



RIMS/Misc Stores(5)/ 1362 Dated 26-03-2021

**NOTICE INVITING E-TENDER FOR OUTSOURCING OF
CENTRALIZED CCTV INSTALLATION, OPERATION AND MAINTENANCE SERVICES at RIMS Ranchi**

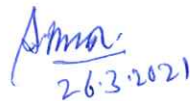
E-tenders are invited in two Bid system (Technical & Price Bid) under Quality & Cost Based Assessment system through e-Tendering process only, from competent & eligible agencies for providing centralized CCTV installation, operation and maintenance Services on turn-key basis at RIMS Ranchi including CCTV Services personnel with CCTV Services instruments (as applicable) on outsourced basis at RIMS, Ranchi for a minimum period of 3 years which may be extendable upto 5 years if mutually agreed by both the parties.

| Important Dates for Tenders | |
|---|---|
| 1. Date of uploading of sample tender document on website. | 26.03.2021 at 5.30 P.M. (The intending bidder may visit RIMS website: www.rimsranchi.org & also on NIC website : www.jharkhandtenders.gov.in |
| 2. Pre bid meeting for discussion on various technical issues regarding terms & conditions for providing CCTV Services. | On 10.04.2021 at 11:30 A.M in RIMS Administrative Conference Hall, Near Director Office. All the intending bidders must attend the pre-bid discussion meeting for clarification of their queries & requirements of RIMS. No claims will be considered after finalization of tender documents. |
| 3. Date of uploading of final tender documents | On 22.4.2021 at 5:00 P.M. |
| 4. Start of online submission of tender documents | On 23.4.2021 from 05:00 P.M |
| 5. Last date of submission of e-tenders | On 15.5.2021 till 05.00 P.M |
| 6. Last date of submission of hard copy of tender documents along with EMD | On 19.5.2021 till 05.00 P.M |
| 7. Opening of technical bid | On 21.5.2021 at 3.00 P.M. |

Note :

1. For details of tender terms, conditions & requirements please visit RIMS website : www.rimsranchi.org or www.jharkhandtenders.gov.in from 26.03.2021 after 5.00.P.M. for sample tender paper to attend the pre-bid meeting.
2. Before participating the pre bid the bidders may physically visit RIMS premises for assessment of the scope and area of work and they may discuss with RIMS authority regarding their queries.
3. In case on any of the above last date, if announced government holiday, the tender process will continue on the very next working day on the same time and venue.


26/03/2021
Director
Rajendra Institute of Medical Sciences
Ranchi


26.3.2021

राजेन्द्र आयुर्विज्ञान संस्थान
(झारखण्ड सरकार का एक स्वयत्तशासी संस्थान)
राँची-834009 (झारखण्ड)
दुस्भाष: 0651-2541533, फ़ैक्स:
0651&2540629]
E-mail: rimsranchi@rediffmail.com



RAJENDRA INSTITUTE OF MEDICAL SCIENCES
(An Autonomous Institute under Govt. of
Jharkhand)
Ranchi-834009 (Jharkhand)
Phone: 0651-2541533, Fax: 0651-2540629,
Email : rimsranchi@rediffmail.com

Sample E-tender paper for outsourcing centralized CCTV Services at RIMS, Ranchi

Tender Notice No. RIMS/Misc. Stores(5) / Dated

Downloaded by

M/s _____

Amal
26.3.21

**Invitation of tender for outsourcing of centralized CCTV Services
at Rajendra Institute of Medical Sciences, Ranchi**

To,

M/s _____

Dear Sir,

Director, Rajendra Institute of Medical Sciences, Ranchi invites you to tender for outsourcing of CCTV Services at RIMS, Ranchi.

If you are in a position to quote for the same in accordance with requirements stated in tender notice & tender form, you must also furnish all the information, called for, along with your tender.

This tender is non transferable.

All legal matter in respect to this tender will be subjected to jurisdiction of Hon'ble Jharkhand High Court, Ranchi.

Yours faithfully

Sd/-

Director

Rajendra Institute of Medical Sciences
Ranchi


26321

CONTENT OF BIDDING DOCUMENTS

1. The service required, bidding procedures and contract terms & conditions are described in the bidding document. In addition to the Invitation for Bids, the bidding documents include:

APPENDIX

| Sl. No. | Annexure attached | Contents of annexure | Page no. |
|---------|-------------------|--|----------|
| 1. | Annexure-1 | Forwarding letter | |
| 2. | Annexure-2 | Check List | |
| 3. | Annexure-3 | Work Description & Penalty clause | |
| 4. | Annexure-4 | Terms and Conditions | |
| 5 | Annexure-5 | Format for Earnest Money Deposit (EMD) | |
| 6 | Annexure-6 | Price Format/Commercial Bid format | |
| 7 | Annexure-7 | Performa of bank Guarantee towards Performance of centralized CCTV Services | |
| 8 | Annexure-8 | Past service experience Performa | |
| 9 | Annexure-9 | Evaluation of bid methodology | |
| 10 | Annexure-10 | Language and law of bid | |
| 11 | Annexure-11 | Format for bill processing | |
| 12 | Annexures | Other clauses | |

(Signature)
26.3.21

Annexure-1

FORWARDING LETTER

(To be filled in by the tendering party in official letter head)

To,
The Director,
Rajendra Institute of Medical Sciences
Ranchi.

