



VIVEKANANDA KENDRA NRL HOSPITAL

KUNJAKANAN, NUMALIGARH

Dist.: GOLAGHAT

Assam

Application Document

For

**PROVIDING SECURITY SERVICES AT VKNRL
HOSPITAL**

Application No: VKNRL/ ADM/ TR/ 22/ 01

Prepared & Issued By

Vivekananda Kendra NRL Hospital

LETTER INVITING APPLICATION**For any query****Contact number :: 03776-266700, VKNRL Hospital****Sub: Application for Providing Security Services at VKNRL Hospital, Kunjakanan, Numaligarh. (Application No.: VKNRL / ADM/ TR/ 22/ 01)**

Dear Sir(s),

Sealed quantity rate application is invited by Vivekananda Kendra - NRL Hospital for the work referred above and detailed below from the experienced party in providing Security Services.

1. Name of the work: Providing 'SECURITY SERVICES AT VK-NRL HOSPITAL' (On contract basis), NRL Township, Numaligarh (**Application No.: VKNRL / ADM/ TR/ 22/ 01**)

2. **Period of Contract**: The period of contract will be 04 (four) years, however initially it will be for ONE YEAR which subsequently be extended year to year basis subject to satisfactory performance.

3. Last date & Time of Submission: During office hours only.

Last date & time for receipt of bid : Upto 14.00 hours on **31.01.2022**

4. Date & Time of Opening of application:

Date & time of Lottery and opening of application : At 10.00 hours on **04.02.2022**

5. Place of submission of application: Application Box kept at the Administrative Office of VKNRL Hospital, NRL Township, Numaligarh -785699 on working days & working hours (8-00 hrs to 14-00 hrs)

6. Mode of Submission of application: The application along with all other enclosures / supporting documents should be enclosed in a single envelope, duly super scribed with the following details-

(i) APPLICATION FOR PROVIDING SECURITY SERVICES AT VKNRL HOSPITAL ON CONTRACT BASIS (Application No.: VKNRL/ ADM/ TR/ 22/ 01)

(ii) PF Registration Number.

(iii) ESI Registration Number.

(iv) PAN Card Number.

7. Application in which any of the required particulars and prescribed information are missing or incomplete liable to be rejected. Transfer of Application Documents issued to one short listed contractor to another is not permissible.

8. The hospital will not be responsible for any postal delay or non-receipt or non-delivery of the application document of issued application. Application received after due date and time of submission will not be accepted.

9. Employees and their dependants of VK-NRL Hospital, NRL or any other Public Sector Undertaking, State Govt. and Central Govt. are not eligible to submit the application.

10. The applicant must be an Indian National by birth & the present application is being invited for Security Services under which the contractor shall provide required number of trained **Private Security Guards** to safeguard

hospital properties (i.e. building, equipments, materials etc.), patients and staff working in VKNRL Hospital Complex, Kunjakanan , Numaligarh.

11. Applicant should have valid licence issued by competent authority of the State / Central Government under ‘The Private Security Agencies (Regulation) Act, 2005’.

12. Every private security may, while employing a person as a private security guard , preference to be given to adult youth (upper age limit for Guard- 45 years and for Supervisor 48 years) who has served as a member in one or more of the following namely :- a) Army, b) Navy, c) Air force, d) Any other armed forces of the union, e) Police including armed constabularies of States, f) Home Guards, and g) Trained Civilian Security Guards, h) govt. or private hospital. More over fitness certificates required to be submitted by the contractor of all persons engaged at the time of starting the contract.

13. All Security Agencies registered under Indian Registration Act 1908 / Indian Partnership Act 1932 / Companies Act 1956 and should have annual turnover of Rs. 20.00 lakhs during the last three (03) financial year ending on 31/03/2021

14. The applicant should have experience of minimum five (05) years executing similar works (i.e. providing security services through Private Security Guards).

15. The applicant agency must have registered office in Assam.

16. The Security Agency must have ISO certification or other standard quality certification.

17. The applicant, shall submit a Power of attorney, in case an authorized representative has signed the application.

18. The applicant shall submit full details of his Agency / Firm or, if the applicant is a Proprietorship/Partnership or a Private Limited Company, full details of ownership and name of the directors.

19. Applicant must submit copies of all documents asked for in this application, duly self-attested, along with technical application.

20. In case contractor is indisposed for any situation, his / her legal heir will continue the contract on submission of proper document.

21. The application shall contain the following:

- a. Self attested copy of valid licence issued by competent authority of the State / Central Government under ‘The Private Security Agencies (Regulation) Act, 2005’.
- b. Application document duly signed and stamped on each page.
- c. Applicant’s techno commercial application & all other enclosures as per requirement of application document.
- d. Earnest money deposit – Not applicable as per Government guidelines.
- e. Power of attorney, in case an authorized representative has signed the application.
- f. Income Tax clearance certificate and Sales Tax, GST clearance certificate in original (or) true copies duly self attested must accompany the application. The ITCC should be in the name of the firm / individual quoting for the work.
- g. Self attested copy of valid PAN card under the Income Tax Act

- h. Self attested copy of valid GST Registration Number.
- i. Self attested copy of Valid Registration No. of the Agency/Firm/Company;
- j. Self declaration to abide by the Contract Labour (Abolition) Act 1970.
- k. Self attested copy of valid Provident Fund Registration Number.
- l. Self attested copy of valid ESI Registration Number.
- m. Proof of Average Annual turnover as stated in Clause 12 supported by audited Balance Sheet.
- n. Proof of experience as stated in Clause 13 supported by documents from the concerned organizations.
- o. An undertaking by the applicant towards not under the Holiday List issued by any Govt. organisation / PSUs / Semi Government organization / Private organization etc.

22. Earnest Money / Security Deposit:

Earnest money Deposit :: **Not applicable as per Government guidelines.**

Security Deposit:: From the first running bill, 0.75% of the contract value will be deducted as initial Security Deposit plus 3% of the bill amount. From subsequent running bills 3% will be deducted till completion of the contract. Security Deposit will be released (without interest) after completion of the contract subject to clearance of all liabilities.

23. Submission of application :

Application with six (06) months validity under sealed cover & super scribing the name of the work and date of opening need to be submitted at the Administrative Office of Vivekananda Kendra NRL Hospital by the time and date mentioned above. If the last date of receipt of application happens to be a non working day the last date will be the next working day at the aforesaid time.

24. Price, Taxes, Duties :

Without prejudice to stipulations in General Conditions of Contract the applicant should quote firm prices inclusive of all tax duties, sales tax on works contract and other levies on which no vacation will be allowed.

25. Application Opening:

- a. The Prequalification/ Technical application will be opened by an Application Opening Committee in the presence of the applicants or of their representatives at the notified place and time.
- b. The application of any applicant who has not complied with one or more of the conditions prescribed in the terms and conditions will be summarily rejected.
- c. Conditional applications will also be summarily rejected.
- d. On scheduled date of Lottery three (03) Parties/Agencies will be selected for award of the contract through lottery system. The contract will be awarded to the first selected parties / agencies and rest two (02) will be kept in waiting list. During submission of application a serial number will be allotted to the applicant, based on which lottery will be carried out.

