



GOVERNMENT OF ASSAM
PRINCIPAL CUM CHIEF SUPERINTENDENT
JORHAT MEDICAL COLLEGE & HOSPITAL
JORHAT

**E-TENDER FOR APPOINTMENT OF SECURITY SERVICE AGENCY AT
JORHAT MEDICAL COLLEGE HOSPITAL & CAMPUS**

IFB NO. SMEJ/JMCH/458/2010/PT II/2013/3229, Date: 26/10/2017

TWO BID SYSTEMS

Due for Closing on

20/11/2017 at 12.00 PM

Date of Pre Bid meeting on

13/11/2017 at 1.00 PM

Date of e Technical Bid Opening on

20/11/2017 at 1.00 PM

Date of e Price Bid Opening on

24/11/2017 at 12.00 PM

*Bidding Document issued to M/S.....on
date.....against the receipt of Rs.5000/-(Rupees five Thousand only) only in
the form of Bank Draft/Bankers' Cheque No.....Dated.....*


*Principal cum chief superintendent
Jorhat medical college & hospital, jorhat*

Schedule of e-tender

Open E tender for providing Security manpower from reputed DGR /NON DGR sponsored Security Agencies.

Tender IFB No. SMEJ/JMCH/458/2010/PT-II/2013/3229 DATED: 26/10/2017

Details of e-tender

 Office of issue	Office of the Principal cum Chief Superintendent, Administrative Building, Jorhat Medical College & Hospital, Jorhat
Tender No.	Tender No. SMEJ/JMCH/458/2010/PT-II/2013/3229
Tender documents available at website	http://jorhatmedicalcollege.in/ https://assamtenders.gov.in
Bids submission start date and time	28/10/2017, 12.00 P.M
Date and time of Pre-Bid meeting	13/11/2017, 1.00 P.M
Bids submission last date and time	20/11/2017, 12.00 P.M
Date and time of opening of e-technical bids	20/11/2017 1.00 P.M
Date and time of opening of e-financial bids	24/11/2017 12.00 P.M
Place of opening of e-bid	Office of the principal cum Chief Superintendent, Administrative Building, Jorhat Medical College & Hospital, Jail Road, Jorhat-Assam, Pin: 785001
Earnest Money Deposit (EMD)	Rs. 2,00,000 /- (Rupees two Lakh) in the form of Demand draft /Bankers cheque/BG/FD in favour of "Society for Medical Education, Jorhat" A/c No 30016119041 IFSC Code: SBIN0012975payable at State bank of India, JMC Branch.
Security Deposit (In case of successful bidder)	Rs. 4,00,000/- (Rupees Four lakhs) in the form of Demand draft/Bankers cheque/BG/FD in favour of "Society for Medical Education, Jorhat" A/c No 30016119041 IFSC Code: SBIN0012975payable at State bank of India, JMC Branch.



TENDER DOCUMENT FOR EMPANELMENT OF AGENCIES FOR SECURITY SERVICES AT JORHAT MEDICAL COLLEGE HOSPITAL & CAMPUS

INSTRUCTIONS FOR E-TENDERING

- a) All bidders/contractors are required to procure Digital Signature Certificate (DSC) with Both DSC Components i.e. Signing & Encryption to participate in the E-Tenders. Bidder should get registered at <https://assamtenders.gov.in> (without paying any cost).
- b) The Tender documents for the above work can be downloaded from <https://assamtenders.gov.in> and our institutional website: <http://jorhatmedicalcollege.in/>.
- c) The Bidders are advised to register themselves with e-procurement Portal at <https://assamtenders.gov.in> as described in the Tender Notice to participate in the e-Tender. The interested tenderers should upload duly filled tender form and their bids along with scanned copies of all the relevant certificates, documents, etc., in support of their Technical & Financial Bids on the <https://assamtenders.gov.in>
- d) Bidder needs to submit Bid Processing Fee charges of Rs. 5000/- (non-refundable) in the form of Demand Draft from any scheduled bank, in favour of 'Society for Medical Education Jorhat' payable at State bank of India, JMC Branch (IFSC Code : SBIN0012975) and EMD of Rs. Rs. 2,00,000 /- (Rupees two Lakh) in the form of Demand draft/pay order /Bankers cheque/BG in favour of "Society for Medical Education, Jorhat" A/c No 30016119041 IFSC Code: SBIN0012975 payable at State bank of India, JMC Branch for participating in the Tender.
- e) The Bidders are requested to submit a hard copy of tender document along with the necessary fees, EMD & covering Letter mentioning about the Payment Details, Company Name, Address, Payment (Mention the Tender ID and Tender Title). The Payment should reach at the below mentioned address on or before the due date and time of Bid Submission after submission of the tender through online:-

To,
The Principal cum Chief Superintendent,
Jorhat Medical College & Hospital,
Kushal Konwar Path, Barbheta
P.O. Jorhat, Pincode - 785001
Assam, India



No. SMEJ/JMCH/458/2010/PT II/2013/3229

Date: 26/10/2017

E-TENDER NOTICE

Sealed Bids (Two Envelope System) affixing court fee stamp of Rs. 8.25 (Rupees eight and paise twenty five) only are invited on behalf of the Principal cum Chief Superintendent, Jorhat Medical College & Hospital, Jorhat from the reputed security service agencies.

Nature of Work	Maximum Estimated monthly Cost
Security of Jorhat medical college Hospital and campus under the jurisdiction of Jorhat Medical College & Hospital, Jorhat	As per Govt. Notification

Security Guards should be comprising of at least 20% Ex-servicemen Personnel below the age of 60 years, there should be minimum 15 numbers of female security personal. JMCH reserves the right to decide the number of Security personnel which may increase or decrease and also the places of deployment and change thereof. The tender forms, terms and conditions are as per Annexure-1 to 10.

Final award of Contract will be done only after approval of fund from the Govt. if the lowest bid exceeds the existing provision of fund for security service at present in Hospital Management Society, JMCH, Jorhat.

