constituted by the IGMC for the purpose.
7. The bidder shall be capable of providing guards and have centralised 24 hours manned control room backed up with walkie talkie sets and quick reaction team(QRT).
8. The names and address of Board of Directors, the address of Registered office, Branch office and Regional offices has to be provided.
9. The security personnel shall be duly trained in Fire Safety Operations. They should be trained to operate various fire control equipment.
10. The bidder should have an financial turnover of Rs. 10.00 crore or above per annum in the last 3 years(2013-14,2014-15 & 2015-16), duly certified by CA. Documentary evidence should be attached. The photocopies of year wise service tax paid during the last three years should also be attached.
11. There should be no case pending with the police against the Proprietor/Firm/Partner or the Company (Agency) and the firm should not be blacklisted. An undertaking to this effect on firm's letterhead should be attached.
12. That the bidder has to open an office in proximity of IGMC & its associated hospital Shimla, Himachal Pradesh (in case the tender is awarded) within one month of awarding of tender. An undertaking to this effect on firm's letter head should be attached.
13. The successful bidder has to procure a valid License under Contract Labour(Regulation & Abolition) Act, 1970 for deployment/engagement of labour within one month from the award of Contract.
14. The agency shall ensure that the 70 % security personnel to be deployed are Bonafide Himachalis, having know how of local language & culture, healthy and not more than the age as prescribed in the eligibility criteria.
15. The bidder shall have the following mandatory Registrations failing which bid shall not be considered and details of the same be provided in the Technical Bid alongwith documentary proof:
 - (a) PF and EDLI Registration:
 - (b) ESI Registration:
 - (c) Service Tax Registration:
 - (d) Should have PAN from Income Tax Department.
 - (e) Registration as proprietary firm, Partnership firm, Limited Company, Corporate body etc., as the case may be.

(f) Registration under DGR/PSARA, 2005/other authority as Private Security Agency.

16. In order to ensure the competence of manpower to be deployed by the Service Provider in IGMC, Shimla they must possess the following minimum qualification and physical standard :-

Sr. No.	Designation	Minimum Educational qualification	Age in years	Physical Standard	Minimum working experience
1.	Security Guards	10 th Standard	21-45	Height- Male 5'-6" Female 5'-4" Chest- Male 32"	3 years
2.	Supervisors	JCO rank in case of Ex-Serviceman or Graduate in case of civilian.	Not exceeding 50 in case of Ex-man and 45 in case of Civilian.	Height- Male 5'-6" Chest- Male 32"	3 years

C. Information and Conditions relating to Submission of Bids

1. The minimum wages as notified by the Government of Himachal Pradesh in respect of Security Personnel from time to time shall be paid by the IGMC Administration. Any increase in the minimum wages by the Govt. of Himachal Pradesh shall be reimbursed to the contractor as per details below: -
 - a) If the minimum wage is increased by an absolute amount, the contract amount will be increased by such absolute amount plus EPF, ESI and EDLI contribution as per existing law.
 - b) If the minimum wage is increased by any other method or formula, other than an absolute amount, such increase will be converted or expressed in an equivalent absolute amount, and the contract amount will be increased by such absolute amount plus EPF, ESI and EDLI contribution as per existing law.
2. However, no increase shall be provided in the amount of Service Charge on account of enhancement of wages and that shall remain constant during the currency of contract on the basis of wages prevailing at the time of signing the contract. If the contract is renewed further on year to year basis, the percentage of Service Charge shall be worked out on the basis of wages prevailing at the time of renewal of such contract. Hence bidder must quote the rate accordingly.
3. The initial period of contract shall be for 12 months which may be extended for four subsequent years, one year at a time, depending on performance of the Agency and decision of Government of Himachal Pradesh /Principal, IGMC.
6. All the pages of the tender should be sequentially numbered and signed by the owner of the firm or his Authorized signatory. In case the tenders are signed by the Authorized signatory, a copy of the power of attorney/authorization may be enclosed along with tender.
7. Prior to the expiry of the original Bid Validity Period, the Client may, at its discretion, request Bidders to extend the Bid Validity Period for a specified additional period.

8. A copy of the terms and conditions shall be signed on each page and submitted with the technical bid as token of acceptance of terms and conditions.
9. The tender document is not transferable.

