

Administration of
Dadra & Nagar Haveli, U.T.,
Office of the Medical Superintendent,
Shri Vinoba Bhave Civil Hospital

No. MS/VBCH/EST/2002/P-III/

Silvassa
Date:16/02/2009

Limited Tender Inquiry

The Medical Superintendent, Shri Vinoba Bhave Civil Hospital, Dadra & Nagar Haveli, Silvassa on behalf of President of India, invite the sealed Limited Tender for providing private security staff in Shri Vinoba Bhave Civil Hospital, Silvassa for 24 hours, from the reputed Firms/Party/Institute etc, so as to reach on or before **10/03/2010** upto 15.00 hours by Post/Courier or deposit in to the Tender box kept in the office of the undersigned.

Sr. No.	Item	EMD	Tender Fees
01.	Providing of Private Security for Shri Vinoba bhave Civil Hospital, Silvassa	Rs.10,000/-	Rs.500/- Non - Refundable

The blank forms with detailed scheduled of specification and condition can be obtained from the office of the undersigned during all working days/hours from **16/02/2010** to **09/03/2010** on payment of Tender Fees (Non – Refundable)

The complete form for the items along with EMD in form of F.D.R. of any Nationalized Bank in favour of the undersigned should be attached with the Sealed Tender. The Sealed Tender should be properly covered in respect of each item subscribing the name of items on envelope. The Limited Tenders will be opened on the same day in presence of the Tenderers, if possible. The offers received without obtaining Limited Tender documents or without EMD shall not be entertained.

The Limited Tender Enquiry can be downloaded from the website www.silvbch.org and www.dnh.nic.in. The tender fee is to be enclosed with the tender document; tender document without tender fee will be rejected.

Right to reject any or all Limited Tender without assigning any reason is reserved.

SD/-
Medical Superintendent,
Shri Vinoba Bhave Civil Hospital,
Dadra & Nagar Haveli,
SILVASSA.

Administration of
Dadra & Nagar Haveli, U.T.,
Office of the Medical Superintendent,
(Shri Vinoba Bhave Civil Hospital)

No. MS/VBCH/EST/2002/P.III/

Silvassa
Date:16/02/2010

Tender for providing Security Guards in Shri Vinoba Bhave Civil Hospital, Silvassa.

- | | | | |
|-----|-----------------------------------|---|--|
| (a) | Part – I | : | Details of work |
| (b) | Part – II | : | General Conditions |
| (c) | Part – III | : | Annexure showing rate of guards
And other details etc. |
| (d) | Tender reference | : | MS/VBCH/EST/2002/P.II/247 |
| (e) | Last date of submission of tender | : | 10/03/2010 |
| (f) | Address for correspondence | : | Medical Superintendent,
Shri Vinoba Bhave Civil Hospital,
Dadra & Nagar Haveli,
Silvassa – 396230 |
| (g) | Tender Cost | : | Rs.500/- (Non Refundable)
(Rupees Five Hundred only) |

SD/-
Medical Superintendent,
Shri Vinoba Bhave Civil Hospital,
Dadra & Nagar Haveli,
Silvassa

Administration of
Dadra & Nagar Haveli, U.T.,
Office of the Medical Superintendent,
(Shri Vinoba Bhave Civil Hospital)

No. MS/VBCH/EST/2002/P.III/

Silvassa
Date:16/02/2010

PART – I

To provide Security Guards and Security Supervisor for maintenance of Law and Order in Shri Vinoba Bhave Civil Hospital, Silvassa.

PART – II

- 1) The Limited Tender Notice is for engaging 3 Security Supervisors and 25 Security Guards at Shri Vinoba Bhave Civil Hospital, Silvassa.
- 2) The agreement for providing security services shall be for two years at the initial stage.
- 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 copy of the following documents :
 - i) License/Registration
 - ii) PF Number allotted by the Government
 - iii) Police Registration
 - iv) VAT Payment Statements
- 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.
- 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 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 arised 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 Medical Superintendent, Shri Vinoba Bhave Civil Hospital, Silvassa 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 agency shall have to provide Uniform, Stick/Lathis/whistle and torch to the guards at its own cost.
- 11) 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.
- 12) If the Guard found not obeying the instructions of the Medical Superintendent, Shri Vinoba Bhave Civil Hospital, Silvassa or his representatives, they shall have to be transferred immediately by the agency.
- 13) 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 Medical Superintendent, Shri Vinoba Bhave Civil Hospital, Silvassa shall be final.
- 14) The Government employees who were either dismissed or removed from the Government job cannot be appointed as Guard in the Hospital.
- 15) The agency shall have to maintain muster roll, payment sheet, identity cards etc. and have to produce before the Medical Superintendent, Shri Vinoba Bhave Civil Hospital or his representatives when it is demanded.
- 16) 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 Medical Superintendent, Shri Vinoba Bhave Civil Hospital, Silvassa or the Manager (Admin.).
- 17) For any injury/accident to the Guards on duty the agency shall be responsible for legal obligation. This hospital shall not be responsible.
- 18) The agency should enclose an amount of **Rs.10,000/-** (Rupees Ten thousand only) as EMD in form of Fixed Deposit Receipt drawn from any scheduled bank in favour of a Tender Inviting Officer. Tender received without EMD will be rejected.

- 19) On selection of agency for providing Security Services Guards 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) The rate will remain in force for two year and the agency shall have to accept the rate if the order is on or before 31/03/2012.
- 22) The right to accept or reject the tender without assigning any reason is reserved with the Tender Inviting Officer.

SD/-
Medical Superintendent,
Shri Vinoba Bhave Civil Hospital,
Dadra & Nagar Haveli,
Silvassa

Signature of Tender with
Rubber Stamp

Administration of
Dadra & Nagar Haveli, U.T.,
Office of the Medical Superintendent,
(Shri Vinoba Bhave Civil Hospital)

No. MS/VBCH/EST/2002/P.III/

Silvassa
Date:16/02/2010

Part – III

- 1) Name of Applicant :-
- 2) Registration Number :-

The rates of providing services of Guards may be given in the following proforma only based on the general conditions shown in Part – II.

Sr. No.	Particulars	No. of Guard	Monthly Rate	Annual Rate
1	Security Guard Supervisor	03 Nos.		
2	Security Guards	25 Nos.		

Guarantee

- 1) The Medical Superintendent, Shri Vinoba Bhave Civil Hospital, Silvassa has the right to make changes in the number of guards and shall remain binding to me/us.
- 2) All the conditions shown in Part II are accepted and are binding to me/us.

Place :

Date:

Signature of Tenderers
With rubber stamp

SD/-
Medical Superintendent,
Shri Vinoba Bhave Civil Hospital,
Dadra & Nagar Haveli,
Silvassa