Tender document may be downloaded from e-tender portal: <https://assamtenders.gov.in> and our website: <http://www.jorhatmedicalcollege.in>

Last date and time of submission of tender - 20/11/2017 at **12.00 P.M.**
Date and Time of Pre-Bid meeting - 13/11/ 2017 at **1.00 P.M.**
Date and Time of Opening of e-Technical Bid - 20/11/2017 at **1.00 P.M.**
Date and Time of Opening of e-Financial Bid - 24/11/2017 at **12.00 P.M.**

Annexure-1

Security service will be operational for the entire JMCH campus with special attention to the following areas:

Sl.No.	Region/Place	Address	Hrs of service coverage
1	Administrative Block & College Building	Office of the Principal cum Chief Superintendent, Jorhat Medical College & Hospital Campus	1 st Shift - (8 hours) 2 nd Shift - (8 hours) 3 rd Shift - (8 hours)
	In front of Main Entrance Gate	Jorhat Medical College & Hospital Campus	1 st Shift - (8 hours) 2 nd Shift - (8 hours) 3 rd Shift - (8 hours)
3	Out Patient Department (OPD) Complex & New Hospital Block	Jorhat Medical College & Hospital Campus	1 st Shift - (8 hours) 2 nd Shift - (8 hours) 3 rd Shift - (8 hours)
4	Emergency Area, ICUs, SICU, OT Complex	Jorhat Medical College & Hospital Campus	1 st Shift - (8 hours) 2 nd Shift - (8 hours) 3 rd Shift - (8 hours)
5.	Old Hospital Block	Jorhat Medical College & Hospital Campus	1st Shift - (8 hours) 2nd Shift - (8 hours) 3rd Shift - (8 hours)
6.	Boys' Hostel Area and Back Entrance Gate No.II	Jorhat Medical College & Hospital Campus	1st Shift - (8 hours) 2nd Shift - (8 hours) 3rd Shift - (8 hours)
7.	Girls Hostel/Nurse Hostel Area, Principal's/ Superintendent Residence	Jorhat Medical College & Hospital Campus	1st Shift - (8 hours) 2nd Shift - (8 hours) 3rd Shift - (8 hours)
8.	Faculty/Staff Residential Area	Jorhat Medical College & Hospital Campus	1st Shift - (8 hours) 2nd Shift - (8 hours) 3rd Shift - (8 hours)
9.	MCH building	Jorhat Medical College & Hospital Campus	1st Shift - (8 hours) 2nd Shift - (8 hours) 3rd Shift - (8 hours)
9.	Patrolling of the Campus & traffic Management	Jorhat Medical College & Hospital Campus	1st Shift - (8 hours) 2nd Shift - (8 hours) 3rd Shift - (8 hours)
			Minimum total Nos. of Security guards : 90 (for the purpose of financial bid evaluation)

*Additional security at the Cash Counter Store, Mobile security for the Principal/Superintendent will be specified as an when required.

INSTRUCTION TO TENDERERS

1. The tenderers are required to submit two separate Bids i.e. - Technical and Financial, as per prescribed pro-forma. The two Bids should be submitted in two separately sealed envelopes super scribed "Technical Bid for Security Services in Jorhat Medical College Hospital& Campus, Jorhat" and "Financial Bid for Security Services in Jorhat Medical College Hospital& Campus, Jorhat". Both sealed envelope should be put in a third sealed envelope super scribed "Tender for Security Services in Jorhat Medical College Hospital& Campus, Jorhat. Hard copy of Price Bid should be submitted at the Financial Bid opening Process (if required).

The declaration/undertaking in the prescribed pro forma as per Annexure should be submitted along with the Technical Bid.

3. The Technical Bid should be accompanied by an Earnest Money Deposit (EMD) of Rs.2,00,000/- in the form of Demand draft/pay order /Bankers cheque/BG/KVP in favour of "Society for Medical Education, Jorhat" A/c No 30016119041 IFSC Code: SBIN0012975 payable at State bank of India, JMC Branch. It should have been drawn on or after the date of this notice. In the absence of EMD, the tender shall be rejected summarily. The earnest money shall be refunded to the unsuccessful Tenderers after finalization of the contract. It shall be refunded to successful Tenderer on the receipt of performance security deposit. No interest is payable on the EMD.

4. All entries in the tender (Technical / Financial bid) form should be legible and filled clearly. Any overwriting or cutting which is unavoidable shall be signed by the authorized signatory with rubber stamp.

5. The bid shall be valid for 365 days from the date of opening.

6. Tender incomplete in any form will be rejected outright. Conditional Tenders will also be rejected outright.

7. The opening / closing date and time for submission of tenders will be as follows. However, JMCH reserves the right to alter the date of opening of tender. Last date of submission of tender - - 20/11/2017 at 12.00 P.M. Opening of e-Technical bid- at 1.00 PM on 20/11/2017. The Tender (duly sealed) shall be deposited/submitted in the tender box kept in Office of the Principal cum Chief Superintendent, Administrative Building, Jorhat Medical College & Hospital, Jorhat. All participants are requested to attend on the day of opening of the e-Tender i.e.at 1.00 P.M on 20/11/2017. Opening of e-Financial Bid on 24/11/2017 at 12.00 P.M

8. The Technical Bid shall be opened at 1.00 PM on 20/11/2017 in the Office of the Principal cum Chief Superintendent, Administrative Building, Jorhat Medical College & Hospital, Jorhat in presence of the authorized representatives of tenderers, who wish to be present at that time. All the Technical Bids will be scrutinized, relevant documents checked for their authenticity and the Tenderer whose Technical bids are accepted will be informed about the date and time for opening of the Financial Bids.



9. No Tenderer will be allowed to withdraw after submission of the tenders within the bid validity period otherwise the EMD submitted by the tendering firm would stand forfeited.

10. In case the successful Tenderer declines the offer of Contract, for whatsoever reason(s), his EMD will be forfeited.

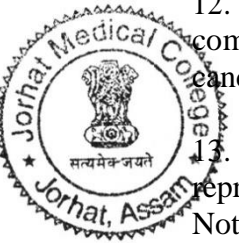
11. The successful tenderer will have to deposit interest free Performance Security Deposit of Rs.4,00,000(Rupees Four lakhs only) by way of Demand draft/Bankers cheque/BG/FD in favour of "Society for Medical Education, Jorhat" A/c No 30016119041 IFSC Code: SBIN0012975 payable at State bank of India, JMC Branch from any Nationalized Bank.

12. The successful Tenderer will have to deposit the Performance Security Deposit and commence the work immediately after acceptance of tender, failing which the contract will be cancelled and EMD will be forfeited.

13. Each page of the Tender document should be signed and stamped by Authorized representative of Tenderer in acceptance of the terms and conditions laid down in Tender Notice of JMCH.

14. The competent authority reserves the right to withdraw / relax any of the terms and conditions mentioned above. In such a situation the tenderer shall be given sufficient time to take the changes into account.

15. The competent authority reserves the right to reject all or any tender in whole, or in part, without assigning any reason thereof.



Annexure-3

Terms and conditions of contract

1. The Agency must have experience for providing security in reputed organizations preferably in Govt. and public sector for at least 3 years and should have among lists of big clients at least three Govt. / Semi Govt. / PSUs/Hospitals. **Firms/Individuals having registration in Govt. of Assam for last 5 years.** A certificate of satisfactory performance from such client is also to be submitted with the technical bid. The Agency should have during the last two years, at least one running contracts equal to 75% or two running contract equal to 50% or three running contracts equal to 35% of the estimated annual cost (mentioned in page-1) of the work to be awarded.

