

PT. B . D SHARMA UNIVERSITY OF HEALTH SCIENCES, ROHTAK

Tender Cost :- Rs. 2000/-

Office of the Registrar
Pt. B.D Sharma, University of Health Sciences
Rohtak
(Forwarding letter/ Undertaking)

Schedule –A

Sr. No. of Tender	
File No.	
Subject	Deployment of Security agency for providing Security Services for two years at PGIMS/UHS, Rohtak.
Name of the party in whose favour the tender form has been issued.	

The Registrar

Pt. B.D Sharma, University of Health Sciences,
Rohtak

(Seal of the officer)

Dear Sir,

1. I/We hereby submit our documents against the above cited tender for **deployment of security agency for providing Security Services for two year at PGIMS/ UHS, Rohtak.**
2. I/We am/are now enclosing herewith the FDR No._____ dated _____ for the Rs. 5.00 lacs drawn in favour of the Registrar, Pt. B.D Sharma, UHS, Rohtak toward EMD/BID security. Tender not accompanied with EMD/Bid security alongwith Techno-Commercial Bid (Part-I) shall be summarily rejected.
3. I/We have gone through all terms and conditions of this tender before submitting the same and agreed to all the terms and conditions, stipulated by the PGIMS/UHS, in this connection.
4. I/We have noted that over written entries shall be deleted unless duly cut & re-written and initialed.
5. Tender is duly signed (No. thumb impression should be affixed).
6. I/We undertake to sign the contract/agreement, if required, within 7 (seven) days from the issue of the letter of acceptance / offer, failing which my / our security money deposited may be forfeited and my / our name may be removed from the list of contractors at the PGIMS/UHS, Rohtak.

Note:-

- All terms & condition such as taxes etc. has been indicated in the quotations failing which it will be presumed that the rates are inclusive of all taxes and other terms and conditions are also as per your requirements.

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- The forwarding letter / schedule-A duly signed invariably be returned along with tender furnished failing, which the tender shall be rejected.

Yours Sincerely

Signature with rubber stamp
Of Tenderer with full address

Witness _____

Witness _____

Witness _____

Witness _____

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No. BP/A-1/11/

Dated the:

NOTICE INVITING TENDER FOR SECURITY SERVICES

The Registrar on behalf of the Vice-Chancellor University of Health Sciences, Rohtak invites sealed tenders under Two-Bid system from reputed Security agencies, having capacity to provide integrated Security services with required number of uniformed trained manpower along with necessary electronic and other surveillance equipments for maintaining the security at the UHS/ PGIMS, Rohtak for a period of two years through open tendering system.

Name of work & file reference	Tender Cost (in Rs.)	EMD/Bid Security (in Rs.)
Deployment of Security Agency for providing Security Services for two years at UHSR/ PGIMS Campus(Two-Bid System).	2,000/= (Rupees Two Thousand only)	5,00,000/= (Rupees Five Lakh only)

The tenders shall be available for sale on payment of Rs.2,000/= (Rupees two thousand only) through bank draft/bankers cheque drawn in favour of Registrar, Pt. B.D. Sharma UHS/PGIMS, Rohtak on all full working days from 09:30 A.M. to 05:00 P.M. upto 24.10.2011. Alternatively tenders can be downloaded from UHSR/PGIMS website uhsr.ac.in or pgimsrohtak.nic.in. In case of net download the cost of tender i.e. Rs.2,000/= have to be deposited along with the tender in the Technical-Bid envelope in the form of instructions mentioned in tender document. Non submission of tender cost would lead to rejection of the tender. A PRE-BID CONFERENCE shall be held on 20th October. 2011 at 4:00PM in the college council room of Director office for clarifications to bidders and providing them with a outline map of the UHSR/ PGIMS Campus.

Last date for submission/receipt of tender(s) is 24th October, 2011 up to 1:00PM and Technical Bids will be opened by the tender opening Committee in the presence of tenders or their authorized representatives who wish to present on 24th October, 2011 in the council room (Director Office) UHS/PGIMS, Rohtak at 3:00PM. In case, any holiday falls on the day of opening, the tenders will be opened on the next working day at the same time but the tender box will be sealed on same day and time, as scheduled above. The tenders received after the above said scheduled date and time will not be considered. No tender by fax will be entertained. For more information please log to UHSR/PGIMS website

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Instruction to bidders

1. General :-

- 1.1 The present tender is being invited for integrated Security services under which the service provider shall provide a zero tolerance security system against danger/ damage/ loss to property/life, criminal activities and to maintain discipline for discharge of the responsibilities of a public service organization dealing with medical services, education and research. This would involve deployment and control of trained, uniformed manpower, electronic and other surveillance systems and any unforeseen requirement that may become necessary to provide security. The bidder shall be responsible for security of building's, equipment's, material's, building occupant's, visitor's and staff working at the PGIMS/UHS, Rohtak (herein after referred as PGIMS/UHS or department or Institute).

2. Eligibility Criteria :- The eligible Bidders need to fulfill the following:-

2.1 All security agencies who fulfill following:-

- I. They should be providing similar kind of services for at least three consecutive years to an organization of similar complexity or a hospital /hospitals having capacity of minimum 200 beds.**
- II. Should have an annual average turnover of not less than Rs. 3.00 Crore (Rupees Three Crore only) during the last three financial years (i.e. 2008-09, 2009-10 & 2010-11) in the book of accounts.**
- III. Should have license from the Government of Haryana, under Haryana Security Agencies (Regulations) Rules 2009.**
- IV. Should have a training Centre and trained instructors for training of guard.**
- V. Should have trained supervisory staff preferably of JCO rank or equivalent.**

Note:- In case the contractor who had worked at Pt. B.D Sharma PGIMS, Rohtak but their services were not found satisfactory, need not to apply.

2.2 The bidder should have the experience of completion of similar works, during last five years, in any of the department / autonomous institution / University / Public Sector undertakings of the Government of India or Government of Haryana or any other State/ Central Government or Public Sector Organization or Local Bodies /Municipalities as follows.

- a. Three similar completed works, each, costing not less than 3 Crores per annum or
 - b. Two similar completed works, each, costing not less than 4 Crores per annum estimated cost.
- Work referred above should be in the name of a firm as a single entity and not aggregates of joint venture firms/ associates or cartels.
 - In case the completed work were of composite nature (housekeeping / Facility Management and Security), then specific split up of financial quantum used for security & surveillance system only, shall be considered for which the completion certificate should be unambiguous.
 - Completed work shall mean work under one contract with extension's work considered should either have been completed / concluded or should have been more than one year old live contract with extension's if any. In case of funding contract, value of payment received till date of issue of certificate shall be the qualifying amount.
 - Similar nature of work shall mean providing security, surveillance and maintaining discipline and preventions and management of threats against Assets.