Bidding Process :

1. The Tender Document along with terms and conditions can be obtained from the office of the Principal, IGMC, Shimla on cash payment of Rs.1000/- on any working day on or before 29.12.2016 between 11.00 AM to 1.00 PM. Bids complete in all respect must be submitted in the office of the Principal, IGMC, Shimla upto 1.00 PM on 29.12.2016. Thereafter no bid shall be entertained. In the event of date of submission of bids being declared as holiday, the bids will be received up to the appointed time on the next working day.
2. The Tender Document along with terms and conditions can also be downloaded from IGMC website WWW.IGMCSHIMLA.ORG, however, such bidder shall be required to pay the cost of Tender Document in the form of demand draft in favour the Principal, IGMC, Shimla alongwith with their technical bid.

THE BIDDERS SHOULD SPECIFICALLY SUPERSCRIBE, "DOWNLOADED FROM THE WEBSITE" ON THE TOP LEFT CORNER OF THE OUTER ENVELOPE CONTAINING TECHNICAL BID & PRICE BID SEPARATELY. IN NO CASE, THE TENDER COST FEE SHOULD BE MIXED WITH EMD AMOUNT. THE TENDERS NOT FOLLOWING THE ABOVE PROCEDURE WILL BE SUMMARILY REJECTED.

3. **The interested agencies are required to submit the technical and financial bid separately in the format enclosed. The bids in sealed Cover-I containing "Technical Bid" (containing all documents except price bid) and sealed Cover-II containing "Financial Bid" should be placed in a third sealed cover superscribed "Tender for Security Services" and should reach IGMC Shimla on or before 29.12.2016 before 01.00 PM.** The technical bids shall be opened on the same day at 03:00 PM at the Office of Principal IGMC Shimla, in presence of the bidders or their authorized representatives who wish to remain present. In no case the price bid proforma should be included in the technical bid.
4. The bidder shall pay Bid Security (EMD) of Rs.2,00,000.00 (Rupees Two lacs only) along with the technical bid by way of Demand Draft in favour of "Principal IGMC Shimla" drawn on any Nationalized Bank/Scheduled Bank and payable at Shimla. Bids received without Earnest Money deposit (EMD) shall stand rejected and thus shall not be considered for evaluation etc at any stage.
5. The bid security (EMD) without interest shall be returned to the unsuccessful bidders after finalization of tender process. The EMD of the successful bidder shall be refunded on submission of adequate performance security.
6. The finally selected bidder has to enter into agreement with the institute within 15 days of awarding the work on stamp paper/non-judicial paper of Rs.100.00. Besides

this as a guarantee towards due performance and compliance of the contract work, the successful bidder (agency) will deposit (within 15 days of award of contract) an amount equal to 10% of Annual Contract value towards Performance Security by way of Bank Guarantee/FDR duly pledged in favour of “Principal IGMC Shimla” drawn on any Nationalized Bank/Scheduled Bank and payable at Shimla failing which (EMD) shall be forfeited unless time extension has been granted by IGMC Administration.

7. The EMD shall be forfeited if successful bidder fails to undertake the work or fails to comply with any of the terms and conditions of the contract.
8. The bid shall be valid and open for acceptance of the Competent Authority of IGMC Shimla for a period of 1 year from the date of opening of the tenders (financial bid) and no request for any variation in quoted rates and/withdrawal of tender on any ground by successful bidder shall be entertained.
9. To assist in the analysis, evaluation and computation of the bids, the Authority may ask bidders individually for clarification of their bids. The request for clarification and the response shall be in writing but no change in the price or substance of the bid offered shall be permitted.
10. ***The quoted percentage of service charges shall include all statutory obligations except as mentioned in the price bid proforma. The rate quoted should be consolidated and inclusive of all Taxes/charges, bonus, Gratuity, leave salary, etc. to be paid to the Government/any other authority/Security Personnel to be deployed, in lieu of the work contract at IGMC Shimla.**
11. IGMC Shimla reserves the right to accept or reject any or all bids without assigning any reasons. IGMC Shimla also reserves the right to reject any bid which in his opinion is non responsive or violating any of the conditions/specifications without any liability to any loss whatsoever it may cause to the bidder in the process.
12. The IGMC, Shimla may waive any minor infirmity, nonconformity or irregularity in a bid that does not constitute a material deviation and that does not prejudice or affect the relative ranking of any Bidder as a result of the technical and financial evaluation.
13. Prior to the detailed evaluation, the IGMC, Shimla will determine whether each Bid is acceptable qualitatively, is generally complete and is substantially responsive to the Bid Documents. For the purposes of this determination, a substantially responsive Bid is one that conforms to all the terms, conditions and specifications of the Bid Documents without material deviations, objections, conditionalities or reservations. A material deviation, objection, conditionality or reservation is one (i) that affects in any substantial way the scope, quality of performance of the Contract; (ii) that limits in any substantial way and /or is inconsistent with the Bid Documents or the IGMC's rights or the successful Bidder's obligations under the Contract; or (iii) whose rectification would unfairly affect the competitive position of other Bidder's who are presenting substantially responsive Bids.