Total turnover of the agency must not be less than Rs. 5 crores per annum or this turnover to be commensurate with the annual estimated value of the contract.

- (a) Registration Certificate under:-

- (i) Contract Labour (R & A) Act,1970

- ii) ESI / EPF / Income Tax/ Service Tax / GST/PAN No.

- iii) Private Security Agency Act of the respective State / Authority, if applicable.

- (b) Income Tax return along with Income Tax clearance Certificate / Service Tax Certificate for 2014-15,2015-16,2016-2017.

- (c) ESI / EPF payment details for the financial year- 2014-15,2015-16,2016-2017

- (d) Balance Sheet for 2014-15, 2015-16, 2016-2017.

- (e) Annual Turn Over for 2014-15, 2015-16, 2016-2017.

3. Tender without all / any of the documents as above are liable to be rejected.
4. Tender containing false / misleading documents / information will be rejected and may also be liable to face the consequences for submitting false information.
5. JMCH reserves the right to accept or reject any or all the offer without assigning any reason thereof.
6. All the bidders have to survey the site of their own prior to submission of the bid and submit a concrete plan of security system with vehicular management in Jorhat Medical College Hospital & campus in writing (with in 1000 words), highlighting dealings with various emergency security threats that may arise from time to time. The proposal will be verified and assessed by a three member board approved by the authority.
7. Each and every page of tender documents should bear the stamp and signature of the authorized signatory. Relevant Annexure are to be filled and signed invariably.
8. The successful tenderer on award of the contract should execute an agreement on a non judicial Rs.100 Stamp Paper, with ESIC incorporating the terms and conditions. The tenderer will be defined as Contractor in the said agreement.





9. The contract will be valid initially for One year starting from the date of signing of written agreement and on satisfactory performance it may be extended at the same rate and terms and conditions on mutual consent.

10. The contract may be terminated by either party after giving written notice of not less than one month.

11. The agency shall not engage any sub-contractor or transfer the contract to any other person. In the event of the contractor contravening this condition, the Authority of JMCH shall be entitled to place the contract elsewhere on the contractors account at his risk and the contractor shall be liable for any loss or damage, which the JMCH Authority may sustain in consequence of or arising out of such replacing of the contract.

12. The clearance of the local police will be obtained by the agency before deployment of the personnel and a copy of the same should be submitted to this office.

13. The list of employees appointed by the Agency together with names/address & telephone numbers/Age Certificate/Character Certificate/10th standard Certificate of the employee including those as leave reserve shall be made available to the office authorities with their Bio-data for scrutiny before they are engaged.

14. The decision of the Authority of JMCH or his authorized officer shall be final in considering the security guard fit to be employed.

15. In case the agency fails to execute the job after signing the agreement or terminate the contract before completion of the period of contract at their own accord, the JMCH Authority shall have the right to have the earnest money forfeited and security money deposited by the agency for the execution of contract for the remaining period through some other agency.

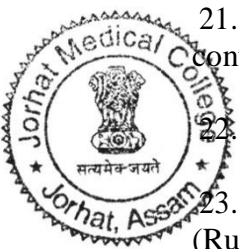
16. The quotation would be valid for a period of six months subsequent to the date on which the tender box is opened.

17. In case of any disagreement or dispute between the 1st party (i.e. JMCH) and the Agency arising out of or due to the terms and conditions of contractual agreement, the JMCH Authority shall have the discretion for settlement of such disputes by appointing a Sole Arbitrator and the award so made by the Arbitrator shall be final and binding on both the parties. Jurisdiction shall be Jorhat only, for any dispute.

18. The contractor shall take due care to comply with the provision of the Contract Labour (Regulation & Abolition) Act, 1970 including all other legal obligations, like Policy Changes proposed by the Government or legal amendments from time to time, during the period of the contract.

19. All personnel engaged, their bags and baggage shall be liable for physical check both at the time of entry and exit.

20. The Contractor / Agency will not allow or permit his / their employees to participate in any Trade Union activities or agitation in the premises of this office, violation of which may result in the termination of the contract immediately.



21. The JMCH will not be responsible for any injury or loss of life of personnel deputed by contractor which may take place in the course of their deployment.

22. Income Tax deduction at source as per provisions shall be made.

23. If the attendance falls short of contracted minimum number of persons, penalty @ Rs.500/- (Rupees Five Hundred) per person per day shall be deducted from the bill. The amount so deducted shall be final and no claim whatsoever will be entertained under any circumstances.

24. The JMCH Authority reserves the right of the removal from the duties any persons considered by him to be incompetent or disorderly. Such person shall not be engaged again without the permission of the Authority or his authorized officer.

25. Any personnel engaged by the Agency if found indulged / indulging in illegal and intolerable activities is to be handed over to the police or any other administrative action deemed fit against him will be taken besides termination of the contract immediately. Agency shall be solely responsible for the conduct and behavior of persons deployed by the agency.

26. The agency shall not replace the staff frequently without proper substitute & without prior permission.

27. In normal conditions worker will not be deployed for double duty. However, in case of emergency / urgency, a worker may be allowed for not more than two continuous duties with proper written information to these office authorities.

28. In case of any mis-happening such as accident / incident, it is mandatory for the agency to take-up the follow-up with the Legal/Police authorities at its own level to the logical end.

29. The agency shall not depute a particular Security Guard for a period of more than one year continuously at one place.

30. The agency / contractor shall work under the overall supervision and direction of the officer authorized by the Principal cum Chief Superintendent, JMC&H, Jorhat.

31. The agency must submit a copy of I-Card and discharge certificate from the Defense Forces for the Ex-servicemen engaged in this office premises the verification of which can be done at any time by the competent authority.

32. Before entering into agreement the contractor/security agency must produce original bio-data / credentials of guards for verification including education qualification, date of birth etc.

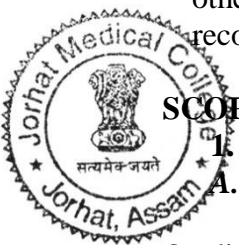
33. Assistance to contractor: The contractor shall not be entitled to assistance either, in the procurement of raw materials required for the fulfillment of the contractor or in the securing of transport facilities.

34. The rates once accepted by this office shall remain unaltered throughout the period of contract, including any extended period.

