

# Dr B. Borooah Cancer Institute

( Regional Cancer Centre )

Gopinath Nagar : Guwahati-781016, Assam : INDIA

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Tender Notice No. BBCI/ Gen-59 / 889 - G / 2017

Dt. 03.04.2017

## TENDER NOTICE FOR PROVIDING SECURITY PERSONNEL

Sealed tenders are invited for providing security services in the premises of Dr. B. Borooah Cancer Institute, Guwahati from reputed Security Services Agencies comprising of Ex-servicemen. The tender form along with terms and conditions may be obtained from the office of the undersigned between 10:00 AM and 4:00 PM on all working days till **25.04.2017** on payment of non-refundable tender fee of **Rs.500/-** (Rupees five hundred only). The tender form can also be downloaded from the website <http://www.bbcionline.org> (*bulletin* → *tender*). Last date for submission of sealed bids is **2:00 PM on 26.04.2017**. The Director, Dr. B. Borooah Cancer Institute reserves the right to accept / reject, any / all tenders without assigning any reason and the decision shall be final. The document downloaded from the website will be accepted only on furnishing of non-refundable tender fee in the form of crossed demand draft/ banker's cheque for **Rs.500/-** (Rupees five hundred only) separately drawn on any nationalized bank of India in favour of 'Dr B Borooah Cancer Institute, Guwahati'. If the tender document is downloaded from the website, while furnishing the tender, it should be superscribed legibly on the left corner of the sealed cover as '***Tender copy is downloaded from BBCI website***'.



Director

Dr B Borooah Cancer Institute  
Guwahati-781016

Total No. of pages (including tender Form and documents attached) \_\_\_\_\_

(Signature of the Tenderer)

# Dr B. Borooah Cancer Institute, Guwahati

## TENDER FORM FOR THE ENGAGEMENT OF PRIVATE SECURITY AGENCY

1. Period of contract ..            The period of contract will be initially for one year from the date of signing of the agreement which may be extended further with mutual agreement or curtailed at discretion of authorities of Dr. B. Borooah Cancer Institute, Guwahati.
2. Last date of submission    :            **2:00 PM of 26.04.2017**
3. Date and time of opening:            3:00 PM on **26.04.2017** in the Conference Hall of the Institute (Administrative Block, 2<sup>nd</sup> Floor, OPD Complex)  
*(Tenderer or their authorized representative may be present at the time of opening of tender)*
4. Registration No. of the        :  
Agency (enclosed attested copy)
5. PAN No. of Income Tax Dept.:  
*(enclose attested copy)*
6. EPF A/c No. and authority with:  
whom registered (enclosed attested copies)
7. ESI Registration No. and        :  
Authority with whom regd.  
(enclose attested copies)
8. Service Tax Registration No.    :  
and Authority with whom regd.  
(enclose attested copies)
9. Please specify as to whether        :  
Tenderer is recognized/approved  
By the Govt. and registered  
Security agency
10. Please specify as to whether        :            Sole Proprietor / Partnership firms / Company  
Tenderer is a sole Proprietor/  
Partnership firm / Company  
(Strike of whichever is not applicable)

In case of firm / company, give names of the proprietor or partners or Directors (as the case may be) with address (both existing and permanent) residential:-

- (i) In case of the application being made by a partnership firm, the application should be accompanied by an attested copy of Partnership Deed.
- (ii) In case of Private Limited Company, an attested copy of the Memorandum and Articles of Association should be enclosed with Tender Application form.
- (iii) In case of company, whether the applicant is authorized to apply on behalf of the company / Firm and if so, what is the status of applicant in the Company / Firm. Also furnish an authority letter empowering the applicant to apply for engagement as security Agency by this Institution.

11. Registered Office with telephone :  
No./Fax No./Mobile No./E-mail address

12. DGR Registration No. (enclose copy) :

13. Experience in providing security personnel to Govt./PSU :  
with periods of contracts (Please attach attested copy of  
documentary evidence)

14. Details of Earnest Money Deposit of **Rs.10,000/-** (Rupees ten thousand only)

D.D. / Banker's Cheque No. \_\_\_\_\_ Date \_\_\_\_\_

Issuing bank \_\_\_\_\_

Branch \_\_\_\_\_

(Please attach the Draft / Banker's Cheque with this Form)

15. Address for communication :  
along with Phone No. / Fax No.

16.