3. Qualification of the Bidders:-

- 3.1. The Bidder, to qualify for the award of contract, shall submit a written power of attorney authorizing the signatories of the bid to participate in the bid.
- 3.2. The bidder shall submit full details of his ownership and control.
- 3.3. Bidder shall submit a copy of PAN card No. under the Income Tax Act.
- 3.4. Bidder must submit copies of all document required, duly self attested, along with technical bid of the tender.
- 3.5. Bidder is required to confirm and declare with his bid that no agent, middleman or any intermediary has been, or will be engaged to provide any services, or any other item or

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- work related to the award and performance of this contract. They will have to further confirm and declare that no agency commission or any payment which may be construed as an agency commission has been or will be paid and that the tender price will not include any such amounts. If the UHS/PGIMS subsequently finds any such evidence to the contrary, it reserves the right to declare the Bidder as non-compliant and declare any contract if already awarded to the Bidder null and void.
- 3.6. Canvassing or offer of an advantage or any other inducement by any person with a view to influence acceptance of a bid will be an offence under laws of India. Such action shall result in the rejection of the bid, in addition to other punitive measures would follow.
4. One Bid per Bidder:- Each bidder shall submit only one tender either by himself or through authorized person.
5. Cost of Bid:- The bidder shall bear all costs associated with the preparation, methodology study and submission of his bid and the Institute shall in no case be responsible or liable for those incurred costs, regardless of the conduct or outcome of the tender process.
6. Visit to Department:- The bidder is required to provide security services to Institute as per scope of work and is advised to visit and acquaint themselves with the operational system. The Bidder shall certify that the he has undertaken a visit to the work site and is aware of he operational conditions prior to the submission of the tender documents.
7. Tender Documents:-
- 7.1.1. The Tender invitation Document has been prepared for the purpose of inviting tenders for providing Security Services. The Tender document comprises of:-
- a. Forwarding letter / undertaking (Schedule-A)
 - b. Notice invitation Tender
 - c. Price Bid.
 - d. Terms and Conditions.
 - e. Tender form for providing security Services (Annexure-III)
 - f. Scope of Work (Annexure-II)
 - g. Detail of Manpower required (Annexure-III)
 - h. Method of award of work (Annexure-IV)
 - i. Check list for Pre-qualification Bid (Annexure-V)
 - j. Check list for Technical Evaluation (Annexure-VI)
 - k. Undertaking (Annexure-VIII)
 - l. Form of Bank Guarantee for Bid Security (Annexure-VIII)
 - m. Form of Agreement (Annexure-IX)
 - n. Form of Bank Guarantee of Performance Security (Annexure-X)
 - o. Price Bid for Security Services (Annexure- XI)
- 7.1.2 The bidder is expected to examine all instructions, Forms, Terms and conditions in the Tender document. Failure to furnish all information required by the Tender document or submission of a tender not substantially responsive to the Tender document in every respect will be at the bidder's risk and may result in rejection of his bid.
- 7.1.3 The bidder shall not make or cause to be made any alteration, erasure or obliteration to the text of the tender document.
- 7.2 Clarification of tender documents/ pre – Bids Meeting: -**
- 7.2.1 The bidder shall check the pages of all documents against page number given in indexes and in the event of discovery of any discrepancy or missing pages the bidder shall inform the office of the Registrar UHS/PGIMS, Rohtak.
- 7.2.2 In case the bidder has any doubt about the meaning of anything contained in the Tender document, he shall seek clarification during the PRE BID MEETING on the designated date and time as per Notice Inviting Tender. Any such clarification if agreed to by UHS/PGIMS would be issued as addendum to the tender document on the UHS/ PGIMS web site only and issued bid document shall stand corrected/ detailed to that extent.
- 7.2.3 Except for any such written clarification by the Department, which is expressly stated to be an addendum to the tender document issued by the Office of the Registrar UHS/PGIMS, no written or oral communication, presentation or explanation by any other employee of the Department shall be taken to bind or fetter the Department under the contract.
- 8. Preparation of Bids**
- 8.1 Language:-** Bids and all accompanying document shall be in English or in Hindi. In case any accompanying documents are in other languages, it shall be accompanied by an English translation. The English version shall prevail in matters or interpretation.

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- 8.2 Documents Comprising the Bid:** - Tender document issued for the purposes of tendering as described in Clause 7.1 and any amendments issued shall be deemed as incorporated in Bid.
- 8.2.1 The bidder shall, on or before the date given in the Notice Invitation to Tender, submit his bid in sealed envelopes clearly marked with the name of the Tender.
- 8.2.2 One copy of the Tender document and Addenda, if any, thereto with each page signed and stamped shall be annexed to acknowledge the acceptance of the same.
- 8.2.3 The contractor shall deposit Bid Security (Earnest Money Deposit) for an amount of Rs.5.00 Lakhs (Rupees Five Lakhs only) in the form of an Account Payee DD, Fixed Deposit receipt from a commercial bank, or Bank Guarantee from a commercial bank in an acceptable form in favor of the Registrar, UHS along with the Tender document. The Bid Security will remain valid for a period of forty – five days beyond the final bid validity period of (120 days). Bid securities of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract. No interest shall be payable on the same.
- 8.2.4 Bid shall be addressed to the Registrar UHS/PGIMS and submitted in the Budget and Planning office, PGIMS at the address given in the Tender document.
- 8.2.5 The Bidder (each member in case of joint venture/ consortium/ partnership firms) shall furnish the details regarding total number of works, as stated in Clause A.2.2. (a)(b) And (c), completed in preceding three years, which were similar in nature and complexity as in the present contract requiring supply of trained man power to provide Security Services.
- 8.3 Bid Prices:** -
- 8.3.1 Bidder shall quote the rates in Indian Rupees for the entire contract on a ‘single responsibility’ basis such that the Tender price covers contractor’s all obligations mentioned in or to be reasonably inferred from the Tender document in respect of the Security Services at UHS/PGIMS, Rohtak. This includes all the liabilities of the contractor such as cost of uniform and identity cards of personnel deployed by the contractor and all other statutory liabilities like Minimum Wages, ESI, PF contributions, service charges, all kinds of taxes etc. which should be clearly stated by the contractor.
- 8.3.2 The rates and prices quoted by the Bidder shall be inclusive of Service Tax.
- 8.3.3 The rate quoted shall be responsive and the same should be inclusive of all statutory obligations such as Minimum Wages, ESI, PF contributions, service charges, all kinds of taxes etc. The offers of those prospective bidders which do not meet the statutory requirements are liable to be rejected.
- 8.3.4 Bidder shall include the annual lease/rent charges hereafter referred as Annuity for the procurement, supply, installation, maintenance, operation of electronic surveillance system access control system, X-Ray scanners etc. for the guards and supervisors deployed under the contract. The cost shall be quoted on per month basis as per Annexure – XI for the contract period of two years.
- 8.3.5 Conditional bids/ offers will be summarily rejected.
- 8.4 **Form of Bid:** - The Form of Bid shall be complete in all respects and should be duly signed and stamped by an authorized and empowered representatives of the Bidder. If the Bidder comprises a partnership firm, bid shall be signed by a duly authorized representative relevant power of attorney shall be attached.
- 8.5 **Currencies of Bid and Payment:** -
- 8.5.1 The Bidder shall submit his price bid/ offer in Indian Rupees and payment under this contract will be made in Indian Rupees.
- 8.6 **Duration of Contract:** - The contract shall be valid initially for two years but to be reviewed after completion of one year period and to be extended subject to satisfactory services only. The Department reserves the right to curtail or to extend the validity of contract on the same rates and terms & conditions for such period as may be agreed to, but not beyond further two years after stipulated period of completion of two years.
- 8.7 **Bid Security:** -
- 8.7.1 The contractor shall deposit Bid Security (Earnest Money Deposit) for an amount of Rs.5.00 Lakhs (Rupees five Lakhs only) in the form of an Account Payee DD, Fixed Deposit Receipt from a commercial bank in an acceptable form in favor of the Registrar UHS, Rohtak along with the Tender document. The bid Security will remain valid for a period of forty – five days beyond the final bid validity period.

