

**GOVERNMENT OF MANIPUR
DIRECTORATE OF HEALTH SERVICES**

TENDER INVITING NOTICE

Imphal, the 13/10/2022.

No.80/CMC/SECURITY/DHS-2022: Sealed tenders are invited from reputed, experienced and financially sound registered contractors for providing the Security Services at (Academic Block, Hostel & Hospital/Block) Churachandpur Medical College, Manipur. The contractor shall hold a valid license under Contract Labour (Regulation & Abolition Act), 1970 having and have at least 3(three) years experience of executing such contract in any Central/State /Semi/ Public sector undertaking/ private sector etc.

Complete Tender Document (qualifications, terms and conditions, instructions to the bidders, etc. may be downloaded from Directorate website www.manipurhealthdirectorat.mn.gov.in and submitted to the Director of Health Services, Manipur, Lamphelpat- 795004 by paying a non-refundable Tender Fee of Rs. 5,000/- (Rupees Five thousand)only in the form of DD payable to Administrative Officer, Medical Directorate, Lamphelpat, Manipur.

The details of the Tender are:-

1. Last date of submission of bid:- **Up to 3.00 p.m. of 20/10/2022**
2. Date of opening of Technical Bid:- **3.00 p.m. of 21/10/2022**

Directorate of Health Services reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders without assigning any notice or reason. The decision of the Director of Health Services in this regard shall be final.



(Dr. Kh. Sasheekumar Mangang)

Director of Health Services

Government of Manipur

Copy to:-

1. PPS to the Hon'ble Minister (Health & FW), Manipur.
2. P. S. to the Addl. Chief Secretary, (Health & FW), GoM.
3. The Director, Churachandpur Medical College.
4. Editor.....
5. Sr. Administrative Officer, Medical Directorate.
6. Guard file.

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TERMS AND CONDITIONS OF SECURITY PERSONNEL.

1. The bidders must submit the requisite documents/Registration Certificates as detailed at **Annexure-A** along with the Tender without which tender will be invalid.
2. Bids submitted after last date submission of bid would not be considered.
3. The bid and all correspondence and documents shall be in the English language.
4. The tender shall be 2 (two) bid system comprising of Technical Bids and Price Bids.
5. The Earnest Money(EMD) amounting to Rs.1,00,000/-(Rupee one Lac)only in the form of Demand Draft from any Schedule Bank and drawn in favour of Administrative Officer, Medical Directorate, Lamphelpat, Manipur should accompany the tender. Tender without tender form (Rs.5,000/-) and EMD (Rs.1,00,000/-) will be rejected summarily.
6. The Earnest Money Deposit (EMD) shall remain valid for a period of 45 days beyond the final bid validity period.
7. The successful bidder have to submit Performance Security Deposit(PSD) in lieu of EMD/ PSD amounting to Rs.4,00,000/-Rupee(Four lakh) only or 5% of the total tender value whichever is higher, in the form of Demand Draft from any Schedule Bank and drawn in favour of Administrative Officer, Medical Directorate, Lamphelpat, Manipur after receiving award of contract. The Performance Security Deposit(PSD) would remain valid for a period of 60 days beyond the date of completion of all contractual obligation of the service provider.
8. The tenders should submit in a sealed cover super scribed with NIT no., Firms name, written on the enveloped. Within the sealed envelope, three separate enveloped i.e. (1).Technical bids, (2). Price bids and (3). EMD have to be submitted with the information super scribed on the top of the envelope.
9. Tender Opening Committee would be formed to examine the bids submitted i.e. Technical Bids and only those bidders whose Technical bids were found to be in order then financial bids would be examined.
10. The bidders shall submit GSTIN Registration certificate.
11. The tender document is not transferable and the tender documents shall be signed by the tenderer in all pages with official seal.

12. The tender will be received up-to 03.00 p.m. of 20/10/2022 at the office of Director of Health Services, Manipur, Lamphelpat- 795004 and will be opened on 21/10/2022 at 03.00 p.m. in the presence of the Tenderers.

13. The bidders should have a total security manpower deployment of at least 30 personnel for the last 3(three) consecutive years. Separate supporting documents should be accompanied.