.....  
Signature of the Tenderer  
with seal & date

## **JOB DESCRIPTION**

1. To provide the security services in the premises of Dr B Borooah Cancer Institute, Guwahati.
2. The agency shall be responsible for all security measures and arrangements to safeguard the movable and immovable property and prevention of theft within the premises.
3. Protection of persons in the premises.
4. Evacuation of persons in case of fire or natural calamities etc.
5. Prevention of unauthorized entry of personnel including all types of outside vendors in the premises of the Institute.
6. Any other work of similar nature assigned to the agency by Dr. B. Borooah Cancer Institute Authorities from time to time.
7. The agency staff shall work under the supervision of the Director, Dr B Borooah Cancer Institute and/or any other officer authorized by him. The agency shall provide round the clock security on shift basis as specified and deployment done in consultation with the officer authorized by the Director, Dr B Borooah Cancer Institute shall be final. The Supervisor shall submit the attendance of the personnel by 10:00 AM daily to the Senior Administrative Officer of the Institute for verification.
8. The agency will provide name plate, uniform to all security personnel, and Torch Light for staff on night duty.
9. The agency will be fully responsible for the performance and fitness of their personnel (Guards and Supervisors).
10. Checking of vehicles, bags & luggage of employees and outsiders in case of suspects.
11. Contractor and its staff shall take proper and reasonable precautions to prevent loss, destruction, waste of hospital property or misuse of areas of the Hospital premises.
12. 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.
13. 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, the Hospital Authority shall have the right to terminate the contract forthwith forfeiting the contractor's Performance Guarantee (Security Deposit).

14. Security personnel should be well-trained in disaster management.
15. Security staff engaged by the contractor shall not take part in any staff union and association activities.
16. The 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.
17. To keep the record of incoming vehicles like registration no, time of entry/exit and the purpose of visit especially during off hours / days of the hospital.
18. Entry of the street-dogs and stray cattle into the premises is to be prevented. They should be at once driven out.
19. 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.
20. 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.
21. The staff appointed by the Agency for this purpose shall conduct as per orders of the officer authorized by him. In case of any sort of lapse, misbehavior and misconduct of any person so appointed, the responsibility shall be upon the Contractor / Agency.
22. To keep a strict vigil on suspicious looking persons / objects and take immediate action as deemed suitable.
23. The security personnel should be well versed in regional as well as the national language.



Director  
Dr B Borooah Cancer Institute  
Guwahati-16

## TERMS AND CONDITIONS

1. The Agency should be approved / recognized / registered by competent statutory authority, should have provided such services to Govt. / Public Sector / Private companies at least for 3 years and should have its headquarter / Branch office in Guwahati failing which the tender will be rejected outright.
2. The number of full time security personnel as assessed by the authorities of Dr. B. Borooah Cancer Institute is as follows and the rate for deploying these personnel shall be quoted by the agency.
  - (a) Security Supervisors ..... 1 no. ....
  - (b) Security Guards ..... 23 nos. ....
3. That the Agency shall be responsible for all security measures and arrangement to safeguard the movable and immovable property and also for providing the services as per details indicated above in job description.
4. That the Agency will indemnify the property under security cover for preventing theft, loss, pilferage, riots, arson, fire from the areas entrusted to its control and shall be responsible for all such lapses.
5. That the Agency shall provide the services of trained and experienced Security Supervisors and Security Guards. That the Agency will furnish a certificate stating that the security guards are trained and none of the security guards was discharged from any services on the ground of criminal charges, theft & unreliability.
6. That the Agency shall provide Security Supervisors and Security Guards who shall be **Ex-servicemen** having sufficient supervisory experiences in this line. Shall be fully trained civilian and their age shall not be above 45 years and less than 25 years.
7. That the Agency staff shall be available all time at the place of their duties as per duty roster and they shall not leave their place of duty without prior permission of the authorized officer.
8. That the Agency shall deploy the full complement of the personnel all the time and shall maintain a list of the reserves to provide the replacement and supplement the strength.

9. That the Agency staff shall check the movement of materials and to maintain systematic and upto date records and keep proper log book / control of movement of personnel entering or leaving the premises.
10. That the Agency staff shall be responsible to provide immediate replacement to take place of any Security Guards / Security Supervisor who is not available on duty at the place of posting and such other additional staff as may be required for additional areas for which prior information will be given.
11. That the Agency staff shall work in proper uniform under the overall supervision and direction of the Director, Dr B Borooah Cancer Institute or any other officer authorized by him.
12. That the Security Supervisor, Security Guards whose services are provided by the Agency shall at all times and for all purposes be regarded as employees of the contracting Agency which shall also be responsible for necessary service benefits due to the Security Supervisor & Security Guards as per rules / laws applicable in such cases.
13. That Dr. B. Borooah Cancer Institute Authorities shall have the right to ask for the removal of any person of the Agency who is not considered to be orderly in discharge of his duties.
14. That the Agency staff shall carry out such other legitimate duties as are entrusted to them from time to time.
15. That the Agency shall not engage any sub-contractor or transfer the contract to any other person or agency.
16. The names of the workers appointed / employed by the Security Agency shall be made known to Director, Dr B Borooah Cancer Institute before commencing deployment. Frequent changes in the manpower deployed will not be allowed, the changes will be allowed only with the specific approval of Director, Dr B Borooah Cancer Institute, Guwahati or an officer authorized by him.
17. The Agency shall submit the monthly bills in the Institute after completion of the month and will make the payment to their Guards and Supervisors, in the premises of Dr B Borooah Cancer Institute, Guwahati (and in the presence of authorized representatives of Director, Dr B Borooah Cancer Institute and the necessary certificates in this regard will be submitted by the Agency every month.)
18. The contract will be awarded for a period of one year, which may be extended annually upto third year with same terms & conditions subject to satisfactory performance, or curtailed at discretion of authorities of Dr. B. Borooah Cancer Institute, Guwahati.
19. The tender shall be submitted in **sealed cover** envelop **marked “Tender for Security Arrangement” on top by 2:00 PM on 26.04.2017**