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- 8.7.2 Any tender not accompanied by Bid Security shall be rejected.
- 8.7.3 Bid Securities of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract.
- 8.7.4 Bid Security of the successful bidder shall be returned on receipt of Performance Security in the Department and after signing the contract agreement.
- 8.7.5 Bid Security shall be forfeited if the bidder withdraws or modifies his bid (unless with consent of UHS/PGIMS) during the period of Tender validity.
- 8.7.6 Bid Security shall be forfeited if the successful bidder refuses or neglects to execute the Contract or fails to furnish the required Performance Security within the time frame specified by the Department

8.8 **Format and Signing of Bid:** -

- 8.8.1 The bidder shall submit one copy of the Tender document and addenda, if any thereto, with each page of this document signed and stamped to confirm the acceptance of the terms & conditions of the tender by the bidder.
- 8.8.2 The documents comprising the bid shall be typed or written in indelible ink and all pages of the bid shall be signed by a person or persons duly authorized to sign on behalf of the bidder. All pages of the bid, where entries or amendments have been made, shall be signed by the person or persons signing the bid.
- 8.8.3 The bid shall contain no alterations, omissions or additions except those to comply with instruction issued by the Department, or are necessary or correct errors made by the bidder, in which case such corrections shall be initialed/signed and dated by the person or persons signing the bid.

9. **Submission of Bids:** -

- 9.1.1 The bidder shall submit the Pre- qualification Bid and Technical Bid in a separate sealed cover and the Financial Bid in another sealed cover duly super scribed and these two sealed covers are to be put in a bigger cover which should also be sealed and duly super scribed with name of work, name of firm and date of opening of bid.
- 9.1.2 The sealed cover of Pre – qualification Bid and Technical Bid should consist of the following documents: -
- a) Bid Security (Earnest Money Deposit) for an amount of 5.00 Lakhs (Rupees five Lakhs only) in the form of an Account Payee DD, Fixed Deposit Receipt from a commercial bank, in an acceptable form in favor of the Registrar UHS, Rohtak.
 - b) Self attested one recent passport size photograph(s) of the authorized person(s) of the firm/agency with name, designation, Office/ Residential address and office Telephone numbers, Fax No. whether the bidder is a sole proprietor/ partnership firm and if partnership firm, names addresses and telephone numbers of Directors/ Partners also.
 - c) Self attested copy of PAN No. card under Income Tax Act.
 - d) Self attested copy of Service Tax Registration Number.
 - e) Self attested copy of Valid Registration No./ Incorporation document of the Agency/ Firm.
 - f) Self attested copy of Provident Fund Registration Number.
 - g) Self attested copy of valid ESI Registration Number.
 - h) Proof of average Annual Turnover as stated in Clause 2.1 supported by audited Balance Sheets/ certification of Chartered Accountant.
 - i) Proof of experience as stated in Clause 2.2 (a), (b) & (c) supported by documents from the concerned organizations.
 - j) License under Haryana Private Security Agencies (Regulation) Rules 2009 issued from Controlling Authority under Govt. of Haryana,
 - k) A write up and plans etc. showing the methodology proposed to be adopted by bidder for administering the security/ surveillance system as per scope of work. The bidder should clearly work out performance indicators for monitoring the quality of output. The bidder can enclose presentations (Hard as well as soft copy) for the proposal.
 - l) Complete tender document with all annexure duly filled and signed (**EXCEPT ANNEXURE – XI which is NOT to be enclosed with the technical bid**).

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- 9.1.3 The sealed cover of Price Bid should contain Annexure – XI i.e. price bid in original and a duplicate copy of the same in two separate envelopes duly filled in figures and words.
- 9.1.4 All the sealed covers shall be addressed to the Registrar UHS Rohtak and will be put in the Tender Box which is available in the office of the budget & Planning Officer, PGIMS, Rohtak
- 9.1.5 The tender shall remain valid and open for acceptance for a period of 120 days from the last date of submission of tender.

Address of the Department	Budget & Planning Officer, office of the Director, PGIMS, Rohtak.
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9.2 **Late and Delayed Tenders:** -

- 9.2.1 Bids must be received in the Department at the address specified above not later than the date and time in the NIT. The Department may, at its discretion, extend the deadline for submission of bids in which case all rights and obligations of the Department and the Bidder will be the same.
- 9.2.2 Any bid received by the Department after the deadline for submission of bids, as stipulated above, shall not be considered and will be returned unopened to the bidder.

