

TO

Subject: **Providing Security Guards Round the clock at Vardhman Mahavir Medical College & Library building within Safdarjung Hospital Campus, New Delhi (Package-I)**

Sir,

On behalf of Safdarjung Hospital, New Delhi, HSCC(India),Ltd. intends to invite sealed Tender for Round the clock Security arrangement at the Site of **Vardhman Mahavir Medical College & Library building within Safdarjung Hospital Campus, New Delhi (Package-I)** from the reputed Security Contractors/ Agencies for Providing Security Services at the places as detailed below:

<u>Location</u>	<u>EMD</u>	<u>Pre-qualification Criteria</u>
<p>Vardhman Mahavir Medical College & Library building within Safdarjung Hospital Campus, New Delhi. (Package-I)</p> <p><u>Period of contract :</u></p> <p>Initially for One Year or may be extended on Satisfactory Performance.</p> <p><u>Estimated Cost :</u></p> <p>Rs. 24.00 lakhs annually</p>	<p>Rs. 50000=00 in the form of Demand Draft from any Nationalized/Schedule bank in Favor of HSCC(I) Ltd. Payable at Noida</p> <p><u>Retention Money</u></p> <p>Retention money @ 5% shall be deducted from each month RA bill from L1 bidder subject to maximum amount of 5% of contract price.</p>	<p>- Average Annual Turn over during last three financial year shall be Rs. 7.2 lakhs .</p> <p>- The agency must have done one similar works of Rs. 19.2 lakhs or Two similar works of Rs. 12 lakhs or three similar works of Rs. 9.6 lakhs each against single tender during the last 7 years in Govt Deptt. / Semi Govt.Deptt. / PSU/ Autonomous bodies/reputed private institutions.</p> <p>The Contractor should have following registration:</p> <ol style="list-style-type: none"> 1. E.P.F 2. E.S.I 3. Service Tax

Similar works “means” agencies should have successfully done for providing the security services at the above premises round the clock.

Tender Document will be issued at a cost of RS.1000/- (Rs. One thousand only) Non refundable.

Date of issue of Tender Documents is available upto 30th March 2007 till 14 :00 hrs.

The offer shall be submitted in sealed covers clearly marked on the top of the envelope

“ Tender for Providing Security Guards Round the clock at Vardhman Mahavir Medical College & Library building within Safdarjung Hospital Campus, New Delhi(Package-I) latest by 30th March 2007 upto 16:00 hrs.



ENVELOPE MARKED NO.1

Shall contain an earnest money of Rs.50000/- (fifty Thousand) in the form of demand draft/pay order in favor of HSCC (India) Ltd, payable at New Delhi.

ENVELOPE MARKED NO. 2

Shall contain the price bid & Scope of work General conditions of contract duly filled .

There will not be any public opening. The offers should reach to undersigned on or before 30th March, 2007 till 4 PM at the following address:

Chief General Manager (PG-II)

HSCC (India) Ltd.

Block- E-6(A), Sector-1

Noida-201301(U.P)

Offers not complete in all respects and/or received without the earnest money, conditional or not in accordance with our terms and conditions, will be summarily rejected. The decision of HSCC shall be final and binding in this regard. HSCC reserves the right of acceptance or rejection of any or all quotations without assigning any reason thereof and also take no responsibility for delay loss or non-receipt of quotations sent by post either way.

Kindly note that your offers shall be valid for one year from date of submission of your bid.

Thanking you.

Yours faithfully,

(A.K.Sinha)

Asst. Manager(C)

Enclosure : Annexure - A - Scope of work General conditions of contract
Annexure -B - BOQ



Scope of work

Annexure-A

The Agency will provide "ROUND THE CLOCK Security arrangement by supplying as trained guards as per the direction at **Security Services Round the clock at Vardhman Mahavir Medical College & Library building within Safdarjung Hospital Campus, New Delhi (Package-I).**

The guards of particular shift will be off from the duty only after the guards of the next shift report for duty. The shift/Change will be after proper handing over/ taking over formalities in the register provided for this purpose.

RESPONSIBILITIES

Your Responsibilities With Regard to The Security to be Provided Will be:

1. To prevent all thefts, pilferage, damage, encroachment etc. from the guarded at **Vardhman Mahavir Medical College & Library building within Safdarjung Hospital Campus, New Delhi (Package-I)** and to report to the management and concerned police authority wherever necessary.
2. To carry out any other work allotted to you with regard to security arrangements.
3. To keep & assist for First Aid treatment always ready at site in case of necessity.
4. Fire fighting experts needs to be posted at site to attend all the fire fighting systems and the person should be well aware with all the fire fighting equipments and extinguishers with its operation and maintenance in case of necessity.
5. To provide periodical night patrolling by your senior staff at least once in a week.
6. To periodically check the performance of your Security Guards by your senior staff or as directed.
7. To strict work in accordance with the instruction given to you by the management from time to time.
8. To maintain regular contact with the management with regard to security arrangements and improvement.