14. If a Bid is not substantially responsive, it will be rejected by the IGMC, and may not subsequently be made responsive by the Bidder by correction of the non- conformity.
15. The bidder shall quote the rate both in figures and words.
16. The bids will be evaluated by IGMC to ascertain the technically and commercially responsive bid for the complete scope of work, as detailed in the Bid Documents. The evaluation shall be carried out based upon Quality and Cost Based System (QCBS).

TECHNICAL PROPOSAL

The technical bids shall be evaluated on the basis of the eligibility criteria mentioned below and financial bids of only the technically qualified bidder shall be opened.

1. The technical proposals shall be evaluated on the basis of their responsiveness to the tender/bid documents, applying the evaluation criteria and point system as fixed by the IGMC, Shimla.

Each proposal will be given a technical score (St). A proposal shall be rejected at this stage if it does not respond to important aspects of the tender/bid document or if it fails to achieve the minimum technical score of 65 out of 100.

2. After the technical evaluation is completed, IGMC shall identify those bidders whose proposals meet the minimum qualifying criteria and are considered responsive to the bid documents, indicating also the date and time when the financial bids shall be opened in the presence of the successful bidders or their authorized representatives, who may choose to attend the bid opening.

FINANCIAL PROPOSAL

1. *The Evaluation Committee of the IGMC will assess the financial bids of the bidders who have been declared eligible after technical evaluation. The lowest Financial Proposal (Fm) will be given a financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Proposals will be computed in inverse proportion to the lowest bid, proposals will be ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; $T + P =$

1) indicated in the Data Sheet: $S = S_t * T\% + S_f * P\%$. Technical bid shall be assigned 60% weightage and Financial bid shall be assigned 40% weightage. The firm achieving the highest combined technical and financial score will be invited for negotiations.

NEGOTIATION/AWARD OF CONTRACT:

1. Before the award of work, IGMC may hold negotiations with the bidder, whose bid has been determined to be substantially responsive to the bid documents and whose offer has achieved highest combined technical and financial score. The aim is to reach agreement on all points and sign a contract.
2. The negotiations will conclude with a review of the draft form of the contract. After negotiations, IGMC and the firm will initial the agreed contract. If negotiations fail, the IGMC will invite the bidder whose proposal received the second highest score to negotiate a Contract, failing which the IGMC may invite the next 3rd ranked bidder to negotiate and sign the agreed contract.

D. Other Terms and Conditions:

1. The location, shift and provision for the required manpower shall be decided by the IGMC Administration as per the requirement of the institute. However, the above number and arrangement of deployment of the Security personnel is without prejudice to the right of Principal IGMC Shimla to deploy the security personnel in any other number or manner considered to be more suitable in the interest of the IGMC Shimla.
2. *The Agency shall provide uniform twice a year : Summer Uniform in March and Winter Uniform in November during the currency of contract agreement.
3. *All security personnel shall mark their attendance on Bio-metric Machine to be purchased and installed by Agency at its own cost
4. **The agency shall ensure that the 70 % security personnel to be deployed are BonafideHimachalis, having know how of local language & culture, healthy and not more than the age as prescribed in the eligibility criteria.** The agency will get their antecedents, character and conduct verified by the competent authority as decided by the IGMC Administration.
5. The full particulars of the personnel to be deployed by the agency including their names and address shall be furnished to Principal IGMC Shimla along with testimonials before they are actually deployed for the job.
6. The agency shall not deploy or shall discontinue deploying the person(s), if so desired by the Principal IGMC Shimla at any time without assigning any reason whatsoever.