10.1 **Bid Opening and Evaluation:** -

- 10.1.1 The authorized representatives of the Department will open the Prequalification/ Technical Bids in the presence of the Bidders or of their representatives who choose to attend at the appointed place and time.
- 10.1.2 The bid of any bidder who does not meet the eligibility criteria and / or has not complied with one or more of the conditions prescribed in the terms & conditions will be summarily rejected. Technical evaluation of only eligible bids shall be carried out.
- 10.1.3 Conditional bids will also be summarily rejected.
- 10.1.4 Subsequently, the selected technical bids will be evaluated as per the methodology given in the Annexure –IV of the Tender document.
- 10.1.5 Financial bids of only the technically qualified bidders will be opened for evaluation in the presence of qualified bidders.
- 10.1.6 **The authority of UHS/PGIMS reserves the rights to award only Part –I of the enumerated scope of work as per Annexure – XI, and may not require Surveillance to be part of the agreement to be finally awarded. Bidder shall have no claim for being awarded part of work as above. However for considering financial evaluation as per Annexure – IV the total cost i.e. Part – I +Part – II + Part –III shall be considered.**

10.2 **Right to accept any Bid and to reject any or all Bids:** -

- 10.2.1 The UHS/PGIMS, Rohtak is not bound to accept the lowest or any bid and may at any time by notice in writing to the bidders terminate the tendering process.
- 10.2.2 The UHS/PGIMS, Rohtak may terminate the contract if it is found that the contractor is black listed on previous occasions by the any of the Departments/institution/local bodies/municipalities/public sector undertakings, etc.
- 10.2.3 The UHS/PGIMS, Rohtak may terminate the contract in the event the successful bidder fails to furnish the performance security or fails to execute the agreement.
- 10.2.4 ESIC and EPF accounts to be opened and deposited at Rohtak.
- 10.2.5 Bank accounts to be opened at SBI, Medical College Rohtak.

11.1 **Award of Contract:** -

- 11.1.1 The UHS/PGIMS, Rohtak will award the contract to the successful evaluated bidder whose bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms and conditions incorporated in the bidding document.
- 11.1.2 The UHS/PGIMS, Rohtak will communicate the successful bidder by facsimile confirmed by letter transmitted by Registered post that his bid has been accepted. This letter (hereinafter and in the condition of contract called the “Letter of Offer”) shall prescribe the amount which Department will pay to the contractor in consideration of the execution of work/services by the contractor as prescribed in the contract.
- 11.1.3 The successful bidder will be required to execute an agreement in the form specified in Annexure – IX within a period of 30 days from the date of issue of letter of Offer.

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- 11.1.4 The successful bidder shall be required to furnish a Performance Security within 15 days of receipt of 'Letter of Offer' for an amount equal to 10% (**Ten Percent**) of the total value of the contract, in the form Fixed Deposit Receipt from a commercial bank, or Bank Guarantee from a commercial bank in an acceptable form (Annexure –X) in favor of the Registrar UHS, Rohtak. The Performance Security shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations. In case the contract period is extended further, the validity of Performance Security shall also be extended by the contractor accordingly.
- 11.1.5 Failure of the successful bidder to comply with the requirements of above clauses shall constitute sufficient grounds for the annulment of the award and forfeiture of Bid Security.

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SCOPE OF WORK OF THE CONTRACTOR

The contractor shall have to provide a zero tolerance security services for the UHSR/PGIMS, Rohtak. The Pt. Bhagwat Dayal Sharma University of Health Sciences/PGIMS, Rohtak is a “**Residential Health Science University**”. It provides patient care service (both outdoor and inpatients, performs the function of a university with teaching staff and students residing in the campus as well as functions as a major research facility. A large number of people and many motorized vehicles come to the institute every day. Most of the times security personnel are the first to have interface with the patients and their attendants. Therefore security personnel while being firm in discharge of their duties are required to be courteous, polite and gentle. There would be zero tolerance for abusive language and rude behavior.

The contractor shall ensure protection to the personnel and property of the institute and it’s inhabitants, prevent trespass in the assigned area/s with/without arms, perform watch and ward functions including night petrol on the various points and prevent the entry of stray animals (dogs, monkey menace, cattle and pigs), anti-social elements, unauthorized persons and vehicle into the campus and buildings.

DUTIES AND RESPONSIBILITIES OF SECURITY STAFF

1. The Security supervisors of particular assigned areas/buildings under their charge shall be responsible for overall security arrangements of the concerned areas/buildings. Respective supervisors shall have a weekly inter action with the Officer-In –Charge of the area to have a feed back on the services rendered and for taking further action.
2. All Security Supervisors will ensure that the instructions of the UHS/PGIMS management (conveyed through authorized personal) are strictly adhered to without any lapse.
3. No outsiders are allowed to enter the building without proper Gate Pass issued by the Authorized officer of the concerned Department.
4. No items equipment/engineering materials are allowed to be taken outside without proper Gate Pass issued by the competent officer as laid down in the contract or authorized by the employer for in-out movement of stores of the concerned Department. The specimen signatures and telephone numbers of the above stated officers will be available with the Security personnel.
5. The officers and staff of the department will keep the identity cards with them and get the same checked before being allowed entry by the security personnel.
6. Deployment of Guards/ Security Supervisors will be with the consultation of the authorities of the UHS/PGIMS, Rohtak and the same will be monitored personally by the concerned authorities from time to time and will be responsible for its optimum utilization.
7. Security personnel deployed on duty on holidays and Sundays will be assessed as per actual requirement and the number of personnel may be reduced accordingly.
8. Security Supervisors/Guards will also take round of all the important and sensitive points of the premises as specified by the Department.
9. Security personnel shall also ensure door keeping duties. Therefore we need a comprehensive security consisting of personnel, electronic and other surveillance systems in a coordinated and integrated fashion.
10. The guards on duty shall also take care of the vehicles, scooters, motorbikes/bicycles parked in the campus and locations within the premises of UHS/ PGIMS.
11. The campus has to be made and maintained free of animals (dogs, monkey menace, cattle and pigs or any such).
12. The guards on petrol duties should take care of all the water taps, valves, water hydrants etc. installed in the premises and other moveable items left installed therein.
13. It should be ensured that flower plants, trees, and grassy lawns are not damaged by either staff or by the outsiders.
14. 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 any such calamities.

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15. In emergency situations, Security Guards/Supervisors deployed shall also participate as per their role defined in the disaster plan, if any, of the Department. Security Guards/Supervisors should be sensitized of their role in such situations.
16. The Security Guard on duty shall not leave the premise till the reliever reports for duty.
17. Any other provisions as advised by the Department may be incorporated in the agreement. The same shall be binding on the contractor.
18. The Security Guards/Supervisors are required to display courteous behavior, especially towards women employees and visitors.
19. The security agency through men/equipment/infra structure deployment shall ensure proper entry & exit points at various facilities:-

I – GATES:

At the human entry and exit gates/points and vehicular movement areas/gates in the premises:

1. Guards for any eventuality and with communication devices should be posted at such points/gates.
2. The security agency shall ensure that the main gates and inner gates (both entry and exit) are operational near the Emergency/Casualty 24x7 hours.
3. Traffic entering should be regulated with signage and detailed briefing to the posted guard at various vantage points.

