



"Your health our goal, आपका स्वास्थ्य हमारा लक्ष्य"



GOVERNMENT OF INDIA
MINISTRY OF HEALTH & FAMILY WELFARE
OFFICE OF ADDITIONAL DIRECTOR, CGHS PUNE
DIRECTORATE GENERAL OF CENTRAL GOVERNMENT HEALTH SCHEME

E-TENDER NOTICE

Open Tender Notice. F. NO. CGHS/PNE/G.ST/32/18-19/7665

ENGAGEMENT OF SECURITY AGENCY FOR PROVIDING SECURITY GUARDS FOR OFFICES & WELLNESS CENTRES OF CENTRAL GOVERNMENT HEALTH SCHEME IN PUNE

For and on behalf of President of India, The Additional Director CGHS Pune invites applications from reputed agencies in Pune for providing security guards to the 9 Wellness centres, Polyclinic and Office of Additional Director, CGHS Pune, for a period of one year from the date of signing of contract. Bidders are advised to refer to the locations of services required as provided at Annexure-VI. Bidders are advised to participate online at <https://eprocure.gov.in/eprocure/app>. The e-tender for 9 Wellness Centres, Polyclinic, and Office of Additional Director will be a composite tender. The bidder will have to upload required documents and bids for the composite services to be provided at all these locations.

The tender notice can be downloaded from the Website <http://eprocure.gov.in/eprocure/app> or <http://cghspune.gov.in>.

Eligibility Criteria:-

1. The bidder agency must hold valid registration/license with appropriate authority of Govt. of Maharashtra. The successful Bidder will further ensure that their registration/licenses remain valid on the date of bid opening and till the end of the contract period.
2. The bidder agency must not have been blacklisted by any Court of Law or any Government/Central Autonomous bodies/PSUs and in any such future event, the agency shall undertake to keep CGHS informed.
3. The Annual Turnover of the bidder agency in the previous two financial years 2016-17 & 2017-18 should not be less than Rs. 50 lac (Rupees Fifty lac)
4. The bidder agency should be situated within the Municipal limits of Pune/PCMC.
5. The bidder agency must have completed at least two similar works with other organizations such as Central Government or Autonomous or PSU or defense organizations, Municipal bodies, etc. each costing not less than 40% of the tender value.
6. The bidder agency must be compliant with all statutory requirements such as ESI, Provident Fund, G.S.T., etc. as per eligibility criteria under clause 2.1 of tender document.
7. A copy of PAN and GSTIN allotted to the firm.

Enquiries will be entertained in the pre-bid conference only. The Additional Director CGHS, Pune reserves the right to reject all / any application received from the Service Provider Agency without assigning any reason.

**Additional Director
CGHS, Pune**



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GOVERNMENT OF INDIA

MINISTRY OF HEALTH & FAMILY WELFARE

OFFICE OF ADDITIONAL DIRECTOR, CGHS PUNE

DIRECTORATE GENERAL OF CENTRAL GOVERNMENT HEALTH SCHEME

Tel: 020-24262831, Fax: 020-24269461

Open Tender Notice No. F. NO. CGHS/PNE/G.ST/32/18-19/7665

E-TENDER DOCUMENT

FOR

ENGAGEMENT OF SECURITY AGENCY FOR PROVIDING SECURITY GUARDS FOR OFFICES & WELLNESS CENTRES OF CENTRAL GOVERNMENT HEALTH SCHEME IN PUNE

The Central Government Health Scheme (CGHS) Pune is providing comprehensive medical care facilities to the Central Government employees and pensioners and certain other categories of persons covered under the Scheme. As part of this Scheme, CGHS Pune has Wellness Centres, Polyclinic and administrative office in 9 various locations of Pune/PCMC. CGHS Pune requires services of Security Guards in these 9 locations of Wellness Centres, Polyclinic and Office of Additional Director (The detailed address of these locations is provided in Annexure-VI). With this objective, the Additional Director CGHS Pune, for and on behalf of the President of India, invites bids through e-tender from the eligible agencies for providing security guards services.

<i>Scope of Work</i>	<i>ENGAGEMENT OF SECURITY AGENCY FOR PROVIDING SECURITY GUARDS FOR OFFICES & WELLNESS CENTRES OF CENTRAL GOVERNMENT HEALTH SCHEME IN PUNE</i>
<i>EMD to be submitted</i>	<i>Rs. 62,000/- (Rupees Sixty-Two Thousand only)</i>

Interested parties may view and download the tender document containing the detailed terms & conditions, free of cost from the website

<http://eprocure.gov.in/eprocure/app>

BRIEF TENDER DETAILS

1.2.1	Description of Scope of Work	Providing watch and ward security guards without arms at 9 locations of Wellness Centres and office of CGHS Pune. The locations are as detailed in Annexure-VI
1.2.2	Type Of Tender	E-Tender under TWO BID/TWO PACKET SYSTEM. The Technical and Commercial Bids to be uploaded separately on the e- procurement portal at http://eprocure.gov.in/eprocure/app
1.2.3	Contract Period in Years	One year from date of Award of Contract with a provision of further extension for another year or part thereof, subject to satisfactory performance of the Agency and on same terms and conditions, further subject to mutual consent by both the parties.
1.2.4	Earnest Money Deposit (Bid Security)	Rs. 62,000/- (Rupees Seventy Thousand only). The EMD will need to be deposited with the office of the Additional Director CGHS Pune on or before the last date & time of the Bid closing.
1.2.5	Mode/Validity of E.M.D.	Crossed Demand Draft/Bankers Cheque issued by Scheduled Banks drawn in favour of “Additional Director, CGHS, Pune”, payable at Pune, valid for <i>120 days, with provision to extend validity of the bids and EMD for further period at the request of CGHS, if needed.</i>
1.2.6	Performance Bank Guarantee	5% of the expected contract value for one year, i.e. Rs. 1,55,000/-
1.2.7	Validity of performance Bank Guarantee	180 days after expiry of Contract. In case the period of contract is extended after satisfactory completion of one year of services, the Contractor will be required to get the validity of the Bank Guarantee extended for a period up to six months beyond the period of the contract.
1.2.8	Cost of Tender Document	Nil
1.2.9	Estimated Tender Value	Approximately Rs. 31,00,000.
1.2.9	Deposition of Bid Security	Office of Addl. Director CGHS, Swasthya Sadan, Mukund Nagar, Pune – 411037, before last date and time for bid submission mentioned in Critical Date Sheet .
1.2.10	Period of Commencement of Work	Within 15 days of Award of Contract, failing which the EMD will be forfeited.

Clarifications if any shall be entertained in the pre-bid conference only. Response, if any, will be issued in respect of those clauses only where changed, online at <http://eprocure.gov.in/eprocure/app>. No individual correspondence will be made/ entertained.