7. A local representative of Agency shall be In-charge of the security system and shall be responsible for the efficient rendering of the service under the contract. The security personnel shall be equipped with latest communication systems such as walkie talkie. Night Guards shall be equipped with proper protection and lighting devices. While working at the premises of IGMC Shimla, they shall work under directives and guidance of Principal IGMC Shimla or his authorized representative located at IGMC Shimla and will be answerable to IGMC Administration.
8. The agency shall deploy security guards trained in all facets of security work, including fire fighting and the security agency shall ensure that all of them has to undergo medical examination before their employment in IGMC, Shimla. The Agency shall provide necessary undertaking and documentary evidence in this regard.
9. A senior level representative of the Agency shall visit IGMC Shimla at least once-a-week and review the service performance of its personnel. During the weekly visit, Agency's representative will also meet the Principal IGMC Shimla, officer dealing with service under the contract for mutual feed back regarding the work performed by his personnel and removal of deficiencies, if any, observed in their working.
10. The Agency shall ensure that any replacement of the personnel, as required by Principal IGMC Shimla for any reason specified or otherwise, shall be effected promptly without any additional cost to the IGMC Shimla. If the agency wishes to replace any of the personnel, the same shall be done with prior concurrence of the Principal IGMC Shimla at Agency's own cost.
11. The Agency shall provide reasonably good uniform with photo identity cards to its personnel deployed at IGMC Shimla site at its own cost and ensure that they are used by the personnel deployed and are maintained in good condition. The incidentals, such as, belt, shoes, socks, caps, torch with cell, cane stick/baton, metal detectors, hand held metal detectors, communication set/walkie talkie set, etc. shall be borne/supplied by the Agency at its cost.
12. No residential accommodation shall be provided by IGMC Shimla to the agency or its employees. The security agency has to make its own arrangement for the residential accommodation to the deployed staff. However a changing/duty room shall be provided by the IGMC Administration.
13. In case of any violation under Motor Vehicle Act in the premises, they shall lodge complaint with the concerned authority.
14. The agency shall ensure that the personnel deployed by it are disciplined and do not participate in any activity prejudicial to the interest of the IGMC Shimla/Govt. of India/any State or any Union Territory.
15. The day-to-day functioning of the services shall be carried out in consultation with and under direction of the Principal IGMC Shimla or its authorized representative. Proposals for efficient functioning of the security systems shall be discussed, considered and implemented from time to time by the agency with approval of Principal IGMC Shimla.
16. The agency shall be solely responsible for compliance to the provisions of various Labour and industrial laws, such as, wages, allowances, compensations, EPF, Bonus, Gratuity, ESI etc. relating to personnel deployed by it at IGMC Shimla or for any accident caused to them and the IGMC Shimla shall not be liable to bear any expense in this regard. The Agency shall make payment of wages to workers engaged by it by the stipulated date irrespective of any delay in settlement of its bill by the Principal IGMC Shimla for whatever reason. The Agency shall also be responsible for the insurance of its personnel. The security agency shall specifically ensure compliance of various Laws, rules in force, statutory regulations/Acts applicable to workers including but not limited to with the following and their re-enactments/amendments/modifications:-
 - (a) The Payment of Wages Act 1936
 - (b) The Employees Provident Fund & Misc. Provision Act, 1952
 - (c) The Factory Act, 1948