II- TRAFFIC MANAGEMENT:

1. There should be dedicated guards/personnel with identifiable dress for managing the traffic flow.
2. Assistance in implementation of integrated traffic management system to be developed with the parking contractor/Institute, which permits patient movement in minimal time, keeping the residential area free from unauthorized entry by patients/relatives/visitors and their vehicles.

In addition the Security Staff should:

- I. Enforce one way traffic movement in consultation with the authorities.
- II. Ensure that the vehicles are parked at the designated parking places only.
- III. Remove vehicles parked at unauthorized places in consultation with parking contractor.
- IV. Advise pedestrians to use foot paths and avoid jay walking.
- V. Ensure pedestrians get the right of way at the properly identified zebra crossings from moving vehicles.

III- EMERGENCY/CASUALTY AREA SERVICES:

1. The emergency department is where people under life threatening conditions are brought in. The atmosphere in this area may be volatile. A lot of times a large number of relatives accompany the patient/s. Therefore the security services here have to be polite but firm and capable of crowd control. It should be provided by young security personnel who are agile and athletic. At the same time they should be gentle in handling public. Further the security will be required to restrict at the main gate (and the road/s leading thereto) so that those who require emergency care are able to access the area and emergency quickly. Security should be able to further restrict their entry at the two gates of the emergency. In addition there are needs of controlling entry, checking luggages for weapons if necessary in these areas. Security is also required at various gates inside the emergency. In addition security personnel; are required to be present inside these areas where doctors/ nurses function so as to avoid any mishap.
2. Security agency shall provide enough supervisory staff to maintain law and order in the emergency round the clock to avoid any violence and assault on staff and doctors.

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IV- CENTRALIZED REGISTRATION FOR OPD:

1. Ensure that no vehicle is parked in front of centralized registration.
2. Ensure formation of queues of people waiting for registration.
3. Use effective crowd management techniques.
4. Ensure that there is no rowdy ism/hooliganism in the area and that there is no intimidation of staff on duty.
5. Allow only one attendant with every patient to enter the OPDs after registration.

V- OPDs

1. Persons entering OPDs shall be screened with the DFMD/HHMD.
2. Staff entry to be checked by examination of Identity Cards.
3. Entry shall be permitted as authorized by representatives of the Institute.
4. Proper discipline is to be maintained by the security personnel. Help desk to be established to give necessary directions to the patients.
5. Entry will be restricted to one patient with one attendant. In case of sick patients/ patients requiring assistance may be allowed two relatives.
6. For proper crowd management, the patients to be made to sit properly and to wait for their turn.
7. Ensure no entry of unauthorized personnel like touts/medical representatives etc.

VI- ENTRY GATES OF HOSPITAL AND CENTERES:

1. DFMD/HHMD to be provided for proper security check by the agency
2. Entry of attendants and patients should be with passes issued by Institute.
3. Staff entry will be allowed after examination of Identity Cards.
4. A proper gate pass is to be obtained in case if any material equipment is going out of the gates and record of outgoing material/equipment is to be maintained and the same procedure is to be carried out for all the stores.

VII- WARDS

1. Security personnel are required not only to man all the main entries to the hospital but also the entrance to individual wards.
2. Most patients will be allowed one attendant by their bed side to help with their physical and emotional needs. Passes are issued at the time of admission for each patient. Security personnel at both entrance (at main entry to ward block and also individual wards) should check passes before allowing relatives to the wards.
3. Security personnel shall also check respective corridors and not to allow the relatives to roam around unnecessarily and sitting/standing in group, chatting, eating meals etc.
4. Relative of private ward patient only shall be allowed to enter from private ward gate, others to enter from general ward entry.
5. Security personnel shall also restrict the entry of medical representatives who often crowd the corridors causing in convenience to the working staff.
6. Corridors and fire staircases to be kept clear and open.

VIII- HOSTELS

1. Regulate entry and exit into hostels.
2. Prevent unauthorized persons to gain entry into hostels.
3. Regular surveillance within hostels to prevent illegal unauthorized activities in the premises.
4. Check all incoming vehicles and ensuring proper parking at designated places.
5. Keeping a watch on staff working in mess and sanitation. Staff entry will be allowed after examination of Identity Cards.

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6. Ensure that no moveable assets are removed without proper gate pass.
7. Enforce implementations of the Hostel Supdt. / Wardens directives for entry and exit timings of students and visitors.
8. To prevent any clashes between resident students.
9. Install enough video surveillance system to monitor the area.

IX- RESIDENTIAL CAMPUS

1. Perimeter patrolling.
2. Manning of entry and exit gates
3. Recording details and video surveillance of visitors. Security personnel are required to confirm from the resident over the EPABX whether the visitor is to be allowed entry.
4. Facilitating removal of unauthorized vehicles and two wheelers in consultation with the parking contractor.
5. Security personnel are required not to allow vendor/grocers etc. inside the campus.
6. Regulating movement of traffic by setting up temporary barricades.
7. Reporting dysfunctional street lights and other fixtures etc.
8. Supervising and checking unauthorized residents of servant quarters.
9. Preventing any illicit activities like gambling, drug pedaling, trespassing etc. in the campus.
10. Restriction of engineering contractors to ones with Identity Cards and Job Cards.

X- DEPARTMENTS

Many Departments are located in separate buildings/centers. Most of these have expensive equipments. Similarly, laboratories need regulated access. The service provider shall have to provide round the clock surveillance in such areas for securing the assets and fire preventing and unauthorized access. The service provider would have to inter act with the Heads of the Departments/officer I/c etc for ensuring that the security arrangements are to their satisfaction.

20. Provision of CCTV System:-

Appropriate CCTV System will be provided by the security agency at all the entry gates, sensitive areas of the Hospital/Centers/Buildings/Emergency/Institute etc.

21. Communication system:-

Communication system necessary for maintaining effective communication shall be installed and covered by i.e. walky talkie, mobile phone etc. are to be provided by the agency at entry gates, various sensitive points including emergency area and patrolling units.

22. In case of theft/loss:-

In case of any theft/loss of any property under the area managed by the Security agency, it shall provide the same stolen material/ equivalent cost immediately within two days failing which the same shall be deducted from payments due to the contractor. Decision of the Vice Chancellor, UHSR shall be final and binding.

23. Provision of patrolling vehicle: - Patrolling vehicle shall be provided by the Institution. However, Security guards for the same are to be deployed by the Security Agency.