- e. **Wages will be applicable as per the prevailing Assam government approved wages rates for the private security agencies. Whenever, there will be any enhancement in the rate the same will be applicable.**

26. **Right to accept and to reject any or all applications:**

- A. The VKNRL Management is not bound to accept any application and may at any time terminate the contract awarding process without assigning any reason thereof.
- B. The VKNRL Management may terminate the contract if it is found that the contractor is black listed during the last 5 years by any of the Govt. Departments/Institutions/Autonomous Bodies/Local Bodies/Municipalities/Public Sector Undertakings, etc.
- C. The VKNRL Management may terminate the contract in the event the successful applicant fails to furnish the Security Deposit or fail to execute the agreement within specified period.

27. **Award of Contract:**

- A. The VKNRL Management will award the contract to the applicant selected through lottery and evaluated applicant whose application has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms and conditions incorporated in the application document.
- B. The VKNRL Management will communicate the successful applicant by letter transmitted by Registered post that his application has been accepted. (Hereinafter and in the condition of contract called the “Letter of Award”).
- C. The successful applicant will be required to execute an agreement within a period of 2 weeks from the date of issue of Letter of Award until extended by the VKNRL Management up to a maximum of another two weeks.

28. Contractor shall provide uniformed and trained personnel and use its best endeavor to provide Security services to the hospital for providing safety, monitoring and surveillance.

29. At present 17 nos. of Private Trained Security Guards, **including three (03) nos. female Guards (upper age limit is 45 years) and two (02) nos. of Supervisors (upper age limit is 48 years)** are required to be deployed, however their requirement may vary from time to time. The strength of the Security Personnel can be increased or decreased at any time / stage depending upon the actual requirements by the hospital. The staff engaged should be trained under authorized / recognized government competent authority. The qualification of the Supervisor should not be less than that of a Sub-Inspector.

30. All the columns shall be clearly filled in ink legibly or typed. Alterations, if any, unless legibly attested by the applicant shall disqualify the application. The applicant shall take care that the rate and amount may be written in such a way that interpolation is not possible. No blanks should be left which would otherwise make the tender liable for rejection.

31. **Other terms and conditions of the contract will be as following :**

- A. The security personnel provided shall be the employees of the Contractor and all statutory liabilities will be paid by the contractor such as ESI, PF, Workmen’s Compensation as per Act, etc. The list of staff

going to be deployed shall be made available to the Hospital and if any change is required on part of the Hospital fresh list of staff shall be made available by the agency after each and every change.

- B. The contractor shall abide by and comply with all the relevant laws and statutory requirements covered under **The Private Security Agencies (Regulation) Act, 2005**.
- C. The character & antecedents of security staff deployed shall be got verified by the applicant from their respective local police authorities and an undertaking in this regard to be submitted to the Hospital Administration.

The Contractor will maintain an attendance register in which day to day deployment of personnel will be entered, however **Attendance need to be recorded in the hospital Attendance Record System of the hospital**. While raising the bill, the deployment particulars of the personnel engaged during each month, shift wise, should be shown. The register shall remain available round the clock for inspection by the authorized representatives of VKNRL Management and also by other appropriate authority.

- D. All liabilities of personnel engaged, arising out of accident or death while on duty shall be borne by the contractor.
- E. Adequate supervision will be provided to ensure correct & effective performance of the security services in accordance with the prevailing assignment instructions agreed upon between the two parties. The security personnel shall ensure that there is no unidentified/unclaimed/suspicious objects/person in the buildings/premises. The vehicles that enter into the premises must be identified, noted in the register and parked at designated places.
- F. Contractor and its staff shall take proper and reasonable precautions to prevent loss, destruction, waste or misuse the areas of the Hospital premises.
- G. The contractor shall have his own Establishment/Set up/Mechanism to provide regular training of guards to ensure correct and satisfactory performance of his duties and responsibilities under the contract. Drill records to be submitted along with monthly bills.
- H. That in the event of any loss occasioned to the Hospital, as a result of any lapse on part of the contractor as may be established after an enquiry conducted by the Hospital, such loss will be repaired / recovered from the amount payable to the contractor. The decision of the VKNRL Management in this regard will be final and binding on the agency.
- I. The contractor shall do and perform all such Security services, acts, matters and things connected with the administration, superintendence and conduct of the arrangements as per the directions enumerated herein and in accordance with such directions, which the Hospital may issue from time to time and which have been mutually agreed upon between the two parties.
- J. The Hospital shall have the right, within reason, to have any person removed that is considered to be undesirable or otherwise and similarly Contractor reserves the right to change the staff with prior intimation to the VKNRL Hospital Management.
- K. The contractor shall be responsible to protect all properties and equipments of the Hospital entrusted to it.
- L. The personnel engaged by the contractor shall be smartly dressed in neat and clean uniform and are required to display photo identity cards (issued by the contractor or agency) , failing which it will invite a penalty of 10% on each occasion. The penalty on this account shall be deducted from the Contractor's monthly bills.
- M. The personnel engaged should have and maintain good health condition with proper eye sight. They should be well mannered and should be cordial in dealing with the Staff/Patients/Attendants. The Hospital shall have right to have any person removed in case the security personnel is not performing the job satisfactorily. The contractor shall have to arrange the suitable replacement in all such cases.

- N. In case any treatment is required for the staff engaged, first aid / preliminary treatment will be given here and then he / she will be referred to nearby Govt Hospital /ESI hospital for further and definitive treatment.
- O. The eight hours shift will normally commence from 0500 hrs. to 1300 hrs., 1300 hrs. to 2100 hrs. and 2100 hrs. to 0500 hrs. But the timings of the shift are changeable and can be fixed by the VKNRL Management from time to time depending upon the requirements. Prolonged duty hours (more than 8 hrs. at a stretch) shall not be allowed. No payment shall be made by the Hospital for double duty, if any.
- P. The security personnel deployed by the Contractor shall work under overall supervision & direction of the hospital administration. The hospital administration shall specify the services of guards to be obtained in each shift.
- Q. The payment would be made on monthly basis for actual shifts manned/operated by the personnel supplied by the contractor and based on the attendance sheets duly verified by the Hospital and other supporting documents. No other claim on whatever account shall be entertained by the Hospital. The Contractor will ensure that workers engaged by him must receive their entitled wages on time.
- R. Contractor shall pay their entitled wages on or before 7th of the subsequent month. It shall not be linked to the payment of the monthly bill.**
- S. In order to ensure that such workers get their entitled wages on the last working day or before 7th of the subsequent month and for which the service provider will not be given any relaxation.
- T. While submitting bill for a month, the services provider must fill a certificate certifying the following :
- (i) Wage Sheet of the previous month enclosed.
 - (ii) ESI Contribution relating to workers amounting to Rs. _____ was deposited on (date) (copy of the challan enclosed).
 - (iii) EPF contribution relating to workers amounting to Rs. _____ was deposited on (date) (copy of the challan enclosed).
 - (iv) The service provider should submit the bill in accordance with the above time schedule. In case, he fails to submit the bill on or before 10th of the month, even then he has to make the payment to the workers on the last working day.
 - (v) Number of Drill (weekly) / fitness programs organized in last month records to be submitted along with monthly bills.
32. Any damage or loss caused by contractor's persons to the Hospital in whatever form would be recovered from the contractor.
33. The Hospital will brief the contractor about the security perception and its sensitivity to the personnel to be deployed by the contractor under the contract, 2 to 3 days prior to the commencement of the Contract and this period will not be counted as shift manned by contractor's personnel for the purpose of payment under the contract.
34. (a) In case any of contractor's personnel(s) deployed under the contract is (are) absent and contractor is unable to provide suitable substitute in time, a penalty of 10% shall be deducted from the contractor's monthly bills.
- (b) In case any public complaint is received attributable to misconduct/misbehaviour of contractor's personnel and is assessed as true by hospital administration, a penalty of Rs. 500/- for each such incident shall be levied and the same shall be deducted from contractor's bill. Besides the Security Guard found involved in the incident shall be removed from the Hospital immediately.