35. In case of failure to comply with the provisions of the terms and conditions mentioned by the agency that has been awarded the contract, the Principal cum Chief Superintendent, JMC&H, Jorhat reserves the right to award the contract to the next higher tenderer or outside agency and the difference of price will be recovered from the defaulter agency who has been awarded the initial contract and this will be binding on the tenderer.

36. JMCH Authority does not pledge himself to accept the lowest or any tender and reserve to himself the right to accept the whole or any part of the tender or portion of the quantity offered and tenderer shall supply the same / execute the work at the rate quoted by them.

37. Recovery of sums due : Whenever any claim for the payment of money arises out of or under this contract against the contractor, the contractor shall be entitled to recover such sum by appropriating, in part or whole the security / earnest money deposited by the contractor, when the balance or the total sum to be recoverable, as the case may be, shall be deducted from any sum then due or which at the time thereafter may become due to be recoverable under this and any other contract with the service receiver. Should the sum not be sufficient to cover the full amount recoverable, the contractor shall pay to the service receiver on demand the remaining balance due.



SCOPE OF WORKS :

I. Criteria :

A. Eligibility Criteria of Security Guards :

Qualification	: minimum 10th standard passed / Ex- army / Ex Para-Military force. The Security Guard should be able to read and write English/ local languages
Age	: Between 25 years to 60 years
Physical appearance	: the security guard should have a robust physique. There should not be any physical or Mental disability
Experience	: Minimum 3 years or more in Industrial Security
Additional qualification	: Fire fighting Heavy / light driving license/Electronics security gadgets (CCTV, Metal detector etc.) operation knowledge. Trained in PASARA Act 2005. Basic training on Fire Fighting & First Aid. The Security Guards should be conversant with the duties of Security Guard.

B. Bid Evaluation:-

- Bidder should fulfill all the eligibility criteria to be considered for technical evaluation. Only such bidders who fulfill these criteria will be technically evaluated through a marking system to be qualified for opening of the price bids.
- All bidders who qualify based on technical bids will be informed and to attend the price bid opening on prescribed date and time.
- The tendering evaluation will be done on weightage with 70% to technical evaluation and 30% to financial evaluation.
- Technical Bid Evaluation criteria:-** The Technical bid evaluation committee constituted by the JMCH authority will evaluate the proposals on the basis of their responsiveness to the tender terms, applying the evaluation criteria, sub criteria and point system specified.

During the technical evaluation stage, each bidder shall be assigned different marks out of a total of 100 marks, as per the criteria specified below.

The following is the evaluation criteria illustrative for JMCH Security Services.

Technical Criteria and weightage matrix for evaluation (total 100 marks). Documentary proof for the below mentioned parameters must be submitted, otherwise marks will not be awarded for the criteria.

Sl. No.	Criteria			
1	Experience in the field of providing Security services in Govt. Medical Colleges. (Firms with less than 3 years experience will not be considered). (Total : 15Marks)	Minimum 3 - 5 years	More than 5years	More than 8 years
		5 marks	10 marks	15 marks
2.	Total value of a single work completed or executing insecurity services in any Govt. / Semi Govt. / PSUs/Hospitals till 31/03/2017 (Total : 15 marks)	Minimum 5 -8 crores	More than 8 crores	More than 11 crores
		5 marks	10 marks	15 marks
3.	Security services experience in nos. of Govt. Hospital at a time (Total : 15Marks)	3 - 5 nos.	More than 5 nos.	More than 10 nos.
		5 marks	10 marks	15 marks
4.	Firms/Individuals having registration in Govt. of Assam for last 5years (Total: 15 marks)	Registered in Govt. of Assam for last 5 years	Registered in Govt. of Assam for last 7 years	Registered in Govt. of Assam for last 10 years
		5 marks	10 marks	15 marks





5.	Firms/Individuals having registered Training facility. (Total: 15 marks)	Unregistered training facility	Out sourced registered training facility	In house registered training facility
		5 marks	10 marks	15 marks
6.	Total nos. of manpower showed in the ESI/PF Statement in the last 6 month continuously. (Total : 10 marks)	Upto 50	More than 50	
		5 marks	10 marks	
7.	Concrete proposal of security plan in JMCH & Campus (in max.1000 words). (Total : 15 marks)	Member from District Administration	Member from Police Administration	Member from JMCH Administration
		5 marks	5 marks	5 marks

Minimum score for the technical bid shall be 30 marks for qualification.

Illustration 1(for Technical weightage):-

If a bidder has secured 80 marks out of the total 100 marks in technical evaluation , the technical evaluation value shall be 56 i.e. (80 x 70%)

e. Financial/Price Bid evaluation Criteria:-

The Financial evaluation shall be carried out and financial bids of all the bidders will be given 30% of weightage. The bidder with the lowest bid prices(L1) shall be assigned full 30 marks(i.e. 30%x100)

The Total Marks obtained by a bidder in the technical bid shall be allocated 70% of technical weightage and the financial bid shall be allocated 30 % of the financial weightage and thereby making a total of 100 % weightage for the complete bidding.

Illustration 2 (for Financial weightage):-

If the bidder at illustration 1 is L1 and quoted rate is Rs. 100/- than the total score shall be 86 i.e. (56 technical score + 30 financial score)

The financial score of the other bidder i.e. L2, L3....etc. shall be computed as under and as explained at illustration 3 below

$30 \times \text{lowest price (L1 price)}/\text{Quoted Price (L2 or L3)}$

Illustration 3:-

If the bidder at illustration 1 is L2 bidder and he quoted Rs. 125/- , therefore 30% being the weightage value, the financial score for L2 shall be computed as under.

$30 \times 100(\text{lowest price L1})/125 (\text{Quoted price-L2}) = 24 (\text{financial score})$

Therefore L2 bidder shall have total score of 80 (56 Technical score + 24 financial score)

Determination of the Successful Bidder:-

The bidder meeting the minimum eligibility criteria and with the highest score/rank (i.e. the total of technical evaluation score and financial evaluation score) shall be deemed as the successful bidder and shall be considered **eligible L1** bidder for further process.

2. Expectations of quality from the staff deputed:

Better Monitoring & high alertness. Good presentation & reception of visitors, guests etc. Better vigilance, Smart turn outs, Cost effective, better service to customer

3. Uniform:

The security Agency should provide Uniform, safety shoes, stocking, belt, cap, whistle, Photo identity card, lathi (stick), torchlights, including monsoon wear etc. to the security personnel deployed at JMCH. Incase Torchlight is not provided; the cost of torchlight will be recovered from the monthly payment of the Security Agency.

4. Other conditions:

Security checking should be carried out strictly by job coordinator. Latest Police verification of each guard is mandatory before deployment on our site. Guards without police verification cannot be deployed at the site.