**ADDITIONAL DIRECTOR
CGHS, PUNE**

CRITICAL DATE SHEET

Tender No./Tender ID:	Open Tender Notice. F. NO. CGHS/PNE/G.ST/32/18-19/7665 Tender ID: 2018_DGHS_412397
Name of Organization	CENTRAL GOVT HEALTH SCHEME, PUNE
Date of Issue/Publishing	30/11/2018 (18.00 Hrs)
Document Download Start Date	30/11/2018 (18.00 Hrs)
Document Download End Date	20/12/2018 (15.00 Hrs)
Clarification Start Date	06/12/2018 (15.00 Hrs)
Clarification End Date	06/12/2018 (17.00 Hrs)
Date for Pre-Bid Conference	06/12/2018 (15.00 Hrs)
Venue of Pre-Bid Conference	Office of Additional Director CGHS, 2nd Floor, Swasthya Sadan, Mukund Nagar, Pune
Last Date and Time for Uploading of Bids	20/12/2018 (15.00 Hrs)
Date and Time of Opening of Technical Bids	21/12/2018 (15.00 Hrs)
Date and Time of Opening of Commercial Bids	Shall be decided later and intimated to Bidders successful in Technical Bid through e-procurement portal.
Address for Communication	Office of Additional Director Central Government Health Scheme 2nd Floor, Swasthya Sadan, Mukund Nagar, Pune – 411 037 Website: http://cghspune.gov.in

INSTRUCTIONS TO THE BIDDERS

Instructions for Online Bid Submission:

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at:

<https://eprocure.gov.in/eprocure/app>

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “**Online Bidder Enrollment**”. Enrolment on the CPP Portal is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / eToken.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100 dpi with black and white option.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS:

- 1) Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) The bidder shall seal the original Bank Draft EMD in an envelope. The Bidder shall mark its name and tender reference number on the back of the Bank Draft before sealing the same. The address of NIC, name and address of the bidder and the Tender Reference Number shall be marked on the envelope. The envelope shall also be marked with a Sentence "NOT TO BE OPENED BEFORE the Date and Time of Bid Opening". If the envelope is not marked as specified above, NIC will not assume any responsibility for its misplacement, pre-mature opening etc.

In case EMD is sent through Speed Post it must reach: Additional Director, 2nd Floor, Swasthya Sadan, Mukund Nagar, Pune 411037 as per date and time mentioned above in the name of Additional Director, CGHS Pune.

EMD not meeting above deadlines will not be accepted and their uploaded bid will be rejected.

5) A standard BoQ format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.

8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

9) Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS:

1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the <Tender Inviting Authority> for a tender or the relevant contact person indicated in the tender.

2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800-3070-2232.

SECTION – I

INSTRUCTIONS TO THE BIDDERS

A. SCOPE OF WORK

The scope of work includes providing watch and ward security guard services as per requirement of CGHS Pune. Other provisions as mentioned in the tender elsewhere are also included in the scope of work. The scope of work shall include but not limited to the following:

1. The deployed security personnel shall be very punctual while reporting to office/wellness centers.
2. They shall not allow any unauthorized person in the Offices/Wellness Center premises, etc. during their duty hours. The security guard shall be employed for eight hours a day. The exact working hours/shift shall be intimated to the agency at the time of execution of work at respective locations.
3. The Security Guard deployed shall regulate incoming and outgoing materials so as to prevent any theft and also shall not allow any unauthorized movement of any goods from or into the Wellness Center.
4. He shall ensure all reasonable measures to maintain the security of goods/building (including the compound & boundary wall of the premises). In case of need, he may contact CMO I/C or Addl. Director or any designated officer of CGHS Pune (as the case may be) on phone or call police/fire brigade, if the need arises.
5. Reception and management of Visitors through checks/access control system where ever installed, guide the visitor correctly to the required chambers and check the identity of employees/visitors entering the premises as per the policy of the Organization.
6. The Agency shall ensure availability of mobile phone with the Security Guards deployed on duty for communicating with the concerned authority in case of any emergency. To receive telephone calls from outside and to transfer the call/communicate the message to the concerned Officials/Doctors if required, as per the direction of the Officials/Doctor on duty or his authorized person.
7. The Security Guard(s) shall continuously monitor the buildings and facilities, check the area and inform and assist police/fire brigade in operating firefighting equipment in the time of emergency.
8. Ensuring smooth operation of firefighting, safety measures and anti-sabotage measures. The personnel deployed should have thorough knowledge of firefighting and for operating various types of firefighting equipment installed in the building.
9. Streamlining of transport/ car parking and keeping the way outside and inside the premises/ building free from vehicular congestion.
10. Protection of the property, material, records, documents, equipment, etc. of occupants/ wellness centers and preventing misuse of amenities and common facilities in the buildings.
11. Prevent trespassing / encroachment on the premises of CGHS wellness centers.
12. Prevent misuse of water/ electricity by closing stopcock and switching of lights, fans, etc. including monitoring of electric points, switches, lights, AC's, Fans etc.
13. The Security Guard(s) shall prevent any untoward incidents & report the same to the authorities/ management.
14. The Security Guard(s) shall assist in the lift operation and open the lift doors (whenever needed) in case of trapping of anybody due to non-functioning of lifts.
15. The Security Guard(s) shall deposit any missing material/ article found in the premises as per the direction of the Doctor in-charge or his authorized representative.
16. The Security Guard(s) shall maintain visitor and staff movement record if desired by the authorities/ management.

17. The Security Guard(s) shall check the vehicles in the parking area during night shift/holidays/Sundays and make a note of it in the register as per the direction of the Doctor in-charge or his authorized representative.
18. The Security Guard(s) shall check all the fire escapes and keep these clear from any obstructions and check fittings and fixtures, lighting etc. thereof and any discrepancy towards this may be reported to the concerned officials immediately.
19. The Security Guard(s) shall carry out physical check of floors, lift, etc. at least twice during the working shift and make a note of it in the register as per the direction of the Doctor in-charge or his authorized representative.
20. The Security Guard(s) shall operate the gate of the vehicle parking entry point on all working days.
21. The Security Guard(s) shall guide/ assist the occupants/visitors in parking their vehicles, shall inform Doctor in-charge about any burglary or mishap in the premises and assist in taking up with the concerned authorities.
22. The Security Guard(s) shall perform any other task allotted by the CGHS authorities management in the overall interest of the safety of the premises of wellness centers.
23. Scope of work defined above is only illustrative and not exhaustive. The Tenderer has to fulfill the entire requirements described above and elsewhere in the tender document.
24. The tenderer shall make necessary arrangement as per the scope of work and responsibilities on all working days including Sundays and holidays with reference to Tender documents.
25. In case the security services are not found to be satisfactory, Addl. Director CGHS Pune reserves the right to cancel the service from the assigned agency after informing the reasons for the same.
26. Services may be extended on request by the Addl. Director, CGHS Pune , on the same terms & conditions and as per notified rates of daily wages by Govt. of India.
27. It shall be ensured that all guards are paid wages not less than the minimum wages declared by Govt. of India. All statutory obligations like PF, ESI, etc. must be paid in respect of the guards employed by the Agency. All these obligations shall be the liability of the Agency and paid by it & not by the CGHS.
28. The security personnel shall always be in uniform and have proper identity card while on duty. He shall sign his attendance in register for the purpose.
29. The guard on duty shall not sleep, consume liquor or play cards while on duty or indulge in any activity not in conformity with his duties.
30. The Agency should deploy Ex-Servicemen on CGHS duties as per prevailing Laws on the issue.