- (d) The Contract Labour (Regulation & Abolition) Act, 1970
 - (e) The Payment of Bonus Act, 1965
 - (f) The Payment of Gratuity Act, 1972
 - (g) The Employees State Insurance Act, 1948
 - (h) The Employment of Children Act, 1938
 - (i) Industrial Disputes Act, 1947
 - (j) The Equal Remuneration Act, 1976.
 - (k) The Motor Vehicle Act, 1988
 - (l) Minimum Wages Act, 1948
17. In case of any theft or pilferages, loss or other offences, the agency will investigate and submit a report to Principal IGMC Shimla and maintain liaison with the police. FIR will be lodged by Principal IGMC Shimla, wherever necessary. If need be, joint enquiry comprising of both the parties shall be conducted and responsibility shall be fixed.
18. The agency shall ensure that security staff appointed by them is fully loyal-to and assist the Principal IGMC Shimla during normal periods as well as during strike and other emergencies for the protection of personnel and property both moveable and immovable to the entire satisfaction of the IGMC Administration.
19. In case of any loss that might be caused to the IGMC Shimla due to lapse on the part of the security personnel discharging security responsibilities will be borne by the Agency and in this connection, Principal IGMC Shimla shall have the right to deduct appropriate amount from the bill of contracting agency to make good such loss to IGMC Shimla besides imposition of penalty. In case of frequent lapses on the part of the security personnel deployed by the contractor, Principal IGMC Shimla shall have the right to terminate the contract forthwith or take any other action without assigning any reason whatsoever. The Agency shall indemnify IGMC against all liabilities on account of acts done by workers of the Contractors.
20. In the event of any security personnel being on leave/absent, the agency shall ensure suitable alternative arrangement to make up for such absence. To meet such eventualities the agency shall make provision for leave reserve.
21. As and when Principal IGMC Shimla requires additional security strength on temporary or emergent basis, the agency will depute such security personnel under the same terms and conditions. For the same, a notice of two days will be given by the Principal IGMC Shimla. Similarly, if the security personnel deployed by the agency any time are found absent from duty or sleeping or found engaged in anti-social activities, the Principal IGMC Shimla shall deduct the requisite amount at the pro-rata rates from the bill of the agency besides imposition of penalty for non-observance of the terms of contract.
22. The agency shall arrange to maintain at the security desk/booth, the daily shift-wise attendance record of the security personnel deployed by it showing their arrival and departure time. The Agency shall submit to Principal IGMC Shimla an attested photocopy of the attendance record and enclose the same with the monthly bill.
23. The Principal IGMC Shimla shall pay the agreed amount on production of monthly bill. No other charges of any kind shall be payable.

24. There would be no increase in rates payable to the Agency during the Contract period except reimbursement of the statutory wages revised by the Government.
25. The TDS/Income-tax as applicable shall be deducted from the bill unless exempted by the Income-tax Department.
26. In case of non compliance/non-performance of the services according the terms of the contract, the Principal IGMC Shimla shall be at liberty to make suitable deductions from the bill without prejudice to its right under other provisions of the contract.
27. The agency shall be solely liable for all payment/dues of the Workers employed and deployed by it. The agency shall fully indemnify IGMC Shimla against all the payments, claims, and liabilities whatsoever incidental or directly arising out of or for compliance with or enforcement of the provisions of any of the labour or other laws to the extent they are applicable to establishment /work in IGMC Shimla premises.
28. The decision of IGMC Shimla administration in regard to interpretation of the Terms & Conditions and the Agreement shall be final and binding on the Agency.
29. For all intents and purposes, the contractor shall be employer within the meaning of the different legislations in respect of the persons so deployed by the contractor in IGMC Shimla. The persons so deployed by the contractor in the institute shall have no claim of any master and servant relations nor have any principal and agent relationship with or against the IGMC Shimla.
30. All liabilities arising out of accident or death while on duty shall be borne by contractor.
31. In case of any dispute between the Agency and IGMC Shimla, IGMC Shimla shall have the right to decide. However all matters of jurisdiction shall be at the local courts located at Shimla only.
32. In case of any dispute or differences arising under the terms of this Agreement, the same shall be settled by reference to Principal Secretary(Health) Government of Himachal Pradesh whose decision shall be final and binding to both the parties.
33. Any violation of instructions/agreement or suppression of facts will attract cancellation of agreement without any reference. In no case the successful contractor shall engage any sub contractor or transfer the contract to any third party.

Note :- Subsequent changes, if any, in the terms and conditions of bid document, shall be conveyed/displayed to the prospective bidder/tenderer through our website WWW.IGMCSHIMLA.ORG, and not through newspapers. Hence the prospective bidders are requested to visit the above site for such changes.

(Dr.Ashok Sharma)
Principal,
I.G.Medical College, Shimla-1.

