

GOVERNMENT MEDICAL COLLEGE JAMMU

Tender Notice No.XIII of 2011

For and on behalf of the Governor of Jammu & Kashmir state, Sealed Tenders are invited affixed with Rs.5/-revenue stamp for the Group : “**Security Services for the year 2011-12**” as per the details given in the tender documents (Tender form ,Terms & Conditions of Tender Notice) from those firms who are registered with Health & Medical Education Department, J&K. These tender documents can be had on written request during all working days up to **28-07-2011** against the Non-refundable cash amount of Rs.500/- from the office of Principal, Govt. Medical College, Jammu.

The Rate contract thus issued shall be valid for a period of 12 months, extendable for a further period of 90 days from the date of issue of Rate Contract or till such time the new Rate Contract is finalized and issued, whichever may be earlier.

The GR of the receipt should be attached with the tender. The tender should be accompanied with an earnest money deposit in shape of FDR/CDR for Rs. 50,000/- (rupees fifty thousand only) from any Nationalized Bank/ Scheduled Bank/reputed Bank preferably the J&K Bank Ltd. The Tenderer(s) should abide by the Labour Laws.

The rates should be quoted against each item of the tender both in words and figures without cutting, tempering and **transparent tape should be applied on each quoted rates**. The details of the tender documents are also available on the official Website of Govt. Medical College & Associated Hospitals i.e.www.gmcahjammu.org.

The Tender Committee reserves the right to accept or reject any tender or any part of the tender without assigning any reasons thereof.

The tender not fulfilling the laid down terms & conditions will be out rightly be rejected.

Scheduled Dates:-

- | | |
|---|---|
| 1. Last date for sale of Tender Documents:- | 28-07-2011 upto 02:00 PM |
| 2. Last date for submission of Tenders | 30-07-2011 upto 02:00 PM |
| 3. Opening of tenders | 02-08-2011 at 11:00 AM
or any other date convenient to the committee |

-Sd-

PRINCIPAL
GOVT.MEDICAL COLLEGE,JAMMU

Copy for information and necessary action to the :-

1. Commissioner Secretary to Govt. Health & Medical Education Department, Civil Secretariat, Srinagar.
2. Principal, Govt, Medical College, Jammu.
3. Principal, Govt, Dental College,Jammu.
4. Director Health Services, Jammur.
5. Administrator Associated Hospital, Jammur.
6. Joint Director, Department of Information, Jammu with the request to please publish the said Tender Notice in at least two local English News Papers with largest circulation.
7. Medical Superintendents, GMCH/SMGS/CD & Psychiatric Hospitals, Jammu
8. In-Charge Computer Section, Govt. Medical College, Jammu for putting the Tender Notice in the respective Website for wider publicity.

FINANCIAL BID

GROUP:

ANNUAL CONTRACT FOR SECURITY SERVICES FOR THE YEAR 2011-12

COST OF TENDERER DOCUMENT Rs 500/-
AMOUNT OF CDR/FDR: Rs. 50,000/-

A. FINANCIAL BID FOR SECURITY PERSONNEL'S.

S. NO	NAME OF RANK	Rates Offered Per month
1	Security Officer	
2	Security Supervisor	
3	Security Guard	

***** THE TENDERER SHOULD ABIDE BY THE LABOUR LAWS.**

Note: Read carefully all the terms & conditions while filling the columns

Sig. and Seal of the Tenderer
alongwith address

TERMS & CONDITIONS OF THE TENDER & CONTRACT.

1. The tenderer should be registered to the Health and Medical Education Department, Jammu & Kashmir.
2. The approved contractor shall carefully examine the terms & conditions. In case of any doubts, he shall before signing the contract refer to the officer-in-charge and get clarifications. After signing the documents no communications regarding change in terms & conditions shall be entertained.
3. The tender on the prescribed proforma shall be submitted in a single big size envelop containing two small envelopes one each for **original and duplicate** with proper seal. The tender committee will not be held responsible for any postal delay. Tenders not accompanied with the following latest documents alongwith other requisite documents at the time of submission of tenders are liable to be rejected at the appropriate level of the competent authority :-
 - a) Earnest money deposits in the shape of CDR for Rs. 50,000/- (Fifty Thousand only) from Nationalized Bank pledged in the Name of Principal, GMC Jammu **Please note that the tender Number, its due date and complete address of the firms should also be written on the back side of the CDR/FDR so as to ensure its safe return to the unsuccessful or successful tenderers as the case may be.**
 - b) Latest income tax clearance certificates valid at the time of opening of the tender issued by the respective competent authority under relevant tax act and the amendments made thereafter from time to time.
4. **Non- Blacklisting Declaration:** The tenderer shall furnish a non-black listing certificate that the firm has not been blacklisted in the past by any Govt./ Private institution. The tenderer has to give an affidavit on non-judicial stamp paper duly attested of Rs. 10/- that there is no vigilance/CBI case pending against the firm and has not been blacklisted in the past.
5. The tender documents should be page marked and bearing signature with seal on each and every page.
6. **THE TENDERER SHOULD ABIDE BY THE LABOUR LAWS.**
7. **Rates Quotations should be typed/ printed and free from fluiding/cutting and overwriting. No hand written quotation will be accepted. All pages of the documents submitted should be numbered & total number of pages indicated in the index. Transparent tape/ Lamination should be applied on the quoted rates.**
8. **Details of documents enclosed with the tender forms should be mentioned in Proper Index serial wise duly flagged on the front page of your quotation/ reference letter.**
9.
 - i) The document submitted by the firm with the tender form will be opened in public in the presence of tenderers/ firms representatives and the officers opening the tender will sign the tenders price and other important features.
 - ii) The tenderer/ authorized representatives should point out to the Chairman tender