B. Pre-Qualification Requirements:

1. The Agency should have experience of at least two years in the field of providing contract uniformed Security Guards to Govt. Deptts./PSUs/Banks/Autonomous bodies, etc. in Pune region. Copies of the work order from such Govt. deptts./PSUs/Banks/Autonomous bodies in last 2 years to be enclosed with the Tender Document to be submitted as per Annexure-XI.
2. The Agency should hold a valid license issued by Central / State Government. The agency should have Provident Fund Registration., E.S.I. No., PAN No. and GSTIN No. Copies of supporting documents of all such Registrations/Numbers for last two years beginning 01/04/2016 i.e. for 2016-17 & 2017-18 to be submitted by the Agency along with the Technical Bid. Latest Challans of GST (for last one year), Latest Income Tax Returns, Annual/Half yearly Returns of EPF/ESI (as applicable) to be uploaded with Technical Documents.
3. The Agency should have its registered office in Pune.
4. The Agency should not have been blacklisted by any Govt/Govt Agency.
5. The Annual Turnover of the bidder should not be less than Rs. 50 Lacs.

C. COST OF BIDDING

Prospective bidders shall bear all the costs associated with the preparation and submission of the e-bid. CGHS in no case will be responsible or liable for these costs regardless of conduct or outcome of the Tender process.

D. PRE BID MEETING

A pre-bid meeting open to all prospective bidders will be held as per **Bidding Schedule** in the **Office of the Addl. Director CGHS Pune** wherein the prospective bidders will have an opportunity to obtain further information and clarifications regarding work and the tender terms & conditions.

The prospective bidders are free to ask for any additional information and seek clarifications concerning the work either in writing or orally. The clarifications given will be common and applicable to all. No individual correspondence shall be entertained by CGHS thereafter with the prospective bidders/ their representatives.

E. BIDDING PROCEDURE, SIGNING AND SEALING OF BIDS The bidder must submit his e-bid in two parts as mentioned below: **Part 1 :- Called "Technical Bid" containing :-**

1.1 Earnest Money

The bidders other than mentioned in 1.1.1 are required to submit an amount of **Rs. 62,000/- (Rupees Sixty-Two Thousand only)** through a **Demand Draft** payable in the name of "Additional Director, CGHS, Pune" as Earnest Money. The demand draft must be issued by a Nationalized/ Scheduled Bank. The Original EMD Demand Draft should be submitted in the O/o Additional Director 2nd Floor, Swasthya Sadan, Mukund Nagar, Pune – 411037, in an envelope super-scribed "EMD for the Security Guards e-Tender" before the last date & time of bid submission. The name of the agency & the Tender ID may be written on back of Demand Draft. Bids uploaded by bidders but their EMD/ Bank Draft not received physically in the Office of Additional Director, CGHS Pune, will be disqualified at the time of Bid Opening.

1.1.1. Registered Micro and Small Enterprises (MSE) as per Department of Micro, Small and Medium Enterprises or are registered with Central Purchase Organization or startups as recognized by Department of Industrial Policy & Promotion (DIPP) are exempt from submission of EMD. However, MSE bidders should mandatorily declare their UAM number on CPPP portal failing which such bidders shall not be able to enjoy the benefits as per public procurement policy for MSEs Order 2012 for tenders invited electronically through CPPP, which includes, but not limited to, exemption of EMD. Therefore, MSEs bidders must ensure declaration of UAM number on CPPP to enjoy the benefit of EMD exemption.

1.2 Documents establishing Bidders eligibility (Technical Bid)

The following documents should first be self-attested by the authorized signatory of the bidder and then should be scanned and uploaded while submitting the E- tender as mentioned below:

- a. Copy of EMD/ Demand Draft for the denomination indicated in Para 1.1 above.
- b. Duly attested copy of the valid license for the last two years beginning 01/04/2016 i.e. for 2016-17 & 2017-18 to be submitted by the Agency along with the Technical Bid. {Latest Challans of GST, Latest Income Tax Returns, Annual/Half yearly Returns of EPF/ESI (as applicable) to be filed with Technical Documents} The Bidders will ensure that their license remain valid on the date of bid opening and till the end of the contract period.
- c. Attested copies of Income Tax returns for last two financial years 2016-17 & 2017-18
- d. Attested copies of GST registration.
- e. Attested copies of the latest paid GST Challans.
- f. Attested copies of EPF contribution Returns for last two consecutive years 2016-17 & 2017-18
- g. Attested copies of ESI contribution Returns for last two consecutive years 2016-17 & 2017-18
- h. Copy of the relevant ownership deeds e.g. Proprietorship/ Partnership Deed or as per clause below in Part 2

- (b) i, ii, iii, of the tender document & the note thereunder. The bidder shall submit full details of his ownership and control, or, if the Bidder is a partnership firm, joint venture, company or consortium, full details of ownership and control of each member thereof. In case of the latter, the authorized representative should be duly authorized by all the Owners/Partners/Executive Director in writing & this document must be uploaded along with the Bid documents.
- i. Bidder/s, as above, shall submit a self-certified copy of PAN card issued to the entity by the Income Tax Deptt./ Scanned copy of PAN Card of Proprietor, as the case may be.
These above documents should also be self-attested by the Authorized representative of the Agency.
 - j. Bidders/persons authorized for conduct of the business by the owner/proprietors/ partners shall sign on all the pages of the Tender Form. Tenders not so signed are liable to be rejected.
 - k. Scanned copy of Declaration of bidder as per Annexure – IV duly signed by the authorized signatory should be uploaded.
 - l. Scanned copies of the balance sheets for the last two financial years (2016-17 & 2017-18) to establish the turnover of the bidder.
 - m. An undertaking on the letter head of the Firm/Company to the effect that “The Bidder has gone through all the Terms & Conditions of the Tender document & the same are acceptable to the Tenderer”. (As per format provided in Annexure - I). Scanned copy of the undertaking to be signed by the authorized signatory.
 - n. Copy of affidavit stating that the contract of the bidder, if empaneled earlier, was not terminated by CGHS in the preceding three years.

Part 2:- Called “Commercial Bid” which shall contain:-

Duly filled prescribed Bid form (Price Bid as per Annexure II)

- a. The Bid is liable to be rejected, if the requisite information / documents have not been furnished as asked for in **Part-1.1 & 1.2.**
- b. Individual signing the Bid and other documents must specify whether s/he signs as:
 - i. A sole proprietor of the firm, or constituted attorney of such proprietor.
 - ii. A partner of the firm, if it is a partnership firm and in this case he must have a clear legal authority to sign, answer and admit to refer disputes to arbitration.
 - iii. Constituted Attorney/Authorized Signatory, if it is a company.
 - 1. In case of (ii) above a copy of the Partnership Deed, General Power of Attorney, duly attested by a notary public and an affidavit to the effect that all the partners admit execution of the partnership and the General Power of Attorney be uploaded.
 - 2. In case of partnership firm, where no authority to refer disputes concerning the business or the partnership has been conferred on any such partner, the Bid and all other related documents must be signed by every partner of the firm.

A person signing the Bid form or any documents forming part of the bid on behalf of another, shall be deemed under warranty that he has authority to bind with his acts such other person. If on enquiry, it appears that the person so signing has no authority to do so, CGHS, without prejudice to other Civil and Criminal remedies can cancel the contract and hold the signatory responsible for all costs and conveyances arising there from.

F. PERIOD OF VALIDITY OF BIDS

The Bids shall be valid for acceptance for 120 days after the date of bid opening prescribed by the CGHS and shall be further extendable by another 30 days at the request of Addl. Director CGHS Pune.

G. PERIOD OF CONTRACT

The contract shall initially be for a period of one year from the date of the signing of contract. However, the contract is extendable for another year on the same terms & conditions of contract, strictly on the basis of satisfactory performance, at the sole discretion of Additional Director, CGHS Pune.

H. RIGHT TO ACCEPT / REJECT ANY BID

The Additional Director CGHS PUNE, reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for the CGHS' action.

The Additional Director CGHS Pune doesn't pledge himself to accept the Lowest offering Bid or any Bid and reserves to himself the right of accepting the whole or any part of the Bid and Bidder shall supply the Guards at the rates quoted.

In case tender is not finalized for any reason, or the contract with the selected bidder is cancelled for any reason, the Addl. Director CGHS Pune reserves the right to offer/award the contract to L2 Bidder at the offer of L1. If the Offer is refused by the L2 Bidder, the Addl. Director CGHS Pune reserves the right to offer/award the contract to L3 Bidder and so on, at the offer of L1.

I. PERFORMANCE SECURITY GUARANTEE

The successful bidder will have to furnish a Performance Security for an amount equivalent to 5% of the expected business (as mentioned in the below table) in the form of either a Bank Guarantee, valid for 6 months beyond the term of the contract, issued by a scheduled bank as per format at Annexure – III, or a Demand Draft issued by a Scheduled Bank. The Demand Draft or Bank Guarantee should be favoring "Additional Director, CGHS, Pune". No claim shall be made against Government of India / Additional Director CGHS Pune in respect of interest accrued, if any, due on the Performance Security deposit. In case of extension of contract for another year the Performance Guarantee should be renewed to ensure that it remains valid up to six months beyond the validity of the extended contract period.

Sl. No.	Tender ID	No. of Guards	Expected Volume of business per annum	Performance Security
1	2018_DGHS_412397	9	Rs. 31,00,000	Rs. 1,55,000

J. CORRUPT OR FRAUDULENT PRACTICES

- (i) CGHS requires that the Bidders observe the highest standards of ethics and conduct during the tender process and afterwards during the execution of such contract.
- (ii) In pursuance of this policy, the terms and conditions are set forth as follows:
 - a) "corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of the public official in the tender process or in the process of execution of contract; and
 - b) "Fraudulent practice" means misrepresentation of facts in order to influence the tender process or execution of a contract to the detriment of CGHS, and includes collusive practice among Bidder (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive CGHS of the benefits of free and fair competition;
- (iii) CGHS will reject a proposal for award of contract, if it determines that the bidder recommended for award has engaged himself in corrupt or fraudulent practices while competing for the contract in question.
- (iv) CGHS will declare a firm ineligible, either indefinitely or for a specified period of time, for award of the

contract if at any time it determines that the firm was engaged in corrupt and fraudulent practices while competing for or in executing the contract in addition to any other action as deemed fit.

K. FORFEITURE

The Earnest Money may be forfeited if a Bidder withdraws its tender during the period of bid validity or in case of a successful Bidder, if the Bidder fails:

- i. To sign the contract in accordance with the terms and conditions, and
- ii. To furnish Performance Security as specified in the terms and conditions.

L. SUBMISSION OF BIDS

The Bidders will submit all the Bid documents only through e-tender portal <http://eprocure.gov.in/eprocure/app>

M. PRICING

The quoted offer shall remain firm and fixed for the entire duration of the contract except for the statutory minimum wages as announced by the **Govt. of India** from time to time.

N. OPENING OF BIDS

Bids shall be opened online through the e-tender portal www.eprocure.gov.in/eprocure/app

O. INSPECTION OF BIDDERS' PREMISES

If the Technical Bid on the basis of the documents mentioned in this section appears to be in fulfillment of eligibility, the premises of bidders may be inspected by a team of officers led by an officer not below the rank of CMO(SAG) / (NFSG) for:

- (a) Physical verification of location of the Agency within the limits of CGHS covered area of the city for which the bid has been submitted.
- (b) Verification of original documents of those uploaded earlier during the bid.

In case, the team is not satisfied with the veracity of the claims of the bidder, he will be declared ineligible for participation in the further processes and his Commercial Bid will not be opened.

P. MISCELLANEOUS

- a. Appointed Agency shall attend the meetings fixed by the Authorities as and when called for.
- b. **Those Agencies, whose contracts have been terminated by CGHS during the last three years on charges of misbehavior with CGHS beneficiaries/ officers, non- adherence to the terms and conditions of contract, etc., shall not be considered for engagement. An affidavit that the contract of the bidder (in case the bidder was earlier engaged) was not terminated by CGHS in the preceding three years shall be submitted.**
- c. The successful Bidder's Earnest Money will be discharged upon the Bidder executing the Contract and furnishing the Performance Security. Unsuccessful Bidder's Earnest Money will be discharged / returned within 30 days after the tender process is over.

**ADDITIONAL DIRECTOR
CGHS, PUNE**

SECTION-II

Terms and conditions of the Tender:

- (i) If the last day of receipt of tender is declared a holiday, the tender shall be opened on the next working day at the same time. The Bidders/their authorized representatives may be present at the time of opening of the Tender.
- (ii) Tenders without EMD (except from bidders as in 1.1.1 above) or incomplete in any respect shall be disqualified. Bidders exempted from EMD (MSEs) should declare their UAM number on CPPP portal and furnish such information.
- (iii) An undertaking as per Annexure I & the Price Bid as per Annexure-II is to be furnished by the Bidder.
- (iv) The EMD from the prospective bidders should reach the office of the Addl. Director CGHS Pune before the closing date & time in a sealed envelope. The envelope should be super scribed "Tender for Security Guards in CGHS Pune", along with a demand draft for EMD/Bid security of Rs.62000/- (Rupees Sixty-Two Thousand only) in a separate envelope. The Demand Draft/Pay Order should be in the name of "Additional Director, CGHS Pune"
- (v) Successful L₁ bidders will be extended an offer for engagement which the Agency will be required to accept within 15 days. They will also be required to furnish a Performance Security for Rs. 1,80,000/- (Rupees One lac Eighty Thousands only) within one week time of the Acceptance of the Offer of the Tender. The EMD/Bid security from the successful bidder shall be returned after receipt of the Performance Security. The Performance Security may be in the form of a **Bank Guaranty/ Demand Draft**. The Demand draft/Bank Guarantee should be in the name of "Additional Director, CGHS Pune". If performance security is furnished it should remain valid for a period of six months beyond the completion of the contractual obligations by the Agency.
- (vi) The Bidders should write the name of the Agency/Firm at the back of the EMD Demand Draft.
- (vii) No interest will be payable on the EMD/Bid Security or the performance security.
- (viii) If the Agency fails to perform or neglect any of its obligations under the contract, it shall be lawful for CGHS Pune to forfeit the Performance Security furnished by the Agency.
- (ix) Any change in the ownership pattern of the contracting agency will not nullify the provisions of the Contract. The contract will devolve on the successor owners.
- (x) The unsuccessful Bidders can claim refund of their EMD/Bid Security once the Tender Process is over.
- (xi) The Security Agency will ensure that ESI Cards & EPF Passbooks are made available to all the individuals deployed on CGHS duty by the Agency.
- (xii) The Agency shall quote only its Service Charges in Annexure II (BOQ), **online only**, as a percentage of Minimum Wage Rate notified by the **Govt. of India**. The Minimum wages rate will include payment towards EPF, ESI & any other mandatory statutory benefits if notified by the Government in future. CGHS will not pay towards Uniform charges, Relieving charges or washing charges, medicines or medical benefits, etc. Such charges shall be borne by the Agency/Contractor.
- (xiii) **TIE BREAKER:** In case of identical Bids by more than one Bidder, the following Tie-breaker procedure will be adopted to break the tie (in order of listing):
 - i. **Turnover of the Bidder:** More the turnover, more the preference
 - ii. **Duration of Establishment:** Longer the period of establishment, more the preference.
- (xiv) The payments of charges are subject to revision of minimum wages for unskilled labor from time to time by the **Deptt of Labor Govt. of India**.
- (xv) **Fall clause: If at any time during the Contract, the Agency reduces its Service Charges for similar contract with any other Organization (Govt/PSU/Banks/Autonomous bodies etc), it shall inform such reduction to the Deptt. and the amounts payable by the deptt towards such charges shall stand automatically reduced from the date of such reduction.**
- (xvi) The guards will be deployed to provide services in the Office & Wellness centers functioning under CGHS Pune.
- (xvii) The contract will be valid for a period of one year from the date of finalization of the rates. However, it can be extended on mutual agreement of the CGHS and the Agency, provided the Agency delivers satisfactory

performance.

- (xviii) The Agency selected L₁ will be required to furnish fair Contract on Non Judicial Stamp Paper, duly signed by the Authorized representative of the Agency within 15 days of the Offer. Failure to comply shall result in forfeiture of the EMD.
- (xix) CGHS Pune is not bound to avail the services of the security guards for the whole one year period.
- (xx) The Agency shall be required to submit its Bill (As per format in Annexure -X) for the services rendered within 1st week of the succeeding month, in duplicate. The Bill should be accompanied by a Satisfactory Performance Certificate & Attendance Certificate, duly verified by the CMO In charges of the facilities where the security guards are deployed (As per format in Annexure-V). The Agency shall also attach lists of the employees deployed on duties, copies of the EPF contribution & the ESI contribution Challans in respect of the employees for the previous month along with the Bill (as per Annexures-VII, VIII, and IX). Copies of the Receipt/Challan of the GST shall also be required to be attached.
- (xxi) Department will deduct TDS at source, as per applicable rules of Income Tax Act.
- (xxii) The Agency shall be responsible for payment of wages, etc. to the deployed security guards as per prevailing Acts/Orders as applicable to the Govt. of India. If any dispute arises between the Agency & the Security Guards employed by it in the matter of wages or any other service condition, it shall be settled by the Agency & the Security Guards engaged by it themselves. CGHS Pune or the Govt. of India shall not be a party in any such dispute.
- (xxiii) The security guards deployed by the Agency will be employees of the Agency only and will have no claim to employment under the Govt. of India or the CGHS Pune, whatsoever.**
- (xxiv) In case it is found that the wages are not being paid in accordance with the statutory Minimum Wages Act, the contract shall be terminated forthwith & the performance security forfeited.
- (xxv) This requirement of manpower can be increased or decreased. The personnel to be engaged by the agency should be preferably male having good health and between age of 18-50 years.
- (xxvi) **Penalty:** Monitoring of the levels of quality of the Security services shall be done on regular basis by officers of the CGHS Pune and in the event of quality of services being found to be unacceptable in any month due to deficiency in the security work for lack of manpower, a "Penalty" as detailed below will be levied, to be deducted from the contractor's bills/Performance Security:
 - (a) In case any of contractor's personnel(s) deployed under the contract is (are) absent, a penalty equal to double the wages of number of security staff absent on that particular day shall be levied by the CGHS and the same shall be deducted from the contractor's bills.
 - (b) In case any of contractor's personnel deployed under the contract fails to report in time and contractor is unable to provide suitable substitute in time for the same it will be treated as absence and penalty as mentioned in point (xxvi) (a) shall be levied.
 - (c) In case any public complaint is received attributable to misconduct/misbehavior of contractor's personnel, a penalty of Rs.500/- for each such incident shall be levied and the same shall be deducted from contractor's bill. Further the concerned contractor's personnel shall be removed from the system immediately.
 - (d) In case the contractor fails to execute the work as stipulated in the agreement or unsatisfactory performance or does not meet the statutory requirements of the contract, Additional Director CGHS Pune reserves the right to impose the penalty as detailed below:-
If services are not provided up to the satisfaction of CGHS Pune, a penalty of minor fine of Rs.500/- per day, or a major fine up to Rs. 1000/- may be imposed on the contractor depending on the objective criteria as above; and, in special conditions regarding Compliance of Labor Laws.
The penalties shall be recovered out of the Pending Bills/Performance Security of the Contractor. The Additional Director CGHS Pune reserves the right to forfeit a part or whole of the performance Bank Guarantee or/and cancellation of contract in case of repeated instances of poor performance with no improvement in spite of bringing the same to the notice of the contractor, verbal or written. The contractor or his employees will not be allowed to take out any item without the explicit written authority of the CMO in charges or authorized representatives of the Addl. Director, CGHS Pune.

- (xxvii) Any legal dispute arising out of or in respect of the contract will be dealt under Pune legal jurisdiction.
- (xxviii) The contractor will maintain all records and registers ready and may be produced to Labour deptt, Provident fund, E.S.I. or any other statutory body on demand.
- (xxix) The Agency will not engage subcontractor or transfer the contract.
- (xxx) The Firm/Agency awarded the tender will be liable to pay compensation of losses occurring out of damage/theft at Wellness Centers through negligence (or otherwise) of its employees.
- (xxxii) CGHS will not be held responsible in case of any physical harm, death or injury while on duty to the Security Guards deployed; and, any compensation will be provided by the Security Agency.
- (xxxiii) The Agency will ensure that the personnel engaged have clearance from Police Authorities within one month of the tender.
- (xxxiii) The agency will ensure that the Guards wear Uniform and name plate while on duty.
- (xxxiv) If information furnished in the Tender Form is found incorrect, the Tender will be rejected/cancelled forthwith, the Agency will be blacklisted for two years & the EMD/performance security submitted shall be forfeited.
- (xxxv) **Tender documents uploaded incomplete in any respect or without EMD shall be summarily rejected.**
- (xxxvi) CGHS Pune reserves the right to withdraw the tender at any time before its finalization without assigning any reason.