5. Statutory Compliance: As per all applicable laws.

Selection & Training : The manpower selection to be done by the Job Coordinator well in advance and selected manpower to be given 21 days training by the Security Agency at their licensed training facility before deployment at different locations.

6. Duty Timing:

07.00 AM to 15.00 PM

15.00 PM to 23.00 PM

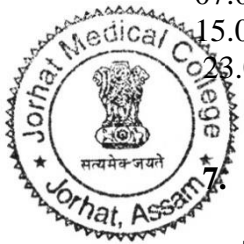
23.00 PM to 07.00 AM

Character verification and antecedents

The Security Agency should get the character / antecedence of each Security Guards verified before he/ she is engaged and agency should be able to produce the verification report as and when required by JMCH or for any departmental inquiry of the organization or police concerning for each Security Guard engaged by the agency/ contractor.

8. Identity: The Security Guards who are to be engaged by the Security Agency from time to time must carry their photo identity card, which shall have to be issued to him for the said purpose by the Agency. The identity card should be worn by each security guard/ supervisor on their uniform which shall in turn give details regarding their full name, age, identification marks, signatures of the bearer and also of the issuing authority and seal. A duplicate copy of each identity card should be made available to the Security Department of JMCH, in advance. Present and permanent addressees of all security personnel should be made available to the Job Coordinator before their deployment at JMCH.

9. Special Assignment: The Security Guards should carry out any specific task as may be assigned to them by JMCH from time to time in the interest of the security of the premises, any unauthorized activity may be objected and should be brought to the notice of the higher



authorities in writing. Security Guards/ Supervisor should collect information on security matters and brief Job Coordinator immediately depending upon gravity of the situation. For any matter requiring police complaint/ assistance, prior permission should be taken from Job Coordinator.

10. Liaison: Agency shall appoint a responsible person/ job-controller to liaise/ coordinate with our Job coordinator with the required Govt. authorities, frequently

11. Removal of Security Guards:

The Security Agency shall remove/ change/ replace any Security Guard, if at any time found unsuitable or undesirable in the opinion of JMCH, and shall make immediate alternative arrangement to provide substitution for carrying out his obligations undertaken under this contract. Notwithstanding the above, the Agency will periodically change the guards from JMCH locations and also rotate them on their duty posts.

12. Duty checking:

The Security Agency's Guards would be liable to be checked by Job Coordinator and his representative and for this purpose he should maintain a Guard Check book/ Guards Attendance/ Schedule Register. Security Agency guards should also be checked by its supervisors, or any of its officials for their upkeep, alertness and alcoholism. As special assignment, they have to carry out intelligence work by taking rounds as and when asked to do so. One supervisor must be made available at all shift time to check the attendance of his guards and appropriate number of guards for the shift.

13. Liability:

Loss or damage to any material/ property either through theft or otherwise due to negligence of its Security Guard shall be made good of such loss by Security Agency at its own cost. The decision as to whether the loss or damage through the theft is attributable due to negligence of its Security Staff shall solely rest with JMCH, who shall have the right to require Security Agency to pay the costs of such missing/ damaged material/ property and it shall make good without any demur or objection on receipt of a written demand from JMCH, as and when circumstances arises.

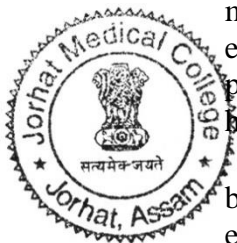
14. Assignment:

The Security Agency shall not assign or transfer this contract or part thereof to anyone else.

15. Compliance of Labour Regulations:

a) The Security Agency is required to comply with the provisions of the Contract Labour (Regulation and Abolition) Act 1970, which includes maintenance of Attendance Register, maintenance of Payment Register, etc. The Security Agency has to deposit the wages of its employees in any Nationalized Bank in the account of the employees and to comply with the provisions of ESI/PF, etc. He is required to produce copies of all challans/ documents of having deposited the amount, every month along with his monthly bill.

b) The Security Agency shall be responsible for the payments to Security Guards employed for the performance or carrying out the said work and that JMCH shall in no event



be liable and he shall keep JMCH, indemnified against the same and from all proceedings in respect thereof. The payment to the employees of Security Agency towards wages, allowances should be made by A/c payee cheque.

c) The Security Agency shall be responsible and shall pay all compensation to its employees payable under the provisions of the workmen's Compensation Act and amendments thereto. He shall be responsible for and pay the expenses for providing medical treatment to its employees who may suffer any bodily injury during the course of their service as a result of any accident or otherwise while in the premises.

d) The Security Agency shall duly introduce the Contributory Insurance Scheme for its employees under him, if so required by law as envisaged by the provisions of the Employees' State Insurance Act, 1948.

e) The Security Agency shall duly introduce the provident fund scheme for its employees if so required by law as envisaged under the provisions of Employees' Provident

Fund. As the Security Agency should see that the recoveries of Provident Fund in respect of his employees are made regularly from the wages of his employees as per the terms of the Provident Fund Act/Scheme, and the same is deposited regularly with the concerned authority.

f) The Security Agency shall observe and implement all the laws of the land and the rules framed there under such as Workmen's Compensation Act, Industrial Disputes Act, Minimum Wages Act, Factories Act and Central Labour Act. JMCH shall in no event be liable or responsible for any default that will arise out of non observance of such laws/ rules on his part and that the agency shall indemnify and keep indemnified JMCH against any damage and/or injury caused to the premises, or to the properties.

g) Any acquiescence or waiver by JMCH, of any delay, breach or default committed by Agency shall not be deemed to be or considered as estoppels against JMCH, or prevent JMCH, from exercising any of its rights under any of the provisions mentioned in this documents.

h) None of the Security Personnel should belong to Jorhat District.

16. Period of contract :

The Contract is initially for a period of one(1)year and may be extended for a further period of one (1) year depending upon the performance and other related factors. During the validity period of the Contract, there shall be no revision of the compensation payable to the Security Agency except wage revision of the Workers as may be notified by JMCH or any other appropriate authorities. The Security Agency shall ensure that he pays the minimum wages in force and as prescribed by the competent authorities from time to time. The Security Agency is required to maintain all documents and records as required under the statutory laws and rules in force from time to time.

17. Rate Revision: During validity period of the contract there shall be no revision of the compensation payable to the Security Agency except wage revision of the workers as may be notified JMCH authorities.



18. Payment:

Bills raised by the Security Agency will be paid to the Security Agency within 15 days from the date of submitting the same with all relevant documents to the Job Coordinator. Payment to the agency inclusive of all taxes by the authority to be allow on schedule time with availability of fund only. Security Agency will maintain a Muster Roll to record the presence on duty of Security Guards for each shift of the duty. Payment of the bills will be as per the Muster Roll / Biometric Attendance, which should be got countersigned every day by Job Coordinator or his representative of JMCH.

