



# ROGI KALYAN SAMITI

THAKURMUNDA CHC, THAKURMUNDA

MAYURBHANJ, ODISHA

BID DOCUMENT

REQUEST FOR PROPOSAL FOR  
OUTSOURCING OF SECURITY SERVICE  
IN THAKURMUNDA CHC

*Tel: 06796-284240*  
*E-mail: bpothak@gmail.com*

LAST DATE FOR SUBMISSION OF TENDER IS 29.06.18 BY 4 PM  
DATE FOR OPENING OF TECHNICAL BID: 30.06.2018 AT 3 PM  
THROUGH SPEED/REGD POST/COURIER ONLY

RFP Reference no-~~186~~/ Dated-~~93~~.06.2018

(Visit us at : [www.mayurbhanj.nic.in](http://www.mayurbhanj.nic.in))  
Price of Bid Document: Rs.500/-(Rupees Five hundred) only

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## Notice Inviting Tender

### 1. Notice inviting proposal

1.1 Sealed tenders are invited by the Rogi Kalyana Samiti of Thakurmunda CHC, Thakurmunda from eligible Bidders (Firms/ Agency) interested to provide Security service to Thakurmunda CHC, Thakurmunda on outsourcing basis vide a service contract with specific terms and conditions. The contract shall be initially for a period of one year which may be renewed for another year with mutual consent of both the parties.

1.2 Interested Bidders can obtain the RFP (Request for Proposal) document containing detailed terms and conditions, scope and eligibility criteria from the office of Medical Officer, I/C Thakurmunda CHC or can download the same from the website [www.mayurbhanj.nic.in](http://www.mayurbhanj.nic.in). The cost of the RFP document (Rs.500/-(Rupees Five hundred) only shall be submitted along with the proposal (technical) in the form of DD in favour of Medical Officer, Thakurmunda CHC, payable at Thakurmunda.

1.3 The Proposal (both technical and financial) by eligible Bidders shall reach the office of the undersigned within due date and time i.e. **29.06.2018 by 4PM** in the prescribed format and manner. Proposals received after due date and time shall be rejected. There is no system of receipt of proposal through drop box or by hand. Proposals shall be received only through registered post/ speed post or courier service.

#### 1.4 Key Information:

Sl.No.	Particulars	Information
1	Start Date for sale or availability of RFP document in the official website	26.06.2018
2	Closing Date for sale or availability of RFP document in the official website	29.06.2018
3	Cost of RFP Document	Rs.500/-
4	Last date and time for receipt of proposal	<b>29.06.2018, by 4PM</b>
5	Date of Opening of Technical Bid of Tender	<b>30.06.2018, by 3PM</b>
5	EMD in form of demand draft in favour of Medical Officer I/C, Thakurmunda CHC .	10000/- (Rupees Ten thousand) only.
6	Address of submission of RFP	Medical Officer, Thakurmunda CHC, Mayurbhanj, Pin- Odisha

Note: In case the closing date for sale of RFP document or/last date for receipt of proposal happens to be a holiday for any reason, the activity will be held on the immediate next working day at the same time & place and as a consequence any change/s in the date/s of the subsequent activities will be informed through suitable medial to all concerned. The tender form and Document shall be non-transferable. This tender documents contains 23nos. of pages including Technical & Financial Bid.

Member Secretary  
Executive Committee, RKS  
Thakurmunda CHC, Thakurmunda

## **Terms of Reference (TOR)**

### **1.5 Eligibility Criteria**

The interested Bidders shall have to comply to the following criteria to participate in the tendering process –

- a) Minimum three years of experience in similar activity (Providing Security Service Services in Health Facilities) as on the date of submission of the proposal. (Self-Attested copies of the service contract/work order to this effect are to be enclosed as supporting evidence along with the technical proposal)
- b) Must have executed similar work for at least Rs.5,00,000/- (Rupees Five lakhs)only per annum during last three financial years i.e.2015-16, 2016-17 & 2017-18.(Self attested copies of completion/ performance certificates from the employers as a proof of successful completion of the contract are to be enclosed as supporting documents)
- c) Valid registration under ESI, EPF, Income Tax, GST, Labour Law and other relevant Act/Rules.
- d) Employed not less than 30 filed staff i.e staff directly engaged at the client location for rendering housekeeping services (non-administrative) to render similar services at clients locations. (EPF and ESI returns to be furnished as supporting evidence the three preceding months from the month when proposal was submitted)
- e) Minimum annual Turnover of Rs.5,00,000/- (Rupees Five lakhs)only during each of the last last three financial years i.e. 2015-16, 2016-17 & 2017-18.(Self attested copies of audited Profit & Loss accounts and Balance sheets are to be furnished).
- f) Successful tenderer is to execute an agreement in the proper form on a stamp of Rs.100/- the cost of which will be borne by the tenderer himself within the same period of time after deposit of Security. Such agreement must conform to terms of Notice inviting Tender and such other condition in the tender offer as may be agreed upon by MO I/c, Thakurmunda. The submission of more than one tender under different names is prohibited.