SUBJECT :- E-tender notice No: RIMS Misc. Stores/..... Dated:

Sir,

With reference to the above Tender Enquiry I/We are submitting herewith our tender documents. The Tender documents are duly paginated and contains from page No. 1 to ____

A checklist chronologically indicating documents attached in original/copies duly attested by Gazetted Officer/Notarized as per Conditions for applying the tender.

To be filled by the Agency applying for tender for CCTV Services Contract (each response/document must be given with proper reference in the following tender document)

Name & Signature(s) of the tenderer.

(With stamp of the firm)

Phone No.-

Mobile No.-

Email Id.-

Amra
26.3.21₅

Annexure-2

Check List

Format for Technical bid:

| Sl. No. | Description | Bidder's Response (Yes/No) | Reference Page no. in the bid |
|---------|---|----------------------------|-------------------------------|
| 1 | Whether Name of agency/ Agency with full address is mentioned on letter pad with Telephone No., Mobile no., email address, fax no. etc. Whether specified bidding agency is sole proprietor or partnership firm or agency. In case of partnership firm or agency the partners shall be specified separately with telephone no. | | |
| 2 | Whether tender fee of Rs 5000 submitted or not. | | |
| 3 | Whether EMD of Rs. 10 lakh submitted or not. | | |
| 4 | The agency must be empanelled or registered under Jharkhand IT Department. | | |
| 5 | The bidders have to give undertaking by notary affidavit that after getting the work order they shall open their office in Ranchi within 30 days of receiving of work order if he does not have already office in Jharkhand. Whether undertaking attached or not | | |
| 6 | Having experience of providing CCTV Services in Govt./Semi Govt/ PSU institution of more than 400 CCTV I.P. camera installed. Whether experience certificate attached or not. | | |
| 7 | Whether ESI Registration certificate attached or not. | | |
| 8 | Whether EPF Registration certificate of more than 100 persons attached or not. | | |
| 9 | Whether PAN card of proprietor or at least 50 % of board of directors attached or not. | | |
| | IT Returns of three financial years 2017-18, 2018-19, 2019-20 | | |
| 10 | Whether AADHAAR card of proprietor or at least 50 % of board of directors attached or not. | | |
| 11 | Whether Bank Account No. Of agency in the form of cancelled cheque attached or not. | | |
| 12 | Whether GST Registration certificate of agency attached or not. | | |
| 13 | Whether audited by registered CA balance sheet of annual turnover of last three Financial Year 2017-20 attached or not. | | |
| 14 | Whether notary affidavit undertaking that "I am/we are accepting the printed terms and conditions for our agency and agree to abide by the terms & conditions of the tender enquiry of RIMS, Ranchi" attached or not. | | |
| 15 | Whether, Undertaking through notary affidavit in the stamp paper to the effect that "the agency has not been blacklisted by any Central/ State/ Govt. Agency | | |

| | | | |
|----|--|--|--|
| | & never been charge sheeted by CBI, CVC, FEMA. And never been convicted by any court , attached or not. | | |
| 16 | Whether Notarized copy of power of attorney to the signatory, who has signed the bidding documents attached or not. | | |
| 17 | Whether residential certificate of proprietor or at least 50 % of board of directors of Jharkhand issued from not below the rank of Circle Officer, attached or not. Non submission will not amount to disqualification otherwise. | | |
| 18 | The agency shall give notary undertaking that they shall appoint at least 75% persons working under agency from resident of Jharkhand state. Whether Undertaking through notary affidavit to this effect attached or not. | | |

I undertake that "I/We accept all the terms & conditions given in the tender document"


Name & Signature(s) of the tenderer.