(c) In case the contractor fails to commence/execute the work as stipulated in the agreement or gives unsatisfactory performance or does not meet the statutory requirements of the contract, Hospital reserves the right to impose the penalty as detailed below:-

(i) 1% of annual cost of order/agreement per week, up to four weeks' delay.

(ii) After four weeks delay the Hospital reserves the right to cancel the contract and withhold the agreement and get this job carried out from other contractor(s) in open market. The difference if any will be recovered from the defaulter contractor and his earnest money/security deposit may also be forfeited.

35. The contractor shall ensure that its personnel do not at any time, without the consent of the Hospital in writing, divulge or make known any trust, accounts matter or transaction undertaken or handled by the Hospital and shall not disclose to any information about the affairs of Hospital. This clause does not apply to the information, which becomes public knowledge.

36. In the event of any breach/violation or contravention of any terms and conditions contained herein by the Contractor, the Security Deposit of the Agency shall stand forfeited.

37. Any liability arising out of any litigation (including those in consumer courts) due to any act of contractor's personnel shall be directly borne by the contractor including all expenses/fines. The concerned contractor's personnel shall attend the court as and when required.

38. During the course of contract, if any contractor's personnel are found to be indulging in any corrupt practices or causing any loss of property in the Hospital, the VKNRL Management shall be entitled to terminate the contract forthwith duly forfeiting the contractor's Performance Guarantee (Security Deposit).

39. The Hospital will not be responsible for procurement of torches and cells, lathis etc., and other implements to security staff, stationary for writing duty charts and registers at security check points and records keeping as per requirements. The respective contractor / agency will be responsible for those expenses.

40. The Hospital shall not be responsible for providing residential accommodation to any of the employee of the contractor as HRA will be paid along with the salary. However, in future if due to certain reasons, HRA is not paid then the cost of accommodation will be reimbursed monthly (at actual) on production of documents. The amount will be as per applicable HRA or whichever is less.

41. The Hospital shall not be under any obligation for providing employment to any of the worker of the contractor after the expiry of the contract. The Hospital does not recognize any employee-employer relationship with any of the workers of the contractor.

42. If as a result of post payment audit any overpayment is detected in respect of any work done by the agency or alleged to have done by the agency under the tender, it shall be recovered by the Hospital from the agency.

43. If any underpayment is discovered, the amount shall be duly paid to the agency by the Hospital.

44. The contractor shall provide the copies of relevant records during the period of contract or otherwise even after the contract is over when ever required by the Hospital etc.

45. The contractor will have to enclose the proof / copies of the challans showing payment of statutory dues for the previous month along with monthly bills.

47. Hospital will not provide transportation of any employee of the contractor from his/her accommodation to the hospital during any "bandh" /curfew or other situation.

OBLIGATIONS OF THE CONTRACTOR:

47. The contractor shall ensure full compliance with tax laws of India with regard to this contract and shall be solely responsible for the same. The contractor shall submit copies of acknowledgements evidencing filing of returns every year and shall keep the Employer fully indemnified against liability of tax, interest, penalty etc. of the contractor in respect thereof, which may arise. The contractor shall also comply with all applicable statutory liabilities such as labour laws, etc.

48. Contractors will be responsible for submission of a copy of Insurance of the Security Personnel & Supervisor engaged within 60 days.

49. **Applicable Wage:** Applicable wage at VKNRL Hospital - **as per the prevailing Assam government approved salary rates for the private security agencies.**

a) No mobilization advance will be paid to the contractor for execution of the work.

b) Workmen Compensation (General) coverage for all workers engaged.

c) The contractor is required to follow the rules under Contract Labour (R&A) Act, 1970.

d) Contractor shall have to obtain PF registration number and contribute towards the individual account of the employees as per provisions of the EPF Act of 1952.

e) The contractor will not engage minor labour below 18 (eighteen) years of age under any circumstances. The contractor will further comply with the provisions of the following act and indemnify the company against all claims, which may arise out of the following Acts, & Rules framed there-under:

(i) The Contract Labour (Regulation and Abolition) Act, 1970

(ii) The Minimum Wages Act, 1948

(iii) The contractor has to accept full & exclusive liability for compliance with all obligations imposed by Employee State Insurance Act, 1948.

(iv) The Payment of Wages Act, 1936

(v) The Payment of Bonus Act, 1965

(vi) Inter State Migrant Workmen (Regulation of Employment & Condition of Service) Act, or any other acts or statute not hereinabove specifically mentioned having bearing over engagement of workers directly or indirectly for execution of work.

(f) In case any of the document/information(s) furnished by a applicant are found to be false/forged, such bidder will be kept in holiday list apart from other penal actions as deemed fit by VKNRL Hospital.

(g) Agencies who are already blacklisted based on unsatisfactory performance during any of the contract tenure with VKNRL Hospital or against whom there is adverse report on committing criminal offence, their offers will be rejected.

50. Dispute Resolution

(a) Any dispute and or difference arising out of or relating to this contract will be resolved through joint discussion of the authorized representatives of the concerned parties. However, if the disputes are not resolved by joint discussions, then the matter will be referred for adjudication to a sole Arbitrator appointed by VKNRL Hospital, NRL Township, Numaligarh, Golaghat, Assam-785699.

(b) The award of the sole Arbitrator shall be final and binding on all the parties. The arbitration proceeding's shall be governed by Indian Arbitration and Conciliation Act 1996 as amended from time to time.

(c) The cost of Arbitration shall be borne by the respective parties in equal proportions. During the pendency of the arbitration proceedings and currency of contract, the Contractor shall not be entitled to suspend the work/service to which the dispute relates on account of the arbitration and payment to the contractor shall continue to be made in terms of the contract. Arbitration proceedings will be held at Golaghat only.

51. Period of Contract: The period of contract will be as mentioned in sl. no. 02 of LIA, however unsatisfactory performance leads to termination of contract and contract will be awarded to the first applicant listed in waiting list created by lottery.

52. JURISDICTION OF COURT

The courts at Golaghat shall have the exclusive jurisdiction to try all disputes, if any, arising out of this agreement between the parties.