### **1.6 Scope of Work:**

**The following personnel shall be provided by the agency**

Sl.No.	Category	No.	Qualification & Experience
1	Security Guard	1	Min- 10 <sup>th</sup> Pass and Min. 3years experience in similar work. Age Limit- 18years and Max.40years. Working Hour: 8hours
2	Sweeper	2	Min- 10 <sup>th</sup> Pass and Min. 3years experience in similar work. Age Limit- 18years and Max.40years. Working Hour: 8hours

Note: CV of Supervisor & Guards proposed along with the documents in support of ID Proof(Aadhaar Card/Voter Card), Passport Size Colour Photo, with complete bio-data, Educational certificate and previous work experience are to be submitted by the agencies.

**1.1 Contents of the Proposal should be following documents**

- a. The technical proposal in addition to proof of eligibility shall contain:
1. 1 & ToR.
  2. EMD (in form of DD/Bankers Cheque) and RFP document cost ( in form of DD)
  3. Copy of the RFP document signed on every page by the duly authorized signatory. All corrections and overwriting must be initial with date by the tenderer or his authorized representative.
  4. Authorization certificate issued by the agency for the signatory signing the document submitted to RKS, Thakurmunda CHC, Thakurmunda for this tender.
  5. Certificate regarding non-relative in O/o MO I/c, Thakurmunda, Mayurbhanj as per section 6.

**(Please ensure that “No near relative certificate” as per section 6 is to be signed by all the partners of the firm/directors of the company or company secretary on behalf of all directors)**

6. **Registration Certificate with Home Department/S.P Mayurbhanj.**
  7. Certificate regarding compliance of 'minimum wages' as per Section-.
  8. Certificate regarding 'non-black-listed' as per Section-
  9. Self attested copy of service tax registration/GST certificate, if applicable, issued by competent authority.
  10. Self attested copy of EPF and ESI registration, if applicable, with competent authority.
  11. Self attested Copy of PAN/GIR Card.
  12. Copy of Income tax returns filed for the last three years.
  13. Self attested copy of GST registration.
  14. **ISO 9001:2008 Certificate if any**
  15. Certified extracts of the Bank Account containing transactions during the last three years.
  16. Copy of experience certificate of similar work for at least three years for supplying **Security Agency Services** to Government Departments for outsourcing the services during last three years, in Odisha.
- a) The financial proposal shall be submitted in the format given in Annexure-2.
- b) All the documents attached must be serially numbered.

**The Scope of Work as Follows –**

- a) To keep a watch over persons/ vehicles visiting the premises of the THAKURMUNDA CHC, THAKURMUNDA.
- b) To control entry and exit of people.
- c) To Guard all the properties of the hospital.
- d) To monitor and authorize entrance and departure of visitors and other persons to guard against theft and maintain security of premises.
- e) To ensure that unauthorized vehicles are not parked in the earmarked area for staff and all vehicles are parked in an orderly manner at designated place.
- f) To patrol the premises to prevent and detect signs of intrusion and ensure security of doors, windows and gates.
- g) To answer alarms and investigate disturbances.
- h) To support investigation of damage, accidents and incidents to determine causes, circumstances and prepare report
- i) To report to the authority any irregularity such as equipment or property damage, theft, presence of unauthorized persons or unusual occurrences.
- j) To answer telephone calls to take messages, answer questions and provide information during non-business hours.
- k) To warn persons of rule infractions or violations and apprehend or evict violators from premises, using force when necessary.
- l) To prevent passage of prohibited articles into restricted areas.
- m) To perform other related tasks as & when required.

b. **Responsibilities of the Service Provider :-**

Following are the responsibilities of the agency (Service Provider) –

- a) The agency has to provide the uniforms, badges, shoes, batons and Photo Identity Cards to the Security persons deployed by them for carrying out the work. The deployed security personnel must wear the uniform dresses with shoes, batons, badges and carry the Photo identity cards while performing duty
- b) The agency shall ensure proper conduct of the deployed security personnel in office premises and enforce prohibition of consumption of alcoholic drinks, betel, smoking, loitering without work.
- c) Working hours would be normally 8 hours per day during working days. The security personnel are to be deployed in shift basis on all days.
- d) In case, the person deployed remains absent on particular day or comes late/ leaves early on three occasions, proportionate deduction from the remuneration for one day will be made. In such case the agency has to provide a substitute.
- e) The agency shall be responsible for contributions towards Provident Fund, Employees State Insurance etc. wherever applicable.
- f) The personnel deployed should be polite, cordial and efficient while on duty and their actions should promote goodwill and uphold the image of RKS, Thakurmunda CHC, Thakurmunda. The agency shall be responsible for any act of indiscipline on the part of the persons deployed.