**ADDITIONAL DIRECTOR
CGHS, PUNE**

SECTION – III

I. SPECIAL CONDITIONS & COMPLIANCE OF LABOUR LAWS:

1. The Contractor shall at his own cost comply with the provision of Labour laws, rules, orders and notifications whether central or state or local as applicable to him or to this contract from time to time. These Acts/Rules include without limitation to the followings:
 - a) The Minimum Wages Act, 1948 Rules and orders issued there under from time to time.
 - b) The Workmen’s Compensation Act, 1923 with Rules, Orders and Notifications issued there under from time to time.
 - c) The Payment of Gratuity Act, 1972 with rules, orders and Notifications issued there under from time to time.
 - d) The Mines Act, 1952, The Factories Act, 1948 or the Shops and Establishment Act, whichever is applicable with Rules, orders and issued there under from time to time.
 - e) The Payment of Bonus Act, 1965 with Rules, orders and Notifications issued there under from time to time.
 - f) The Payment of Wages Act, 1936 with rules, orders and Notifications issued there under from to time.
 - g) The Employees Provident Fund & Miscellaneous Provisions Act, 1952 with Notifications issued there under from time to time.
 - h) The Employees State Insurance Act, 1948.
 - i) The Interstate Migrant Workmen (Regulation of Employment and Condition of Service) Act, 1979 and Central Rules framed there-under.
 - j) All other Acts/Rules/Bye-laws; orders notifications, etc., present or future applicable to the contractor from time to time for performing the contract job.
- 2.0 **All employees of the Contractor shall be employees of the Contractor. CGHS Pune will not have any liability to absorb them at any point of time nor can they claim any right for employment in CGHS.**
- 3.0 The contractor shall have a valid license obtained from Licensing Authority under the Contract Labour (Regulation & Abolition) Act, 1970.
- 4.0 The contractor shall submit the EPF code number obtained from the authorities concerned under the Employees provident Fund and Miscellaneous Provisions Act, 1952.
- 5.0 The contractor shall maintain all records/registers required to be maintained by him under various Labour laws mentioned above and produce the same before the Statutory Authorities when required. These shall among other things include the following:
 - i. Muster Roll
 - ii. Register of Wages
 - iii. Register of Deductions
 - iv. Register of Fines
 - v. Wage Slip
 - vi. Register of Advances
- 5.1 The contractor shall also submit periodical reports/returns to the various statutory authorities such as the Contract Labour (Regulation & Abolition) Act, 1970, Employees Provident Fund Act, etc.
6. The contractor shall provide Kits/Liveries to his employees, if any, required under law.
7. It shall be ensured that all deployed personnel are paid wages not less than the minimum wages declared by Govt. of India.
8. If any of the persons engaged by the contractor misbehaves with any of the officials of the CGHS, Pune or any beneficiary of CGHS or commits any misconduct with regard to the property of the CGHS, Pune or suffers from any serious communicable disease, the Contractor shall replace them immediately. In case Authority of CGHS, Pune feel that the conduct of any of CONTRACTOR’S employees is detrimental to the interests of CGHS, the Additional Director, CGHS Pune shall have the unqualified right to request for removal of such

- employee either for incompetence, unreliability, misbehavior, security reasons, etc., while on or off the job. The CONTRACTOR shall comply with any such request to remove such personnel at CONTRACTOR's expense unconditionally. The CONTRACTOR will be allowed a maximum of two working days to replace the person by competent qualified person at CONTRACTOR's cost.
9. The contractor shall not engage/employ persons below the age of 18 years.
 10. The contractor shall issue appointment letters to the persons engaged by him for deployment under this contract, a copy of which should be submitted to Additional Director, CGHS Pune for record.
 11. The contractor shall deploy one **Supervisor/Facility Manager/Liaison Officer** to manage the deployment of persons engaged under the Contract in CGHS Pune and to ensure proper working & for day to day liaison work with the facility CMO in-charges of Wellness Centres or designated officers of CGHS Pune. CGHS Pune shall not be liable to pay for their services.
 12. The contractor shall get the antecedents of the persons engaged by him verified from police station concerned and produce a certificate in this regard to CGHS, Pune and also obtain entry passes, gate passes (if applicable) for the person deployed by him for work from the concerned department of CGHS Pune through section in charge.
 13. The Contractor shall pay wages directly to his workmen through electronic payment mode/ by cheque payment. He will ensure that all the personnel deployed have proper Bank accounts in the Scheduled banks. The contractor shall also ensure that no amount by way of commission or otherwise is deducted & recovered from the employee's wages.
 - 13 (i) The Bidder shall ensure that the deployed manpower stays in the facility for eight hours during the shift.
 - 13 (ii) In case it is found that the wages are not being paid in accordance with the statutory Minimum Wages Act, the contract shall be terminated forthwith & the performance security forfeited.
 - 13 (iii) The Agency shall be responsible for payment of wages etc to the deployed personnel as per prevailing Acts/Orders as applicable issued by the Govt. of India. If any dispute arises between the Agency & the personnel employed by it in the matter of wages or any other service condition, it shall be settled by the Agency & the personnel engaged by it themselves. CGHS Pune or the Govt. of India shall not be a party in any such dispute.
 14. The contractor shall provide necessary insurance coverage to his workmen engaged in the execution of his contract so as to hold the CGHS Pune non-liaible for any act from contractor's workmen in case of any accident / mishap including death. The insurance cost of personnel working for the contractor at the site shall be borne by the contractor. The contractor may provide the Group Insurance Scheme of LIC or any other Insurance agency for his workmen.
 15. The contractor shall deploy adequate number of persons for execution of the work undertaken on contract regulating their working hours and weekly off within the statutory limits. The contractor shall be responsible for payment of overtime wages to his workmen if any, in case they are required to work beyond the prescribed hours under law.
 16. Contractor shall provide proper numbered photo identification cards to his employees to be deputed by him for work, duly signed by the contractor or person authorized on behalf of contractor.
 17. The personnel deployed by the contractor for job shall meet the following requirements:
 - i) Should be medically fit for the job, duly certified from time to time, this is liable to be cross checked by doctors of CGHS, if required.
 - ii) Should possess good conduct and discipline.
 18. The requirement given in the scope of work is only indicative. CGHS Pune reserves the right either to increase or decrease it as per requirement. The decision of CGHS authorities in this regard shall be final and binding on the Contractor.
 19. On receipt of work order the contractor shall have to enter into Agreement with Addl. Director CGHS Pune in which one of the Clauses would be arbitration clause as per the arbitration Act, which will be enforceable by either party in case of any dispute arising out of the work order.
 20. In Case any contractor wishes to exit from contract, he will give notice of 3 months prior to such exit, failing which whole of Performance Security Guarantee will be forfeited along with deduction of an amount equivalent to one month payment from pending Bills and the contractor will be barred from bidding in CGHS

Pune or outside Pune.

21. **LAWS GOVERNING THE CONTRACT**

- a. This contract shall be governed by the laws of India.
- b. The courts of Pune only shall have jurisdictions to decide any dispute arising out of or in respect of the contract.