DOCUMENTS TO BE ATTACHED WITH THE TENDER (MANDATORY)

1. Attested copy of registration as private security agency.
2. Attested copy of Certificate of ESI Registration.
3. Attested copy of Service Tax Registration.
4. Attested copy of PAN issued by Income Tax Department.
5. Attested copy of Registration as proprietary firm, Partnership firm, Limited Company, Corporate body.
6. Attested copy of financial turnover of the last 3 years, duly attested by CA.
7. Attested copy of Income Tax Returns for the last three years.
8. Attested copy of Service Tax paid for the last three years.
9. An undertaking of opening the office in the premises of IGMC and its associated hospital on organization letter head.
10. An undertaking on organization letter head to the effect that agency shall deploy security personnel duly trained from approved training centre. The complete detail viz. address and license Number etc. of such training centre must be mentioned.
11. An undertaking on organization letter head to the effect that there is no case pending with the police or any investigating agency against the Proprietor/Firm/Partner or the Company (Agency) and the firm has not been Black Listed by the Government or Non Government organization.
12. Performance and Experience certificate(s) from employer to whom the services have been provided as per **Annexure-A**.
13. Names and address of BOD members and address of Registered office, Branch office and Regional office.
14. Organization and Hierarchy of the security agency including list of each security Personnel with complete address and telephone number deployed or ready for deployment.

15. Earnest Money in the shape of bank draft of Rs. 2,00,000/-.
16. Any other documents as per tender conditions.

17. Undertaking to the effect that agency shall be able to deploy atleast 70% Himachali as a security guards.

SCHEDULE-A

Responsibilities of Security Guard.

1. To act as Sentry, a guide, a scout, a watchdog for the area of his responsibilities.
2. To check every entry of public/visitors to the hospital and other area.
3. To guard all entry and exit points to control movement of visitors and to screen unauthorized visitors and guide them properly.
4. To protect lift and property and ensure smooth inflow/outflow of goods and to see that they are accompanied with vouchers/proper gate passes.
5. To assist doctors, nurses and other staff in smooth discharge of their duties in Wards, OPDs and departments.
6. To ensure closing of all the departments windows lock and doors after working hours.
7. To ensure judicious use of electricity and water by switching off the taps and other switches whenever not required.
8. To regulate visitors and vehicular traffic into the hospital in an orderly fashion.
9. To report to the concerned authority/Supervisor in case of any incidents/theft, pilferage or fire occurrence immediately.
10. To help the estate staff IGMC Shimla in clearance of unauthorized encroachments or unauthorized occupation of houses/areas from the property of IGMC Shimla.
11. To assist in the smooth conduct of various Institute/Hospital functions.
12. To ensure safety of original/duplicate keys of various areas of his jurisdiction and closed by him.
13. He will remain smartly dressed and well maintained during his duties hours.
14. He will check all ingoing and out going property/goods and to ensure that they are accompanied by proper gate pass.
15. After marking his roll call he shall take over the charges of the property of his respective area and shall immediately report the same to his Supervisor.

16. The Security Guard on duty shall not leave his post unattended in any case without prior permission of the authorities.
17. The security Guards shall ensure that all doors/windows are properly locked after working hours and in case of any negligence the same shall be reported to Security Supervisor immediately.
18. The Security Guard on duty would also assist to put off the fire hazards in case of fire.
19. If any area is left unlocked then in that case temporary lock is affixed and area kept guarded till the arrival of staff of the same area.
20. He will beat his area after regular interval.
21. Any other responsibilities which may be assigned to him by the Chief Security Officer/Security Officer or any officer of IGMC Shimla from time to time.

SCHEDULE-B

Responsibilities of Security Supervisor:-

1. He will be called as a shift In charge.
2. He will be responsible for taking roll call of the Security Guards of his shift.
3. He will ensure that each Security Guards in his shift comes on duty well in time and smartly dressed.
4. He will made surprise check of the staff and report any incident of theft/pilferage/loss/fire etc. immediately to the IGMC authority.
5. He will monitor all the Trade Unions and other activities occurring in IGMC Campus and keep his superiors well informed of such activities.
6. Any act of indiscipline, slackness on the part of staff will be reported to the concerned officer duly authorized by the IGMC Shimla.
7. He should ensure that all the sensitive posts are provided security cover.
8. He will make adjustment of duties in case of any person is absent from duty.
9. In case of any worker is found slack, asleep, under influence of liquor, negligent or absent while on duty, he should immediately submit a report to this effect at once to the concerned officer duly authorized by the IGMC Shimla.
10. He shall carry out all such other duties, which are assigned to him from time to time by the IGMC Administration.