c. **Responsibilities of the Hospital Administration/Authority :-**

The responsibilities of the Hospital Administration/ Authority shall include:

- a) Provide space for safe storage and issue of consumables, uniforms, maintenance record and place of sitting for supervisor (deputed by the contractor)
- b) Develop logbook, control sheet, checklist for documentation, regular monitoring and quality assurance.

d. **Evaluation and selection**

- a) The proposal shall be evaluated in two stages i.e. technical evaluation and financial evaluation
- b) Those applicants who shall qualify in the technical evaluation shall be eligible for participants in Financial Proposal Opening.
- c) The qualifying score in technical evaluation for the financial opening is 30 out of total score 50.
- d) For financial evaluation, price excluding Tax shall be taken into consideration.
- e) Financial Bids shall be opened in the presence of technically qualified bidders representatives, who choose to attend in person at the address given below.

**Medical Officer, Thakurmunda CHC, Thakurmunda, Mayurbhanj,  
Odisha, Pin-75703**

**Date of Opening of Financial Bids shall be communicated to the technically qualified bidders.**

e. **Award of Contract**

- a) Contract shall be awarded to the firm whose proposal will be determined to be substantially responsive and who has offered the lowest evaluated bid price
- b) In case two or more technically qualified firms quote the same lowest price, the Firm with the higher mark in the technical bid shall be awarded the contract.
- c) In case two or more technically qualified Firms having same technical score quote the same lowest price, the Firm having the highest average turnover in last 3 financial years i.e. 2015-16, 2016-17 & 2017-18 among the lowest bidders shall be awarded the contract.
- d) Any effort by a Firm to influence the employer in its decision on bid evaluation or placement of Work Order may result in rejection of the Firm's offer.
- e) Any legal dispute arising out of this in subject to Karanjia jurisdiction only.

g) **SPECIAL CONDITIONS OF CONTRACT:**

- a) The deployed Staff must be skilled and competent with requisite physical fitness.
- b) The deployed Staff should carry out the works assigned to them with due sincerity, diligence, efficiency & punctuality.
- c) The Personnel deployed by the Agency should not have any police records/ criminal cases against them.
- d) Thakurmunda CHC, Thakurmunda may advise the Agency to disengage any of its staff from service, with 24hours prior intimation, in case the management of Thakurmunda CHC, Thakurmunda found any negligence on the part of that particular staff.
- e) The agency shall be totally responsible for the conduct of the personnel engaged for the service and the management shall not be responsible for their conduct at any point of time.
- f) In case of any damage/ pilferage cause to the property of Thakurmunda CHC, Thakurmunda due to mishandling, carelessness of

the Agency or its personnel then the same shall be recovered from the agency adjusting the amount against their monthly bill.

- g) The persons deployed shall during the course of their work, may have access to classified documents, which they are not supposed to divulge to third parties. Any breach of this condition shall make the agency as well as the person deployed shall be liable for penal action under applicable laws besides, action for breach of contract.
- h) The management shall provide suitable space to the agency for storage of uniforms, badges, consumables, etc. required for the service and safe custody of all such materials will be agency's sole responsibility.
- i) All the personnel engaged for the service shall be covered under Insurance against any personal accident by the agency and the Thakurmunda CHC, Thakurmunda shall not be liable for any payment on account of compensation.
- j) The Agency shall maintain all statutory registers under the law and shall produce the same on demand to the Thakurmunda CHC, Thakurmunda or any other statutory authority.
- k) The agency shall also be liable for depositing all taxes, levis, cess etc on account of service rendered to Thakurmunda CHC, Thakurmunda with concerned tax collection authorities from time to time as per the applicable rules and regulations. The agency shall have the responsibility to furnish documentary evidence in support of the statutory compliance to MO, Thakurmunda CHC, Thakurmunda as and when sought for.
- l) The Tax deducted at source (TDS) shall be done as per the provisions under Income Tax act and MO, Thakurmunda CHC, Thakurmunda shall provide TDS certificate to the agency.**
- m)The Agency shall be solely responsible for compliance of all statutory provisions like payment of minimum wages to the personnel deployed, ESI, Insurance, PF etc. MO, Thakurmunda CHC, Thakurmunda shall have no liability in this regard. Any revision or amendments made to these laws/ Acts by the State/ Central Government will be automatically applicable for compliance by the principal employer and the Service Provider without any separate sanction for the same.**
- n) The MO, Thakurmunda CHC, Thakurmunda shall not be held responsible for any statutory non-compliance on the part of the agency with respect to the labour Laws including PF, ESI, Workman Compensation, Insurance, Minimum Wages Act, Labour safety, etc. or otherwise. And in no circumstances, the MO, Thakurmunda CHC, Thakurmunda shall be made a party to it in case of any dispute arising out of such non-compliance.**
- o) In case of non-performance, part performance or non-adherence of the statutory obligations due to negligence on part of the Agency, penalty would be imposed by the MO, Thakurmunda CHC, Thakurmunda proportionate to the extent of default/ non-compliance.
- p) MO, Thakurmunda CHC, Thakurmunda shall not be responsible for any financial loss or any injury to any person deployed by the agency in the course of their performing the functions/ duties or any person deployed by the agency in the course of their performing the functions/ duties or for payment towards any compensation.