9. You will be responsible for arranging uniform/Torch/Battery/Lamps required for security arrangements or as directed.



LIABILITIES

1. The guards supplied by you will be trained, young, smart and well mannered with proper uniform.
2. During winter night duty guards will be equipped with woolen coats, lathies and torches etc or as directed.
3. The shift of the guards would be rotated weekly and a roaster would be maintained.
4. The guards would be changed with proper handing & taking over every month to avoid possible contacts/collusion for better security arrangement from operational point of view.
5. All liabilities such as wages, ESI, PF, Bonus, insurances and all other statutory requirements of guard on duty will be borne by you. You will submit the proof of PF & ESI payments with every RA bills.

TERMS & CONDITIONS :

1. Period of contract : This contract shall be valid for a period of **one year**. The period may be extended on mutual agreed or as per satisfactory performance.
2. Price: Your quoted rates shall be valid for a minimum period of one year from the date of submission of the tender.
3. Termination of Contract: HSCC reserves the rights to terminate the contract by giving one month's notice without assigning any reason whatsoever.
4. Payment: payment shall be made on monthly basis within Ten days from the date of receipt of bill duly certified & recommended by designated officer In charge.
5. Workmen Employed: The Service provider shall be responsible for following all labor laws and statutory requirement, insurances pertaining to his employees. He indemnifies HSCC against any Claim in this account.

6. Delay in Payment : In case of delay in monthly payment the agency should have financially sound to make payments to its manpower & consumable without effecting the work for a minimum period of 04 months.
7. Performance Security : Performance security BG of an amount of Rs. 5% Bank Guarantee of contract price to be submitted form any nationalized/scheduled bank by L1 bidder within week after award of work, which shall covers all thefts, pilferage, damage, encroachment. However If the cost of the equipment/machineries etc. is more than the security deposit the balance amount shall be recovered from the agency from their bills. The format of the BG shall be provided by HSCC.
8. Disputes ; Any disputes and differences related to the performance, workmanship and contract or any thing whatsoever the decision of the engineer shall become final binding to the agency if not the matter may be solve under jurisdiction of Delhi courts only.
9. Labour rates: Any revision of labour rates by local authorities will in no way affecting the rates quoted by the bidder & the rates will be valid for minimum period of one year & extendable on mutual consent thereafter.
10. Rates covered : Rates per person quoted by the bidder shall cover from 01 numbers to 100 numbers beyond 100 numbers shall be based on mutual agreed rates.
11. Replacement of Staff : Any staff may be asked to be replaced immediately from site without assigning any reason whatsoever. Non compliance may lead to suitable deduction shall be made on per day basis
12. Restrictions : No staff of yours smoking cigarette, bidi , chewing pan Gutkha etc. is allowed to enter in the campus. Non Compliance may lead to suitable penalty/termination of contract.
13. Attendance register : Daily attendance to be verified by the officer designated after award of work.
14. Certification of bills : Every bills to be certified by the officer nominated time to time

You are requested to quote your lowest workable rate for the above work and submit the documents after stamped, signed in a sealed envelope.



Annexure-B

On behalf of Safdarjung Hospital, New Delhi, HSCC(India),Ltd. intends to invite sealed Tender for Round the clock Security arrangement at The Site of **Vardhman Mahavir Medical College & Library building within Safdarjung Hospital Campus, New Delhi (Package-I)** as mentioned below :

BILL OF QUANTITY

Sl.No.	Description	Period	Rate (per month, Per person for 8hrs duty)*	Annual Amount Per person(Rs.)
1	Security service to be provided "Round The Clock" at the site of Vardhman Mahavir Medical College & Library building within Safdarjung Hospital Campus New Delhi (Package-I)			
	A. Security Guards	01(One) Year		
	B. Supervisor	01(One) Year		
	C. Fire fighting Expert supervisor /operator	01(One) Year		
	D. Reliever	01(One) Year		

* Please indicate the break up of rates i.e. minimum wages, PF, ESI, Service Tax, Service Charge etc fulfilling all laws, Rules, requirements and Statutorily obligations required under minimum wages act, workmen's compensation act and other labor laws in force from time to time.