DUTIES AND RESPONSIBILITIES OF SECURITY STAFF

1. The Security Agency will be responsible for overall security arrangements of the Hospital covered in the contract.
2. Security Agency will ensure that all instructions of the administration are strictly followed and there is no lapse of any kind.
3. No items are allowed to be taken out without proper Gate Passes issued by the competent officers as laid down in the contract or authorized by the Hospital Administration for in-out movement of stores. The specimen signatures and telephone numbers of the above stated officers will be available with the Security Personnel.
4. Deployment of Guards /Security Supervisors will be as per the instructions of the authorities of the Hospital from time to time and the security agency will be responsible for their optimum utilization.
5. Security personnel deployed in the premises on holidays and Sundays will be assessed as per actual requirement and the number of personnel will be suitably reduced.
6. The Security Supervisor/Guard will also take round of all the important and sensitive points of the premises as specified by the Hospital.
7. Security personnel shall also ensure door keeping duties.
8. The Security Guards on duty will also take care of vehicles, scooters/motor cycles/bicycles parked in the parking sites located within the premises of the Hospital.
9. Entry of the street-dogs and stray cattle into the premises is to be prevented. They should be at once driven out.
10. The Security Guards on patrol duty should take care of all the water taps, valves, water hydrants, etc. installed in the open all over the premises and also switch off light, fan, AC's, Computers, etc., if kept on in unattended areas or before locking any room.
11. It should be ensured that flower plants, trees and grassy lawns are not damaged either by the staff or by the outsiders or by stray cattle.

12. The Security Guards/Supervisors should be trained to extinguish fire with the help of fire extinguishing cylinders and other fire fighting material available on the spot. They will also help the fire fighting staff in extinguishing the fire or in any other natural calamities.
13. In emergent situations, security staff/supervisor deployed shall also participate as per their role defined in the disaster plan, if any, of the Hospital. Security personnel should be sensitized for their role in such situations.
14. The Security Supervisor/Guards are required to display mature behavior, especially towards female staff, female visitors, patients, children and elderly.
15. The Security Guard on duty shall not leave the premises until his reliever reports for duty.
16. Any other duties/responsibilities assigned by the Hospital Administration may be incorporated in the agreement. The same shall also be binding on the contractor.
17. The Security Guard should have knowledge/training of handling mob like situation and have to protect hospital property, patients and hospital staff in such situation.

Thanking you.

Yours sincerely,
For VK-NRL Hospital

(Dr.R.K.Mahanta)
Medical Superintendent

INSTRUCTION TO APPLICANT (ITA)

Applicant is invited to submit the application for “application for Providing Security Services at VKNRL Hospital” (Application No.: VKNRL/ADMN/TR/22/01) the overall description of which is set out in the detailed scope of work.

GENERAL

Applicant is advised to read these instructions carefully and to ensure that his response complies fully therewith. Failure to provide the information and documents required by these Invitation to application may render the application to be unacceptable. For applicant's convenience, the Instruction to applicants are divided into three main sections as follows:

1. General Conditions of application.
2. Application Requirement.
3. Proposal of the applicant.

1.0 GENERAL CONDITIONS OF APPLICATION**1.1 APPLICATION DOCUMENT**

Applicant shall sign on each page of the Application Document as token of their acceptance and submit the same.

1.2 APPLICATION VALIDITY

Application shall remain valid for acceptance for a period of 6 (**six**) **months** from the date of opening of the application. The applicants shall not be entitled during the said period to revoke or cancel his application or to vary the application given or any term thereof. In case of applicant revoking or cancelling his bid or varying any term in regard thereof, VKNRL Hospital shall forfeit the Earnest Money paid by him along with the application. Application shall be revalidated for extended period as required by owner in writing.

1.3 APPLICATION SUBMISSION

- 1.3.1 Application must be submitted on or before 14.00 hours on 31.01.2021 in the tender box kept at the Administrative Office of VKNRL Hospital, Numaligarh. Applications received after the time and date fixed for receipt of applications are liable for rejection. The date and time of submission of application shall remain unchanged. Applicants are advised not to request for extension of due date. No response to applicant's request for extension may be construed as refusal by VKNRL Hospital.

The application should be enclosed in a single envelope duly superscribed:

Application for providing Security Services at VKNRL Hospital (Application No.: VKNRL / ADMN/ TR/ 22/ 01) PF Registration Number, ESI Registration Number and PAN Card Number.

- 1.3.3 Applicant must submit his / her Application Package including queries if any, at the following office:

The Medical Superintendent
VKNRL Hospital, Kunjakanan,
NUMALIGARH 785699

- 1.3.4 The application and all details subsequent to the application shall be signed by any one, legally authorised to enter into commitment on behalf of the applicant. Applicant shall submit Power of Attorney in favour of the person who is authorised to enter into commitment on behalf of the applicant.

Owner will not be bound by any Power of Attorney granted by the applicant or changes in composition of the firm made subsequent to submission of the application or the award of the contract. He may however, recognise such Power of Attorney and changes after obtaining proper legal advice, the cost of which will be chargeable to the applicant. The

cancellation of any document such as Power of Attorney, Partnership Deed etc. should be communicated by the applicant to the owner in writing well in time, failing which it shall have no responsibility or liability for any action taken by it on the strength of the said documents.

Should the applicant have a relative or relatives or in the case of a firm or a company of owner one or more of its share holder(s) or a relative or relatives of the share holder(s) employed in a superior capacity in NRL, VKNRL Hospital the authority inviting applications shall be informed of the fact at the time of submission of the application, failing which the application may be disqualified or, if such fact subsequently comes to light, owner reserves the right to take any other action as it deems fit in accordance with any applicable Law, Rules, Regulations of the like in force for the time being.

1.4 **COST OF APPLICATION**

All direct and indirect costs for preparation of Applicant's application, (including clarification meetings), shall be to applicant's account.

1.5 **ARRANGEMENT OF APPLICATION**

The application shall be neatly arranged, consecutively numbered pages. They should not contain any terms and conditions printed or otherwise, which are not applicable to the application. Insertions, postscripts, additions and alterations shall not be recognised unless confirmed by the applicant's signature.

1.6 **APPLICANTS RESPONSIBILITY FOR APPLICATION**

Although the details presented in this application document consisting of conditions of Agreement, Scope of Work, Technical requirement etc. have been compiled with all reasonable care, it is the applicant's responsibility to ensure that the information provided is adequate and clearly understood.

Applicant shall inspect the VKNRL Hospital site and surrounding area and shall satisfy himself of the existing facilities and shall collect any other information which he may require before submitting the application. Claims and objections due to ignorance of existing conditions will not be considered after submission of the application and during implementation.

Applicant's application is the responsibility of applicant and no relief or consideration can be given for errors and omissions.

1.7 **CLARIFICATIONS / REQUESTS BY APPLICANTS**

Applicant may request clarification at any time up to one day prior to the application closing Date. Such clarification requests shall contact the Medical Superintendent, VKNRL Hospital, Numaligarh – 785699.