Annexure-A

(ON ORGANIZATIONAL LETTER HEAD)

EXPERIENCE AND SATISFACTORY PERFORMANCE CERTIFICATE

It is certified that M/s _____ has provided _____ number of Security Supervisor and _____ number of security Guards in this organization w.e.f _____ to _____.

It is, further, certified that the security services of M/s _____ during the above period has been found(Satisfactory/unsatisfactory).

Signature with name and Seal

FINANCIAL BID

(In sealed Cover-II super scribed "Financial Bid")

QUOTATION FOR PROVIDING "SECURITY SERVICES TO IGMCM SHIMLA"

S	PARTICULARS	SUPERVISOR 5 No.	SECURITY GUARDS 190 No FOR 4 SHIFTS OF 8.00 HRS.
1	2	4	5
1	Rate per person/per day (Minimum daily wages fixed by the Govt. Of HP) (In *Rs)	242	230
2	EPF @12 % of Sr. No. 1	29.04	27.60
3	EDLI @ 0.5% of Sr. No. 1	1.21	1.15
4.	Admn. Charges @1.11% of Sr. No. 1	2.68	2.55
5.	ESI @ 4.75% of Sr. No.1	11.49	10.92
6.	Total 1 to 5	286.42	272.22
7.	Service Charges in %age (of 6) to be offered by the bidder		
8.	Total(6+7)		
9.	Service tax @ 14% of 8 or as applicable		
10	Grand total		

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 to abide by them.

Note:

- i) No other charges/levies would be payable by Client.
- ii) There would be no increase in rates during the Contract period except provision under the terms and conditions.

(Signature of Tenderer with seal)

Name	
Address	
Phone No	
Mobile No	
Fax No.	
E-mail	

TECHNICAL BID

(In separate sealed Cover-I super scribed as Technical Bid)

1	Name of the Tenderer Organization/Agency				
2	Address of the Tenderer Organization/Agency				
3	Phone number				
4	Mobile Number				
5	Email address				
6	Type of security agency				
7	Name of the authority with Agency is Registered to provide security services				
	Registration Number and date				
	Registration valid up to				
	Registration and other documents				
8	Details of Registration with DGR/PSARA, 2005/other authority				
9	Details of registration of EPF :				
10	Details of registration of EDLI				
11	ESI Code:				
12	Service Tax Registration No.(Attach copies of return for the last three years)				
13	PAN No.(Attach copies of return for the last three years)				
14	Registration details as Sole Proprietor, Partnership Firm, Company, body of individuals etc.				
15	Trade License No.				
16	All undertakings as per tender condition (attached or not)				
17	Names and Address of BOD members & Regd. Office attached or not.				
18	Track Record & Past Experience (with proof)				
	S.N.	Name of the Organisation to which services provided	Security Personnel	Period	Experience certificate as per annexure

					attached or not
19	Competence of the Staff, training and skill (Attach documentary proof)				
	Whether the Security Personnel possess the prescribed qualification&age. (alongwith names and addresses of Security Personnel proposed to be deployed in IGMC)				
	Whether they possess the prescribed Physical Standard				
	Efficient in Fire Safety Operations				
	Have undergone Security Training				
	Will the bidder be able to provide 70% Himachali Security Personnel				
20	Infrastructure and other detail(with documentary proof) :				
i.	Total number of trained security personal and supervisory staff of the organization.	SUPERVISORY STAFF	SECURITY GUARDS	TOTAL	
	No. of Security Personnel all over India				
	No. of Security Personnel in H.P.				
ii.	Details of Training School/s				
iii.	Will the agency be able to install metal detector/hand held metal detector, Walkie Talkie sets, QRT and other accessories etc.				
iv.	Financial Turnover for the last three years i.e. 2013-14, 2014-15, 2015-16 separately.				
21	Detail of DD Rs 2,00,000/- towards bid security (EMD)				
22	Detail of DD/ cash receipt No. and date of Rs _____/- for purchase of tender document				

DECLARATION BY THE TENDERER

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 to abide by them.

(Signature of Tenderer with seal)

Name	
Address	
Phone No	
Moblile No	
Fax No.	
E-mail	
Place	
Date	