19. The Security Agency shall be responsible for providing the requisite man-hours at all the sites as detailed above on round the clock basis on all days. If any Security personnel falling sick avails leave or remains absent, appropriate arrangement for the substitute should be made immediately. If at any time additional man-hours are required, the same will be provided by the Security Agency for which payment will be made on pro-rata basis.

20. The Security Agency and its persons employed by him at JMCH have no camping right whatsoever in the JMCH premises.

21. The members of the Security staff provided by the Security Agency should be employees of the Security Agency and all disputes between the Security Agency and the security staff shall be resolved by the Security Agency and shall have no bearing on JMCH. The Security Agency should indemnify any claim, title in debt, cost, damage, compensation in respect of its employees posted on JMCH premises.

22. Liquidated Damages: Liquidity damages of 1% per day of the monthly service charges shall be levied to a maximum of 20% in a month for any breach of contractual obligations by the Security Agency as stipulated in the terms and conditions in addition to the obligation under any other provisions in the contract and the Law of the land.

23. Earnest Money Deposit of Rs.2,00,000/- (Rupees two Lakhs only) drawn in favour of the "SOCIETY FOR MEDICAL EDUCATION JORHAT" to be submitted along with the Technical Bid.

24. Termination of the Contract:

a) JMCH shall be at liberty at its entire discretion to terminate this contract forthwith upon or at any time a breach or default of any of the terms and conditions contained herein or any other circular and/or rules framed subsequently, is committed by him and/or by his Security Guards employed by it.

b) Insolvency or dissolution of the partnership firm or death or adjudication as insolvent of any partner of the Security Agency.

c) Liquidation, whether voluntary or otherwise or passing of an effective resolution for winding up, if it is a company or co-operative society.



d) **If any attachment is levied and continues to be levied for a period of seven days upon Security Agency effects or any individual/ partner for the time being of its firm or any member of its co operative society.**

e) If any partner of its firm or any member of its co-operative society shall be convicted of any criminal offence.

f) If Security Agency shall either by himself or by his servants commit or suffer to be committed any act which, in the opinion of JMCH, whose decision in that behalf shall be final is prejudicial to the interest or good name of the Institute.

g) If the period of this contract lapses and the service is continued, it shall be deemed to be an agreement to continue the service on month to month basis. In such event, either party must give one month's notice for termination of the service if they choose to discontinue.

h) Violation of the provisions of Contract Labour (R & A) Act 1970, Security Guard Board Act and other acts, rules schemes or notifications issued by the Appropriate Govt. from time to time, as applicable.

i) on termination/expiry of the contract, the, Security Agency will immediately remove all its personnel from the premises of JMCH.

25. Penalty:

a) If any person deployed on security duties found accepting bribe, penalty of Rs.10,000/- will be imposed for each case.

b) If any Security Guard found sleeping, Rs. 5000/- will be imposed as penalty in addition to deduction wages of that day for each case. Such Security Guard will be sent out

c) If any post kept vacant, Rs. 1000/- will be imposed as penalty for each case apart from the wages of the absent security guard for that day.

26. Deployment of manpower on overtime (O.T)

Deployment of manpower on overtime will not be permitted more than eight hours at a stretch (i.e, eight hours plus eight hours) in case of extreme requirements. O.T. will not be payable by JMCH (Only duty points will be counted for 30 days a month for the purpose of monthly payment). Per Man-day Rs.250/- will be deducted for over and above 10% of overtime.

27. Force Majeure condition –

The term force majeure as employed herein shall mean acts of God, war, revolt, terrorist acts, accident, fire, flood and acts and regulations of respective Government/s of the two parties. Upon occurrence of such cause and upon its termination, the party alleging that it has been rendered unable as aforesaid thereby, shall notify the other party in writing within 72 hours, the full particulars and satisfactory evidence support of his claim. Time for purpose of the relative obligations suspended by the force majeure shall then stand extended by the period of delay, which is directly caused by force majeure event.

28. **Jurisdiction** - The Courts at Jorhat, Assam only shall have exclusive Jurisdiction to deal with and decide any legal matter whatsoever arising out of this order.

29. Arbitration:

Any dispute, difference, claim or question of interpretation of any nature arising between the parties with regard to this Agreement regarding the meaning, respective rights, claims, liabilities and obligations under this Agreement, including any question regarding its existence, validity or termination which is not resolved by amicable settlement shall be settled by arbitration in accordance with the Rules of Arbitration of the Indian Council of Arbitration and any enactment or amendment made thereof read with Arbitration & Conciliation Act, 1996. Award passed in pursuance thereof shall be final and binding on both the parties. The venue of such arbitration proceedings shall be at Jorhat and for interim relief under the Act, courts at Jorhat shall have the exclusive jurisdiction over this Agreement.

30. Statutory Rules and Regulations for the Security Agency

The contractor should strictly follow all the Statutory Rules and Regulations as per the norms of JMCH :

- a) The contractor should understand the scope of works clearly.
- b) The list of documents / certificates (as applicable) as required by JMCH are as given below should be submitted by the Contractor/ Agency:-
 - i. Labour License (if & as applicable)
 - ii. ESIC Code Allotment Letter / Workmen Compensation Policy
 - iii. PF Code Allotment Letter
 - iv. Professional Tax Code Allotment Letter
 - v. Service Tax Certificate (Form ST-2)/GST
 - vi. Bank Details
 - vii. Pan Card
 - viii. Cancelled Letter Head
 - ix. Record of having attended the Safety Training
 - x. Identity Card Xerox.
 - xi. Any other Certificate or License as required according to nature of Job work



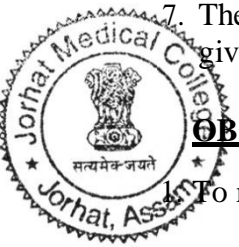
- c) The contractor should comply with all statutory regulations like payment as per minimum Wages, Bonus, Labour Welfare Fund, Leave Wages, PF, ESI, maintaining requisite records viz. various registers and submitting the same to JMCH authority as and when required.
- d) The contractor should make the payments to his/their workers & the schedule of dates as given below should be strictly maintained. In case of any non compliance the contractor will be penalized by holding 20% of payable amount / may lead in termination of the contract / as per the discretion of JMCH Management :-
 - i. The Wages payment to their workers should be on or before 7th day of following month in accordance with the Payment of Wages Act 1936.
 - ii. The ESIC Challan should be submitted on or before 21st day of following month.