24. Security and fire control room:-

Security cum fire control room is to be maintained and equipped with the following:

- I. Trained person for operating CCTV system control, recording, analyzing etc. and computers.
- II. A 24X7 complaint Center for registering the complaints and for reporting action taken on the same. It will be manned by the service provider in three shifts.
- III. Enough wireless sets and mobile phones and land lines to receive the call related to security, fire etc.

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25. Special trained staff:

Special trained and experienced staff for: Access Control System, CCTV & DV Recorder, Computers, Communication & Wire Less Equipment etc.

26. Complaints redress:-

The supervisors of specific blocks/areas/floors shall inter act with the respective area/ blocks/floors for regular inter action on weekly basis. They shall take complaints and redress the same as may be raised in meetings.

27. Training:-

Proper scheduled training of the security personnel before deployment and periodically thereafter at appropriate periods besides Armed Guards training as applicable in Haryana to be carried out by the agency.

28. Requirement for Supervisors:-

Supervisors should be trained Civilians/ Ex Army /Ex Paramilitary personnel.

29. Incidence reporting:-

Daily Incidence reporting system and Security updates to be adhered to dedicatedly.

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Annexure –IV

Evaluation criteria for Technical and Financial Points**Evaluation of Technical bid**

Scoring of hundred marks will be based on Annual Turnover, Manpower on roll, volume of work performed in preceding year, trained Supervisory Staff on roll, ISO certificate and other pre-qualification criterion prescribed in the Terms and Conditions of the contract. The split up of weight ages shall be as below:-

Sr. No.	Criterion	Weight age
1	Average Annual Turnover of last three years (in lacs) (Audited balance Sheet / Certificate of Chartered Accountant to be enclosed)	10
2	Manpower on roll (EPF/ESI return sheet for guard and salary statement for other staff to be enclosed).	10
3	Experience of running Security services (in years) (Statement of deployment in various institutions / bodies / establishments since incorporation is to be enclosed.	10
4	Volume/quantum of qualifying work/s done during last three financial years as specified in clause 2.2 of the NIT	20
5	No. of trainers of the Rank of Commissioned officers of Military/ equivalent rank of Para-military / Police. (copy of Discharge I-card and present I-card of deployment to be enclosed.	10
6	No. of Supervisory staff and trained Civilian/ Ex-Military /Ex-Paramilitary personnel.	5
7	ISO Certification of the firm (Yes/No)	5
8	Works Plan /Methodology (with 5 marks exclusively for performance Indicators)	30
	Total	100 Marks

Note:-

The firm / agency which has secured at least sixty out of hundred marks will be considered as technically qualified. The financial bids of all the technically qualified firms/ agencies/ bidders will be opened for financial evaluation. The score of the technical evaluation shall be termed as S(T).

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Evaluation of Financial Proposal

In the second stage, the financial evaluation will be carried out as per this clause. Each Financial Proposal will be assigned a Financial score S(F).

For financial evaluation, the total cost indicated in the Financial Proposal, will be considered i.e. part-I, part-II and Part –III clubbed together as per Annexure-XI.

The authority will determine whether the Financial Proposals are complete, unqualified and unconditional. The cost indicated in the Financial Proposal shall be deemed as final and reflection the total cost of services. Omissions, if any, in costing any item shall not entitle the firm to be compensated and the liability to fulfill its obligations as per the works scope and terms of the contract, within the total quoted price shall be that of the bidder. The lowest financial proposal F(M) will be given a financial score S(F) of 100 points. The financial score of other proposals will be computed as follows:-

$$S(F) = 100 \times F(M)/F$$

(F=amounts of Financial Proposal)

Combined and Final evaluation

Proposals will finally be ranked according to their combined technical (St) and financial (Sf) scores as follows:-

$$S=S(T) \times T(W) + S(F) \times F(W)$$

Where S is the combined score, and T(W) and F(W) are weights assigned to Technical Proposal and Financial Proposal that shall be 0.70 and 0.30 respectively.

The Selected Applicant shall be the first ranked Applicant (having the highest combined score). The second ranked Applicant shall be kept in reserve and may be invited for negotiations in case the first ranked applicant withdraws, or fails to comply with the requirements specified for deposit of performance guarantee within stipulated period.

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Annexure –V

CHECK LIST FOR PRE-QUALIFICATION BID FOR SECURITY SERVICES

Sr. No.	Documents asked for	Page number at which document is placed.
1	Bid Security (EMD) of Rs. 5.00 lacs (Rupees Five lacs only) in the form of FDR issued by any scheduled commercial bank in favor of The Registrar , Pt. B.D Sharma, UHS, Rohtak valid for 45 days beyond the Tender validity period.	
2	One self – attested recent passport size photograph of the Authorized person of the firm/agency, with name, designation, address and office telephone numbers. If the bidder is a partnership firm, name designation, address and office telephone numbers of Director / Partners also.	
3	Undertaking on stamp paper of Rs. 100/- (Rupees one hundred only) as per format prescribed in annexure-VII).	
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 firms / agency.	
7	Self attested copy of valid Provident Funds Registration numbers.	
8	Self attested copy of ESI registration numbers.	
9	Self attested copy of valid License under	
10	Proof of experience as specified in clause 2.2 of the NIT along with satisfactory performance certificate from the concerned employers.	
11	Annual returns of previous three years supported by audited balance sheet / certification of Chartered Accountant (clause 2.1(ii) of NIT)	
12	Any other documents, if required.	

(Signature of the bidder)
Name and address (with seal)
Tel. No. Fax No.

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Annexure –VI

CHECK LIST FOR TECHNICAL EVALUATION

Sr. No.	Information to be provided	To be filled by the Bidder with page number at which relevant documents is placed	Relevant page number of offer
1	Average Annual Turnover of last three years (in lacs) (Audited balance sheet / Certificate of Chartered Accountant to be enclosed)		
2	Manpower on Roll (EPF/ESI return sheet for guard and salary statement for other staff to be enclosed.)		
3	Experience of running Security services (in years). (Statement of deployment in various institution / bodies/ establishments since incorporation is to be enclosed)		
4	Volume / quantum of qualifying work/s done during last three financial years as specified in clause 2.2 of the NIT.		
5	No. of trainers of the Rank of Commissioner Officers of Military/equivalent rank of Para-Military / Police. (copy of discharge I-card and present I-card of deployment to be enclosed.)		
6	No. of Supervisory Civilian / Ex-Military/ Ex-paramilitary personnel.		
7	ISO certificate of the firm (Yes/No)		
8	Works Plan / Methodology	To attach separate work sheet/Plans/ presentation / soft copies.	

