

On Line Tender Notice No.76 of 2018-19
Administration of Dadra & Nagar Haveli, U.T.,
Office of the Directorate
Medical & Public Health Department
“Tel.No.0260-2642940, 2640615”
e-mail ID : svbch.sil@gmail.com

No. DMHS/PLAN/2015/346/6289

Silvassa.

Date: 20/08/2018

e-Tender (Online) Invitation Notice

The Director of Medical & Public Health Services, Dadra & Nagar Haveli, Silvassa on behalf of President of India, invites on line tender on <https://dnhtenders.gov.in/nicgep/app> from the Authorized Security Service Providers for rate contract of providing Security Services at Sub District Hospital, Khanvel.

Sr. No.	Particulars	Estimated Amount	EMD (Earnest Money Deposit)	Tender Fees (Non-Refundable)	e-Tender ID No.
01.	Providing of Security Services at Sub District Hospital, Khanvel	₹.30.46 Lacs	₹.76,000/-	₹.1,000/-	2018_UTDNH_2961_1

Bid document downloading Start Date : 21.08.2018
Bid document downloading End Date : 10.09.2018, 12:00 Hrs.
Last Date & Time for receipt of Bid : 10.09.2018, 14:00 Hrs.
Preliminary Stage Bid Opening Date : 10.09.2018, 15:00 Hrs.
Technical Stage Bid Opening Date : 10.09.2018, 15:30 Hrs.

Bidders have to submit price bid in Electronic format only on <https://dnhtenders.gov.in/nicgep/app> website till the last date and time for submission. Price Bid in Physical format shall not be accepted in any case.

Only tender fees and EMD should be submitted in original to be sent to the above mentioned address by R.P.A.D./Speed Post or to be deposited in the tender box kept in the office of the undersigned. However, Tender Inviting Authority shall not be responsible for any postal delay. Tender received in hard copy will not be accepted.

1. The EMD and Tender Fees should not be forwarded by cash.
2. The Tender Fees will be accepted only in form of Demand Draft/Bankers Cheque of any Nationalized or Scheduled Bank of India payable in Silvassa.
3. The EMD will be accepted in form of FDR / Demand Draft /Bankers Cheque or Bank Guarantee from any Commercial Banks in an acceptable form payable at silvassa in favor of under signed.

The tender inviting authority reserves the right to accept or reject any or all the tender to be received without assigning any reasons thereof. In case bidder needs any clarification on the process of bidding for participating in online tender for further details, correspondence can be made on E-mail: cPPP-nic[at]nic[dot]in, Mobile No: +91-7878007972 and +91-7878007973, Tel No. 1800 3070 2232 Website: www.dnhtenders.gov.in.

Sd/-
Director
Medical & Health Services
“Tel.No.0260-2642940, 2640615”
e-mail ID : svbch.sil@gmail.com

Copy to :-

- 1) CPO, Dadra & Nagar Haveli, Silvassa for wide publicity in Newspaper.
- 2) Director General, Indian Trade Journal, Kolkata for publication on Newspaper.
- 3) I.T. Department, D&NH, Silvassa with a request to publish in Website.
- 4) Accounts Section, DMHS, Silvassa for information.

U.T. ADMINISTRATION OF DADRA & NAGAR HAVELI,
OFFICE OF THE DIRECTORATE,
MEDICAL & PUBLIC HEALTH DEPARTMENT,
SILVASSA

Terms and Conditions for Outsourcing of “**Security Services**” for Sub-District Hospital, Khanvel under Medical & Public Health Department, Silvassa.

- 1) All Tender Documents can be downloaded free from the website www.dnhtenders.gov.in.
- 2) All bids should be submitted online on the website <https://dnhtenders.gov.in/nicgep/app>.
- 3) The user can get a copy of instructions for online participation from the website <https://dnhtenders.gov.in/nicgep/app>.
- 4) The suppliers should register on the website through the “New Supplier” link provided at the home page, the registration on the site should not be taken as registration or empanelment or any other form of registration with the tendering authority.
- 5) Digital Signature Certificate is required for participating in the tender.
- 6) For all queries regarding tender specifications and any other clauses included in the tender document should be addressed to personnel in tendering office address provided below :

**Directorate of
Medical & Health Services,
Shri Vinoba Bhave Civil Hospital Campus,
U.T. of Dadra & Nagar Haveli,
SILVASSA - 396 230
(Tel: 0260-2642940, 2040615, Fax: 0260-2642961)**

Keydates :

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The Tenders shall be submitted in two-bid system, wherein the Technical bid and Commercial Bid is to be filled online on <https://dnhtenders.gov.in/nicgep/app> and the EMD and Tender Fee has to be submitted in Tender Box along with a covering letter. The envelope should be super scribing as **“e-Tender - Sealed Cover of Bid for Providing of Security Services for Sub-District Hospital, Khanvel”**.