GENERAL INSTRUCTIONS:

1. The billing cycle is to be calendar month. The bill by the Agency to be submitted by 3rd of the next month. However, the Agency has to make timely payment to the workers and timely payment of wages is not linked to the clearance of the bill by JMCH. The bill of the agency will be submitted with following information and documents.
2. The wages of workers for last month credited to their Bank Account No. _____ (to be mentioned by the agency) and the details of payment along with Bank Account No. to be uploaded by the Agency on the website, if there is no website of the Agency, it is to be sent by mail to this office in soft copy for uploading on the website. No cash payment is permissible and such payments are to be treated at par with nonpayment of wages. There must be no deviation whatsoever in this regard.
3. ESI/EPF/GST other statutory dues for the month of (previous month) deposited on date ----- (Copy of challan to be enclosed).
4. Employee-wise details of ESI, EPF contribution paid, are to be submitted every quarter.
5. Daily Signature report of every personal to be submitted on weekly basis to the competent authority.
6. Undertaking that all statutory Labour Laws including Minimum Wages (As per DGR Rate) is being complied with.
7. The Agencies which do not provide detail of the payment of all statutory dues with the bill will be given one month's notice for termination of the contract right away.

OBLIGATIONS OF THE AGENCY/JOB RESPONSIBILITY:-

1. To make compliance to all the provisions of Labour Laws applicable.
2. All the payment to the workers to be made by the Agency through Bank transaction only. Cash payment is strictly prohibited.
3. Bill to be submitted by 3rd of each month for the previous month, along with all the Certificate/documents.
4. All the guards should be conversant with the layout of the building, fire safety system along with telephone Nos. of nearest Police Station, Fire Station, Hospital, Estate Officer, etc.
5. Uniforms, name plates, whistle, torch, lathe & other gear are to be provided by the Security Agency to the Guards.
6. List of all the Security Guards along with name of the Agency to be displayed in the Security Post/Hut.
7. Security Supervisor to submit day to day report of the happenings in the building and give suggestions for strengthening the overall security.
8. To follow the instructions of the administrative authority of the office.
9. Visitors to be properly attended to and may be guided for necessary security check.



10. Security guards man the gates of the indoor wards diligently and shall not provide any entry to unauthorized person/persons without valid pass issued by the JMCH authority. After the visiting hrs are over especially at night the patrolling guards should ensure that no unauthorized persons remain inside the wards/OPD/ICUs etc.

11. Prevention of unauthorized entry of vehicle & people and to regulate the traffic within the office premises and ensure that no vehicles are parked except at the parking place.

12. All ambulance and cars/three wheelers which bring in patients shall be allowed entry freely with a pass to the point of destinations after the deposition of patients are out of the campus and park outside within thirty minutes. All unauthorized vehicles should be issued a pass with entry in to the register and only be allowed to enter the campus after deposition of any ID proof (i.e. Driving License/Pan card/Photo ID Card/Voter Card) at the security gates and strictly monitored.

13. Office files / papers / equipment or machinery may be allowed to be taken out of the building only with proper Gate Pass under the signature of competent authority and the entry & exit of the visitors should also be through passes. The visitors to be properly guided if such help is required.

14. The Agency to ensure to minimize the wastage of electricity, water and other resources by taking round of the building.

15. The overall responsibility of the security agency is to safeguard the property, life and to help in maintaining peaceful office environment which will also include the following specialized services:-

- i. Evacuation of public from office premises in case of fire or natural calamities or accident.
- ii. Protection of equipments, fixture and other vehicle, movable and immovable property of this office.

iii. Collection of intelligence about anti-social and other subversive elements in the crowd or otherwise inside the premises of the office.

iv. Fire fighting and any other work of similar nature assigned to the agency by the office management from time to time.

v. The agency / contractor shall remain in touch with the fire service/ Police and as and when their services are required, the agency shall co-ordinate and co-operate their action.

vi. To report to the authorized officer/competent authority during office working hours and to the JMCH, Jorhat, on duty before and after the office hours, if any incident of theft, pilferage, fire or arson occurs.

vii. To provide the necessary security cover to the staff and officers in the office, round the clock.

viii. The Security Guards will at times extend a helping hand to the patient and attendants at the time of their distress.



ix. The Agency to ensure statutory compliance, at all times, and to indemnify ESIC against all claims, damages or compensation under all the statutory laws & rules prevailing there under from time to time.

x. The security personnel must watch that there are no unidentified / unclaimed / suspicious objects / person in the building /premises.

xi. The security personnel would be responsible for keeping the keys of the rooms of the office building. The security personnel shall also ensure that all the electrical equipments / instruments / lights and fans must be switched off at the time of closure of the office or part of the office.

xii. The security personnel must be in proper, neat and tidy uniform and have a whistle, a torch and lathe and the movement of the security guards must be arranged in such a way that no part of the building remain unnoticed / unattended. It is needless to emphasize that the security guards should be positioned at strategic places.

xiii. The Agency must have the telephone number of the nearest Police Station, Fire Station and Ambulance, Estate Officer of ESIC.

xiv. The names of the Security Guards should always be displayed on their uniform for identification purpose.

xv. Security Supervisor / Vigilance team of Agency must organize surprise visits (during day and night) to check the alertness of these security guards and report the same to the competent Authority. Security Supervisor also make a note in the attendance of his visit and time

xvi. The security guards must be rotated from their location from time to time.

xvii. The Security Supervisor must submit weekly report of compliance and happenings in that building to the Estate Officer. If there is urgency to report some happenings it is to be done immediately

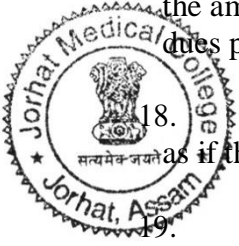
xviii. A Penalty up to Rs.1000.00 (Rupees One thousand only) per instance will be imposed on the agency, if the Security Guard, while on duty; This Office will be free to take action.

- a) Found in drunken state.
- b) Misbehaves with any person
- c) Found asleep
- d) Left the post unguarded (except in circumstances beyond his control)
- e) Any other act which as per the decision of the authority constitute an offence.

16. Any loss caused to the life and property due to negligence or dereliction of duty of the engaged agency is to be indemnified by the Agency up to the entire satisfaction of the concerned office.



17. In case of any loss or theft of office property, equipments, furniture etc. attributable to the negligence of the security personnel, as decided by the Director, it shall be made good by the agency and in the event of failure on their part to do so within a period of one month, the same shall be made good by encashment of security deposit and if the amount of loss of damage exceeds the amount of security deposit, then the amount shall be recovered from the agency either out of the dues payable to the agency or through the court of law.



18. The terms and conditions contained in this tender notice shall form part of and shall be taken as if they were included in the contract agreement to be entered into by the successful bidder.

