## Tender Notice

### **Maharaja Agrasen Hospital Charitable Trust**

##### Road No. 35, West Punjabi Bagh, New Delhi -110026

Offers are invited upto 15th June 2022 4:00 PM from experienced parties (with minimum manpower of 250 personals) providing Security Services in the hospital campus on contract basis for entire Hospital premises for a period of 12 Months.

Offers may be submitted in the office of the President of Maharaja Agrasen Hospital Charitable Trust, which should be accompanied with a Pay Order / Demand Draft of any Scheduled Bank in favour of Maharaja Agrasen Hospital Charitable Trust payable at New Delhi for Rs.2,00,000/- towards earnest money.

The application form indicating terms & conditions will be available in the society office on all workings days on payment of Rs.2,000/-plus 18% GST extra Total Rs. 2,360/-. All offers in which any of the prescribed conditions are not fulfilled or are incomplete in respect are liable to be rejected. If the Bidder download the tender document from the website [**www.mahdelhi.org**](http://www.mahdelhi.org)then Bidder would be required to pay the cost of the tender document of Rs. 2,360/- separately through pay order in favor of Maharaja Agrasen Hospital Charitable Trust payable at New Delhi.

**Maharaja Agrasen Hospital Charitable Trust**

Road No. 35, West Punjabi Bagh, New Delhi – 110026

Phone :011-40777777, 40777666, 40777555

Fax : 011-25221802

Website : www.mahdelhi.org

Email: info@mahdelhi.org

**APPLICATION FORM**

**For**

**SECURITY SERVICES**

**APPLICATION FORM NO. \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Bid Form**

Dated:

The President

Maharaja Agrasen Hospital Charitable Trust,

Road No. 35, West Punjabi Bagh,

New Delhi – 110026.

**Sub.: Security Services Contract for the entire Hospital premises of the Maharaja Agrasen Hospital, Punjabi Bagh, New Delhi – 110026.**

Dear Sir,

In response to your advertisement in the Times of India dated 05.06.2022 referred to above, I / We offer for providing Security Services in the entire hospital including its campus in accordance with the terms & conditions of the accompanying offer document on a monthly charges of Rupees ……………………………………………/-(in figure**)** (………………………………………………… (in words) / daily wages of each personnel / supervisors / Head or Ceremonial Guards / Security Guards (Male / Female).

I/We understand that you are not bound to accept the highest or any bid you receive without assigning any reason.

It is hereby confirmed that this bid complies with the deposit of the earnest money of Rupees 2,00,000/- as per details given below :

Pay Order / Demand Draft No**………………** dated **…………...** for Rs. ………………. drawn on **…………………………………………………,**  favouring Maharaja Agrasen Hospital Charitable Trust, Payable at New Delhi.

If this offer be accepted, I / We hereby agree to abide by and fulfill all the terms and conditions of the offer. In case I / We fail to deposit the specified security deposit within ten days of the acceptance of the offer, I / We agree that the Society shall, without prejudice to any other right or remedy, be at liberty to forfeit the earnest money, otherwise the said earnest money shall be adjusted against the security deposit.

Yours faithfully,

Signature……………………….

Full Name……………………….

Designation …………...............

M/s.………………………………

Address…………………………

Contact No. ……………………

E-mail ……………………………

Place: …………………………….

Dated: ……………………………

**Maharaja Agrasen Hospital Charitable Trust**

Road No. 35, West Punjabi Bagh, New Delhi – 110 026

**Brief Terms and Conditions of Offers for Providing Security Services**

1. Offers are invited upto15th June, 2022 at 04:00PM for providing Security Services round the clock for the entire hospital premises, and to be submitted in the office of the President, Maharaja Agrasen Hospital Charitable Trust. Offers must be accompanied with Pay Order/ Demand draft of any scheduled bank in favour of **Maharaja Agrasen Hospital Charitable Trust** payable at New Delhi for Rs. 2,00,000/- (Two Lacs Only) towards Earnest Money.
2. The acceptance of offer, will rest with the President of Maharaja Agrasen Hospital Charitable Trust who reserves to himself the authority to reject or accept any or all the offers received without assigning any reason. Offer in which any of the prescribed conditions are not fulfilled or is incomplete in any respect will be liable to be rejected.
3. The party concerned whose offer is accepted is required to deposit interest free security deposit of Rs. 5,00,000/- ( Five Lacs only) for manpower allotted upto 50 personals and Rs 7,50,000 ( Seven Lac Fifty thousand only) for manpower allotted more than 50 personals in the form of demand draft or pay order issued by any Scheduled Bank in favour of Maharaja Agrasen Hospital Charitable Trust payable at New Delhi. Security deposit will be refunded without interest after successful completion of the contract period or will be adjusted against any dues, as the case may be. The security contractor while requesting for release of the security deposit shall certify that all the payments including labour law obligations have been fulfilled and the hospital authorities shall not be responsible for such payments to the personnel arising out of the decisions of the labour court / authority / any other concerned authority, if any.
4. The contract period will be for 12 Months, which may be extended by mutual acceptance in writing.