14. The duration of the contract for providing Security Services at Churachandpur Medical College, Churachandpur, Manipur is for a period of one year from the date of which award of work may be extended for further period on the same rates, terms and conditions depending upon the satisfactory performance and approval of the competent authority. The contract can also be terminated prematurely by serving one month's written notice without payment of any compensation whatsoever other than the dues under the agreement. The Director of Health Services, Manipur will have sole discretion to extend or terminate the contract at any time without assigning any reason thereof. The detailed of scope of work to be carried out by the contractor are at **Annexure-B**.

15. Except writing rates and amount(which has to be cello tape), the tenderers should not write any conditions or make any charges, additions alterations and modifications in the tender which may result in cancellation of the tender. All the information's asked are to be filled up otherwise, tender shall be cancelled. Tenderers who are desirous to offer rebate should be brought out separately in the covering letter and submitted along with the tender.

16. The persons employed through the Contractor for all intent and purposes are the employees of the Contractor and cannot claim employment and other benefits from Directorate of Health Services, Manipur.

17. The Security personnel to be provided under the contract should be able to speak **Manipuri** as they may be required to deal with the local people.

18. Ex-Servicemen or Retired Policemen/ Paramilitary Personnel of integrity and good conduct, medically and physically fit person beyond the age of 50 years shall constitute 10% of guard preferably to be deployed by the Contractor.

19. Rates payable under the contract are to be indicated by the tenderers as per **Annexure-C**. The tenderer must ensure that wages to the Security Personnel against the contract should not be less than the minimum wages as per the Minimum Wages Act. 1948 amended from time to time. Payment of wages to the Security Guard must be disbursed latest by 10th day of the subsequent month without waiting for bills to be cleared by Directorate of Health Services, Manipur.

20. That the contractors/tenderers shall submit details such as, names, parentage, residential address, age etc. of the persons provided by him in the premises of the Churachandpur Medical College for the purpose of proper identification of the employees of the contractor engaged for Security job in Churachandpur Medical College, Manipur. Identity cards bearing their photographs/identification, etc. should be issued to all contract workers deployed at Churachandpur Medical College and display their identity cards while on duty.

21. The contractor should obtain a valid licence under the Contract Labour (Regulation & Abolition) Act, 1970. The Contractor shall also maintain all statutory records as may be required from time to time under the said Act and furnish the same for verification by the employer/Labour Authority as and when required. He shall have a valid license before commencement of work, and continue to have the same till the completion of Contract.

22. That the contractor shall at his own cost, if required take necessary insurance cover in respect of the workers provided by him and such insurance shall comply with the statutory provisions of Contract Labour (Regulation & Abolition) Act. 1970. The Employees Provident Fund (and Miscellaneous Provisions) Act 1952; The Payment of Bonus Act, 1965; The Minimum Wages Act. 1948; and/or any other Rules/regulations and/or statutes that may be applicable to them and shall further keep the Churachandpur Medical College indemnified from all acts of omission, fault, breaches and/or any claim, demand; loss; injury and expenses arising out from the non compliance of the aforesaid statutory provision. Contractor's failure to fulfill any of the obligations hereunder and/or under the said Acts, rules/regulations and/or any bye-laws or rules framed under or any of these, Churachandpur Medical College shall be entitled to recover any of the such losses or expenses which it may have to suffer or incur on account of such claims, demands, loss or injury from the contractor's monthly payments.

23. That the contractor shall submit the proof of having deposited the amount of EPF contributions towards the person deployed at Churachandpur Medical College and in their respective names before submitting the bill for the subsequent months in case the contractor fail to do so the amount towards EPF contribution will be withheld till the submission of the required documents.

24. That the Contractor shall deploy his employee in such a way that they get weekly rest. The working hour/leave for which the work is taken from them, do not violate relevant provision of Shop and Establishment Act.

25. The contractor shall take all reasonable precautions to prevent any unlawful riots or disorderly conduct or acts of his employees so deployed and ensure preservation of peace and protection of persons and property of Churachandpur Medical College.