- q) The persons deployed by the agency shall not claim nor shall be entitled to pay perks and other facilities admissible to regular/ confirmed employees of Thakurmunda CHC, Thakurmunda during the currency or after expiry of the contract.
- r) In case of termination of this contract on its expiry otherwise the person deployed by the agency shall not be entitled to and will have no claim for any absorption in the regular/ otherwise capacity in MO, Thakurmunda CHC, Thakurmunda.
- s) The persons deployed by the agency shall not claim any benefit/ compensation/ absorption/ regularisation of services with office under the provision of Industrial Dispute Act., 1947 or Contract Labour (Regulation & Abolition) Act, 1970 or any other Act/Rules.
- t) The transportation, food, medical and other statutory requirements in respect of each personnel deployed shall be the responsibility of the Agency, not of Thakurmunda CHC, Thakurmunda.
- u) The agency shall provide a suitable substitute well in advance if there is any probability of the person leaving the job due to his own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the agency.

#### **h) Penalty Clauses**

1. In case the contractor fails to commence/ execute the work as stipulated in the agreement or there is a breach of any terms and conditions of the contract, the Employer reserves the right to impose the penalty as detailed below:
  - a) 2% of cost of order/agreement per week, upto 2 weeks delay.
  - b) After 2 weeks delay, the Employer reserves the right to cancel the contract and withhold the agreement and get this job to be carried out from other contractor(s) from open market at the competitive rates. The defaulting contractor will be blacklisted for a period of 2 years and the difference amount, if any will be recovered from the contractor.
  - c) The Security deposited by the contractor shall be forfeited.
2. For any breach of contract, MO, Thakurmunda CHC or duly constituted committee by MO, Thakurmunda CHC shall be entitled to impose a penalty to the extent of Rs.2000/- only on the first occasion upon the agency in the event of breach, violation or contravention of any of the terms and conditions contained herein brought to the notice of the committee.
3. If the lapse is repeated again the extent of penalty will be doubled on each such occasion. The decision of the said officer/ committee in this regard shall be final and binding upon the agency. Some of the instances in which penalty would be imposed are enumerated below.(but these are not exhaustive and penalty may be imposed on any violation/ breach or contravention of any of the terms and conditions as well as assigned duties and responsibilities).
  - a) If the personnel working are not found in proper uniform in proper and not carrying their photo identity card.
  - b) If the personnel found indulging in smoking/ drinking/ sleeping during duty hours.

- c) If the behaviour of personnel(s) found is discourteous to anyone in the hospital including staff or patients.
  - d) If any person is found on duty other than those mentioned in the approved list provided by the agency to the Thakurmunda CHC, Thakurmunda authorities.
  - e) In the case of any loss/ theft of institute's property or stains on the floor/wall, the committee will consider the circumstances and if the responsibility is fixed on the agency, the institute will make good the losses by deducting the cost of loss from the security deposit/ or next month's bill in one or more instalments.
  - f) If required number of manpower is not deployed by the agency, then proportionate amount will be deducted during payment.
4. In the event of any dispute arising out in connection with the interpretation of any clause in the terms and condition of the contract, agreement, or otherwise the matter shall be referred to the Collector, Mayurbhanj and his decision will be final decision and both the party will be abide by it.

**5. REJECTION OF TENDERS**

The authority inviting tenders, at his sole discretion shall reserve the right to reject or cancel consideration of any or all tenders.