Note:-

Photocopies of all necessary documents duly self attested must be attached for verification of the information provided.

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Annexure-VII

(On a stamp paper of Rs.100/-)
Undertaking

To

The Registrar,
PT. B.D.S. UHS
Rohtak.

Name of the firm/Agency_____

Name of the tender_____ Due date:_____

Sir,

1. I/We hereby agree to abide by all terms and conditions laid down in tender document.
2. 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.
3. 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.
4. I/We shall provide minimum 60% security guards amongst the category of Ex-Servicemen and all others will be trained Security Guards.
5. I/We do hereby undertake that complete security of the PGIMS/UHS, Rohtak premises and property as per scope of work. Department 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.50 Lakhs (Rupees Fifty Lakhs only). 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.

(Signature of the Bidder)

Name and Address of the Bidder

Tel. No.

Fax No.

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Annexure-VIII

Form of Bank Guarantee for Bid Security

(Refer Clause 8.7.1 of the NIT)

(To be stamped in accordance with Stamps Act of India)

KNOW ALL MEN by these present that we _____(Name and address of Bank), having our registered office at _____(hereinafter called “the Bank”) are bound unto Registrar UHS, Rohtak (hereinafter called “the Department”) in sum of Rs. _____ for which payment will and truly to be made to the said Employer, the Bank binds himself, his successors and assigns by these presents.

WHEREAS _____(Name of Bidder) (hereinafter called “the Bidder”) has submitted his bid dated _____ for providing Security Services (hereinafter called “the Bid”)

WHEREAS the Bidder is required to furnish a Bank Guarantee for the sum of Rs. _____ (Amount in figures and words) as Performance Security against the Bidder’s offer as aforesaid.

AND WHEREAS _____ (Name of Bank) have at the request of the Bidder, agreed to give this guarantee as hereinafter contained.

We further agree as follows:-

1. That the Department may without affecting this guarantee grant time of offer to or indulgence to or negotiate further with the Bidder in regard to the conditions contained in the said tender and thereby modify these conditions or add thereto any further conditions as may be mutually agreed upon between the Department and the Bidder.
2. That the guarantee herein before contained shall not be affected by any change in constitution of our Bank or in the constitution of the Bidder.
3. That this guarantee commences from the date hereof and shall remain in force till:-
 - (a) The Bidder, in case the bid is accepted by the Department, executes a formal agreement after furnishing the Performance Guarantee of a scheduled commercial bank based in India.

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(b) Forty Five days after the date of validity or the extended date of validity of the Tender, as the case may be, whichever is later.

4. That the expression “the Bidder” and “the Bank” herein used shall, unless such an interpretation is repugnant to the subject or context, include their respective successors and assigns.

THE CONDITIONS of this obligation are:

- (i) If the Bidder withdraws his bid during the period of Tender validity specified in the Form of Tender; of
- (ii) If the Bidder refuses to accept the corrections of errors in his bid; or
- (iii) If the Bidder having been notified of the acceptance of his bid by the Department during the period of tender validity and (a) fails or refuses to furnish them Performance Guarantee and / or (b) fails or refuses to enter into a contract within the time limit specified in para of the NIT.
- (iv) If the tender is terminated on the allegation of production of false/forged documents for obtaining the contract.
- (v) If the contract is terminated for the reason that the agency is blacklisted in any Government or in any other State Governments/Union Government.

WE undertake to pay to the Department upto the above amount upon receipt of his first written demand, without the Department having to substantiate his demand provided that in his demand the Department will note that the amount claimed (i), (ii), (iii) (a), (iv) or (v), mentioned above, specifying the occurred condition or conditions.

Signatures of Witness

Name of Witness

Address of Witness

Signature of Authorized Official of the Bank

Name of Official_____

Designation_____

ID No._____

(Stamp/Seal of Bank)

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ANNEXURE-IX

FORM OF AGREEMENT

THIS AGREEMENT is made on the ____ day ____ (month) _____(Year) Between the Registrar UHS, ROHTAK through (hereinafter called “the Department” which expression shall, unless excluded by or repugnant to the context be deemed to include his successors in office and assigns) of the one part AND _____(Name and address of the contractor) through Sh._____, authorised representative (hereinafter called “the contractor” which expression shall, unless excluded by or repugnant to the context, be deemed to include his successors, heirs, executors, administrators, representatives and assigns) of the other part for providing Security Services to the PGIMS/UHS, ROHTAK for providing safety, monitoring and surveillance of the Department.

NOW THIS AGREEMENT WITNESSETH as follows:-

1. In this Agreement words and expression shall have the same meanings as are respectively assigned to them in the Terms and Conditions of contract hereinafter referred to.
2. The following documents shall be deemed to form and be read and constructed as part of this Agreement, viz:
 - a. Letter of acceptance of award of contract;
 - b. Terms and Conditions;
 - c. Notice inviting Tender;
 - d. Bill of Quantities;
 - e. Scope of work;
 - f. Addendums, if any; and
 - g. Any other documents forming part of the contract.
3. In consideration of the payments to be made by the Department to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Department to execute and the Security services w.e.f. _____ as per the provisions of this Agreement and the tender document.
4. The Department hereby covenants to pay the contractor in consideration of the execution and completion of the works/services as per this Agreement and tender document, the contract price of Rs. _____ (_____ Rupees in words).

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- 5. Being the sum stated in the letter of acceptance subject to such additions thereto or deductions there from as may be made under the provisions of the contract at the times in manner prescribed by the contract.
- 6. The executing officer for purpose of operation of this contract shall be as per intimation given to service provider within 15 days of award letter.

IN WITNESS WHEREOF the parties hereto have signed the Agreement the day and the year first above written.