(With stamp of the firm)

Phone No.-

Mobile No.-

Email Id.-


26.3.21

ANNEXURE 3

Work Description & Penalty Clause

1. RIMS Ranchi is an autonomous institute, having medical college, hospital, dental college, nursing college, nursing school and paramedical school as its parts and campus is spread over about 238 acre land and having about 40% land occupancy by building and roads. Rest area is barren or in the form of garden or otherwise. Institute has about 1500 bedded hospital spread in various buildings and wings and few satellite health centers. RIMS campus has about 15 hostels for students and residential campus too where doctors, officers and staffs reside.
2. Agency shall have to install, operate and maintain about 700 pieces CCTV IP cameras. Approximate number of IP CCTV required in RIMS at present is about 700 along with all necessary fittings, attachments and display boards with central server and adequate storage capacity of not less than 3 months.
3. Detailed duties and responsibilities shall be mentioned in the MoU after award of contract as also in terms and conditions.
4. All the intending bidders shall have to attend pre-bid meeting when they will display presentation through power point/ video/ slides/ with live audio. Those who fail to display at the time of pre bid will be technically disqualified in technical bid.
5. Final tender paper shall be uploaded after pre bid meeting and deliberation.
6. The Agency shall be responsible for all CCTV Services measures and arrangements to safeguard the moveable and immovable property and prevention of theft within the premises.
7. The agency staff shall work under the direct supervision of In-charge CCTV Services Officer on duty and they will be deployed in three shifts.
8. The Agency will provide proper uniform to working staffs and CCTV in-charge of agency.
9. The Agency will be fully responsible for the performance and fitness of their For this, the Agency will have to keep close liaison with the Institution authorities, CCTV Services Officer and Officer In-charge.
10. The Agency will have to maintain a round-the-clock Control Room with Telephone No., Mobile No., names of persons manning the control room in their office for any urgent communication regarding any extra-ordinary situation in their office at Ranchi.
11. The agency will provide their own communication system to their staffs in coordination with Officers/Officials of RIMS Ranchi. Any other work of similar nature assigned to the agency by the Institution Management from time to time.
12. The agency supervisors will check the malpractice of the CCTV Services personnel (if any) cheating the patients or their attendants in any case. If found guilty of the CCTV Services personnel, then the person involved in such cases must be terminated from the duties and never be reemployed in the CCTV Services agency. The agency shall be penalized for such incident after seeking show cause. The penalty for such lapse single incident/events shall not be more than Rupees 2 Lakh or as decided by competent authority.
13. The agency shall provide CCTV Services to the Institution deploying fail-safe CCTV Services measures. The items or situations that have to be covered by CCTV Services.

PENALTY CLAUSE

1. In case of any loss/theft of Govt. property, the competent authority/ Committee of RIMS will consider the circumstances leading to the loss/theft and if the responsibility is fixed upon the Agency by the competent authority / Committee, the Agency will replace the lost item within a specified period. RIMS Ranchi also reserve the right to blacklist the agency if situation warrants so.
2. For any breach of contract, the Director, RIMS or duly constituted Committee, shall be entitled to impose a penalty to the extent of Rs. 2,00,000 on the 1st occasion upon the agency in the event of breach, violation or contravention of any of the terms and conditions contained herein brought to the notice of the competent authority of RIMS Ranchi. Some of the instances in which penalty would be imposed, are enumerated below. But these are not exhaustive and penalty may be imposed on any violation breach or contravention of any of the terms and condition as well as assigned duties and in following conditions:-
 - i. If the personnel are not found in proper uniform and displaying photo identity card.
 - ii. If the personnel found indulging in smoking/drinking/sleeping during duty hours.
 - iii. If the personnel found performing double duty.
 - iv. In cases of lapse/default in the CCTV Services.
 - v. If any person of agency found performing duty, submitting a fake name and address.
 - vi. Penalty will also be imposed if the behaviour of personnel found discourteous & against the public interest.
 - vii. The Agency is supposed to provide CCTV Services CCTV Services Supervisors. If the Agency is not able to provide the required number of personnel, a penalty for shortage of attendance will be imposed to the extent of double the wages, per day for each day of absence.
3. The Agency shall need to maintain the attendance register of their staffs as per MoU failing which shall amount to imposition of penalty clause.
4. The party invoking the arbitration clause shall specify the details of disputes to be referred to arbitration under this clause.
5. For safety in respect to infection of the workers deployed by the contractor, the contractor has to maintain proper relevant vaccination of their staff employed in this work by their own.
6. Attendance of the workers employed must be confirmed through bio-metric attendance system. Before starting the work, the agency has to make arrangements for biometric attendance system by registering their workers in biometric system at RIMS, Ranchi.