**6. INFERIOR QUALITY OF WORK: -**

1. For inferior quality or incorrect execution of contract, the in-charge officer will be empowered to deduct from bills 10 % amount of work order in addition to excess payment made to rectify or replace as per terms of the contract. No payment will be made for such execution.
2. If the work is not performed by the **Security Agency** on any day/days in a month, deduction shall be made proportionately (per day basis) from the bills of the contractor and a penalty @ Rs. 200/- per working day will be imposed.
3. The accountability and responsibility for the work done by the **Security Agency** will be with the contractor.
4. If any of the information furnished by the contractor is found to be incorrect the contract is likely to be terminated.
5. MO, Thakurmunda CHC, Mayurbhanj does not bind himself/herself to accept the lowest tender and reserve the right (i) to reject any or all tenders (ii) The right to accept any portion of the tender offered without assigning any reason and also to split the tender and award the same to different parties. He can also reduce or extend the period of contract without assigning any reason.
6. Acceptance of the tender will be communicated by an acceptance Note or Letter of Intent.
7. The Earnest Money will be refunded to the unsuccessful tenderers in due course in accordance with the rules.
8. The MO Thakurmunda CHC, Mayurbhanj will not be liable to pay any interest on the Earnest Money or Security Deposit Money. If the successful tenderer

withdraws tender before formal approval after tender or after contract fails to comply with any of the terms and conditions set out above, the MO, Thakurmunda CHC, Mayurbhanj reserve the right's to forfeit Earnest Money /Security Deposit.

9. Rate for providing services of **Security Agency** to Thakurmunda CHC should be quoted clearly in the financial bid (Section 5).
10. The **Security Agency** engaged by the contractor for executing jobs is purely responsibility of the contractor and they will not have any claim/liability on the MO, Thakurmunda CHC, Thakurmunda, Mayurbhanj
11. The contractor will be required to pay minimum wages as prescribed under the Minimum Wages Act 1948 as prescribed by the Labour Commissioner (Central). The contractor will maintain proper record as required under the Law / Acts.
12. **Security Agency** are required for Thakurmunda CHC, Mayurbhanj on all days for usual office hours and duty timings will be specified based on requirement. This office is a public office which may be required to be functioned on 24 x 7 bases in public interest.
13. At any point of time if the office is required to be opened on Sunday/holidays the security personnel is to be present and this point may kept in view. If office remains open on Sunday or Holiday, the services of security guard needs to be provided without any extra payment.
14. The number of **Security Agency** can be increased or decreased as per the requirement from time to time.
15. Service shall be as per the details furnished in Section –VIII.
16. The contractor shall ensure that any details of office, operational process, technical knowhow, security arrangements, and administrative/organizational matters are not divulged or disclosed to any person by its personnel deployed in this office and **utmost secrecy and confidentiality must be maintained.**
17. It will be the responsibilities of the contractor to meet transportation, food, medical and any other requirements in respect of the persons deployed by it (Agency) in this office and this office will have no liabilities in this regard. The **Security Agency** should have mobile connection for easy access by the office or MO, Thakurmunda CHC, Thakurmunda, at any point of time.
18. For all intents and purposes, the contractor shall be the "Employer" within the meaning of different Labour Legislations in respect of labourers so employed and deployed in this office. **The Security Agency deployed by the contractor in this office shall not have claims of any Master and Servant relationship nor have any principal and agent relationship with or against O/o Medical Officer, Thakurmunda CHC, Mayurbhanj.**
19. The contractor shall be solely responsible for the redressal of grievances / resolution of disputes relating to person deployed. This office shall, in no way,

be responsible for settlement of such issues whatsoever. This office shall not be responsible for any damages, losses, claims, financial or other injury to any staff deployed by contractor in the course of their performing the functions/duties, or for payment towards any compensation.

20. The staff deployed by the contractor shall not claim nor shall be entitled to pay, perks and other facilities admissible to casual, ad hoc, regular / confirmed employees of this office during the currency or after expiry of the contract.

**ANNEXURE 1: Profile of the Applicant**

(To be furnished along with the technical Proposal Cover –“A”)

Sl.No.	Particulars	Details
1	Name and Address of the Bidder with Tel. No. & Email ID	
2	Constitution and Date of Incorporation/ Registration  (Certificate of Incorporation/ Registration to be enclosed)	(NGO/ Partnership Firm/ Company/ Others)  Date : .....
3	Name, designation, contact no. and address of the Contact Person/ Local Representative	
4	Financial position and operational results for last three financial years (2015-16, 2016-17 & 2017-18)	Audited Statement of Accounts to be attached (self attested photo copies)
5	Number of field level staff engaged at the client locations to render security service (Refer Eligibility clause 2.1d)	1. Supervisory Staff (Field) 2. Service & Support Staff  To be supported by latest PF/ESI/TDS return filed with the respective authorities)
6	Years of experience in similar line of activity along with the list of clients to whom similar service has been provided in last three years Separate list to be furnished for Govt./ Semi-Govt./ Public Sector and Private sector clients.	1. Name of Client 2. Date of contract 3. Duration of Engagement 4. Contract value 5. Contract Status (completed/ ongoing)
7	Registration/ empanelment details with different authorities	1. PAN Card 2. Valid EPF Registration Certificate 3. Valid ESI Registration Certificate 4. Valid GST Registration Certificate 5. Valid Registration under Labour Act. 6. Registration certificate with Home Dept., Odisha/ S.P. Mayurbhanj
8	Plan for execution	1) Manpower 2) Monitoring 3) Quality assurance
9	Any other details the applicant would like to furnish (Exp: Awards & Accreditations)	ISO 9001:2008 Certificate