26. The Personnel deployed by the contractor should possess identity card certified by Director, Churachandpur Medical College. For which attested photographs (2 nos.) of the workers shall be submitted to Director, Churachandpur Medical College, Manipur for identification.
27. Uniforms and equipment are to be supplied by the Contractor at his own cost to the person deployed for this work and Directorate of Health Services, Manipur/ Churachandpur Medical College shall have no liability whatsoever on this account.
28. At any time during the continuation of the contract, if it is observed that the contractor is not complying with the provisions of the contract or other provisions of various Labour and other Acts as applicable, the contract may be terminated by the Director of Health Services, Manipur by giving one month's notice.
29. The Contractor shall give Permanent Account Number (PAN) for deduction of income tax on prevailing rates on the total value of payment to be deposited with Income Tax Department, Imphal.
30. The contract agreement is to be signed by the contractor, which will be taken as the date of commencement of the work.
31. The Director of Health Services, Manipur does not bind himself to accept the lowest tender or any tender and reserves to himself the right of accepting the whole or any part of the tender without assigning any reason and the tenderer shall be bound to comply with the same at the rates quoted.
32. Tenders submitted shall remain valid for 90 days from the date of opening for the purpose of acceptance and award of work, validity beyond 90 days from the date of opening shall be by mutual consent.
33. The tenderers may see/inspect the area/location within the campus and no claim whatsoever will be entertained for any alleged ignorance thereof.
34. The security money will be forfeited if the contractor fails to execute the agreement as per the Letter of Award.
35. The Tenderers shall declare in writing that he is in any way not related to any officer of Directorate of Health Services, Manipur administration, Annexure-D.
36. The Contractors/Bidders should certify that there is no legal dispute against him in any court of law in relation to the labour disputes and the Contractors or his agency is not black listed either by Central Govt, State Govt. or by any public/private organization.

37. Tenders which do not fulfil all or any of the above conditions or are incomplete in any respect are liable to be rejected.

38. Director of Health Services, Manipur may modify any of these conditions at any time in public interest under intimation to the successful bidders.

COMPENSATION OF LOSSES AND PENALTY

The Contractor shall compensate, in full, the loss sustained by the institute or its campus inmate on account of any theft, burglary or any other kind of lapses for providing security services in the campus, for which responsibility are entrusted the agency. The Director of the Institute will have the right to impose any penalty for lapses for security services and for recovery of any amount from contractor's bill.

RECRUITMENT AND CONTROL OF PERSONNEL

1. The Security Guards(SG)

- i. SG(s) (10% of the total recruit) must be Ex-Servicemen personnel from Indian Arms Forces/ Paramilitary OR having the previous background of working with Manipur rifles, Assam Rifles, TSR, BSF, CISF, CRPF. The maximum age limit is 50 years.
- ii. For other 75% of the total requirement, the guard should be well train with the minimum literacy (Preferably 10 pass) and age not below 18 years and not above 40 years.

2. The Field Supervisor(FS)

FS(s) should have the experiences of working in Indian Arms Forces/ Paramilitary OR having the previous background of working with Manipur rifles, Assam Rifles, TSR, BSF, CISF, CRPF and should have been on the rank of Naik or equivalent and above. The maximum age limit is 55 years.

3. Security Officer(SO) and Assistant Security Officer(ASO).

SO(s) should have the experiences of working in Indian Arms Forces/ Paramilitary OR having the previous background of working with Manipur rifles, Assam Rifles, TSR, BSF, CISF, CRPF and should have been on the rank of Naik/Subedar or equivalent and above. The maximum age limit is 58 years

NOTE: All the deployed security personnel must be physically fit for performing security duty round the clock in Churachandpur Medical College campus and must possess good moral character. In this regard, the contractor must seek all credentials of the applicants, including their medical fitness certificate, character certificate, police verification and verify the credentials before recruiting any of them as security personnel.

- The Contractor will be the "Employer" within the meaning of different labour legislations in respect of the security personnel employed and deployed by him. All the personnel deployed by him shall be under the direct control and supervision of the contractor.
- The security personnel deployed by the Contractor will be bound to observe all instruction issue by Directorate of Health Services, Manipur.
- Security must be literate and physically fit.
- The Contractor shall provide a complete list of the security personnel engaged by him in its final form to Directorate of Health Services, Manipur and Director, Churachandpur Medical College

Copies to be endorsed with Tender document:

1. Tender document must fully sign with seal by the tenderers.
2. Registration certificate with Contract Labour (Regulation & Abolition) Act, 1970.
3. Shops and Establishment Registration certificate.
4. EPF Registration certificate.
5. GSTIN Registration certificate.
6. PAN Card copy.
7. No legal dispute certificate. Preferably by Labour commissioner or Police verification
8. Copy of past experiences for last 3 years.
9. Order Copy of present work.
10. To fill up all required document in the term and condition

Note:- The bidders should submit the above document in orderly manner i.e. serially 1,2,3 etc.