ANNEXURE 4

TERM AND CONDITIONS:-

1. No column of Checklist shall be left blank. Paging of bid documents is must otherwise bid shall be liable to be rejection of tender without seeking any clarifications.
2. The Agency shall have an annual turnover of more than Rs. 02 crore in each of the last three financial years (17-18, 18-19, 19-20). For support of turnover, the copy of income tax returns filed during previous three years, Profit & Loss Account & Balance Sheet duly authenticated by chartered accountant shall be attached.
3. The agency shall have a centralized 24 hrs. manned control room backed up with wireless communication.
4. Agency shall maintain the register having name address and contact numbers of all CCTV Services persons deployed by agency and they will produce before RIMS authority as and when required or asked for. Daily attendance register of CCTV Services persons shall be verified by RIMS authority.
5. The Agency shall be able to provide a Bank Guarantee of 10% of total contract value of one year during the contract which will be renewed from time to time as per further renewals of the contract.
6. Details of bidder's Bankers and a certificate from the Bank for providing bank guarantee of minimum value of Rs. 25 lakhs (i.e. bank solvency certificate of Rupees twenty-five lakhs) which is required after getting the contract.
7. The successful bidders must have to provide bio-data of the CCTV Services personals to be deployed at RIMS before entering the work agreement. Such list may be reviewed and modified at 6 month intervals.
8. All the bidders must have to confirm the submission of original demand draft for tender documents cost Rs. 5,000/- & EMD Rs. 10,00,000/- at RIMS, Ranchi.. The tenders of only those bidders will be opened, who have submitted the aforesaid demand drafts on schedule date & time.
9. The intended bidder may download the final amended tender document & they have to submit demand draft for Rs. 5000/- in favour of "**Director, Rajendra Institute of Medical Sciences, Ranchi**" in original at RIMS office as cost of tender document and Rs 25 Lakhs as EMD in favour of "**Director, Rajendra Institute of Medical Sciences, Ranchi**".
10. The agency is expected to examine all instructions, forms, terms and specifications in the bid documents carefully. Failure to furnish any information required in the bidding documents will liable to be rejection of tender without seeking any clarifications.
11. Telegraphic, couriered, conditional or incomplete tenders will not be accepted. Canvassing of any kind, direct or indirect, shall lead to disqualification of the tenderer.
12. Tender in any form other than the prescribed form issued by RIMS will not be entertained and will be summarily rejected.
13. Tenders with revised/modified rates/offer after opening of the tenders will be summarily rejected and the entire Earnest money deposit submitted with the tender will be forfeited.
14. Successful bidder shall be liable to pay uniform and other accessories cost of Rs 2500 each year to each persons / supervisor. Accessories shall include two sets of uniform, one and one whistle. RIMS shall not pay separately in this regard.


26.3.21

15. Director, RIMS, Ranchi reserves the right to accept or reject any or all or any part of the tender without assigning any reason thereof, and the decision of Director, RIMS, Ranchi in this respect shall be final.
16. Details specifications of CCTV Cameras and others such necessary fittings shall be provided after pre bid meetings.
17. The Agency shall have a proper working office in Jharkhand with full address, Phone Nos. & Fax Nos. If the bidder agency does not have their office in Jharkhand or Ranchi then they have to give an undertaking that after getting the work order they shall establish their office in Ranchi within 30 days of receipt of order.
18. The agency will submit the bona-fide documents relating to the ownership along-with the tender before being considered.
19. The Agency shall provide wages to staffs which shall not be lower than the provisions contained in Minimum Wages Act 1948, Payment of Wages Act 1936, Contract labour (Regulation & Abolition Act 1970) and Directorate General of Resettlement Board for different categories as applicable.
20. The agency in all circumstances will disburse salary before 7th of every month through ECS / Cheque facility, even if the payment of the bill is delayed/ not paid by the Institution for want of any information/documents/clarifications or unfair practices. It will be sole responsibility of the agency to submit the bill by 7th of every month along with payment sheet duly signed by authorized representative of employer and employees & complete in all respect.
21. The list containing the names, verified addresses, affixing a photograph along with their signatures and bio-data of all persons to be appointed by the agency shall be submitted after getting the contract.
22. The agency will deploy CCTV Services personnel after Medical Examination at its own cost. These documents are required to be produced to the Institution whenever required.
23. The changes in the personnel deployed will not be allowed without prior approval/permission of the Director, RIMS or an authorized officer of RIMS.
24. The payment of the CCTV Services personnel will be made only through ECS/NEFT/Cheque facility as applicable under provisions of Jharkhand Government.
25. No enhancement in the agreed rates will be allowed during the Contract period; until and unless the Minimum Wages amended & notified by the Central Government / State Govt./ Directorate General of Resettlement Board as per Minimum Wages Act at that time exceeds the agreed contract rate..
26. The Bank Guarantee shall be returned to the Agency on the expiry of the contract period on furnishing usual clearance/No Demand Certificate.
27. The Contract shall come into force from the date of Agreement signed by both the parties. In case the Agency fails to execute the job after signing the Agreement deed or leave the job before completion of the period of Contract at their own accord, The Director, RIMS, Ranchi shall have the right to forfeit the Bank Guarantee deposited by the Agency for execution of the Contract.
28. The contract can be terminated by the 1st party (Director, RIMS, Ranchi) by giving one Month's notice without assigning any reason. The 2nd party (contractor), if so desires, can terminate the contract by giving three months notice.
29. The successful bidder / agency shall obtain Labour License for providing CCTV Services at RIMS, Ranchi under the Contract Labour (Regulation and Abolition) Act, 1970 from the appropriate authority (State Government / Central Government), and shall produce the license within three months after the commencement of the contract.
30. The CCTV Services agency shall not have been black-listed/debarred by any organization and never been convicted by CBI, CCI, CVC or FEMA. The undertaking through notary affidavit to this effect will be submitted by the agency.
31. An undertaking will also be submitted by the agency that all the information & documents provided by the agency are correct & true. If any information & documents submitted by the agency are