19. E.S.I. Corporation reserves the right to direct the agency to replace any Security Guard at any time during the contract period and the agency will be bound to follow the direction in this regard.

Annexure-4

(TO BE TYPED ON LETTER HEAD OF THE SECURITY AGENCY)

UNDERTAKING

- a) I, the undersigned certify that I have gone through the terms and conditions mentioned in the tender document and undertake to comply with them.
- b) The rates quoted by me are valid and binding upon me for the entire period of contract and it is certified that the rates quoted are the lowest quoted for any other Institutions / Hospital / offices in India.

- c) The earnest money of Rs.2,00,000/- (Rupees two lakhs only) deposited by me has been enclosed vide Demand Draft No. _____ dated _____ drawn on bank _____ Branch _____.



- d) I/We give the rights to the Principal cum chief superintendent JMCH to forfeit the earnest money deposited by me / us if any delay occur on my / agent's part or failed to supply the security service within the appointed time or the desired quality of services.

- e) There is no vigilance / CBI case or court case pending against the firm.
- f) I hereby undertake to supply security guards / supervisor as per directions given in the tender document / supply order within stipulated period.

g) I shall be vacating any space that may be provided to me by the office authority to carry out the job or otherwise, before I put up the last bill of the contract period for payment.

h) I shall not discontinue the Security Service to JMCH even if there is delay in payment by the authority.

Date:

Signature of Tenderer:

Place:

Full Name:

Designation:

Note: The above undertaking, duly sealed by the authorized signatory of the company, should be enclosed with Technical Bid.

DECLARATION

1. I, _____ Son / Daughter / Wife of Shri _____ Proprietor / Partner / Director / Authorized signatory of M/s. _____ and competent to sign this Declaration and execute this tender document on behalf of agency.
2. I have carefully read and understood all the terms and conditions of the tender and hereby convey my acceptance of the same.



The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / We, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Signature & Seal of the Applicant

Name of the Applicant

Designation

Note: The above declaration, duly sealed by the authorized signatory of the company, should be enclosed with Technical Tender.

LETTER OF ACCEPTANCE

I hereby declare that I or my Agency/Firm/Company.....
black listed for any reason what so ever till date by any previous tendering/appointing authority or by
any State Govt. or Govt. of India.



Date:

Place:

Signature of Tenderer:

Full Name:

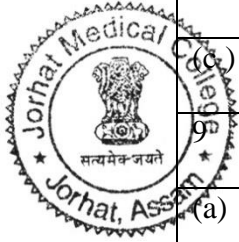
Designation:

FORM OF TECHNICAL BID

Sl. No.	Particulars	Details
1	Name of the Contractor:	
2	Status of the Contractor	
(a)	Proprietorship / Partnership / Joint Stock Co. etc.	
3	Address:	
(a)	Office :	
(b)	Residence:	
4	Telephone / Mobile No. / E-mail address / Website address.	
5	Registration Details	
(a)	Registration with authorities	1. 2. 3. 4.
(b)	Registration Certificates enclosed	1. 2. 3. 4.
6	Required documents enclosed	
(a)	Income Tax Returns along with Income Tax Clearance Certificate for 2014-15, 2015-16 & 2016-2017.	Years:
(b)	ESI & EPF payment details for the last 3 years (2014-15, 2015-16 & 2016-2017)	Years:
(c)	Balance Sheet for 2014-15, 2015-16, 2016-2017.	Years:
(d)	Experience cum Satisfactory Certificate from Govt. / Semi-Govt ./Public Sector Undertakings.	1. 2. 3.



7	Income Tax PAN No:	
8	Earnest Money Deposit Details:	
(a)	Amount of Earnest Money	
(b)	Name of Drawer and Drawer Bank	
(c)	No. & Date of Bank Draft	
(d)	Bank Details of the agency	
(a)	Name of the Bank	
(b)	Branch	
(c)	Account No./ IFSC no.	
(d)	IFSC No	
(e)	MICR No	



Signature & Seal of the Applicant

Name of the Applicant

Designation

FORM FOR FINANCIAL BID

Sl. No.	Designation with Nos. of Guards	Rates for one security personal inclusive of All Taxes	Total Amount for 90 Nos. of Security Guard Inclusive of All taxes	Service /Administrative charge(.....% Percentage)	Grand Total (inclusive of all taxes and charges)
1	Security Guard (Unarmed) (72 Nos.) As per Govt. guidelines	Rs.....			
2	Ex defense personal/Supervisor (18 Nos.) (Minimum wages as per Directorate General of Resettlement, Ministry of Defense, Govt. of India)	Rs.....			
Total Amount					



Grand Total (inclusive of all taxes and charges)

In words (.....)

Signature of the Applicant

Name of the Applicant

Designation

Seal :

TENDER APPLICATION FORM

Sl. No.	Items	Details of Bidding Agency
1	Name and full postal address of the Contractor/Agency	
2	PAN No.	
3	TIN No.	
4	ESI/EPF Reg.No. (If applicable)	
5	Telephone/MobileNo.	
6	Fax No.	
7	E-Mail Address (if any)	
8	Bank Name and Branch	
9	Bank Account No.	
10	Bank IFSC No.	
11	Are you in the list of approved contractors of any other organization / institution, if any give details (Append extra page if necessary)	
12	Give details of any Government contracts executed during the last twelve months (Append extra page if necessary):-	
	Any other information which you consider necessary to furnish	



Date :

Place:

Signature of the tenderer:.....

Full Name:.....

Designation:.....

(Office seal of the tenderer)

Annexure:-10

**COMPULSORY DOCUMENTS TO BE SUBMITTED ALONG WITH THE TENDER
(Checklist)**

The following documents must be submitted along with the tender, without which the tender is liable to be rejected. The tenderer must make a tick against each of the following documents submitted.

(Please Tick the applicable boxes)

1. EMD worth Rs..... dated.....drawn from.....
2. Copy of documents showing prior experience.
3. Copy of PAN Card.
4. Copy of VAT/Excise/GST/other Registration Certificates.
5. Copy of Latest Challan/Registration of ESIC/EPF
6. Copy of Trade License/Documents showing the validity of Trade-license
7. Copy of documents mentioned in Annexure-7
8. Undertaking in as mentioned in Annexure-4.
9. Scanned copy of all pages of the tender documents with signature & stamp of party on each page.
10. List of works completed by the agency in the last 3 years and ongoing works.
11. (Any other Document/Information, if necessary).
12. Documents asked in Annexure 3 at Sl. no. 1 &2
13. Concrete proposal of security plan and vehicle management in JMCH & campus (within 1000 words)

Name:

Signature:

Stamp:

