

**TENDER DOCUMENT FOR OUTSOURCING OF SECURITY SERVICE  
PROVIDER FOR SARDAR VALLAVBHAI PATEL POST GRADUATE  
INSTITUTE OF PAEDIATRICS,CUTTACK.**

**OFFICE OF THE SUPERINTENDENT,S.V.P. P.G.INSTITUTE OF  
PAEDIATRICS,CUTTACK,ODISHA**

**Tel: (0671)-2508978 Fax No. (0671)-2508978**

Price: Rs.500/- (Rupees Five hundred) only

(Those who download the tender document from  
Website [www.svppgip.org](http://www.svppgip.org) should enclose a DD for Rs.500.00  
towards cost of tender paper)

**LAST DATE FOR SUBMISSION OF TENDER IS 25/07/2015 BY 4.30 PM  
THROUGH SPEED/REGD. POST ONLY**

*1000/-  
10/12/15*

## TENDER DOCUMENT

**For providing Services of Security Guard to the S.V.P.P.G.Institute of Paediatrics,Cuttack by  
a Security Service Provider**

### **Tender Schedule**

(a) Last Date and Time for submission of Tender

Document: **25/07/2015 up-to 4.30PM** in the office of the Superintendent,  
S.V.P.P.G. Institute of Paediatrics,PO.Chandinichowk,Cuttack-753002, Odisha through  
Speed/Regd. post only.

**Note: Late bid shall be out rightly rejected.**

(b) Date and time for opening of

(i) Technical Bids : **27/07/2015 at 3.30 PM** in the office chamber of the Superintendent,  
S.V.P.P.G.I.P,Cuttack.

(ii) Financial Bids of eligible : **will be intimated later.**  
Bidders

**BIDDER'S COVERING LETTER**

To,  
The Superintendent,  
S.V.P.P.G.Institute of Paediatrics,  
Cuttack.

Dear Sir,

Ref: Tender no: \_\_\_\_\_

Having examined the conditions of contract and specifications, the receipt of which is hereby duly acknowledged, we the undersigned, offer to execute the work shown in the scope of work and jurisdiction of contract as well as schedule of prices attached herewith and made part of this. We undertake that, if our bid is accepted, we shall execute the work in accordance with specifications, time limits and terms & conditions stipulated in the tender documents. If our bid is accepted, we shall submit the performance security deposit as per the conditions mentioned in the contract. We agree to abide by this bid from the date of bid opening and it shall remain binding upon us at any time before the expiry of the contract period. Until a formal agreement is prepared and executed, this bid together with your written acceptance thereof in your notification of award shall constitute a binding contract between us. Bid submitted by us is properly prepared and sealed so as to prevent any subsequent alteration or replacement.

Dated this ..... Day of ..... (the month and year)

Signature of Authorized Signatory .....

In the capacity of .....

Duly authorized to sign the bid for and on behalf of.....

**The cost of bid document:** Rs.500/- (Rupees Five hundred)only

Crossed D.D. No. .... dated .....

Drawn on bank: .....

*Hon'tu*

**LETTER OF AUTHORIZATION FOR ATTENDING BID OPENING**

Tender No: \_\_\_\_\_

To

The Superintendent,  
S.V.P.P.G.Institute of Paediatrics,  
Cuttack.

Subject: Authorization for attending bid opening on ..... (date) in the  
Tender for Security Services for **S.V.P.P.G.Institute of Paediatrics,Cuttack** (tender no:  
\_\_\_\_\_)

Dear Sir,

Following persons are hereby authorized to attend the bid opening for the tender mentioned above on behalf of ..... (Bidder) the names in order of preference given below.

Specimen Signature

- 1.
- 2.

Or

Officer authorized to sign the bid documents on behalf of the bidder.

**Note:**

1. Only one representative shall be allowed.
2. Permission for entry in to the hall where bids will open may be refused in case of non production of authorization as prescribed above.

*Hoonis*

## GENERAL INSTRUCTIONS FOR BIDDERS

### Scope of the work.

1. The Service Provider shall provide security services by deploying adequately trained and well disciplined security personnel. They will safeguard the premises, movable and immovable assets, equipments etc.
2. The security personnel shall be deployed round the clock in 3 shifts at different places of the premises as will be required.
3. The Service Provider shall ensure proper inward and outward movement of persons, materials and vehicles, etc as per instructions issued from time to time by the authority concerned.
4. To carry out surveillance of the allocated area.
5. Any other services on need basis as and when informed by the authority concerned.
6. The security personnel deployed shall take regular rounds of the premises and should be vigilant and remain alert to avoid any unforeseen event.
7. The Service Provider shall keep the **Superintendent, S.V.P.P.G. Institute of Pediatrics, Cuttack** informed of all the matters relating to security and co-operate in the investigation of any incident relating to security problems.

### General Instructions

1. The, **Superintendent, S.V.P. P.G. Institute of Pediatrics, Cuttack, Odisha** (herein after called "**Authority**") requires the services of reputed, well established and financially sound Security Service Provider having experience in providing Security Personnel (herein after called "**Service Provider**") to provide services of Security Supervisor & Security Guard on contract basis for their engagement in Hospital premises as and when required.
2. The contract for providing the aforesaid manpower is for a period of one year commencing from the date of effectiveness of the contract i.e. the date of actual deployment of the required manpower. The period of the contract may be further extended by renewal provided the requirement of the Department for manpower persists at that time or may be curtailed/ terminated owing to deficiency inservice or substandard quality of manpower deployed by the selected approved Service Provider or because of change in the requirement. The Department, however, reserves right to terminate this initial contract at any time after giving one week's notice to the selected Service Provider.

3. This Department has tentative requirement of the manpower as given below

Sl.No.	Name of the post	No. of posts	Place of Posting
1	Security Supervisor	1	Entire Hospital
2	Gun man	2	PICU
3	Security Guard	27	Hospital Out door, Indoor etc.

The requirements may increase/ decrease in any/ all the categories. Due to the arduous nature of duty, male candidates are preferred.

4. The interested "Service Providers" may submit the tender document complete in all respects along with Earnest Money Deposit (EMD) of Rs 5000/- (Rupees Fifteen hundred ) only drawn in favour of Superintendent, S.V.P. P.G. Institute of Pediatrics, Cuttack and other requisite documents by 25/07/2015 up to 4.30 PM to the Superintendent, S.V.P. P.G. Institute of Pediatrics, Cuttack.
5. E-mail/ Fax bids will be summarily rejected. Late bid shall be rejected outright without any further correspondences.
6. The tender has been invited under two bid system i.e. Technical Bid and Financial Bid. The interested Service Provider are advised to submit two separate sealed envelopes super scribing "Technical Bid for Providing Security Services to S.V.P.P.G.Institute of Pediatrics,Cuttack and "Financial Bid for Providing Security Services S.V.P.P.G.Institute of Pediatrics,Cuttack.
- 7.Both sealed envelopes should be kept in a separate third sealed envelope super scribing "Tender for Providing Security Services to S.V.P.P.G.Institute of Pediatrics,Cuttack.
8. The Earnest Money Deposit (EMD), refundable (without interest), should be in the shape of Demand Draft / Pay Order drawn in favour of the Superintendent of S.V.P.P.G.Institute of Pediatrics,Cuttack and it should accompany the Technical Bid, failing which the tender application shall be summarily rejected.
9. The successful tenderer will have to deposit a Performance Security Deposit (as decided by the selection committee') remuneration including statutory dues in the form of Bank Guarantee only from any Nationalized Bank pledged in favour of the of the Superintendent of S.V.P.P.G.Institute of Pediatrics,Cuttack covering the period of contract within seven days from the date of signing of the agreement. In case, the contract is further extended/renewed beyond the initial period, the Bank Guarantee will have to be accordingly renewed by the tenderer.
10. The tendering Service Providers are required to enclose photocopies of the following documents (duly self attested) along with the Technical Bid, failing which their bids shall be summarily rejected and will not be considered under any circumstances.
- (a) Copy of the Service Tax Registration Certificate of the Service Provider issued by the competent authority;
- (b) Copy of PAN/GIR card;
- (c) Copy of the IT returns filed and Audit Certificates for the last three consecutive financial years duly certified by the Chartered Accountant.
- (d) Copy of the Balance Sheet and P&L Account for the last three consecutive years certified by the Chartered Accountant.
- (e) Copies of EPF and ESIC Registration Certificates.
- (f) Copy of the Labour License/Registration under the Contract Labour(Regulation & Control ) Act, 1970.

*Handwritten signature*

- (g) Registration with Home Department/S.P Cuttack.
- (h) Certified extracts of the Bank Account containing transactions during last three consecutive years.
- (i) Experience certificate of providing security services to Government Department /PSUs/ other reputed agencies, etc.
- (j) Evidence of availability of training facility and service equipments and gadget in the form of an undertaking.
- (k) An affidavit to the effect that no criminal case is pending with the police against the Proprietor / Firm /Partner or the Company (Service Provider) and the Service Provider has not been blacklisted anywhere.
- (l) Copy of the terms and conditions with each page duly signed and sealed by the authorized signatory of the Service Provider in token of their acceptance.
- 11. Any conditional bids shall not be considered and will be out rightly rejected at the very first instance.**
12. All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. Amounts quoted in figure should be repeated in words and in case of any discrepancy the amounts stated in words shall prevail. **No overwriting or cutting is permitted in the Financial Bid Form. In such cases, the tender shall be summarily rejected.** However, the cuttings, if any, in the Technical Bid Application must be initialed by the person authorized to sign the tender bids.
13. The Technical bids would first be taken into consideration by a Committee. The Technical bids shall be opened on the scheduled date and time in presence of the Tenderer/his representatives of the Service Providers, if any, who wish to be present on the spot at that time. Only one authorized person authorized for each bidder shall be allowed to be present at the time of opening the tender.
14. The Financial Bid of those tenderers will be opened whose Technical bids are found to be in order. The Financial bids shall be opened in presence of the Tenderer/ their authorized Representatives of the technically qualified Service Providers, if any, who wish to be present on the spot at that time. The lowest bidder (L1) in the Financial bid would be considered. In case the lowest bidder (L1) is disqualified after selection, for any reason then the second lowest (L2) bidder would be considered by the Committee.
15. The quoted rates shall not be less than the minimum wage as fixed/notified by the Government of Odisha from time to time and shall include all statutory obligations. The Service provider shall be liable for all kinds of dues payable in respect of the personnel provided under the contract and the Government shall not be liable for any dues for availing the services of the personnel. The Performance Security Deposit and the monthly bills will not be released until the service provider produces proof of up to date payment of EPF & ESI contribution of the personnel so engaged.
16. The of the **Superintendent of S.V.P.P.G.Institute of Pediatrics,Cuttack.** reserves the right to cancel all the bids without assigning any reason.
17. The Authorized signatory shall submit a valid letter of authorization.

18. The Service Provider should have its own Bank Account.
19. The Registered Office or one of the Branch Offices duly registered in the local authority of the Service Provider should be located within the jurisdiction of the user Department/Office.
20. All documents submitted shall be consecutively numbered having signature with official seal of the authorized signatory on each page and total number of pages shall be mentioned on the top sheet duly authenticated by the authorized signatory. In case the tender document is signed by the authorized signatory, a copy of the Power of Attorney/Authorization may be enclosed along with the tender for consideration.
21. The of the Superintendent of S.V.P.P.G.Institute of Pediatrics,Cuttack reserves the right to call for any document in original including the Bank Account to verify the veracity of the documents so submitted.
22. The successful bidder shall be required to obtain Registration under Odisha Private Security Agencies Rule, 2009 (**Within the period of 90 days from the date of finalization of the Tender Process**).

#### **TECHNICAL REQUIREMENTS FOR THE TENDERING SERVICE PROVIDER**

The tendering Service Provider should fulfill the following minimum technical specifications:

1. The Bidder may be a Proprietary firm/ Partnership firm/ Limited Company/Corporate body legally constituted.
2. The Service Provider should have at least **Three Years** of experience in providing Security Guard. services to Government Departments/ Public Sector Companies/ Banks, etc. to be supported by relevant valid documents. The Service Provider should have executed a minimum of three such manpower deployment contracts in Odisha during the preceding Three year period.
3. The bidder organization should be a profit making one in the preceding two financial years.
4. There should be no case (either criminal or litigation) pending with the police against the Proprietor/Firm/Partner or the Company (Service Provider) and the Service Provider shall not have been blacklisted otherwise to be evidenced by attachment of an affidavit in this regard.
5. The bidder shall have the following Registrations as evidenced by the self attested copies of the relevant certificates.
  - (i) Valid license under Contract Labour (Regulation & Abolition) Act, 1970/ Labour License under Government of Odisha.
  - (ii) EPF Registration
  - (iii) ESIC Registration
  - (iv) Service Tax Registration
6. The bidder should have adequate training facilities/faculties and requisite security training equipments (as per Odisha Security Agencies Rule,2009) as evidenced by an undertaking in this regard.



7. The Man Power to be provided must have the following qualifications;

**Security Guard. He should be of minimum 21 years of age and not exceeding 40 years of age.** 10( Ten) years relaxation in case of ex-serviceman personnel's.

(i) The Service Provider shall ensure that the security personnel deployed (who are Exservicemen/ Ex-Paramilitary are active healthy and not more than 50 years of age.

(ii) The deployed personnel shall have minimum qualification of Matriculation so as to be able to read & write, if required.

(iii) The Service Provider will get the antecedents, character and conduct of individual security personnel verified by respective local police authority and shall produce the same at the time of signing the agreement.

(iv) The security guards must be well trained in all facets of security work including fire fighting. Necessary documents in this regard are to be submitted at the time of deployment.

**Standard of physical fitness for Private security guards:**

(1) A person shall be eligible for being engaged or employed as private security guards if he fulfils the standards of physical fitness as specified below:-

(i) Height, 160cm (for female 150cm), Weight according to standard table of height and weight, Chest 80cm with an expansion of 4cm (for females no minimum requirement for chest measurement); Provide that a person belonging to Scheduled Tribe is eligible less by 5cm i.e 155 cm in case of male & 145 cm in case of female.

(ii) Eye sight: far sight vision 6/6, near visions 0.6/0.6 with or without correction, free from colour blindness// night blindness, should be able to identify and distinguish colour display in security equipment and read and understand display in English alphabets and Arabic numerals.

(iii) Free knock knee and flat foot and should be able to run one Kilo Meter in six minutes.

(iv) Hearing: free from any defect; able to hear and respond to the spoken voice and alarms generated by security equipments/gadgets.

(v) The candidate must have dexterity and strength to perform searches, handle objects and use force for restraining the individuals in case of need.

(2) A candidate must be free from any contagious or infectious disease. He must not be suffering from any disease which is likely to be aggravated by service or is likely to render him unfit for service if endanger the health of the public.

(3) Agency shall ensure that every twelve months form his last such examination so as to ensure his continued maintenance of physical standard as prescribed for the level.

**PENALTY**

In case of deficiencies in providing quality service, the authority will have the right to impose penalty as per decision of the Committee which shall be deducted from the monthly bill.

*Hoonty*

**APPLICATION - TECHNICAL BID**  
**(For Providing Security Services to S.V.P.P.G.Institute of Pediatrics,Cuttack**

1. Name of Tendering Service Provider: \_\_\_\_\_
2. Status( Proprietor /Partner/ Director): \_\_\_\_\_
3. Details of Earnest Money Deposit: DD No. \_\_\_\_\_ date \_\_\_\_\_ of  
 Rs. \_\_\_\_\_ drawn on Bank \_\_\_\_\_
4. Full Address of Registered : \_\_\_\_\_ Office  
 \_\_\_\_\_ Telephone No. \_\_\_\_\_  
 FAX No. \_\_\_\_\_ E-Mail Address \_\_\_\_\_
5. Full address of Operating / \_\_\_\_\_  
 Branch Office: \_\_\_\_\_  
 Telephone No.: \_\_\_\_\_  
 FAX No. \_\_\_\_\_  
 E-Mail Address \_\_\_\_\_
6. Name & telephone no. of: Authorized officer/person to liaise with Field Office(s)  
 \_\_\_\_\_
7. Banker of the Service Provider: \_\_\_\_\_ (Attach certified copy of  
 statement of A/c for the last Three years) \_\_\_\_\_  
 Telephone Number of Banker : \_\_\_\_\_
8. PAN / GIR No. : \_\_\_\_\_  
 (Attach attested copy)
9. Valid Service Tax Registration No. : \_\_\_\_\_  
 (Attach attested copy)
10. Valid E.P.F. Registration No. ( : \_\_\_\_\_  
 (Attach attested copy)
11. Valid E.S.I. Registration No. : \_\_\_\_\_  
 (Attach attested copy)