SAFDARJUNG HOSPITAL, NEW DELHI

TENDER FOR

**Providing Security Services at Vardhman Mahavir Medical college
& Library building within Safdarjung Hospital Campus, New Delhi
(Package-I)**

March 2007

**HSCC (INDIA) LTD.
(CONSULTANTS & ENGINEERS FOR MEGA HOSPITALS & LABORATORIES)
E-6(A), sector-1, NOIDA(U.P) 201301 (India)**

Phone : 0120-2542436-40

Fax : 0120-2542447

TO

Subject: **Providing Security Guards Round the clock at Hostel Block within Safdarjung Hospital Campus, New Delhi (Package-II)**

Sir,

On behalf of Safdarjung Hospital, New Delhi, HSCC(India),Ltd. intends to invite sealed Tender for Round the clock Security arrangement at the Site of **Hostel Block within Safdarjung Hospital Campus, New Delhi (Package-II)** from the reputed Security Contractors/ Agencies for Providing Security Services at the places as detailed below:

<p><u>Location</u></p> <p>Hostel Block within Safdarjung Hospital Campus, New Delhi (Package-II)</p> <p><u>Period of contract :</u></p> <p>Initially for One Year or may be extended on satisfactory Performance.</p> <p><u>Estimated Cost :</u></p> <p>Rs. 8.00 lakhs annually</p>	<p><u>EMD</u></p> <p>Rs. 16000=00 in the form of Demand Draft from any Nationalized/Schedule bank in Favor of HSCC(I) Ltd. Payable at Noida</p> <p><u>Retention Money</u></p> <p>Retention money @ 5% shall be deducted from each month RA bill from L1 bidder subject to maximum amount to 5% of contract price.</p>	<p><u>Pre-qualification Criteria</u></p> <p>- Average Annual Turn over during last three financial year shall be Rs. 2.4lakh only .</p> <p>- The agency must have done one similar works of Rs. 6.4 lakhs or Two similar works of Rs. 4.00 lakhs or three similar works of Rs. 3.2 lakhs each against single tender during the last 7 years in Govt Deptt. / Semi Govt.Deptt. / PSU/ Autonomous bodies/ reputed private institutitons. The Contractor should have following registration:</p> <ol style="list-style-type: none"> 1. E.P.F 2. E.S.I 3. Service Tax
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Similar works “means” agencies should have successfully done for providing the security services at the above premises round the clock.

Tender Document will be issued at a cost of RS.1000/- (Rs. One thousand only) Non refundable.

Date of issue of Tender Documents is available upto 30th March 2007 till 14 :00 hrs.

The offer shall be submitted in sealed covers clearly marked on the top of the envelope

“ Tender for Providing Security Guards Round the clock at Hostel Block within Safdarjung Hospital Campus, New Delhi (Package-II) latest by 30th March 2007 upto 16:00 hrs.

ENVELOPE MARKED NO.1

Shall contain an earnest money of Rs.16000/- (Sixteen Thousand) in the form of demand draft/pay order in favor of HSCC (India) Ltd, payable at New Delhi.

ENVELOPE MARKED NO. 2

Shall contain the price bid & Scope of work General conditions of contract duly filled .

There will not be any public opening. The offers should reach to undersigned on or before 30th March, 2007 till 16:00 hrs.at the following address:

**Chief General Manager (PG-II)
HSCC (India) Ltd.
Block- E-6(A), Sector-1
Noida-201301(U.P)**

Offers not complete in all respects and/or received without the earnest money, conditional or not in accordance with our terms and conditions, will be summarily rejected. The decision of HSCC shall be final and binding in this regard. HSCC reserves the right of acceptance or rejection of any or all quotations without assigning any reason thereof and also take no responsibility for delay loss or non-receipt of quotations sent by post either way.

Kindly note that your offers shall be valid for one year from date of submission of your bid.

Thanking you.

Yours faithfully,

(A.K.Sinha)
Asst. Manager(C)

Enclosure : Annexure - A - Scope of work General conditions of contract
Annexure -B - BOQ



Scope of work

Annexure-A

The Agency will provide "ROUND THE CLOCK Security arrangement by supplying as trained guards as per the direction at **Security Services Round the clock at Hostel Block within Safdarjung Hospital Campus, New Delhi (Package-II)**

The guards of particular shift will be off from the duty only after the guards of the next shift report for duty. The shift/Change will be after proper handing over/ taking over formalities in the register provided for this purpose.

RESPONSIBILITIES

Your Responsibilities With Regard to the Security to be Provided Will be:

1. To prevent all thefts, pilferage, damage, encroachment etc. from the guarded at **Hostel Block within Safdarjung Hospital Campus, New Delhi (Package-II)** and to report to the management and concerned police authority wherever necessary.
2. To carry out any other work allotted to you with regard to security arrangements.
3. To keep & assist for First Aid treatment always ready at site in case of necessity.
4. Fire fighting experts needs to be posted at site to attend all the fire fighting systems and the person should be well aware with all the fire fighting equipments and extinguishers with its operation and maintenance in case of necessity.
5. To provide periodical night patrolling by your senior staff at least once in a week.
6. To periodically check the performance of your Security Guards by your senior staff or as directed.
7. To strict work in accordance with the instruction given to you by the management from time to time.
8. To maintain regular contact with the management with regard to security arrangements and improvement.
9. You will be responsible for arranging uniform/Torch/Battery/Lamps required for security arrangements or as directed.