Scope of the work

Security:

Churachandpur Medical College would outsource the Security Services pertaining to the Academic Block, Hostel & Hospital/Block on Annual Rate Contract (ARC) basis. The scope of work will be given as below:

- i. Arranging security personnel.
- ii. Providing round the clock security services to the Institute which include:
 - Guarding and protecting all properties belonging to the Institute as well as those of the campus dwellers/ visitor/quests of the Institute of the Institute, against theft, pilferage, burglary, fire etc.
 - Ensuring safety to all Institute Staffs, their family members, visitor and dwellers in the Institute campus.
 - Preventing all sort of anti social elements from entering into the Institute and/or occurrences of anti social activities in the Institute campus, regulating entering of unwanted visitors to the Institute, preventing entry of stray animals like cows, buffaloes etc. into the Institute , checking of gate passes and allowing the entry and exit of valid material accordingly to/from the Institute, regulating the entry and exit of the vehicles, maintenances of visitors register and register for vehicles and preserving the registers for verification by the Institute Authority.
 - Lodging complaint relating to Security matters for FIR at the concerned Police Station.
 - All actions and services for safety and security Services in the Churachandpur Medical College campus/ Transit houses, if not cover above.

Total no. of security personnel to be engaged-	-	70 (Seventy).
No. of Security personnel deployed at a time-of Health Services	-	To be given by Directorate
No.of shift a day-	-	3
Duration of duty-	-	8 hours each shift.
Time schedule for duty-	-	1 st shift=6.00 a.m. to 2.00 p.m.
	-	2 nd shift=2.00p.m. to10.00 p.m.
	-	3 rd shift=10.00p.m. to 6.00a.m.
	-	Day shift=9.00a.m. to 5.00a.m.

ANNEXURE - C

C 1. SCHEDULE OF RATES:

C 2. Name of the Contractor:-
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C 3. Rate of unskilled Security Personnel (90% of the total recruit)(Male/Female):

Sl.No.	Description	Rate per month per Person
1.	Basic	Rs. _____.
2.	Employee Provident Fund(EPF)	Rs. _____.
3.	Bonus	Rs. _____.
4.	Gratuity	Rs. _____.
5.	Any other (specify)	Rs. _____.
	Total :	Rs. _____.
6.	Leave/Off/National Holiday (Leave Reserve)	Rs. _____.
	Total "(A)"	Rs. _____.
7.	Service Charge on 'A'	Rs. _____.
	Total "(B)"	Rs. _____.
8.	Service Tax on 'B'(as per GST)	Rs. _____.
9.	Total amount payable for one unskilled Security personnel:	Rs. _____.

(Rupees in words) _____

10. Total amount for 90 unskilled Security Personnel per month Rs. _____

(Rupees in words) _____

C 4. Rates of skilled Security Guard (10% of the total recruit)(Male/Female):

Sl.No.	Description	Rate per month per person
1.	Basic .	Rs. _____.
2.	Employee Provident Fund(EPF)	Rs. _____.
3.	Bonus	Rs. _____.
4.	Gratuity	Rs. _____.
5.	Any other (specify)	Rs. _____.
	Total :	Rs. _____.
6.	Leave/Off/National Holiday (Leave Reserve)	Rs. _____.
	Total "(A)"	Rs. _____.
7.	Service Charge on 'A'	Rs. _____.
	Total "(B)"	Rs. _____.
8.	Service Tax on 'B'(as per GST)	Rs. _____.
9.	Total amount payable for one skilled Security Guard:	Rs. _____.

(Rupees in words) _____

10. Total amount for 10 skilled Security Guard per month Rs. _____

(Rupees in words) _____

C 5. Grand total for 100 Private Security Personnel Rs. _____
(Rupees in words) _____

Signature of Contractor with stamp

Date:

DECLARATION

I declare that:-

1. I, Shri/Smt.

S/O, D/O, W/O, H/O

Residing at Designation

Signatory of
competent to sign this declaration and executed this tender documents.

2. I am not related to any of the officers of Directorate of Health Services Administration.

3. I have carefully read and understood all the terms and conditions of the tender and hereby convey my acceptance of the same and agreed to abide the same.

4. I have not been blacklisted by any organization.

5. The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I am well aware of the fact that furnishing any false information/fabricated documents would lead to rejection of my tender at any stages beside liabilities towards prosecution under appropriated law including "**BLACKLISTING YOUR FIRM**" and prohibition of any services provided by your firm in Directorate of Health Services for 5(five) years.

This is true to the best of my knowledge.

Imphal the

Signature of the Declaring person.