subsequently found to be false, the contract will be summarily rejected & other penal action (including the forfeiture of EMD) may be taken as found deemed fit.

32. Any rules and regulation enforceable from time to time shall be complied with.
33. The personnel provided by the agency will at all time and for all purposes, be the employee of the agency. The Institution authorities shall have the right to remove any personnel from agency who is not discharging his duties satisfactorily or his conduct is found dubious or unbecoming in nature, without assigning any reason. In case of any replacement of personnel so provided, all replaced person will possess the same qualification.
34. The agency shall not engage any sub-contractor or transfer the contract to any other person.
35. The Agency shall be responsible for all injuries and accidents to persons employed by it.
36. The Agency will submit the proof of deposit of EPF and ESI within 3 weeks from the disbursement of wages every month, to the institution authorities. Copy of the vouchers in relation to ESI & EPF subscription deposit with the bank/authority shall be submitted every month with certified copy of the list of deployed CCTV Services staffs against whom the amount is deposited.
37. All persons shall have working knowledge of HINDI/ENGLISH.
38. The Agency shall provide trained manpower. The Agency shall also undertake at its own expense in consultation with the Institution, a continual updating of skills and processes and procedure to be followed by the CCTV Services Staff provided to the Institution by organizing suitable training schedules for them. The Agency shall also provide a tentative schedule / plan for training its staff for one year. A proper record of the training of its staff shall be maintained by the Agency. The Agency will also include the training and updating skills of permanent CCTV Services staff of Institution in consultation with the CCTV Services Officer of the Institution at no additional expense to the Institution. The manpower supplied by the Agency shall also be trained on the existing Fire detection and Alarm system and Fire Fighting System installed in the institution. In case of an outbreak of fire they shall be able to undertake fire fighting operations. The Staff selected for deployment will compulsorily undergo ON-SITE training for at least 03 days under the Agency arrangements and expense. A list if trained manpower in Fire Fighting System shall be submitted to Institution.
39. The Agency shall not be allowed to change its name after the award of the contract.
40. The agency is liable to be debarred for a period up to 03 years to participate in any tender/contract in the RIMS, Ranchi against any breach of contract at discretion of The Director, RIMS, Ranchi.
41. For any legal dispute, it will be under jurisdiction of Ranchi, Jharkhand.

ANNEXURE 5

Format for Earnest Money
(To be put in a separate sealed envelope No: 1, marked EARNEST MONEY)

| Sr. No. | Contents | Details |
|---------|---|---------|
| 1. | Details of Earnest Money and made for agency name | |
| 2. | Name of Bank | |
| 3. | Bank Draft No/ Banker's cheque | |
| 4. | Dated | |
| 5. | Amount | |

Signature of the Contractor or his authorized signatory with Seal of the Agency/Agency.

Dated:

Sharma
26.3.21

Annexure-6

FORMAT OF FINANCIAL BID

Tender document for providing CCTV Services services at RIMS, Ranchi

1. Name of the Firm/Agency (full address with Tel. No., Mobile No., Email address)
2. Registration No. of the Firm/Agency.
3. **Rates quoted will be in total price inclusive of GST and all other taxes as on date and also consolidated labor cost.**
4. Minimum wages of labour law must be adhered.
5. Bidders offered rates must not be less than minimum wages of Jharkhand Govt/ EPF law / ESI law.)

| Srl No. | Items | No. of items required | Unit price | GST % | GST in rupees | Subtotal Price B X C | Total Price |
|--|-------------------------------|-----------------------|------------|-------|---------------|----------------------|-------------|
| | A | B | C | D | E | F= B X C | G=F + E |
| | CCTV IP Camera | | | | | | |
| | Display | | | | | | |
| | Storage for at least 3 months | | | | | | |
| | Wire | | | | | | |
| | Other accessory item | | | | | | |
| TOTAL PRICE which shall be taken into consideration of price bid comparison. | | | | | | | G + N |

Note :

1. All the above row and columns must be filled.
2. Bonus or any other remuneration is sole responsibility of the contractor. RIMS shall not pay extra for such matters. Two sets of uniform to every CCTV Services staffs must be provided by agency. RIMS shall not pay any amount towards cost of uniform likewise.
3. The provisions of GST, Employees Provident Fund, Employees State Insurance will be applicable as per the notification of Government amended from time to time.