Only the **EMD** and **Tender Fees** should be enclosed in the **BID**.

- **Tender Fees (Non Refundable) ` .1,000/- :**

a. The Tender Fees should not be forwarded by cash.

b. The Tender Fees (Non Refundable) will be accepted only in form of DD/Bankers Cheque in favor of **Director of Medical & Health Services, Silvassa** from any Nationalized or Scheduled Bank of India payable in Silvassa.

c. All tenders must be accompanied by Tender fees as specified in schedule otherwise tender will be rejected.

- **Earnest Money Deposit: (EMD) ` .76,000/- :**

a. All tenders must be accompanied by EMD as specified in schedule otherwise tender will be rejected.

b. EMD can be paid in either of the form of following :

- i. Demand Draft
- ii. Fixed Deposit Receipts
- iii. Bank Guarantee

In favor of **Director of Medical & Health Services, Silvassa** from any Nationalized Banks or Scheduled Bank authorized by RBI to undertake Government Business.

c. EMD should be valid upto **12 (Twelve Months)** from the date of its issuance.

d. EMD in any other forms will not be accepted.

e. EMD/Security Deposit shall be liable to be forfeited in following circumstances:

- i. Tender is rejected due to failure of providing the requisite documents in proper format or giving any misleading statement or submission of false affidavit or fabricated documents.

ii. In case, the agency does not execute the order placed with him within stipulated time, the EMD of the agency will be forfeited to the Government and the contract for providing of Security Services shall terminated with no further liabilities on either party to the contract.

f. The amount of Earnest Money paid by the tenderer(s) whose tenders are not accepted will be refunded to them by cheque or Demand Draft (as may be convenient to the Tender Inviting Officer if the amount is above ` .200/-) drawn on any branch of Dena Bank or its subsidiary Commercial Bank. Where this mode of payment is not possible the amount will be refunded at the cost of the tenderer.

g. The Earnest Money(s) paid by the tender(s) earlier against any tender(s) or supply order(s) is not adjustable with Earnest Money required by these conditions.

Security Deposit: (SD)

a. The successful tenderer will have to pay within 15 days from the date of demand, an amount equal to 10% of the total value of EMD, which may be ordered, as the amount of security deposit.

b. The Security Deposit(s) paid by the tender(s) earlier against any tender(s) or work order(s) is not adjustable with Security Deposit required by these conditions.

c. The tender inviting officer will consider extension of time for remitting the Security Deposit as demanded. However, in case of denial to consider such extension the supplier is bound to abide by the limit given and liable to make good for the loss made to the Government on account of his failure to abide by the time limit.

❖ Instructions to Bidders :

- 1) The rate should be quoted online in the financial bid in the prescribed form given by the department; **the rate should be valid for the period of One Year from the date of tenderization and the contract will be valid for the period of Three Years. The rate hike shall be equivalent to the rate hike in minimum wages from the 2nd year onwards.**
- 2) All/Taxes/Duties/Royalties Charges payable on the service/transport etc. Within And/or outside the state shall be payable by the Service provider.
- 3) The decision of the Tender Inviting Officer for acceptance/rejection shall be final.
- 4) The Tenderer should enclose along with tender the Earnest Money Deposit in form of Fix Deposit Receipt/ Demand Draft/Banker's Cheque or Bank Guarantee from any of the Commercial Banks in an acceptable form payable at Silvassa in favour of **Director of Medical & Health Services, Silvassa**. The EMD should not be forwarded by Cash and **the EMD should be valid for the period of One Year**. Tender received without Earnest Money Deposit and tender fees will be summarily rejected.

- 5) All bills should be in **TRIPLICATE** and should invariably mention the number and date of order.
- 6) The Tenders shall be submitted in two bid system, wherein the EMD and Tender Fee only has to be submitted in Tender Box and should super scribing on the envelope as ***“Sealed Cover for Providing of Security Services for Sub District Hospital, Khanvel”***.
- 7) The right to accept or reject without assigning any reasons or all tenders in part or whole is reserved with the Tender Inviting Officer and his decision(s) on all matters relating to acceptance or rejection of the tenders as a whole or in part will be final and binding to all.
- 8) The tenders and Financial bid should be submitted online on www.dnhtenders.gov.in in two bid system.
- 9) In case, the Service provider is not able to provide the Security services within the given time period, the EMD of the Service provider will be forfeited to the Government and the contract shall terminated with no further liabilities on either party to the contract.
- 10) Separate agreement will be required to be signed by the successful tender(s) for the purpose of this contract. Rates tendered/offered in response to the concerned Tender Notice shall be considered as acceptance of all above terms and Conditions for supply for all legal purpose.