II PAYMENT PROCEDURE:

- 1.1 The contractor shall submit monthly bills to the office of Additional Directors CGHS Pune, as per proforma in Annexure - X with the following documents for verification and payment:
 - i) Proof of deposition of statutory levies like EPF/ESI etc. (with a list of individual names and amount deposited in their accounts. (Proforma as per Annexure – VII, VIII, & IX)
 - ii) Proof of ECS/Cheque payment to his personnel for the jobs completed during the previous month.
 - iii) Performance & Evaluation reports duly signed by the concerned CMO I/Cs of the Office/Wellness Centres.
- 1.2 The bills are to be addressed to the respective Addl. Director, CGHS Pune.
- 1.3 TDS shall be deducted at source at the time of payment to the contractor as per the provisions of the Income Tax Act as applicable.

2.0 Performance & Payment:

- A. The monthly payment shall become payable only if the service performance as measured by the CGHS is found satisfactory, utilizing the “Feedback Mechanism” instrument at **Annexure V, signed by the respective Wellness Centre In-charges/Officers**. The feedback instrument for measuring the quality of services must be at least satisfactory for release of payment of the month in question.
- B. The Contractor shall submit his bills to the Additional Directors CGHS Pune by 10th of every month with all the documents specified in Payment Procedure 1.1 above along with the consolidated monthly Performance report duly verified and signed by CMO I/Cs concerned.

**ADDITIONAL DIRECTOR
CGHS PUNE**

BID SUBMISSION PERFORMA/UNDERTAKING

(To be typed on Letterhead of Bidder Agency)

Tender No.

The Additional Director CGHS
Pune

Dear Sir,

1. I/We hereby offer to supply the services detailed in schedule hereto or such portion thereof as you specify in the Acceptance of Tender at the Service charge given in the said schedule and agree to hold this offer open till _____(Date).

2. I/We have understood and complied with the "Instructions to Bidders", the "General Terms and Conditions" of the tender document and the all the Annexures thereto; and, have thoroughly examined and complied with the specifications, drawings, Special Conditions of Contract and/or pattern and am/are fully aware of the nature of the service required; and undertake to accept the same for providing services and my/our offer is to provide services strictly in accordance with the requirements.

Yours faithfully,

Signature of Bidder
Address

Dated

Signature of witness
Address

Dated

Note: Duly signed form should be uploaded online along with other bid documents.

TO BE SUBMITTED ONLINE ONLY IN PRICE BID. NOT TO BE UPLOADED ALONG WITH TECHNICAL DOCUMENTS

DO NOT MENTION SERVICE CHARGE ON THIS SHEET
BID FOR SECURITY GUARDS FOR CGHS WCs /OFFICES OF CGHS PUNE

<p>Bid for providing watch and ward security guards for Offices/Wellness Centers of CGHS Pune for a period of one year. (As a percentage of Minimum Wage Rate PER SECURITY GUARD), excluding the wages, EPF & ESI Contribution. The wages shall be as per the minimum wages notified by the Govt. of India for Unskilled Labour from time to time. CGHS will pay the Statutory obligations (ESI & EPF Contribution, etc.) separately.</p>	<p><u>Service Charges per Guard</u></p> <p>Service Charges:</p> <p>The Bid is _____% of Minimum wage Rate, (_____percent only) per guard per month.</p> <p>TO BE FILLED ONLINE ONLY IN BOQ EXCEL SHEET, NOT ON THIS SHEET</p>
--	---

Signature: _____

Name of the Bidder/s: _____

Designation: _____

Address: _____

Date: _____

EMPANELMENT OF AGENCY FOR PROVIDING SECURITY GUARDS IN 9 LOCATIONS OF CGHS PUNE

PERFORMANCE SECURITY FORM (PSF) (For an amount of 5% of the expected business in respect of CGHS Wellness Centre(s) allotted to him for supply Security Guards)

To,
The President of India
Through Additional Director, CGHS Pune

WHEREAS _____(Name of successful bidder) hereinafter called "Successful Bidder" has undertaken, purchase Contract No. _____ dated, _____ 2018 to

_____ (Description of Services) hereinafter called "the Contract" in pursuance of Tender Document dated _____ issued by _____.

AND WHEREAS it is one of the terms of the tender document that the successful bidder has to submit a performance bank guarantee by a nationalized bank for entering into a contract.

AND WHEREAS it has been stipulated by you in the said contract that the successful bidder shall furnish you with a bank guarantee by a nationalized bank for the sum specified therein as security for the compliance with the successful bidder's performance obligations in accordance with the contract.

AND WHEREAS we have agreed to give guarantee for the successful bidder.

THEREFORE WE hereby affirm that we are guarantors and responsible to you up to a total sum of Rs. -----/Rupees only) and we undertake to immediately pay you, upon your first written demand declaring the successful bidder to be in default under the contract and without demur cavil or argument, any sum or sums within the amount as aforesaid, without your needing to prove or to show the grounds or reasons for your demand or the sum specified therein.

A letter from your office that the successful bidder has committed default in the due and faithful performance of all or any of its obligations under and in accordance with the contract shall be conclusive, final and binding on us. We further agree that you shall be the sole judge as to whether the successful bidder is in default in due and faithful performance of its obligations under the contract and your decision that he is in default shall be final and binding on us, notwithstanding any differences between you and successful bidder or any disputes between you and him pending before an Arbitrator or any other court or tribunal or authority.

In order to give effect to this guarantee you shall be entitled to act as if we are the principal debtor and any change in our constitution or that of successful bidder shall not, in any way, or manner affect our liability or obligation under this guarantee.

You shall have liberty, without affecting in any manner our liability under this guarantee, to vary at any time, the terms and conditions of the contract or to extend the time or period for compliance or to postpone for any time the exercise of any of your rights or enforce or forbear from enforcing any of the terms and conditions of the contract and we shall not be released from our liability or obligation under this guarantee by any exercise of such liberty by you or other forbearance, indulgence, act or omission on your part.

We undertake not to revoke this guarantee during its currency.

Any notice by way of request, demand or otherwise hereunder may be sent by post addressed to us at above referred branch, which shall be deemed to have been duly authorized to receive such notice and to effect payment thereof forthwith, and if sent by post it shall be deemed to have been given at the time when it ought to have been delivered in due course of post and in proving such notice, when given by post, it shall be sufficient to prove that the envelope containing the notice was posted and a certificate signed by any of your officers that the envelope was so posted shall be conclusive.

This guarantee shall come into force with immediate effect and shall remain in force and effect for a period of six months beyond the validity of the contract or until it is released by you pursuant to the provisions of the contract.

Signed and sealed this day of **2018** at

By:

SIGNED, SEALED AND DELIVERED For and on behalf of (Name of the bank)

(Signature)

(Name :)

(Designation:)

(Address:)

EMPANELMENT OF AGENCY FOR PROVIDING SECURITY GUARDS IN 9 LOCATIONS OF CGHS PUNE

From:

Complete address of the bidder
with Phone/ Fax, Mobile No & E-mail Address.