Note :

- (i) Information to be furnished in separate sheet wherever necessary
- (ii) In case of documents, they shall be self attested photocopies
- (iii) All the attached documents should be properly indexed
- (iv) Only required documents needs to be attached.

Date :

Place :

Authorized Signatory

Give details of the major similar contracts during the last three years in supplying the Security Guards (Unarmed) to **Government Departments** for outsourcing the services in **Odisha**, in the following format. Self Attested copies of work orders may also be attached.

Sl.No.	Details of client along with address, telephone and FAX numbers	Amount Contract (Rs. Lacs)	Duration of Contract	
			From	To
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

( if the space provided is insufficient, a separate sheet may be attached)

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

Signature of authorized person

Date:

Name:

Place:

Seal :

## ANNEXURE 2: FINANCIAL PROPOSAL

(To be furnished along with the technical Proposal Cover –“B”)

Name and Address of the Bidder : \_\_\_\_\_

Price Details:

Sl. No.	Particulars	No.	Rate per Month (Rs.)	Monthly Cost (Rs.)	Annual Cost (Rs.)
		(a)	(b)	(c = a x b)	(d = c x 12)
A1	Manpower Cost				
1	Security Guard				
2	Security Supervisor				
	<b>Sub-Total of A1(1+2)</b>				
A2	Other Costs, if any (Pls. Specify)				
1					
2					
	<b>Sub-Total of A2 (1+2)</b>				
3	<b>Total of A (A1 + A2)</b>				
B	Overhead/ Profit Margin				
	Overhead as % of cost on A or other, if any				
	<b>Total of B</b>				
C	<b>PRICE EXCLUDING TAX (A+B)</b>				
D	<b>TAX</b>				
1	GST (Rate .....%)				
	Other Taxes .....				
E	<b>PRICE INCLUDING TAX (C + D)</b>				

Total Price Excluding Tax : Rs..... (Rupees .....  
.....)

**Note:**

1. Pl. Mention the % of Service Tax applicable and on which charges, it is applicable also the details of other taxes, if any are to be mentioned.
2. If there is discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected.
3. If there is discrepancy between words and figures, the amount in words shall prevail unless the amount expressed in words is related to an arithmetic error in which case the amount in figure shall prevail subject to (2) and (3) above.
4. If the firm that submitted the lowest evaluated proposal does not accept the correction of errors, its proposal shall be rejected.



### SECTION-3

(Item 11(d) & 20 (f) of section – I)

#### Proforma for no near relative (s) of the contractor in MO, Thakurmunda CHC, Thakurmunda

I ..... S/O Shri.....  
.....R/o.....

Hereby certify that none of my relative (s) as defined in the tender document is/are employed in O/o MO, Thakurmunda, CHC, Thakurmunda, Department of H &FW, Odisha as per detail given below. In case at any stage, it is found that the information given by me is false/incorrect, MO I/C shall have the absolute right to take any action as deemed fit, without any prior intimation to me.

Signature of the Bidder with seal\*

The near relative (s) means:

a) Members of a Hindu Undivided family;

b) They are husband and wife.

c) The one is related to the other in manner as father, mother, son(s) & son's wife (daughter in-law), Daughter (s) & daughter's husband (son-in-law) brother (s) and brother's wife, sister (s) sister's husband (brother-in-law)

In case of proprietorship firm, certificate will be given by the proprietor, and in case of partnership firm, certificate will be given by all the partners and in case of Ltd. Company by all the Directors of the company or company secretary on behalf of all directors). Any breach of these conditions by the company or firm or any other person, the tender/work will be cancelled and earnest money/security deposit will be forfeited at any stage whenever it is so noticed. The department will not pay any damages to the company or firm or the concerned person. The company or firm or the persons will also be debarred for further participation in the concerned unit.