1.8 **APPLICATION CLARIFICATIONS/AMENDMENTS BY OWNER (VKNRL Hospital)**

Owner may issue clarifications/amendments in the form of addendum / corrigendum during the application processing period and may also issue amendments subsequent to receiving the bids. For the addendum / corrigendum issued during the application processing period, Applicants shall confirm their impact, in the application. For clarifications issued by OWNER subsequent to receiving the applications, the applicant shall confirm receipt and for any impact on the application, the applicant shall follow the instructions issued along with addendum/corrigendum. All documents subsequent to the submission of applications shall also be submitted in original with two copies. All such documents and forwarding letters should be signed by the applicant / authorised representative.

Applicants shall examine the application documents thoroughly and submit to VKNRL Hospital for any apparent conflict, discrepancy or error. VKNRL Hospital shall issue any appropriate clarification or amendment. Any failure by applicant to comply with the aforesaid shall not excuse the applicant, if subsequently awarded the contract, from performing the Services in accordance with the agreement.

1.9 COMPLIANCE TO APPLICATION CONDITIONS

Applicants are advised to confirm compliance to application conditions and not to stipulate any exception or deviation to the requirement of application documents.

1.10 CONFIDENTIALITY OF DOCUMENT

Applicant shall treat the application documents and contents therein as private and confidential. If, at any time during the application preparation period, applicant decides to declare to application, all documents must be immediately returned.

1.11 OWNER'S (VKNRL HOSPITAL) RIGHTS

Owner reserves the right to accept a application other than the lowest and to accept or reject any application in whole or part, or to reject all applications with or without notice or reasons. Such decisions by owner shall bear no liability whatsoever consequent upon such decisions.

The scope of work as intended for under application document may be increased or decreased depending upon the necessity from time to time. Owner reserves the right to decide for such variation in scope of works without any liability/financial involvement to the applicant.

1.12 APPLICABLE LANGUAGE

The application and all correspondence incidentals to and concerning this application will be in English Language. For document submitted in any other language, an English Translation shall also be submitted.

1.13 CAUTION AND DISCLAIMER

Applicant may make his own interpretation of any and all information provided in the application documents. Owner shall not be responsible for the accuracy or completeness of such information and/or interpretation.

Applicant shall be responsible for obtaining and verifying all necessary data and information and although certain information is provided in the application documents, it shall be confirmed by applicant.

1.14 EARNEST MONEY :: Not applicable as per Government Guideline**1.15 OPENING OF APPLICATION DOCUMENTS**

On the date and time mentioned in "Letter Inviting Application", Part - I i.e. "Techno- commercial (unpriced) application" will be opened in the office of VKNRL Hospital, Numaligarh. Applicant shall be prepared to furnish clarifications/ information and attend discussions, as required by the Owner at short notices. Application Documents from those Applicants who fail to furnish the required clarifications called for by the Owner to their satisfaction will not be considered.

1.16 CONTRACT

1.16.1 The applicant, whose application document has been accepted by Owner shall enter into formal agreement with owner at the final date and place to be notified by the owner.

1.16.2 The contract documents consist of the following :

- a) Application document published with its enclosures.
- b) Addendum/Corrigendum to application documents, if any.
- c) The detailed letter of Award along with the enclosures attached.

1.16.3 All correspondences and MOM's held between the OWNER and the applicant prior to issue letter of Intent shall be treated as null and void. Any deviations or stipulations made and accepted by the OWNER after award of the job shall be treated as amendment to the contract document made as above.

2.0 APPLICATION DOCUMENT REQUIREMENTS

2.1 TECHNICAL AND UNPRICED COMMERCIAL

- a) Applicant is advised that OWNER (VKNRL Hospital) intends to fully evaluate the technical and unpriced commercial submissions.
- b) It is important that applicant clearly demonstrates his ability, giving to OWNER a high level of confidence that the applicant will be able to perform the works within the Schedule and meeting the other requirements listed in the application document. Failure to do so may result in disqualification of the application.
- c) Applicant shall provide narrative on his approach for execution of services in line with the OWNER's own execution approach. As a minimum, the following shall be covered.

2.1.1 ORGANISATION

2.1.1.1. A description of the applicant's corporate organisation and operations. Description of any relationship with any parent company, or any other company which applicant proposes as a Subcontractor for any portion of the works. Details of organization of proposed subcontractor, if any.

An organization chart showing details of the applicant's Head Office Organization, levels of responsibility and lines of communication, indicating names of key personnel at management level. Organization charts together with an assignment schedule (by position), proposed for the execution of this work along with the bio-data of key personnel.

2.1.1.2 In case the applicant is a partnership firm, certified copy of the partnership deed together with a certified extract from the register of firms containing names and addresses of all the partners of the firm should be furnished along with the application.

2.1.1.3 In case of company (whether private or Public), certified copy of the Certificate of Incorporation together with certified Memorandum Articles of Association and a list containing names and addresses of all the directors should accompany the application.

2.1.1.4 In case of a proprietorship firm, the name and address of proprietor, should be furnished.

2.1.1.5 WORK SCHEDULING & MONITORING

The applicant shall follow Work Schedules and Work Monitoring in accordance with the manner given from time to time.

2.1.1.6 UNPRICED COMMERCIAL PROPOSAL

Applicant shall include in this Part-I of the application, the contents of his application in Part-II but without any prices, which should be left blank. And also should enclose the relevant enclosures and supporting documents.

2.2 PRICING REQUIREMENTS

- 2.1 The applicant shall submit Part-II as per the details stated in item 3.2 of this Instructions to applicants.
- 2.2 The rates accepted by the applicant shall be firm and fixed for the schedule contract period.
- 2.3 All rates set forth in application document shall be in Indian Rupees.
- 2.4 The rate has been written both in figures and words. In case of difference between the two, the lower will be considered.

3.0 PROPOSAL OF THE APPLICANT :

The applicant shall arrange his application document in the following order:

- 3.1 Part-I - Techno- commercial (Un-priced) application document arranged in the order of following attachments,

specifying attachment number for each contents.

ATTACHMENT

01. Submission of application document and drawings duly signed.
 02. Earnest Money Deposit and its details Not applicable as per Govt. Guidelines.
 03. Power of Attorney in the name of person who signed the application document.
 04. Organisation details as per para 2.1.1 above
 05. Details of similar works executed in the last (05) five years by main applicant as per Annexure-III to ITB including Work Order copies and Completion Certificates.
 06. Details of concurrent commitments of main applicant as per Annexure-IV to ITB.
 07. Compliance to requirements of application document as per Annexure-VI to ITB.
 08. Contents of price application without any prices, which will be left blank.
 09. Validity of applications as per Annexure - VI to ITB.
 10. The applicant having their Provident fund registration codes (PFRC) should furnish the same along with the application.
 11. Check list for submission of application as per Annexure-VII to ITB.
 12. Detailed terms and conditions Annexure – VIII
 13. Detailed scope of work Annexure – IX
 14. Applicants particulars Annexure –XVI
 15. PAN Documents
 16. Sales Tax Clearance
 17. GST Registration
 18. Valid ESI Registration Number
 19. Valid licence issued under the act The Private Security Agencies (Regulation) Act, 2005
- 3.2 Part-II - Priced commercial application shall contain schedule of rates duly filled in the manner as per Special Conditions of Contract along with the Annexure-I to SOR. Applicant is to furnish the required information of Annexure -I to SOR on the items mentioned which will be used for loading on their quoted price as per relevant clauses of SCC for the purpose of price evaluation.No stipulation, deviation, terms and conditions, basis etc. shall be stipulated in this part of the application. VKNRL Hospital shall not take cognisance of such statement.
-