20. The selected contractor / agency will be required to submit performance bank guarantee equivalent to one month contract money covering the period of the contract.
21. It is the responsibility of the Tenderers to see that the completed bidding documents are submitted by the time and date stipulated for opening of tender failing which the tender would be considered late and rejected.
22. The tender would be valid for a period of 12(twelve) months subsequent to the date on which the tender are opened.
23. The tenderers are advised to read the terms and conditions of the Tender as indicated in this form and satisfy themselves about their fulfilling these conditions as also meeting with the requirements of documents and other issues as mentioned in the Tender form before submitting the Tender.
24. Tenders should have a permanent income tax account number (PAN) and shall have to submit the certified copies of the Income Tax return filed for last three years along with the tender form. The tendering party must also submit certified copy of registration with ESI / EPF / Service Tax / DGR Registration. Tenders not accompanied by these documents will be rejected outright.
25. **The tender documents along with enclosures should be page numbered. The total no. of pages of all documents including the tender document should be indicated clearly on the first page of the Tender document. The tender not fulfilling these requirements will be rejected outright.**
26. All liabilities arising out of accident or death while on duty shall be borne by the contractor
27. In case any public complaint is received attributable to misconduct / misbehavior of contractor's personnel, a penalty of Rs.500/- for each such incident shall be levied and the same shall be deducted from contractor's bill. Security Guard found involved in such incident shall be removed from the Hospital immediately.
28. 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 and any other sum due are liable to be forfeited.
29. In case of any loss / theft of Dr B Borooah Cancer Institute, Guwahati property, the Director, BBCI or any officer authorized by him will consider the circumstances leading to the loss / theft and if the responsibility is fixed upon the agency by the above mentioned officer, the agency will make good the loss within a specified period or else deduction of the cost will be made from the following month's bill.



Director



**30. FINANCIAL BID FOR SECURITY SERVICES**

I under take to provide the services listed under security services for monthly value of

| Category                   | Numbers | Rate Quoted (in Rs.) |
|----------------------------|---------|----------------------|
| SECURITY GUARD             |         |                      |
| SECURITY SUPERVISORS       |         |                      |
| Service Tax                |         |                      |
| Total (in words & figures) |         |                      |

*Note : The prevailing minimum Wages Act of Govt. of Assam shall be taken into consideration while submitting the financial bid)*

Signature of Tenderer

Name : \_\_\_\_\_

Address:

Tel :

### 31. LIST OF DOCUMENTS TO BE ATTACHED ALONG WITH THE TENDER FORM

- i. Performance report preferably from Govt. Organization or well reputed firms.
- ii. List of the Institution with period, to whom similar services are being provided.
- iii. Organizational set up which may clearly indicate the ratio between the daily wage staff and permanent staff.
- iv. Performance report or commendation certificate obtained from the Police authorities, if any.
- v. An attested photocopy of the agreement already with any Govt./PSU
- vi. Copy of Registration Certificate
- vii. Copy of the list of recognition / approval of the statutory authorities
- viii. A certificate that the Agency has not been blacklisted by any Govt. Agency / Undertaking or institution.
- ix. A certificate that the agency has verified the antecedents of all the persons before engaging them as security guard / security supervisors.
- x. Certified copies of the latest Income Tax Return & PAN
- xi. Attested copy of agreement relating to an ongoing contract.
- xii. Attested copies of Registration with ESI / EPF / Service Tax / DGR Registration.
- xiii. Other documents as referred to in the Tender Form.

The tender may be rejected outright if any of the above mentioned documents is not attached with the tender form submitted by the Tenderer. The tender is also liable to be rejected if the Tenderer does not fulfill any of the terms & conditions as mentioned in the Tender form.