**SECTION-4**

**(Item 20 (g) of Section-I)**

**Certificate of Minimum wages to be submitted by the Bidder**

I/We, M/s ..... R/o

..... hereby certify that we shall comply with Minimum Wages Act that are to be paid to the labourers engaged by us vide latest rate as fixed by the Labour Commissioner (State), while quoting the rates for the tender. Any dispute arises out of the payment of minimum wages responsibility lies with us only. We also certify that we shall comply with the ESI, EPF, Service Taxes and other mandatory charges regularly as per the existing rules without any fail.

Date:

Place :

Signature of the Tenderer with seal

**SECTION-5**  
**(Item 20 (h) of Section-I)**  
**DECLARATION**

I/We.....Proprietor/  
.....Partner(s) hereby declare that the Firm / Company namely M/s  
..... has not been **black-listed** or debarred in the past by MO  
I/C, Thakurmunda/any other Government or Semi-Government Organization from taking  
part in tenders. Was / were black-listed/debarred by MO, Thakurmunda CHC,  
Thakurmunda /any other Government or Semi- Government Organization (Name of the  
Organization ..... ) from taking part in tenders for a period of .....  
years w.e.f. .... The period is over on ..... and now I/We/firm/Company is  
entitled to take part in the tenders from ..... In case the above  
information is found false at any time, I/We are fully aware that the tender/contract will  
be rejected / cancelled by the Office of MO, Thakurmunda CHC and EMD shall be  
forfeited.

**Date:**

**Signature of the Tenderer with seal**

**SECTION 6**  
**PROFORMA OF PERFORMANCE SECURITY BOND**

(In case of Bank Guarantee)

1. In consideration of MO I/C, Thakurmunda (hereinafter called MO, Thakurmunda CHC, Thakurmunda, Mayurbhanj having agreed to exempt \_\_\_\_\_ (hereinafter called the said approved tenderer(s) from the demand of security deposit/earnest money of Rs. \_\_\_\_\_ on production of Bank Guarantee for Rs. \_\_\_\_\_ for the due fulfilment by the said approved tenderer of the terms and conditions to be contained in an Agreement in connection with the contract for the supply of \_\_\_\_\_ we, ( name of the bank) \_\_\_\_\_ (hereinafter referred to as "the bank") at the request of \_\_\_\_\_ approved tenderer's do hereby undertake to pay to Rogi kalyan Samiti, MO, Thakurmunda CHC, Thakurmunda an amount of not exceeding \_\_\_\_\_, against any loss or damage caused to or suffered or would be caused to or suffered by the MO I/C, Thakurmunda by reason of any breach by the said tenderer's of any terms & conditions contained in the said agreement.

2. We (name of the bank) \_\_\_\_\_ do hereby undertake to pay the amounts due and payable under this guarantee without any demur, merely on a demand from the MO, Thakurmunda CHC stating that the amount claimed is due by way of loss or damages caused to or would be caused to or suffered by the MO, Thakurmunda CHC, reason of breach by the said approved tenderer's of any of the terms & conditions contained in the said agreement or by reason of the approved tenderers failure to perform the said agreement. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee where the decision of the MO, Thakurmudna CHC in these counts shall be final and binding on the bank. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. \_\_\_\_\_.

3. We undertake to pay to the Rogi Kalian Samiti, Thakurmunda CHC, Mayurbhanj any money so demanded notwithstanding any disputes raised by the approved tenderer(s)/suppliers in any suit or proceeding pending before any court or tribunal relating thereto our liability under the present being absolute and equivocal. The Payment so made by us under this bond shall be valid discharge of our liability for payment there under and the approved tenderer(s) /supplier(s) shall have no claims against us for making such payment.

4. We (name of the bank) \_\_\_\_\_ further agree that the guarantee therein contained shall remain in force and effect immediately for a period of 15 months from date herein. Notwithstanding the aforesaid, this bank Guarantee shall be for a sum of not exceeding Rs. .... and for a period of 15 months from the date of issue i.e. .... We are liable to pay the guaranteed amount or part thereof under this bank guarantee if we are served upon written claim or demand on or before .....and thereafter bank will not be liable for any claim or demand whatsoever.

5. We (name of the bank) \_\_\_\_\_ further agree with the MO, Thakurmunda CHC, Thakurmunda, that the MO shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms & conditions of the said agreement or to extend time of performance by the said approved tenderer(s) from time to time or to postpone for any time to time any of the powers exercisable by the MO, Thakurmunda CHC, against the said approved tenderer(s) and to forbear or enforce any of the terms & conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said approved tenderer(s) or for any forbearance, and or any omission on the part of MO, Thakurmunda CHC, or any indulgence by the MO,

Thakurmunda CHC, to the said approved tenderer(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

6. This guarantee will not be discharged due to the change in the constitution of the bank or the approved tenderer(s).

7. This guarantee shall be irrevocable and the obligations of the bank herein shall not be conditional to any prior notice by the MO, Thakurmunda CHC.