opening committee on date of opening of tenders embitterment if any at the time of opening tenders. Thereafter the tenderer/ authorized representative will have no legal right to confer or to represent on one ground or the other.

iii) All the documents attached with the tender should be self attested by the authorized signatory of the firm with seal.

10. **No conditional tender shall be accepted.** The committee reserves right to accept or reject any tender/ quotation without assigning any reasons thereof.
11. The Successful tenderer are bound to stick on the rates once quoted by them and once approved by the tender committee. It is mandatory for the tenderer to submit the experience certificates from Govt./ Semi Govt/Public Sector undertakings with the tender document. The tender is liable to be rejected without experience certificate.
12. The Contract is approved on behalf of the Governor of Jammu & Kashmir State, for a period of 12 months from the date of issue of the contract, which can be extended, for a period upto 90 days or till new contract is finalized whichever is earlier under the circumstances beyond control.
13. Service Tax, as applicable under rules shall be charged.
14. The same person should sign the entire correspondence, letter and documents who has signed the original tender. In case of change to this effect, an Affidavit shall have to be sent in support of the change.
15. The successful tenderer shall not in any case assign or sublet the approved contract or any part thereof to any other party.
16. *The approved contract will have to engage only **Ex-service men** from military or other belt forces, **having not more than 55 years age**, for the Security of the Hospital. A photocopy of the service/ discharge book (Age/ Proof & being Ex-Servicemen) to be provided to the Medical Superintendent of the concerned hospital before deployment in Hospital the release of first salary and change of the staff (if any) to be done only with the prior permission of the Medical Superintendent of the hospital. The tenderer shall have to provide security personnel as per the requirement given by the Authorities*
17. ***The intending tenderer will have to contact the Medical Superintendent/ Dy. Medical Superintendent and visit the spot where deployment of the Security personnel, is required before quoting the rates. Besides, the tenderer will have to furnish the deployment chart alongwith the tender.***
18. The successful tenderer shall be held responsible for the security of the patients, the employees and the machinery & equipment and including theft of all belongings of the institution where these security personnel are engaged.
19. The successful tenderer shall have to indemnify the equipment; building and other valuables kept in the institution, both the moveable and immovable.
20. **The successful tenderer through his security guards shall ensure that the doors and the window, which have to be kept locked during non-working hours, are properly locked after working hours.**

21. The successful tenderer shall have to evolve a strategy for Fire-fighting equipment and keep the equipments for fire fighting in proper functioning conditions. He will carry out the regular drills in this regard in the specific institutions.
22. The security personal of the successful tenderer shall have to ensure that no unauthorized person is present within the campus area he shall also be responsible for any authorized / unauthorized movement of the material, the machinery, the drugs and any other valuables belonging to the institution.
23. The security staff of the successful tenderer shall be responsible to report any unusual occurrence in the institution to the concerned / competent authorities, as soon as the occurrence takes place.
24. The security staff shall have to go round the building of the institution to see that no- unauthorized activity is taking place.
25. The security guards shall have to remain alert during the period of duty and perform the duties diligently. They shall not leave the duty till other relieves them.
26. The successful tenderer shall have to ensure that no suspicious object is lying in the complex, for this, he shall be solely responsible for any untoward incident due to sabotage or subversion.
27. The successful tenderer shall provide **uniforms as prescribed by the authorities to his security staff who shall be properly dressed and equipped with necessary aids, such as, Torches, Lathies, Metal Detectors, etc. during the working hours, which shall be provided by the successful tenderer.** The Department shall only provide a Central Room for the placement of equipment of the Security staff.
28. The Successful tenderer shall have to indemnify and labour claim or other claims arising out of the execution of Security Contract, the department shall not be responsible for any labour or other claims on this account.
29. The Principal Govt. Medical College Jammu/ Medical Superintendent of shall have the right to dispense with the services of any security staff, if not found upto the mark, or any misconduct/misbehavior is reported on the part of the said staff. **The contract shall be terminated on a “month’s notice”, if not found workable.**
30. **The successful tenderer will enter into an Agreement with the Medical Superintendent of the Hospital before the allotment of the Contract.**
31. The Payment on account of the services rendered by the Security Staff shall be made on monthly basis, after the receipt of satisfactory attendance report, from the competent authority.
32. The Medical Superintendent of the Hospital may incorporate any other suitable “CONDITIONS”, as he may deem fit, which shall also form the Ingredients of the Agreement.
33. In case of failure to avoid by the ‘Conditions of the Contract’ and the “Agreement”, the contract shall liable to be terminated with forfeiture of the earnest money.