Dated:

Signature of the contractor
or his authorized signatory
With Seal of the Agency / firm.

(Signature)
26.3.21

Annexure-7

PERFORMANCE GUARANTEE

Performa of Bank Guarantee towards Performance CCTV Services

Ref. No. _____

Bank Guarantee No. _____


Dated _____

To,

The Director,
RIMS, Ranchi

Dear Sir, The Director, RIMS, Ranchi

1. In consideration of The Director, RIMS, Ranchi, having entered into a CONTRACT No. _____ Dated _____ (hereinafter called 'the CONTRACT' which expression shall include all the amendments thereto) with M/s _____ having its registered/head office at _____ (hereinafter referred to as the 'BIDDER') which expression shall, unless repugnant to the context or meaning thereof include all its successors, administrators, executors and assignees) and The Director, RIMS, Ranchi having agreed that the BIDDER shall furnish to The Director, RIMS, Ranchi a performance guarantee for Indian Rupees for the faithful performance of the entire CONTRACT,
2. We (name of the bank) _____ registered under the laws of _____ having head/registered office at _____ (hereinafter referred to as "the bank", which expression shall, unless repugnant to the context or meaning thereof, include all its successors, administrators, executors and permitted assignees) do hereby guarantee and undertake to pay immediately on first demand in writing any/all moneys to the extent of Indian Rs. (In figures) _____ (Indian Rupees in words) _____) without any demur, reservation, contest or protest and/or without any reference to the BIDDER. Any such demand made by The Director, RIMS, Ranchi on the bank by serving a written notice shall be conclusive and binding, without any proof, on the bank as regards the amount due and payable, notwithstanding any dispute(s) pending before any Court, Tribunal, arbitrator or any other authority and/or any other matter or thing whatsoever, as liability under these presents being absolute and unequivocal. We agree that the guarantee herein contained shall be irrevocable and shall continue to be enforceable until it is discharged by The Director, RIMS, Ranchi in writing. This guarantee shall not be determined, discharged or affected by the liquidation winding up, dissolution or insolvency of the BIDDER and shall remain valid, binding and operative against the bank.
3. The bank also agrees that The Director, RIMS, Ranchi at its option shall be entitled to enforce this Guarantee against the bank as principal debtor, in the first instance, without proceeding against the BIDDER and notwithstanding any CCTV Services or other guarantee that The Director, RIMS, Ranchi may have in relation to the BIDDER's liabilities.
4. The Bank further agrees that The Director, RIMS, Ranchi shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said CONTRACT or to extend time of performance by the said BIDDER(s) from time to time or to postpone for any time or from time to time exercise of any of the powers vested in The Director, RIMS, Ranchi against the said BIDDER(s) and to forbear or enforce any of the terms and


26.3.21

conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said BIDDER(s) or for any forbearance, act or omission on the part of The Director, RIMS, Ranchi or any indulgence by The Director, RIMS, Ranchi to the said BIDDER(s) or any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

5. The Bank further agrees that the Guarantee herein contained shall remain in full force during the period that is taken for the performance of the CONTRACT and all dues of The Director, RIMS, Ranchi under or by virtue of this CONTRACT have been fully paid and its claim satisfied or discharged or till The Director, RIMS, Ranchi discharges this guarantee in writing, whichever is earlier.
6. This Guarantee shall not be discharged by any change in our constitution, in the constitution of The Director, RIMS, Ranchi or that of the BIDDER.
7. The Bank confirms that this guarantee has been issued with observance of appropriate laws of the country of issue.
8. The Bank also agrees that this guarantee shall be governed and construed in accordance with Indian Laws and subject to the exclusive jurisdiction of Indian Courts of the place from where the purchase CONTRACT has been placed.
9. Notwithstanding anything contained herein above, our liability under this Guarantee is limited to Indian Rs. (in figures) _____ (Indian Rupees (in words) _____ only) and our guarantee shall remain in force until _____. (indicate the date of expiry of bank guarantee)

Any claim under this Guarantee must be received by us before the expiry of this Bank Guarantee. If no such claim has been received by us by the said date, the rights of The Director, RIMS, Ranchi under this Guarantee will cease. However, if such a claim has been received by us within the said date, all the rights of The Director, RIMS, Ranchi under this Guarantee shall be valid and shall not cease until we have satisfied that claim.

In witness whereof, the Bank through its authorized officer has set its hand and stamp on this _____ day of _____ 20_____ at _____.

WITNESS NO.1

(Signature)
Full name and official address
(in legible letters)with stamps

(Signature)
Full name and official address
(in legible letters) with stamps
Attorney as per power of
Attorney No.