8. We, the Bank agree that this guarantee may be invoked on a number of occasions for part amounts, with the balance standing in favour of the Rogi Kalyan Samiti, Thakurmunda CHC, but so that the total amount payable hereunder shall not exceed Rs. \_\_\_\_\_.

Dated: \_\_\_\_\_

For \_\_\_\_\_

(Indicating the name of the Bank)

N.B. This guarantee should be issued on non-judicial stamped paper, stamped in accordance with the Stamp Act

Name & Address of the Bidder :-				
Security (For official use only)				
Sl. No	Criteria	Maximum Marks	Marks Obtained	Remarks
1	a) Registered Company: 5 Marks b) Society/ Partnership Firm/ Others : 3 Marks	5		
2	Years of Business Experience: a) Between 3 to 5 years : 5 Marks b) Above 5 years: 7 Marks c) Above 7 years: 10 Marks (To be calculated from date of incorporation/ registration)	10		
3	No. of field Staff employed: a) Between 1.5 to 2times : 5 Marks b) Above 2 times : 7 Marks c) Above 3 times : 10 Marks (Employed not less than ..... level staff (1.5 times of the required manpower in this bidding process) i.e. Staff directly engaged at the Clients locations (either single location or multiple locations) for rendering Security Services (non-administrative). (EPF and ESI returns to be furnished as supporting evidence in any of the three preceding months from the month when the proposal was submitted)	10		
4	Market Presence/ Clientele (Security Services to Govt./ Semi-Govt./ Public Sector Clients): a) 1 to 2 nos. : 2 Marks b) 3 to 5 nos. : 4 Marks c) More than 5nos.: 5 Marks Provided similar services (Security Services in Health Facilities) during the last 3 F.Y.s(Self Attested copies of Agreement/ Work orders are to be furnished along with the technical proposal).	5		


5	<b>Past Work Done (Last three years i.e. 2014-15, 2015-16 &amp; 2016-17):</b> <b>a) Above Rs. 8,00,000/-(equal to the estimated cost) : 4 Marks</b> <b>b) Above Rs. 16,00,000/- (2 times of the estimated cost) : 7 Marks</b> <b>c) Above Rs.24,00,000/- (3 times of the estimated cost) : 10 Marks</b>	10		
6	<b>Average Annual Turnover (last three years i.e. 2014-15, 2015-16, 2016-17) :</b> <b>d) Above Rs. 8,00,000/-(equal to the estimated cost) : 4 Marks</b> <b>e) Above Rs. 16,00,000/- (2 times of the estimated cost) : 7 Marks</b> <b>a) Above Rs.24,00,000/- (3 times of the estimated cost) : 10 Marks</b>	10		
	<b>Total</b>	50		

Advisement No-2.

**ROGI KALYAN SAMITI  
THAKURMUNDA CHC, THAKURMUNDA  
AT/PO- THAKURMUNDA, MAYURBHANJ, ODISHA**

**Tender Call Notice No.01/CHC/TMD /Date. 23.06.2018.**

Sealed tenders are invited from interested firms & agencies for providing Skilled, Semi-Skilled & Unskilled man power to RKS Thakurmunda CHC, Thakurmunda for the year 2018-19. The firm/agency is required to deposit EMD amounting to Rs. 10,000/-(Ten Thousand Only) in shape of Bank Draft from any nationalised bank in favour of "Medical Officer I/C, Thakurmunda CHC" payable at BOI, Thakurmunda which is refundable except in case of selected bidder. The tender documents details terms and conditions can be downloaded from the website [www.mayurbhanj.nic.in](http://www.mayurbhanj.nic.in). The required documents are to be sent to the Medical Officer I/C, Thakurmunda CHC, At/Po- Thakurmunda, Mayurbhanj. So as to reach the undersigned by Speed Post/Reg. Post/ Courier services latest by 29.06.2018 by 4PM . The technical BID will be opened on **dt 30.06.2018 by 3pm** in presence of Bidders or their authorized representatives in the office of the Medical Officer I/C, Thakurmunda CHC. The tender documents are to be submitted with separate demand draft from any nationalised bank towards cost of tender documents, EMD & processing fee in favour of Medical Officer I/C, Thakurmunda CHC amounting to Rs 2000/- (Two thousand only), Rs 10,000/- (Ten Thousand)Rs 500/-(Five hundred only) respectively. The authority reserves rights for modification/ cancellation/rejection of any/all tenders at any time without assigning any reason thereof.

  
Medical Officer I/C  
Member Secretary RKS, Thakurmunda CHC  
Mayurbhanj