ANNEXURES TO INSTRUCTIONS TO APPLICANT [ITB]

01.	Acknowledgement Letter	Annexure - I
02.	Schedule of Security Personnel Rates	Annexure - II
03.	Details of Similar Work done during past 05 (five) years	Annexure - III
04.	Concurrent Commitments of the Applicant	Annexure - IV
05.	Compliance to application Requirements	Annexure - V
06.	Validity of application	Annexure - VI
07.	Check list for submission of application	Annexure – VII
08.	Detailed terms and conditions	Annexure – VIII
09.	Detailed scope of work	Annexure – IX
10.	Undertaking for proprietorship concern	Annexure – X
11.	Site Organogram	Annexure – XI
12.	Compliance to application Requirements cum undertaking	Annexure – XII
14.	Schedule of Rates	Annexure - XIII
15.	Applicants particulars	Annexure – XIV

ACKNOWLEDGEMENT LETTER

To,
The Medical Superintendent
VK-NRL Hospital
Kunjakanan, Numaligarh
Golaghat, Assam

Name of Work : Providing Security Services at VKNRL Hospital
(Application No.: VKNRL/ADMN/TR/22/01)

I / We acknowledge receipt of your invitation to application which was received on and undersigned that the documents received remain the property of Vivekananda Kendra NRL Hospital. I / We indicate below our intentions with respect to the Letter Inviting Application.

a.) I / We intend to application as requested and furnish following details with respect to our quoting office.

i) Postal Address :
.....
.....

ii) Mobile no./ Telephone No./Fax/Telex No. :

iii) Contract Person :

b) I / We are unable to apply for the reasons given below and hereby return the Application Documents.

Reasons for declining to Application

.....
.....
.....

Company's name :

Signature :

Name :

Designation :

(Strike off whichever not applicable)

SCHEDULE OF SECURITY PERSONS' RATES

Name of Work: Providing Security Services at VKNRL Hospital
(Application No.: VKNRL / ADMN/ TR/22 /01)

Name of Bidder :

1. The rates "all inclusive". They include, but are not limited to all payroll coats and allowances payroll, taxes, fringe benefits, protective and / or special clothing, construction supplies required for work of a nature included in this contract, overhead, profit, insurance, transportation and travel time.
2. The normal time security personnel rates shall apply for all hours worked up to eight (08) hours in a day.

Sl. No.	Category	Monthly Wages
01	Supervisor (Without arms)	31849.39
02	Security Guard (Without arms)	25349.84

3. The staff will also be entitled to the following leave annually: EL-15 days, CL-12 days and National Holidays-3 days.
4. No leave can be encashed if not availed during the period.

SIGNATURE OF APPLICANT

DETAILS OF SIMILAR WORKS DONE DURING THE PAST FIVE YEARS

Name of Work : Providing Security Services at VKNRL Hospital
 (Application No.: VKNRL / ADMN/ TR/22/01)

Name of Applicant :

Sl. No.	Full postal address of client name of Officer-in-charge	Description of Work	Value of Contract	Date of Commencement	Actual Completion time in months	Year of Completion	Remarks

 Signature of Applicant

CONCURRENT COMMENTS OF THE APPLICANT

Name of Work : Providing Security Services at VKNRL Hospital
(Application No.: VKNRL / ADMN/ TR/22/01)

Name of Applicant :

Sl. No.	Full postal address of client name of Officer-in-charge	Description of Work	Value of Contract	Date of Commencement	Actual Completion period	Percentage Completion as on date	Expected Date of Completion
1	2	3	4	5	6	7	8

Signature of Applicant

COMPLIANCE TO APPLICATION REQUIREMENTS

Name of Work : Providing Security Services at VKNRL Hospital
(Application No.: VKNRL / ADMN/ TR/22/ 01)

Name of Applicant :

I / We understood the terms & conditions and confirm that our application complies to the total techno-commercial requirements of application document without any deviation.

SIGNATURE OF APPLICANT

APPLICATION VALIDITY

Name of Work : Providing Security Services at VKNRL Hospital
(Application No.: VKNRL / ADMN/ TR/ 22 /01)

Name of Applicant :

I / We hereby undertake that our application for the above stated work shall remain valid for a period of 6 (six) months from the date of opening. In case of our revoking or canceling the application within the validity period, Vivekananda Kendra- NRL Hospital is entitled to forfeit the Earnest Money Deposit paid by us along with the application.

Signature of Applicant

Name of Work: Providing Security Services at VKNRL Hospital
(Application No.: VKNRL / ADMN/ TR/22/01)

Name of Applicant :

CHECKLIST FOR SUBMISSION OF APPLICATIONS

Applicants are requested to fill this checklist and also to ensure that the details/ documents have been furnished as called for in this application document.

Please tick (✓) the box for this details furnished in the application.

- | | | | |
|-----|---|--------------------------|-----------------|
| 1. | Power of Attorney in the name of the signatory of the application. | <input type="checkbox"/> | |
| 2. | Submission of application letter along with one set of (original) application document. | <input type="checkbox"/> | |
| 3. | Validity of application for 6 (six) months from the date of opening of application as per format. | <input type="checkbox"/> | |
| 4. | Validity of Earnest Money Deposit for 6 (six) months from the date of opening of the application. | <input type="checkbox"/> | Not applicable. |
| 5. | Organization details as per clause no. 2.1.1 of ITB. | <input type="checkbox"/> | |
| 6. | Compliance of schedule of labour rates as per Annexure - II to ITB. | <input type="checkbox"/> | |
| 7. | Details of concurrent commitment as per Annexure-IV to ITB | <input type="checkbox"/> | |
| 8. | Copy of work order and completion certificate of the work mentioned in Annexure - III to ITB. | <input type="checkbox"/> | |
| 9. | Contents of price application (SOR) without prices | <input type="checkbox"/> | |
| 10. | Compliance to the requirement of application document. | <input type="checkbox"/> | |
| 11. | PF Code | <input type="checkbox"/> | |
| 12. | PAN Number | <input type="checkbox"/> | |
| 13. | GST Registration | <input type="checkbox"/> | |
| 14. | ESI Registration number | <input type="checkbox"/> | |
| 15. | Permanent Residence Certificate | <input type="checkbox"/> | |
| 16. | Self attested copy of Valid Registration No. of the Agency/Firm/Company: | <input type="checkbox"/> | |
| 17. | Valid ESI Number | <input type="checkbox"/> | |
| 18. | Valid licence issued under the act The Private Security Agencies (Regulation) Act, 2005 | <input type="checkbox"/> | |

NOTE : Applicant in their "Submission of bid letter" shall confirm the following:

1. Application document has been read before submission of application.
2. All information required as per "Instructions to applicant" have been provided along with all supporting documents except the following

Applicant should list the exclusion, if any, along with the reasons thereof.