For and on behalf of the Contractor For and on behalf of the Director, PGIMS/UHSR

Signature of the authorized official Signature of the authorized officer

Name of the official

Name of the officer

Stamp/Seal of the Contractor

Stamp/Seal of the Employer

By the said

By the said

_____ Name

_____ Name

On behalf of the Contractor in

On behalf of the Employer in

The presence of:

The presence of:

Witness-I_____

Witness-II_____

Name_____

Name_____

Address_____

Address_____

Telephone No.:_____

Telephone No.:_____

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ANNEXURE-X

FORM OF BANK GUARANTEE FOR PERFORMANCE SECURITY

(Refer Clause 11.1.4 of the NIT)

(To be stamped in accordance with Stamps Act of India)

1. THIS DEED OF Guarantee made this day of _____ between _____
(Name of the Bank) (hereinafter called the “Bank”) of the one part and Registrar UHS, Rohtak
(hereinafter called the “Department”) of the other part.
2. WHEREAS PGIMS/UHS, ROHTAK has awarded the contract for Security services contract
for Rs. _____ (Rupees in figures and words) (hereinafter called the
“contract”) to M/s _____ (Name of the contractor) (hereinafter called the
“contractor”).
3. AND WHEREAS THE Contractor is bound by the said Contract to submit to the Employer a
Performance Security for a total amount of Rs. _____ (Amount in
figures and words).
4. NOW WE the Undersigned _____ (Name of the Bank) being fully
authorized to sign and to incur obligations for and on behalf of and in the name of

_____(Name of the Bank), hereby declare that the said Bank will guarantee the
Department the full amount of Rs. _____ (Amount in figures and words) as
stated above.
5. After the Contractor has signed the aforementioned contract with the Department, the Bank is
engaged to pay the Department, any amount up to and inclusive of the aforementioned full amount
upon written order from the Department to indemnify the Department for any liability of damage
resulting from any defects or shortcomings of the Contractor or the debts he may have incurred to
any parties involved in the Works under the Contract mentioned above, whether these defects or
shortcomings or debts are actual or estimated or expected. The Bank will deliver the money
required by the Department immediately on demand without delay without reference to the
Contract and without the necessity of a previous notice or of judicial or administrative procedures
and without it being necessary to prove to the Bank the liability or damages resulting from any
defects or shortcomings or debts of the Contractor. The Bank shall pay to the Department any
money so demanded notwithstanding any dispute/disputes raised by the contractor in any suit or
proceedings pending before any Court, Tribunal or Arbitrator(s) relating thereto and the liability
under this guarantee shall be absolute and unequivocal.

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6. THIS GUARANTEE is valid for a period of _____ months from the date of signing.
(The initial period for which this Guarantee will be valid must be for at least six months longer than the anticipated expiry date of the Contract period).

7. At any time during the period in which this Guarantee is still valid, if the Department agrees to grant a time of extension to the contractor or if the contractor fails to complete the works within the time of completion as stated in the contract, or fails to discharge himself of the liability or damages or debts as stated under para-5 above, it is understood that the Bank will extend this Guarantee under the same conditions for the required time on demand by the Department and at the cost of the contractor.

8. The Guarantee hereinbefore contained shall not be affected by any change in the Constitution of the bank or the contractor.

9. The neglect or forbearance of the Department in enforcement of payment of any moneys, the payment whereof is intended to be hereby secured or the giving of time by the Department for the payment hereof shall in no way relieve the bank of their liability under this deed.

10. The expressions “the Department”, “ the Bank” and “the Contractor” hereinbefore used shall include their respective successors and assigns.

IN WITNESS whereof I/We of the bank have signed and sealed this guarantee on the _____ day of _____(month) _____(year) being herewith duly authorized.

For and on behalf of the _____ Bank

Signature of authorized Bank official

Name_____

Designation_____

I.D. No._____

Stamp/Seal of the Bank

Signed, sealed and delivered for and on behalf of the Bank by the above named _____
in the presence of:

Witness-I

Signature:-_____

Name:-_____

Address:-_____

Witness-II

Signature:-_____

Name:-_____

Address:-_____

PT. B . D SHARMA UNIVERSITY OF HEALTH SCIENCES, ROHTAK**Annexure –XI****TO BE FILLED BY THE BIDDER & ENCLOSED IN PRICE BID ENVELOPE****Price bid for Security Services**

Sr. No.	Designation	Number of manpower required per day	Rate per person per shift per day (inclusive of all taxes) may be quoted in rupees in words and figures	Monthly amounts (Rupees in words and figures)	Yearly amounts (Rupees in words and figures)
Part -I					
1.	Security Guard				
2	Gunman Security Guard				
3	Security Supervisor				
Total part-I					
Part-II					
	Facility	Rate per month		Total per annum amounts	
	Rent / lease worked out on annuity basis for supply / installation, operation, maintenance of surveillance/ access control / security barriers/ biometric attendance/ metal detector scanners/ X-ray scanners etc.				
Total Part –II					
Part-III					
Service charges be offered separately in Rupees per month separately					
	Facility	Rate per months		Total per annum amounts	
	Service charge				
	Total =(SF)	Part-I+ Part-II +Part-III			

FINANCIAL BID:- The sum total of part-I, part-II, part-III shall be termed as S(F) for purpose of evaluation of bids as per annexure-IV.

Note:-

1. The UHS/ PGIMS reserve the right to award only part-I of the above enumerated scope of work and may not require surveillance to be part of the agreement to be finally

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awarded. Bidder shall have no claim for being awarded part of work as above. However for considering financial evaluation as per Annexure-IV the total cost i.e. Part-I + Part-II, Part-III shall be considered.

2. The Security Guard will be considered under the Semi-skilled Category, however the ex-serviceman considered as skilled category. Contractor shall provide uniformed and trained personnel and use its best endeavor to provide Security services to the department for providing safety, monitoring and surveillance. Rates quoted will include all statutory obligations of the contractor under Minimum Wages Act, Contractor Labour (R&A) Act, weekly off replacement charges, cost of uniform of personal deployed by the contractor, all kind of taxes, service charges, labour Cess etc. of the agency. The rate quoted will be for per shift of eight hours per person per day. If the minimum wages is revised by the Government of Haryana/ Govt. of India/ Chief labour Commissioner (Haryana), the increment wages, if applicable, will be provided. On revision of Minimum wages the prorated enhancement of contract payment shall be made subject to proof of actual payment to satisfaction of UHS/ PGIMS. Haryana Govt. minimum wages shall be considered for escalation. Payment for all personnel including Ex-servicemen shall be made as per the notified rates of Semiskilled category rates notified by Haryana Govt., irrespective of any excess payment liability of the contractor / security agency to pay higher rates to Ex-servicemen deployed by them the contract obligations.
3. The offers / bids which are not in compliance of Minimum Wages Act and any other Labour laws will be treated as invalid.
4. The contract shall be valid initially for two years but to be reviewed after completion of one year period and to be extended subject to satisfactory services only.
5. The bidders shall quote all rates in Indian Rupees.
6. All the columns shall be clearly filled in ink legibly or typed. The tenderer should quote the number, rates and amount tendered by him/ them in figures and as well as in words. Alterations, if any, unless legible attested by the tenderer shall disqualify the tender. The tenderer shall take care that the rate and amount may be written in such a way that interpolation is not possible. No. blanks should be left which would be otherwise made the tender liable for rejection.

(Signature of the bidder)

Name and address (with seal)

Tel. No.

Fax No.