5. The personnel engaged for providing security services will be the employees of the security contractor / agency and there will be no obligation what so ever on the part of the hospital / trust / society on any of the personnel so engaged. The security contractor shall ensure that its employees will not participate in any trade union activities in the premises of the hospital or outside the hospital.

6. The requirements of the hospital is for providing security services including Supervisor, Head / Ceremonial Guards / Security Guards (Male / Female) alongwith requisite equipments & machines .

7. The personnel engaged for providing security services to the Hospital must be trained personnel on security related aspects and should be properly dressed as per the uniform code approved by the Management of the Hospital.

1. The security contractor will be required to provide round the clock security services to the Hospital and ensure that theft and pilferage does not take place to the property of the hospital.

9. The security contractor will be required to provide round the clock security services in the critical care areas to restrict the entries of the patient’s attendants and visitors as per the Hospital policy.

10. The security contractor will be required to provide round the clock security services and

management of vehicle parking areas, entry / exit gates etc.

11. The security Contractor shall provide walky talky ( 10 Nos.) to supervisor and guards at key positions . Also other security equipments like metal detector , Torch , Raincoat , reflector mirror etc as and when required by Hospital .

12. The contractor shall carry out the security and certain other specified works in the hospital as specified from time to time through its own personnel working in shifts, 24 hours of the day and security personnel, including supervisory staff, as required or advised by the hospital authorities, who will be exclusively employed and deployed by the contractor, shall have no privity of contract whatsoever with the hospital / society and they will not be considered as employees of the hospital for any legal and practical purpose. Their work will be exclusively supervised by the contractor and their attendance will also be marked by the contractor, their wages and other dues shall also be paid by the contractor. The contractor will be wholly and exclusively responsible for payment of monthly wages, other statutory applicable dues like EPF, ESI, minimum wages notified by the Department of Labour, Govt. of NCT of Delhi, bonus, gratuity and other terminal dues, if any, to the persons engaged by it and compliance of all statutory obligations under Central and State Government Acts, Rules and Regulations, on its part in respect of Delhi Shops and Establishment Act, 1954, Payment of Wages Act, 1936, Minimum Wages Act, 1948, Employees’ Provident Fund and Misc. Provisions Act, 1952, Employees’ State Insurance Act, 1948, Employee’s Compensation Act, 1923, Contract Labour (Regulation and Abolition) Act, 1970, Gratuity, Bonus, Leaves and all other related legislations as applicable and the hospital shall not incur any liability or additional expenditure whatsoever for the persons employed by the contractor on account of payment of monthly wages, EPF, ESI and other terminal dues, if any, and on account of the above mentioned obligations or any other obligations. The contractor will provide the necessary documents and details such as EPF account numbers, ESI Card numbers, Bank Name & Account number, bio-data affixing a photograph alongowith their signatures in Hindi & English, Appointment Letters , Movement Order etc. of the personnel deployed by it in the hospital premises including copies of distinctive challans of deposit of contributions with EPF & ESI authorities, rendition of half yearly/yearly returns etc. Monthly bill will invariably be supported by copies of the distinctive challans pertaining to Maharaja Agrasen Hospital only of amount deposited with EPF & ESI authorities & GST Authorities for the previous month with regard to employees deployed in the hospital.

13. The hospital shall not be liable to any claim or damages or compensation that might become payable to the employees of security contractor in the event of accident resulting in any loss, injury or death during performance of duties within/outside the Hospital premises or damage of any other kind. The security contractor shall always keep the hospital / society fully indemnified against any such claim, loss or damage.

14. If the hospital suffers any loss or damage during performance of duties of the personnel of the security contractor then the security contractor shall reimburse the same to the hospital / society. The security contractor shall keep the hospital / society fully indemnified against any such loss or damage.

1. The security contractor shall obtain necessary license(s)/registration(s)/ permission(s) etc. which are/may be applicable and required for providing the security services etc. under the laws of the State and Central Government already in existence or enforced in the future pertaining to security services provided to the hospital and shall submit a copy thereof to the management of the hospital.

16. The security contractor shall not engage any sub-contractor or transfer the contract

to any person / Firm / Company.