1. ACCEPTANCE OF TENDER:

- a. The tender is liable for rejection due to any of the reasons mentioned below:
 - i. Non-Submission of tender within stipulated time online.
 - ii. Submission of tender physically in the Office but not submitted online on <https://dnhtenders.gov.in/nicgep/app>.
 - iii. Tender is unsigned or not initialed on each page or with unauthenticated corrections.
 - iv. Non-payment of Tender Fees.
 - v. Non-payment of Earnest Money Deposit (if not exempted).
 - vi. Non-Submission of required documents as mentioned in schedule.
 - vii. Conditional/vague offers.
 - viii. Unsatisfactory past performance of the tenderer.
 - ix. Submission of misleading/ contradictory/ false statement or information and fabricated/ invalid documents.
 - x. Tenders not filled up properly.
- b. Any discount which the bidder wants to give has to be considered and total final bid amount has to be mentioned clearly in the price bid form on <https://dnhtenders.gov.in/nicgep/app>.
- c. Discount offered after price bid opening will not be considered.

d. The consolidated rates entered in the online website will be taken in to account for preparing price statements. However, the tender who is found technically acceptable as well as lowest in terms of evaluated rates only is considered for placing the order.

e. The Director of Medical & Public Health Department, D&NH may seek any clarifications/ explanation/ documentary evidence related to offer at any stage from tenderers if required.

❖ **Conditions of Contract :**

- 1) The e-Tender Notice is for engaging **02** Security Supervisors and **20** Security Guards at Sub-District Hospital, Khanvel.
- 2) The agreement for providing security services shall be for **Three Years** and the rate quoted should be inclusive of all taxes etc. no extra charges will be paid and the rate should be valid upto One Year from the date of tenderization and the rate hike shall be equivalent to the rate hike in minimum wages from the 2nd year onwards.
- 3) Only the Government recognized Security Agency or Security Agency having labour contract license under the provision of Labour Laws and any other Law shall be eligible for getting this work along with rates and attach the documents as per ANNEXURE – I.
- 4) The selected agency shall have to provide the services with whom agreement is made and this cannot be entrusted to any other agency or sub-agency. If it is found so, their Security Deposit will be forfeited and the agreement will be cancelled.
- 5) The agency shall have to provide security to all the staff working in the hospital, patients and their relatives twenty four hours for all days of week in the form of shifts. In the normal course, no guards should be placed for two continuous shifts. The guards will see to it that the rush in the OPD is taken care off in a disciplined manner. They will maintain the indoor services as regards to the security in all shifts and during visiting hours etc. All security guards presence and placement should be ensured by the service provider on daily basis.
- 6) No residential facilities shall be provided by the Hospital. It has to be arranged by the agency.
- 7) The agency shall be responsible for security of the property of the hospital in terms of man, machinery, equipment, furniture, trees etc. They will also be responsible for the security of the hospital building and other buildings in the hospital campus. The agency shall be responsible for any type of damage to any property of the hospital arise because of theft, looting, etc. If after the Police complaint, no other is found responsible for such cause the agency shall be responsible to pay partly all the damages.

- 8) The Agency shall have to provide the services of strong and healthy trained Guards preferably Ex-Military guards with sound physical condition, in age group of 25 to 40 years, height 5' 6". Their names passport size photographs address, identity cards, fingerprints, gun license, etc. have to be provided to the Director, Medical & Public Health Services, D&NH for records.
- 9) The agency and staff should give full cooperation to the Police in case of inquiry regarding damage caused to the property of the institute.
- 10) The below mentioned posts should have the minimum education as mentioned below and the minimum salary to be given to each individual as mentioned below to undertake the work by the successful contractor during the course of agreement (for Sub-District Hospital, Khanvel).

Staff Required for Sub-District Hospital, Khanvel			
Sr. No.	Particulars	Education qualification required	Minimum salary to be paid per person per month in hand
1.	Security Supervisor	HSc with 1 year experience working as a Security Supervisor in a recognized organization.	₹.9,500/-
2.	Security Guards	HSc with 1 year experience working as a Security Guards in a recognized organization.	₹.8,500/-

Note: Minimum salary per month is proposed above is excluding all taxes & Service charges. The tenderers should give a detailed breakup of the minimum salary, taxes and charges with deductions and contributions to be levied by the agency for the posts mentioned.