(SIGNATURE OF THE APPLICANT)

Name of Work: Providing Security Services at VKNRL Hospital (Application No.: VKNRL / ADMN/ TR/ 22/ 01)

Name of Applicant :

DETAILED TERMS AND CONDITIONS OF THE CONTRACT

1.Period of contract: The period of contract will be 04 (four) years, however initially it will be for ONE YEAR which subsequently be extended year to year basis subject to satisfactory performance, however unsatisfactory performance leads to termination of contract and contract will be awarded to the first applicant listed in waiting list created by lottery.

2.Rate: As per ANNEXURE- III TO PRICE COMMERCIAL APPLICATION – PART –II

3. No mobilization advance will be paid to the contractor for execution of this work.

4. Salary of the engaged security staff will be reimbursed by VKNRL Hospital. Other cost and expenditures relating to the operation of the contract shall be borne by contractor only, and VK-NRL Hospital will in no way be responsible for it.

5. The successful applicant will have to execute an agreement with VK-NRL Hospital in the prescribed proforma on non- judicial stamp paper of appropriate value within 10 (ten) days of the receipt of the work order. The cost of the stamp paper and other expenses shall be borne by the contractor. If the agreement is not executed by the successful applicant within the stipulated period of 10 (ten) days from the receipt of the work order, his work order shall be deemed to be cancelled automatically without any intimation thereof.

6. Whenever any claim against the contractor for payment of a sum of money arises out of or under the contract, the hospital shall be entitled to recover such sum by appropriating in part or whole of the Security Deposit of the contractor or from the bills claimed for payment. The contractor shall pay on demand and balance remaining dues to the hospital.

7. The contractor and the staff engaged in this contract should follow the hospital discipline. The contractor shall be responsible for the proper behavior of staff and shall exercise a proper degree of control over them. The staff should always be properly dressed in prescribed approved uniform only and maintain punctuality & cleanliness at all times. The contractor will replace any of his staff engaged by him on advice from the hospital authority .The hospital will not have liability whatsoever due to their retrenchment.

8. **The contractor shall be responsible for boarding and lodging of the staff engaged by him and no responsibility shall be to the hospital.**

9. **Scope of work and Supply :**

a. The scope of work & supply of this work will be in accordance with the Application Document and as per the direction of the VKNRL Management.

b. The contractor must deploy all required man power and tools, materials, etc. to execute the job as per Schedule of Rates and as per the direction of the VKNRL Hospital Management.

c. All required man power, materials, tools and tackles shall have to be arranged by the contractor.

10. **Security Deposit:** From the first running bill, 0.75% of the contract value will be deducted as initial Security Deposit plus 3% of the bill amount. From subsequent running bills 3% will be deducted till the complete Security Deposit is retained. Security Deposit will be released after completion of the job subject to clearance of all liabilities.

11. **Terms of payment:** Payment will be made monthly against work done during the preceding month, on the basis of SOR as accepted in the contract & on the basis of certifications by the Officer-In-Charge. The requisite documents and the actual attendance/ deployment of manpower to be submitted along with the bill.

The above payments are subject to deductions towards actual expenses, Security Deposit, Income Tax, and other statutory recoveries as applicable as per terms of contract.

12. *Entire jobs of the workers engaged by the contractor must be supervised by the contractor.*

Name of Work: Providing Security Services at VKNRL Hospital
(Application No.: VKNRL / ADMN/ TR/ 22/01)

Name of Applicant :

DETAILED SCOPE OF WORK

1. SCOPE OF SUPPLY BY VK- NRL HOSPITAL:

The schedule of works and guidelines will be notified by the VKNRL Management from time to time as per ISO guidelines.

2.MANPOWER:

- The contractor shall arrange competent and adequate manpower of his choice to do the above mentioned job and total manpower should be 17 (Seventeen) nos.
- Uniform & safety wears to be provided to the staff engaged in this contract by the contractor himself.
- The contractor shall be responsible for occupation hazards and health risks of his labour in this contract.
- The contractor shall observe all labour & other statutory rules & regulations in force. In case of any violation of such laws, rules and regulations , consequences if any including the cost there to shall be exclusively borne by the contractor and the hospital should have no liability whatsoever on this account.
- For maintaining the health standard of such workers engaged in this contract only required to do annual health screening, a free consultation will be provided from the hospital. But the expenditure involved in diagnostic and others, shall be borne by the contractor only.
- Contractor should insure all the workers engaged by him against accident etc.,
- **The contractor and the staff engaged in this contract should follow the hospital discipline. The contractor shall be responsible for proper behavior of staff and shall exercise a proper degree of control over them. The staff should always be properly dressed in prescribed uniform only and maintain punctuality & cleanliness at all times. The contractor will replace any of his staff engaged by him on advice from the hospital authority .The hospital will not have liability whatsoever due to their retrenchment.**

3.VK-NRL Hospital reserves the right to terminate the contract at any time during the currency of the contract by giving one month's notice to the contractor if the performance of the contractor is not found to be unsatisfactory.

Signature of the Applicant

Name of Work: Providing Security Services at VKNRL Hospital
(Application No.: VKNRL / ADMN/ TR/22/01)

Name of Applicant :

UNDERTAKING FOR PROPRIETORSHIP CONCERN

I S/o

Permanent resident of

P.S.....Dist.....

is a sole proprietor of M/s

(SIGNATURE OF THE APPLICANT)

Name of Work: Providing Security Services at VKNRL Hospital
(Application No.: VKNRL / ADMN/ TR/22/01)

Name of Applicant:

SITE ORGANOGRAM & MANPOWER STRENGTH

Summary of Manpower strength:

Sl. No.	Name of the category	Nos.

(SIGNATURE OF THE APPLICANT)

COMPLIANCE TO APPLICATION REQUIREMENTS CUM UNDER TAKING

Name of Work: Providing Security Services at VKNRL Hospital
(Application No.: VKNRL / ADMN/ TR/ 22/01)

Name of Applicant :

I / We confirm and under take that our application complies to the following requirements.