17. The security contractor shall observe all laws, rules, regulations, orders, directions and policies issued by the Central or State Govt. or Local Authorities concerning the discharge of obligations. Any contravention of such laws, rules, regulations, orders, directions and policies will be deemed to be a breach and the security contractor shall be liable for all such consequences and in case of any such breach, if the hospital incurs any obligation then the security contractor shall be responsible to reimburse the hospital any loss monetary or otherwise occasioned on account of any such breach or contravention. Further any changes as per the Government norms will be applicable on the contractor .

1. The security contractor shall maintain the following registers, as per the Contract Labour (Regulation & Abolition) Act, 1970 and rules framed thereunder:

(a) Register of Workmen as per Form XIII of Rule-75

(b) Muster Roll Register as per Form XVI of Rule-78

(c) Employment Cards as per Form XIV of Rule-76

(d) Register of Wages as per Form XVII of Rule-78

And any other register/record required by Labour Authorities from time to time, shall also be maintained by the contractor and shall produce the copies of the same alongwith originals to the hospital authorities as and when required.

19 The security contractor shall be personally available at the Hospital as and when required to solve or attend to any matter, dispute or complaint, if any, arising out of the services being rendered by the security contractor.

1. The Security Contractor shall submit the copy of the salary sheet alongwith bank statement to disbursed the wages of its employees.
2. The security contractor shall ensure and guarantee of good conduct, behaviour and honesty of the personnel engaged by it. In case of any misconduct or any other damage of the property of the hospital, then the security contractor shall be responsible for all such losses and damages.
3. The Society reserves it right so amend the terms & conditions of the offer, if so required.
4. The Management of the hospital reserves its right to change the scope and quantum of work and charges will be paid accordingly.
5. The security contractor shall deploy atleast one supervisor per shift and any other manpower as and when required by Hospital . Wages / salary and other applicable legal benefits of the supervisor shall not be claimed from the Hospital / Society.
6. The security contract shall be deemed to have been terminated in the event of breach of any of the condition and the Society shall be empowered to forfeit the security deposit.
7. The contractor shall comply with all the orders/awards passed by the competent authority/court in respect of the personnel engaged by it. If, any personnel of the contractor will engage in any litigation with the hospital / society, the same shall be contested at the costs of the contractor and entire litigation expenses will be deducted on monthly basis/lump sum basis or form security deposit and the contractor will have no objections in this regard.
8. The security contractor shall submit the copy of E.S.I. challan alongwith its bank statement as proof of the payment of same of E.S.I. Contribution to the E.S.I. Authorities and attach the copy of the E.S.I. challan with the subsequent bill.
9. The security contractor shall submit the copy of E.P.F. challan alongwith its bank statement as proof of the payment of same of E.P.F. Contribution to the E.P.F. Authorities and attach the copy of the E.P.F. challan with the subsequent bill.
10. The security contractor shall submit the copy of G.S.T. challan alongwith its bank statement as proof of the payment of same of G.S.T. Contribution to the G.S.T. Authorities and attach the copy of the G.S.T. challan with the subsequent bill.
11. The successful bidder for security contract will execute a formal agreement for providing security services.
12. Each and every page of the tender document must, invariably, be signed by the security contractor / agency.

UNDERTAKING

I / We ……………………………. have carefully gone through the contents of the offer document and I / We undertake to abide by all the terms and conditions set forth.

Signature ………………………

Name……………………………

Designation ……………………

Address…………………………

Mobile No………………………….

**QUALIFICATION AND EXPERIENCE DATA**

**Name** **……………………………………………**

**Address of the Applicant** **……………………………………………**

**……………………………………………**

**Principal place of business with address ……………………………………………**

**……………………………………………**

**……………………………………………**

**……………………………………………**

**Constitution of the Firm**

(Attach copy of Articles and

Memorandum and Articles of Association

of the Company/Partnership Deed etc.) **……………………………………………**

**……………………………………………**

**Registration No. of Agency ……………………………………………**

**G.S.T. No. ……………………………………………**

**Income Tax Pan Number ……………………………………………**

**E.P.F Code No.** **……………………………………………**

**E.S.I. Code No. ……………………………………………**

**License No. under Security Agencies Act, 2005 ……………………………………………**

**Experience of running Security Services**

**with details and name of clients**

(attach document if any) **……………………………………………**

**Signature:............................................**

**Full Name & Address:........................**

**……………………………………………..**

Encl: 1. Copy of GST Registration Certificates

2.Copy of EPF Registration Certificate

3.Copy of ESI Registration Certificate

4.Copy of PAN Card

5.Copy of the Registration Certificate of the Firm / Company

6.Psara Certificate

7.Photograph

8. Details of Security Equipments to be provided