34. Any dispute arising out of this contract shall be referred to the Administrative Department (Health & Medical Education), whose decision shall be final and binding upon all the parties.
35. The legal Jurisdiction shall be the High Court of the J&K State at Jammu.
36. The Call Deposit Receipt/FDR, deposited by the approved contractor, shall be released only after the expiry of the contractual period and on the production of "NO OBJECTION CERTIFICATE" duly issued by the Medical Superintendent of the Hospital.
37. A minimum fine of Rs. 2000/- per instance shall be imposed by the Authorities of the concerned hospital for failure to provide security/proper strength of security personnel or any type of complaint in providing proper security strength.
38. If any of the security personnel deployed by firm is found indulge in any type of malpractice or a complaint is received against him, the Medical Superintendent of the concerned hospital shall be competent to hold an enquiry against such security personnel & if it is established that the Security personnel 's indulged in any kind of malpractice, the firm shall be personally responsible & a suitable penalty as deemed fit by the Principal Govt. Medical College Jammu, which may also include the termination of the contract. The decision of the Principal Medical College Jammu shall be final & binding. Besides, if warranted under law, criminal proceedings will also be held against the security personnel.
39. The tenderer shall have to submit a performance certificate from the Medical Superintendent of the concerned Hospitals regarding their last one year performance, if they have worked in Govt. Medical College & Associated Hospitals

NOTE: The tenderer should be registered firm under the relevant provisions of Law with the competent authority established by the Central/State Government for his territorial jurisdiction.

UNDERTAKING.

We do hereby agree to abide by all the conditions mentioned in the tender documents (All the pages of the documents have been signed by us in token of our acceptance of the "Condition of the contract" and are without any cutting/ overwriting)

Sig. & Seal of the Tenderer
alongwith full Address

CHECKLIST

S.NO.	DOCUMENTS	ANNEXURE NO.	PAGE NO.
1	CDR/FDR worth Rs.50,000/-		
2.	Undertaking/ Letter of Acceptance		
3.	Financial Bid		
4.	Non Blacklisting Declaration on Affidavit of Rs. 10/-		
5	Experience certificate from the Govt/Semi Govt. offices/ Public Sector undertakings/Govt. Hospitals to run the SERCURITY SERVICES for not less than two years.		
6	Copy of latest certificate from the Labour Department		
7.	Income Tax clearance certificate/PAN Card		
8.	Deployment Chart of Govt. Medical College & Associated Hospitals for all three shifts.		
9.	Fire Fighting plan for Govt. Medical College & Associated Hospitals		
10.	Performance certificate from the Medical Superintendent of concerned Hospital (if applicable)		
11.	Provident Fund Account Number.		
	Total No. of pages		

The tender document must be accompanied with all the above mentioned documents, the tender shall be outrightly rejected not fulfilling the above mentioned documents.

Sig. & Seal of the Tenderer
alongwith full Address

UNDERTAKING/ LETTER OF ACCEPTANCE

Sir,

1. I / we do agree for all clauses, terms and conditions of the tender documents.
2. I / we agree to abide the contract for a period of **one year** to provide the services from the date of award of the contract and ready to work on the same rates, if extended for a period of three months or till new contract is finalized.
3. I / we declare that no legal / financial irregularities involving the Proprietor/ Partner of the applicant (s) / firm are pending.
4. I / we declare that our financial position is sound and we are competent to undertake the contract, if allotted.
5. I/ we declare that we will not ask/ expect any financial assistance from the Govt. of Jammu & Kashmir State.
6. I/ we declare that we are not blacklisted by any Govt. & Private Department in State of Jammu & Kashmir.

In acceptance
(Signature and seal of the ten