.....

Dated

WITNESS NO. 2

(Signature)
Full name and official
Address (in legible letters)



Annexure-8

PAST SERVICES (EXPERIENCE) PROFORMA

| Sl. No. | Name & Address of Institution | Whether institution is of Govt/ SEMI Govt / PSU Yes or No | Period of work experience | | Total work experience period in years months days | Value of contract (In Rs.) |
|---------|-------------------------------|--|---------------------------|----|---|----------------------------|
| | | | FROM | TO | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

NOTE: EXPERIENCE CERTIFICATE FROM BIDDERS IS TO BE ENCLOSED ALONGWITH THIS PROFORMA.

Signature of the Contractor/authorized signatory

Name _____

Seal of the Agency

Amma
26.3.21

ANNEXURE 9

Evaluation of Bid Methodology

The details of the tender:

| Sr. No. | Description |
|---------|--|
| 1. | The Tender document comprises of two parts, that is: (I) Technical bid (II) Price bid |
| 2. | The bidders shall quote in figures as well as in words the rate and amount tendered by them in the financial bid. The tender shall be type written, no tender with any handwritten, cutting, erasing effects etc. will be accepted and it shall be cancelled. |
| 3. | The tenders in the prescribed form duly completed shall be submitted by e-tendering as follows: <u>Part - 1 : Technical bid consisting of Scan copy of all the documents required in the tender terms</u> <u>Part - 2 : Price Bid.</u> |
| 4. | At the first stage, the Technical Bid shall be opened. After evaluation of technical bid those bidders who are found technically qualified by Technical Committee, their price bid shall be opened. Date of opening of Financial Bids shall be intimated later. Once price bid is opened their points / weightage shall be taken into consideration by technical committee for preparing the final status and thereafter it shall be presented before purchase committee when tender shall be finally decided. Date of final date shall be intimated later on. |

(Name & Signature of Proprietor with Stamp)

1. TENDER EVALUATION

- a. The tender evaluation done by QCBS (Quality & Cost Based System) method and contract will be awarded to the bidder who score highest in the evaluation.
- b. All mandatory valid documents must be attached otherwise bid shall technically disqualified.
- c. More details can be seen in under instruction to bidder

A. TECHNICAL BID :

The Committee constituted by the Competent Authority shall evaluate the Technical Bid on the basis of documents/information furnished by the bidder. Price shall not be quoted with Technical Bid, otherwise the tender will be rejected without any correspondence.


26.3.21

B. FINANCIAL BID :

Financial Bid shall be submitted online separately.

The price offered by bidder must be in the format prescribed. Offers with price variation clause will not be accepted. The bid having rates quoted in ambiguous terms such as "Freight on actual basis" or "Taxes as applicable extra" or "Packing forwarding extra" e.t.c. will be summarily rejected.

. Qualification Points will be calculated as per Criteria and Weightages of 70 points as tabulated below:

| Sl. No. | Criteria | Marking Methodology | |
|----------|---|--|-------------------|
| | | | Maximum points |
| | Works experience | | |
| A | For Work experience of work from 01.01.2015 till the last date of online submission of RIMS CCTV Services bid In Govt. / Semi Govt. / PSU institution. | 6 points for each completed year of experience upto 5 years Subtotal 30 | 30 points |
| B | Average Turnover of last 3 Financial years 2017-18, 2018-19, 2019-20. In each year annual turn over must not be less than 2 crore. | 2 Crore upto 3 Crore = 5 points More than 3 Crore Upto 5 Crore = 10 points More than 5 Crore = 15 points | Maximum 15 points |
| C | Residential preference (not mandatory) | 05 points for bidder/ proprietor having permanent residence of Jharkhand. (Residential certificate issued from not below the rank of SDO will be accepted.) | Maximum 05 points |
| D | Overall presentation through pen drive attached along with Hard copy of bid and EMD. | | 20 |
| | TOTAL points in Technical Part | | 70 |

Amma
26.2.219

Evaluation Criteria of Bids and Award Criteria :-

1. Technical Bids will be evaluated first. The Bidders who have scored 35 points and above out of 70 points as per Qualification Weightage tabulated will be treated as Technically Qualified Bidder for further consideration and its Financial Bids will be opened.
2. Financial bid will be evaluated as such the lowest bid shall be awarded maximum score of 30 out of 30 and all other subsequent lower price bid shall be given 5 points lesser like L2 will get 25 points, L3 will get 20, L4 15, L5 10, L6 5, L7 and others onwards 0 (zero).
3. Both Quality and Cost points will be added of each technically qualified Bidder. The Bidder who gets maximum of total of technical and financial, will be the winner and Contract will be awarded but at the L1 Price. If the winner is not ready to accept the contract at L1 price then next highest scorer shall be given chance and so on but in any case contract shall be awarded at the L1 price only.