LIABILITIES

1. The guards supplied by you will be trained, young, smart and well mannered with proper uniform.
2. During winter night duty guards will be equipped with woolen coats, lathies and torches etc or as directed.
3. The shift of the guards would be rotated weekly and a roaster would be maintained.
4. The guards would be changed with proper handing & taking over every month to avoid possible contacts/collusion for better security arrangement from operational point of view.
5. All liabilities such as wages, ESI, PF, Bonus, insurances and all other statutory requirements of guard on duty will be borne by you. You will submit the proof of PF & ESI payments on demand .

TERMS & CONDITIONS

1. Period of contract : This contract shall be valid for a period of **one year**
The period may be extended on mutual agreed or as per satisfactory performance.
2. Price: Your quoted rates shall be valid for a period of four months from the date of submission of the tender.
3. Termination of Contract: HSCC reserves the rights to terminate the contract by giving one month's notice without assigning any reason whatsoever.
4. Payment: payment shall be made on monthly basis within seven days from the date of receipt of proper bill.
5. Workmen Employed: The Service provider shall be responsible for following all labor laws and statutory requirement, insurances pertaining to his employees. He indemnifies HSCC against any Claim in this account.

6. Delay in Payment : In case of delay in monthly payment the agency should have financially sound to make payments to its manpower & consumable without effecting the work for a minimum period of 04 months.
7. Performance Security : Performance security BG of an amount of Rs. 5% Bank Guarantee of contract price to be submitted form any nationalized/scheduled bank by L1 bidder within week after award of work, which shall covers all thefts, pilferage, damage, encroachment. However If the cost of the equipment/machineries etc. is more than the security deposit the balance amount shall be recovered from the agency from their bills. The format of the BG shall be provided by HSCC.
8. Disputes ; Any disputes and differences related to the performance, workmanship and contract or any thing whatsoever the decision of the engineer shall become final binding to the agency if not the matter may be solve under jurisdiction of Delhi courts only.
9. Labour rates: Any revision of labour rates by local authorities will in no way affecting the rates quoted by the bidder & the rates will be valid for minimum period of one year & extendable on mutual consent thereafter.
10. Rates covered : Rates per person quoted by the bidder shall cover from 01 numbers to 100 numbers beyond 100 numbers shall be based on mutual agreed rates.
11. Replacement of Staff : Any staff may be asked to be replaced immediately from site without assigning any reason whatsoever. Non compliance may lead to suitable deduction shall be made on per day basis
12. Restrictions : No staff of yours smoking cigarette, bidi , chewing pan Gutkha etc. is allowed to enter in the campus. Non Compliance may lead to suitable penalty/termination of contract.
13. Attendance register : Daily attendance to be verified by the officer designated after award of work.
14. Certification of bills : Every bills to be certified by the officer nominated time to time

You are requested to quote your lowest workable rate for the above work and submit the documents after stamped, signed in a sealed envelope.



Annexure-B

On behalf of Safdarjung Hospital, New Delhi, HSCC(India),Ltd. intends to invite sealed Tender for Round the clock Security arrangement at The Site of **Hostel Block within Safdarjung Hospital Campus, New Delhi (Package-II)** as mentioned below :

BILL OF QUANTITY

Sl.No.	Description	Period	Rate (per month, Per person for 8hrs duty)*	Annual Amount Per person(Rs.)
1	Security service to be provided "Round The Clock" at the site of Hostel Block within Safdarjung Hospital Campus, New Delhi (Package-II)			
	A. Security Guards	01(One) Year		
	B. Supervisor	01(One) Year		
	C. Fire fighting Expert supervisor /operator	01(One) Year		
	D. Reliever	01(One) Year		

* Please indicate the break up of rates I.e. minimum wages, PF, ESI, Service Tax, Service Charge etc fulfilling all laws, Rules, requirements and Statutorily obligations required under minimum wages act, workmen's compensation act and other labor laws in force from time to time.

SAFDARJUNG HOSPITAL, NEW DELHI

TENDER FOR

**Providing Security Services at Hostel Block within Safdarjung
Hospital Campus, New Delhi (Package-II)**

March 2007

HSCC (INDIA) LTD.
(CONSULTANTS & ENGINEERS FOR MEGA HOSPITALS & LABORATORIES)
E-6(A), sector-1, NOIDA(U.P) 201301 (India)

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