Financial turnover of the tendering Manpower Service Provider for the last 3 Financial Years

Financial Year	Amount (Rs. Lacs)	Remarks, if any
2012-13		
2013-14		
2014-15		

12. Valid Labour License/Registration under The Contract Labour Act., 1970(not less than 100 nos.)

*Monty*

13. Additional information, if any: (Attach separate sheet if space provided is insufficient).

14. Give details of minimum 3 such contracts handled by the tendering Service Provider during the last three consecutive years in the following format.  
(if the space provided is insufficient, a separate sheet may be attached) :

SL NO.	Name of client, address, telephone & Fax no	Manpower services provided		Amount of contract (Rs. Lakhs)		Duration of contract	Remarks
		Type of Manpower provided	No. of personnel provided	From	To		

16. If the establishment is registered with the Government as per the prevailing statute like Private Security Agencies (Regulation) Act, 2005 / Private Security Agencies Rules-2009 of any other State. Please provide details with document/evidence.

17. Supported document with regard to turn over per annum duly issued by the Income Tax authority. (Form-16).

18. Supported documents duly issued by the appropriate authority on deposit of EPF, ESI & Service Tax etc.

19. Additional information, if any (Attach separate sheet, if required)

Date: Signature of the authorized person

Place: Name:

Seal :

#### DECLARATION

1. I, \_\_\_\_\_ Son / Daughter / Wife of Shri.....  
Proprietor/ Director/ Authorized signatory of the Service Provider, mentioned above, am competent to sign this declaration and execute this Tender document;

2. I have carefully read the tender document and have understood the contents of all the terms and conditions of the tender and undertake to abide by them;

3. 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.

Date:

Signature of authorized person

Place:

Name: Seal

*Handwritten signature*

**APPLICATION - FINANCIAL BID**  
**(For Providing Security Service to S.V.P.P.G.Institute of Paediatrics,Cuttack Odisha)**

1. Name of tendering Service Provider :

2. Rate per person per month inclusive of all statutory liabilities, taxes, levies, cess etc.

Sl. No.	DESCRIPTION OF STATUTORY LIBALITIES,TAXED, LEVIES,CESS ETC.	SECURITY SUPERVISOR	GUN MAN	SECURITY GUARD
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Date:

Signature of the authorized person

Place:

Name:

Seal:

**Notes:** 1. The Remuneration of manpower not to be less than the minimum wages fixed by the Govt. of Odisha, Labour & Employees State Insurance Department.

2. The total rates quoted by the tendering Service Provider should be inclusive of all statutory/ taxation liabilities in force at the time of entering into the contract. The Authority will have no liability in relation to any statutory or other dues.

3. The payment shall be made on conclusion of the calendar month only on the basis of no. of working days for which duty has been performed by each person as certified by the Authority.