1. Submission of a copy of Insurance of the Security Personnel & supervisor engaged within 60 days.
2. Submission of Labour License within 60 days.
3. Will provide prescribed uniform and safety materials within 10 days.
- 4.The Contractor or Supervisor shall be available at hospital during 7.00AM to 3.00PM on all working days and the contractor and his supervisor should report to the Officer- In- charge and his authorized officials every day morning and evening to update the progress of the works assigned failing which contract will be terminated with two official warnings.
- 5.Will observe all the statutory rules and regulations applicable as per the scope of this contract.
- 6.Will comply with the schedule of labour rates.
- 7.Depute required manpower, materials / tools in time.
- 8.Will observe discipline in the hospital.
- 9.Comply with all techno-commercial requirements of application document without any deviation.
- 10.Will deploy and show the possession of the required tools within 60days of award of the contract.
- 11.Will agree that penalty will be applicable as mentioned in the application documents (terms & conditions) in case of failure to comply with the work schedule and as per the scope of the contract.
- 12.Will comply all the terms & conditions laid in the application document (VKNRL / ADMN/ TR/ 22/01)

(SIGNATURE OF APPLICANT)

Name of Work: Providing Security Services at VKNRL Hospital
(Application No.: VKNRL / ADMN/ TR/22/01)

Name of Applicant :

Schedule of Rates

S. No.	Item Description	Rate per month (Rs.)	
		In figure	In words
01.	Fixed rate for Providing Security Services at VKNRL Hospital (Application No.: VKNRL / ADMN/ TR/22/01) (Rs. 32447.79 x 15 nos. = Rs. 486716.85) (Rs. 40767.21 x 02 nos. = Rs. 81534.42) As per the scope of the work mentioned elsewhere in the application document including the cost of Labour, PF ,ESI, , HRA, uniform expenses, GST, C. Profit (10%) and other statutory levies on work contract.	Rs. 568251.00	(Rupees Five Lacs Sixty Eight Thousand Two Hundred Fifty One only)

- *The above fixed monthly rate is subject to deduction if it is less than the actual measurement (Actual attendance of the workers, etc).*

(Signature of Applicant on revenue stamp)

Name :.....

Date :.....

Place :.....

APPLICANT'S PARTICULARS

Name of Work: Providing Security Services at VKNRL Hospital
(Application No.: VKNRL / ADMN/ TR/ 22 /01)

- 1. Name of Applicant (In block letters) :
- 2. Son/ Daughter/ wife of :
- 3. Permanent Address :
 - Vill / locality :
 - District :
 - Phone No. :
 - Police station :
- 4. Name of firm (if any) :
- 5. Earnest Money : Not applicable
- 6. Previous experience :
- 7. Income tax & GST clearance :
- 8. Solvency certificate :
- 9. Sales tax clearance :
- 10. PAN no. :
- 11. Court affidavit :

I / we hereby offer to execute the above mentioned work as per enclosed SOR (Annexure – II) as per laid down terms and conditions of this application document.

(SIGNATURE OF APPLICANT)

Name

Date :.....

Place :.....

[31]
APPLICATION DOCUMENT RECEIPT

Name of Work: Providing Security Services at VKNRL Hospital
(Application No.: VKNRL / ADMN/ TR/22/ 01)

Received the application document for the above-mentioned job.

Name of the applicant :

Address :

Phone / Fax / Mobile No./email ID :

Contact Person :

Sign of the Applicant / Representative

Date :

Kindly return this receipt along with this application document.

Paste This Slip On the Envelope of the Offer:

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Application for
PROVIDING SECURITY SERVICES AT VKNRL HOSPITAL
Application No: VKNRL/ ADMN/ TR/ 22/01

To,
The Medical Superintendent
VKNRL Hospital
NRL Township, Numaligarh
Golaghat, Assam

From:
Name of the applicant :.....
Address :
.....
Phone / Fax / Mobile No. :.....
Contact Person :.....
Date :.....

(PF Registration No. and ESI Registration No.)



VIVEKANANDA KENDRA NRL HOSPITAL
KUNJAKANAN, NUMALIGARH
GOLAGHAT

PRICED – COMMERCIAL
Application – PART – II

Application Document
For
**PROVIDING SECURITY SERVICES AT VKNRL
HOSPITAL**

Tender No: VKNRL/ ADM/ TR/ 22/ 01

Prepared & Issued By
Vivekananda Kendra NRL Hospital

ANNEXURE- II TO PRICE COMMERCIAL APPLICATION – PART -II

APPLICANT’S PARTICULARS

Name of Work: Providing Security Services at VKNRL Hospital
(Application No.: VKNRL / ADMN/ TR/22/01)

- 1. Name of applicant (In block letters) :
- 2. Son/ Daughter/ wife of :
- 3. Permanent Address :
 - Vill. / locality :
 - District :
 - Phone No. / Mail ID / Mobile No. :
 - Police station :
- 4. Name of firm (if any) :
- 5. Earnest Money : No..... Dated
- 6. Previous experience :
- 7. Income tax & GST clearance :
- 8. Solvency certificate :
- 9. Sales tax clearance :
- 10. PAN no. :
- 11. Court affidavit :

I / we hereby offer to execute the above mentioned work as per enclosed SOR (Annexure – II) as per laid down terms and conditions of this application document.

(SIGNATURE OF APPLICANT)

Name

Date :.....

Place :.....

Name of Work: Providing Security Services at VKNRL Hospital
(Application No.: VKNRL / ADMN/ TR/22 /01)

Name of Applicant :

Schedule of Rates

S. No.	Item Description	Rate per month (Rs.)	
		In figure	In words
01.	Fixed rate for Providing Security Services at VKNRL Hospital (Application No.: VKNRL / ADMN/ TR/21/01) (Rs. 32447.79 x 15 nos. = Rs. 486716.85) (Rs. 40767.21 x 02 nos. = Rs. 81534.42) As per the scope of the work mentioned elsewhere in the application document including the cost of Labour, PF ,ESI, , HRA, uniform expenses, GST, C. Profit (10%) and other statutory levies on work contract.	Rs. 568251.00	(Rupees Five Lacs Sixty Eight Thousand Two Hundred Fifty One only)

- *The above fixed monthly rate is subject to deduction if it is less than the actual measurement (Actual attendance of the workers, etc).*

(Signature of applicant on revenue stamp)

Name :.....

Date :.....

Place :.....

ANNEXURE- III TO PRICE COMMERCIAL APPLICATION – PART –II

Name of Work: Providing Security Services at VKNRL Hospital
(Application No.: VKNRL / ADMN/ TR/ 22/ 01)

Name of Applicant:

BREAKUP DETAILS OF THE FIXED RATE

Sl.No.	Particulars	Security Guard (Unarmed)	Supervisor
1	Basic + Variable Dearness Allowance (VDA)	12609.45	16144.82
2	ESI (Employer Contribution, reimbursement basis) (@ 3.25% on Basic + VDA)	409.80	524.70
3	P.F. (Employer Contribution, reimbursement basis) (@13% on Basic + VDA)	1639.22	2098.82
4	House Rent Allowance (@ 8% of Basic + VDA) or Rs. 1800/- (whichever is higher)	1800.00	1800.00
5	ESI on HRA (@ 3.25% of HRA)	58.50	58.50
6	Bonus (@ 8.33% of (Basic + VDA))	1050.36	1344.86
7	Uniform Allowance (Outfit + Washing) (@ 8% Basic + VDA)	1008.75	1291.58
8	Additional Charges (@ 25% on Basic +VDA)	3152.36	4036.20
9	Sub Total I (Wage / Month / Person)	21728.44	27299.48
10	Leave Reserve (1/6 of Sub Total I)	3621.40	4549.91
11	Sub Total II (Wage / Month / Person)	25349.84	31849.39
12	CGST (@18% on Gross Value of the Service)	4562.97	5732.89
13	Service Charge (10% of Sub Total II)	2534.98	3184.93
14	Total (Wage / Month / Person)	32447.79	40767.21
15	Total (Wage / Month for Supervisor - 02 nos. and Guards - 15 nos.)	486716.85	81534.42
16	Grand Total		568251.27