For Example;


| SI No | Technical Component | Price Component |
|--------------|--|---|
| 1. | Party X has Scored 60 points in technical evaluation | If bidder has quoted lowest price (L1) he will be awarded maximum 30 points |
| 2. | Party Y has Scored 70 points in technical evaluation | If bidder has quoted lowest second price (L2) he will be awarded 25 points |
| 3. | Party Z has Scored 50 points in technical evaluation | If bidder has quoted lowest third price (L3) he will be awarded 20 points |

Now for Award of work calculation will be made on this basis

For Example :-

| SI No. | Party | Technical Score | Price Score | Total |
|---------------|--------------|------------------------|--------------------|---|
| 1. | Party X | 60 | L1, 30 | 60 + 30 = 90 |
| 2. | Party Y | 70 | L2, 25 | 70 + 25 = 95 (winner of contract but at L1 price. |
| 3. | Party Z | 50 | L3, 20 | 50 + 20 = 70 |

- Based on combined scoring of technical and Financial bids – Final Result shall be announced and the highest scores shall be declared as winner of bids.
- The purchase committee reserves the right to negotiate prices further with the winner of the bid.


26.3.21/20

Annexure 10

Language and law of bid

1. Language of Bid.

The Bid prepared by the Bidders and all correspondence and documents relating to the Bid enclosed by the Bidder shall be written in the English Language.

2. Applicable Law :

- a. The contract shall be governed by the laws and procedures established by Government of India/ Government of Jharkhand within the framework of applicable legislation and enactment made from time to time concerning such Commercial dealings/ processing.
- b. Any disputes are subject to exclusive jurisdiction of Competent Court and Forum in Ranchi Jharkhand India only.
- c. The Arbitration shall be held in accordance with the provisions of the Arbitration and Conciliation Act, 1996 and the venue of arbitration shall be at Ranchi. The decision of the Arbitrator shall be final and binding on both the parties.
- d. Force Majeure: Any delay due to Force Majeure will be attributable to the supplier unless provided through valid evidence.


Amma
26.3.21

Annexure-11

PROCESS OF BILL

The following documents shall be attached with the bills for processing:-

- i. Proof of deposition of statutory levies like EPF/ESI etc. (with a list of individual names and amount deposited in their accounts).
- ii. Proof of payment to his personnel for the jobs completed during the previous month.
- iii. Attendance sheet on prescribed formats.
- iv. Performance certificate duly verified by the authorized officer.
- v. One time Payment shall be made after successfully installation operation of work on turn key basis and thereafter as and when required.
- vi. While submitting the bill for the next month, the services provider must file affidavit through notary certifying the following :-
 - (a) Wages of workers were credited to their bank accounts on _____(date).
 - (b) ESI Contribution relating to workers amounting to Rs. _____ was deposited on (date) (copy of the challan enclosed with each employee wise details).
 - (c) EPF contribution relating to workers amounting to Rs. _____ was deposited on (date) (copy of the challan enclosed with each employee wise details).
 - (d) Agency is complying with all statutory labour laws including Minimum Wage Act.
- vii. Annexure for EPF details.


26.3.21 22

UNDERTAKING

(TO BE TYPED ON A LETTER HEAD OF THE CCTV SERVICES AGENCY)

To
The Director,
RIMS, Ranchi

Subject: Tender for providing CCTV Services services.

Sir,

1. I/We hereby agree to abide by all terms and conditions laid down in tender document.
2. This is to certify that I/We before signing this bid have read and fully understood all the terms and conditions and instructions contained therein and undertake myself/ourselves abide by the said terms and conditions.
3. I/We abide by the provisions of IT Act 2000, Minimum Wages act, Contract Labour act and other statutory provisions like Provident Fund Act, ESI Act, Bonus, Gratuity, Leave, Relieving Charges, Uniform and Allowance thereof and any other charges applicable from time to time. I/We will pay the wages to the personnel deployed as per Minimum Wages Act Contract Labor Act as amended by the Government from time to time and shall be fully responsible for any violation.
4. I/We shall provide CCTV Services interruptly during contract period.
5. I/We do hereby undertake that complete CCTV Services of the Institution shall be ensured by our CCTV Services Agency, as well as any other assignment considered by the RIMS administration time to time.
6. This is to certify that all the information and documents submitted by us are correct & true.

(Signature of the Bidder)
Name and Address &
Telephone No. of the Bidder.


21.3.21
23

PERIOD OF CONTRACT

1. For three year from the date of commencement. If agreed by both the parties, it may be extended for a maximum period up to 5 (3+2) years with the approval of competent RIMS authority and reviewed after every six months.

JURISDICTION OF COURT

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

Amma
26.3.21