*Hoonty.*

**TERMS & CONDITIONS**  
**GENERAL**

1. The Agreement shall commence w.e.f the date of effectiveness of the agreement unless it is curtailed or terminated by the authority owing to deficiency of service, sub-standard quality of manpower deployed, breach of contract etc. or change in requirements.
2. The effectiveness of the agreement commences w.e.f the date when the total manpower required is actually provided.
3. The Agreement shall be valid for a period of one year w.e.f the date of its effectiveness unless extended/renewed further by the mutual consent of the Service Provider and the Authority on the same terms & conditions as laid down in the Tender paper.
4. **The Agreement may be extended, on the same terms and conditions** or with some additions /deletions / modifications/alteration for a specific further period mutually agreed upon by the Service Provider and the Authority.
5. The Service Provider shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this Agreement to any other Service Provider or organization by whatever name be called without the prior written consent of the Authority.
6. The Department, at present, has tentative requirement of one Supervisor and 27 numbers of Security Guards. The requirement of the Department may further increase or decrease marginally, during the period of contract also and the tenderer would have to provide additional manpower services, if required, on the same terms and conditions.
7. The Service Provider will be bound by the details furnished by it to the Authority while submitting the tender or at subsequent stage. In case, any of such documents so furnished is found to be false at any stage, it would be deemed to be a breach of terms of Agreement making it liable for legal action besides immediate termination of the Agreement.
8. The Authority reserves the right to accept or reject any or all bids without assigning any reasons thereof. The Authority also reserves the right to reject any bid which in his opinion is non-responsive or violating any of the conditions/specifications without any liability to any loss whatsoever it may cause to the bidder in the process.
9. The Service provider shall nominate a coordinator who shall be responsible for immediate interaction with the Authority so that optimal services of the persons deployed could be availed without any disruption. The coordinator shall work under the guidance/instructions of the authorities concerned and shall be answerable to the Head of the Institution.
10. **It will be the responsibility of the Service Provider to pay to the person deployed a sum not less than the minimum rate prescribed by the Government to their respective account, and adduce such evidence to the Superintendent,SVPPGIP., Cuttack. every month prior to payment towards remuneration of the personnel. Payment of remuneration of any kind other than the above procedure is not acceptable at any cost.**
11. For all intents and purposes, the Service Provider shall be the "Employer" within the meaning of different Rules & Acts in respect of manpower so deployed. The persons deployed by the Service Provider shall not have any claim whatsoever like employer and employee relationship against the Office concerned.

*Authority*

12. The Service Provider shall be solely responsible for the redressal of grievances or resolution of disputes relating to persons so deployed. The Department shall, in no way, be responsible for settlement of such issues whatsoever.
13. The Authority shall not be responsible for any financial loss or any injury to any person deployed by the Service Provider in the course of their performing the functions/duties, or for payment towards any compensation.
14. The persons deployed by the Service Provider shall not claim nor shall be entitled to pay, perks and other facilities admissible to regular / confirmed employees during the currency or after expiry of the Agreement.
15. In case of termination of this Agreement on its expiry or otherwise, the persons deployed by the Service Provider shall not be entitled to and shall have no claim for any absorption in regular or other capacity.
16. The person deployed shall not claim any benefit or compensation or absorption or regularization of deployment with office under the provision of rules and Acts. Undertaking from the person deployed to this effect shall be required to be submitted by the Service Provider.
17. The Service Provider must be registered with the concerned Govt. Authorities, i.e. Labour Commissioner, Provident Fund Authorities, Employees State Insurance Corporation etc., and a copy of the registration should be submitted. The Service Provider shall comply with all the legal requirements for obtaining License under Contract Labour (Regulations and Abolition) Act, 1970 if any, at his own part and cost.
18. In the event of any security personnel being on leave/absent, the service provider shall ensure suitable alternative arrangement for such absence. To meet such eventualities, the agency shall make provision for leave reserve and provide the same under intimation to the office of the Superintendent, S.V.P.P.G. Institute of Paediatrics, Cuttack.
19. The Service Provider shall provide reasonably good uniform with name badges to its personnel deployed at check gate at its own cost and ensure that they are used by the personnel deployed and are maintained in good condition. The uniform, accessories such as, belt, shoes, socks, caps, torch with cell, cane stick, etc shall be borne/supplied by the Service Provider at its cost. The clothes worn by the security guards while on active duty shall be such that it would not hamper in his efficient performance. In particular, it will neither be too tight nor too loose so as to obstruct movement or bending of limbs. Every private security guard will carry a notebook and a writing instrument with him. Every private security guard, while on active security duty, will wear and display the **photo identity card issued on the outer most garment above waist level in a conspicuous manner to be signed by the Authority and the Service Provider.**
20. As per the Orissa Private Security Agencies Rules, 2009, the bidder should have to issue uniform and make it obligatory for its security guards to put on:
- (i) an arm badge clearly distinguishing the Service Provider,
  - (ii) shoulder or chest badge to indicate his position in the organization,
  - (iii) whistle attached to the whistle cord and to be kept in the left pocket,
  - (iv) shoes with eyelet and laces,
  - (v) a headgear which may also carry the distinguishing mark of the Service Provider.