Breakup Chart
Wages Rate per Employee
Basic + Special Allowance
HRA
Conveyance
Other Liabilities
PF Amount
Work Compensation Policy
Bonus
Insurance Sanjivani Bima Yojna (covering 05 members in the family)
TOTAL

Breakup Chart
Service Charge
Billing Rate per Month
UTGST 9%
CGST 9%
Gross Amount Per Person

- 11) The agency shall have to provide Uniform, Stick/Lathis/whistle and torch to the guards at its own cost.
- 12) The agency shall be responsible for the payment of salary/wages and deduction of PF and Insurance premium/bonus etc. of Guards as per the provisions under the Wages Act. The hospital shall not be responsible for any type of payment to the Guards.
- 13) If the Guard found not obeying the instructions of the Director, Medical & Public Health Services, D&NH or his representatives, they shall have to be transferred immediately by the agency.
- 14) If any Guards are found drunken or involved in other antisocial activities like gambling etc. they shall have to be relieved from the duties immediately and in such matter decision taken by the Director, Medical & Public Health Services, D&NH shall be final.
- 15) The Government employees who were either dismissed or removed from the Government job cannot be appointed as Guard in the Hospital.
- 16) The agency shall have to maintain muster roll, payment sheet, identity cards etc. and have to produce before the Director, Medical & Public Health Services or his representatives when it is demanded.
- 17) At the time of changing the shift the Guards shall have to sign the register of hand over, take over charge. They shall also make note of any untoward incident occurring during their duty time and shall bring the same to the notice of the Director, Medical & Public Health Services, D&NH.
- 18) For any injury/accident to the Guards on duty the agency shall be responsible for legal obligation. This hospital shall not be responsible.
- 19) On selection of agency for providing Security Services the concerned agency shall have to deposit an amount of 10% of total annual income worked out, as Security Deposit Bank Guarantee. The period of such deposit will be 15 months and for the extension of contract i.e. second year it will be 30 months.

- 20) Once the order is given to the agency for providing services of guards, the agency cannot refuse the offer otherwise deposit will be forfeited.
- 21) It is a responsibility of service provider to depute 20 guards and 02 security supervisor every day throughout the contract period. In the event of Non Compliance of the proper services, the service provider will be imposed with penalty.
- 22) GST will be applicable as per present rules Time to Time.
- 23) The right to accept or reject the tender without assigning any reason is reserved with the Tender Inviting Officer.

Signature & Designation of
Tender Inviting Officer...

Sd/-
Director
Medical & Health Services
“Tel.No.0260-2642940, 2640615”
e-mail ID : svbch.sil@gmail.com

The above terms and conditions are accepted and are binding to me/us.

Place:
Dated:

Signature of tenderer
Name of tenderer with seal of the firm

ANNEXURE – I

Sr. No.	Particulars	Uploaded and Enclosed (Yes/No)
The bidders have to attach the following documents		
1)	License from Labor & Enforcement Officer, D&NH, Silvassa.	Yes/No
2)	The bidder must have their representative office in the U.T. of D&NH and submit the complete address proof of the same	Yes/No
3)	The tenderer shall have to upload supporting documents like List of work executed in various Govt. Semi Govt. organizations, School, College, University, Municipalities with proof.	Yes/No
4)	PAN Card No.	Yes/No
5)	GST No.	Yes/No
6)	PF Number allotted by the Government.	Yes/No
7)	Police Registration from Dadra & Nagar Haveli.	Yes/No
8)	GST payment statements.	Yes/No
9)	Terms and Condition of tender documents duly stamped and signed on each page.	Yes/No
10)	ANNEXURE- I & II duly stamped and signed on each page.	Yes/No
11)	Average Annual Turnover of ` .15.50 Lacs in last three financial years.	Yes/No

Sd/-

Director

Medical & Health Services
“Tel.No.0260-2642940, 2640615”
e-mail ID : svbch.sil@gmail.com

Signature of Tenderers
with Rubber Stamp

ANNEXURE – II

Sr. No.	Particulars	No. of Guards Required
1.	Security Guard Supervisor	02 Nos.
2.	Security Guards	20 Nos.

Note: Rates quoted should be in gross and inclusive of all taxes.

Signature of Tenderers
with Rubber Stamp

Sd/-
Director
Medical & Health Services
“Tel.No.0260-2642940, 2640615”
e-mail ID : svbch.sil@gmail.com