Declaration of Bidder

(To be given on letterhead of the agency)

To:

The Additional Director,
(Name & Address of the Zone)

Dear Sir,

1. I / We hereby offer to provide Security Guards to CGHS Office/Wellness Centre(s) in CGHS Pune as indicated in the Bid notice or to such Wellness Centres / units, you may specify in the acceptance of Bid at the rate given in **Price Bid** attached and agree to hold this offer open till ____ {date} _____. I / we shall be bound by a communication of acceptance dispatched within the prescribed time.
2. I / we have understood the Instructions to the Bidders and Conditions of Contract and fully accept them.
3. I / we are fully aware of the nature of work and my / our offer is to meet the conditions strictly in accordance with the requirements of CGHS.
4. My / our Office is situated within Pune.
5. My / our firm has not been convicted by Any Ministry/Department/Statuary Institution or Authorities and no case is pending in the Court of Law.

SIGNATURE OF BIDDER NAME

:

ADDRESS:

DATE: .../.../.....

Work Performance Evaluation and Monitoring

The service performance of the contractor shall be duly evaluated and monitored with the help of continuous feedback mechanism taken from the various CGHS Wellness Centres in-charges. The contractor will be required to take Performance Feedback on its service delivery on monthly basis from the In-charges at each site. This shall be done with the help of feedback criteria as below. This shall be then converted into a Performance Report for payment purposes.

Sl. No.	Performance Evaluation Criteria	Feedback/Remarks
1	Quality of security services during the reporting month satisfactory or not? (If not, to give reasons):	
2	a. No. of Manpower days to be deployed:	
	b. No. of Manpower days actually deployed:	

(Manpower days = No. of employees deployed per day x No. of working days in the month)

Reporting Month/Year : _____

Overall Performance Report : _____

Signature of CMO In-Charge

(Name of the Office/facility)

LOCATION OF WELNESS CENTRES AND OFFICE OF CGHS PUNE

S. No.	Wellness Center No.	Address	Tel. No
1	Wellness Center 1	U Block Type IV Qtrs GPR, Akurdi, Pune – 411044	020-27640130
2	Wellness Center 2	GSI Colony, Phulenagar - Yerawada Pune - 411 006	020-26685949
3	Wellness Center 3	Chitragupta Complex, OPP: Anglo-Urdu High School, Hidayatullah Road, Pune – 411 001	020-26455163
4	Wellness Center 4	233, Sugandha Apartments, Mangalwar Peth, Pune - 411 011	020-24570018
5	Wellness Center 5	ARDE Staff Quarters, Near Gole Market, Pune 411 007	020-25652045
6	Wellness Center 6	296, Range Hills Estate, Old Yard Estate Office, Pune 411 003	020-25819776
7*	Wellness Center 7	Swasthya Sadan, Mukund Nagar Near Ranka Hospital, Pune 411 037	020-24266402
8	Wellness Center 8	Shukrawar Peth, Bajirao Road Pune 411 004	020-24471602
9	Wellness Center 9	General Thimmayya Street Camp, Pune 411 001	020-26360020
10*	CGHS Polyclinic	First Floor, Swasthya Sadan Mukund Nagar, Pune 411 037	020-24269311
11*	CGHS Office	Office of Additional Director 2 nd Floor, Swasthya Sadan, Mukund Nagar, Pune – 411037	020-24262831

* Co-located in one building

If CGHS decided to close down/shift an office or Wellness Centre to another location, decision of the CGHS authorities in the matter shall be final and binding on the contractor. This may include suspension of Housekeeping services at stated Office/Dispensary and necessary changes as per approved tender rates/Housekeeping services to the newly allocated site. The contractor will shift his material at his own costs.

Annexure VII

Format of Statement showing details of Payment to personnel engaged as Security Guards

Statement for the month of _____

Name and address of the manpower Agency: _____

Location of Deployment: _____

Sl No.	Name of the manpower outsourced	Father's / Husband's Name	Designation	No. of days worked	Gross Remuneration	ESI				EPF				Take home remuneration	
						Account No.	Employee Share (1.75%)	Employer Share (4.75%)	Total	Account No.	Employee Share (12%)	Employer Share (13.61%)	Total	Amount	Cheque No. & date

1. Deduction of EPF & ESI of employee share shall be calculated on gross remuneration to be paid for each individual housekeeping personnel.
2. Employer EPF Share of 13.61 % includes administrative charges of 1.61%. (12% for EPF +1.61% for Administrative charges)
3. Payment of employer share shall be calculated on the gross remuneration to be paid for each individual supporting staff
4. After due deposit of the employer share (EPF & ESI) the SPA shall submit claim to the Authority for reimbursement.
5. Take home remuneration means remuneration paid after deduction of employee share of ESI & EPF.

Authorised signatory for
S.P.A

CGHS PUNE

F.NO. CGHS/PNE/G.ST/32/18-19/**7665**

FORMAT OF STATEMENT SHOWING DETAILS OF ESI DEPOSIT

Statement for the month of _____

Name and address of the manpower Agency: _____

Location of deployment: _____

Sl No.	Name of the manpower outsourced	Fathers / Husbands Name	Designation	Gross remuneration	ESI			Total amount deposited
					Account No.	Employee Share (1.75%)	Employer Share (4.75%)	
					TOTAL			

1. Challan in support of payment of ESI with the competent authorities.
2. A copy of the statement showing name of manpower, account no. and amount as s submitted with ESI authorities.

Authorised signatory for

CGHS PUNE

F.NO. CGHS/PNE/G.ST/32/18-19/**7665**

FORMAT OF STATEMENT SHOWING DETAILS OF EPF DEPOSITS

Statement for the month of: _____

Name and address of the manpower Agency: _

Location of deployment: _____

Sl No.	Name of the manpower outsourced	Fathers / Husbands Name	Designation	Gross remuneration	EPF			
					Account No.	Employee Share (12%)	Employer Share (13.61%)	Total amount deposited
					TOTAL			

1. Challan in support of payment of EPF with the competent authorities.

2. A copy of the statement showing name of manpower, account no. and amount as s submitted with EPF authorities.

Authorised signatory for
S.P.A

CGHS PUNE

F.NO. CGHS/PNE/G.ST/32/18-19/**7665**

FORMAT OF BILL

Bill No:

Date:

Name of the Firm

Address

To

The Additional Director
Central Government Health Scheme
Swasthya Sadan, Mukund Nagar
Pune – 411 037

Bill for the Month of _____ for Security Guard services.

S. No.	Wellness Centre No.	No. of Personnel	No. of days worked	Gross Remuneration
1				
2				
3				
4				
5				
6				
7				
8				
9				
			Total	
			(+) Service Charge	
			(+) C.G.S.T	
			(+) S.G.S.T	
			Grand Total	

Amount in words _____

Authorized Signatory
For the S.P.A

CONTRACTOR'S PAST SERVICES EXPERIENCE PROFORMA

S. No.	Name & Address of The Client	Period from _____ to _____	Description of Services successfully completed	Remarks, if any

Signature/Seal of the Contractor

NOTE- COPIES OF WORK ORDERS & WORK COMPLETION CERTIFICATES FROM CLIENTS

MENTIONED ABOVE SHOULD BE UPLOADED ALONG WITH THIS PERFORMA.