

# **RAJENDRA INSTITUTE OF MEDICAL SCIENCES, RANCHI**

## **Notice Inviting Tender**

**Tender Enquiry No: Misc. Stores/RIMS/Security/4097 Dated: 11.04.2016**

1. Rajendra Institute of Medical Sciences, Ranchi invites sealed tenders (in Two-Bid System) in the prescribed form, from DGR registered Private Security Agencies who have already provided trained Security Personnel to Government/Semi Government/Corporate Hospitals to provide Security Services at RIMS, Ranchi
2. Interested parties, who have sufficient experience in the field, can collect detailed information/Terms and conditions of the tender personally on submission of a written Application on the letter head (without which the Representative of the firm will not be allowed to collect the tender documents) from Cashier of this hospital within the working office hours. The cost of the tender document is Rs. 5000/-, which may be paid by DD/Pay order in favour of Director, Rajendra Institute of Medical Sciences, Ranchi payable at Ranchi. The tender document can also be downloaded from RIMS website "www.rimsranchi.org". A Demand Draft of Rs. 5000/- to be submitted separately along with downloaded tender documents.
3. Quotation in sealed cover superscripted "Tender for Security Services at RIMS, Ranchi" accompanied with a Demand Draft of Rs. 9,00,000/- (Rs. Nine Lacs only) as Earnest Money in favour of Director, RIMS, Ranchi, May be submitted at RIMS, Ranchi by Govt. speed post or Registered post only. Tender will not be completed by any other means by hand or by Private Courier.

### **Critical Dates**

#### **Start Date & End Date of Sale of Tender**

From 02-05-2016 to 23-05-2016, 11.00 AM to 2.00 PM and from 3.00 PM to 4.30 PM (on all working days except Saturdays)

#### **Time Schedule for Pre-Bid Meeting**

26-04-2016 at 11.00 AM

Venue: Administrative Conference Hall, RIMS.

#### **Time Schedule for Submission of Tender**

Till 24-05-2016, Latest by 4.30PM, at RIMS, Ranchi

#### **Time Schedule for Opening of Tender**

On 25-05-2016, at 12.30 PM

Venue: Administrative Conference Hall, RIMS.

NOTE: All prospective Bidders may attend the Pre-Bid meeting along with written queries, if any. All the representation /queries are to be submitted directly to the RIMS office till 26-04-2016, 04.00 PM after which no representations will be accepted. No correspondence will be accepted through e-mail in this regard.

4. It is the responsibility of the Bidders to ensure that their Bids, sent by post must reach the destination before the closing date and time stipulated above in the Para 2 for receipt of Bid, failing which the bid would be considered late and rejected.
5. The Invitation for Bid documents is not transferable.
6. In the event of any of the above mentioned dates being declared as a Govt. holiday/closed day, the tenders will be sold/received/opened on the next working day at the appointed time.

S/d  
Director  
RIMS, Ranchi

## **CONTENT OF BIDDING DOCUMENTS**

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

<b>Sl. No.</b>	<b>Annexure attached</b>	<b>Contents of annexure</b>	<b>Page no.</b>
1.	Annexure-1	Forwarding letter	
2.	Annexure-2	Check List	
3.	Annexure-3	Past service experience proforma	
4.	Annexure-4	Price Format/Commercial Bid	
5.	Annexure-5	Proforma of bank Guarantee towards Performance Security	
6.	Annexure-6	Checklist for processing of bill	

2. No column of Checklist should be kept blank. Blank column may liable to be rejection of tender without seeking any clarifications.
3. The firm 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.

**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.

Tender Enquiry No: RIMS Miscl. Stores/Security/4097 Dated: 11.04.2016

Date & time of opening of tender **25-05-2016**

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.

<b>Checklist</b>			
<b>S.N.</b>	<b>Attach Verified Documents / Details</b>	<b>Yes/No</b>	<b>Page No.</b>
1.	Currently be providing Security for at least 300 bedded Hospitals / Service Industry with minimum 200 trained security guards at one location. (attach copy of labour licence obtained for the institute where the services were provided for atleast 200 Security Guards).		
2.	The Agency should be Ranchi Based or should have a proper working office in Ranchi with full address, Phone Nos. & Fax Nos.		
3.	All the Security Supervisors should be Ex-servicemen and their maximum age should not be more than 60 years on the date of opening of the tender. Out of 100% Security Guards the company should provide 20% Ex-Servicemen from Army, Navy, Air-Force and Paramilitary forces and rest 80% civilian. The company should also provide 10% Female Security Guards. The age of Security Guards should be between 21-58 years.		
4.	The Company should have valid ESI, EPF registration Certificate, Income Tax PAN Account No., Service Tax Nos. and TAN (TDS Account Number).		
5.	The Company should have an annual turnover of Rs. 03 crore in each of the last three financial years.		
6.	The Company should possess adequate experience of at least 3 years of Watch & Ward and handling Electronic/Non-Electronic gadgets, viz CCTV, Access Control and Basic Crowd Control Devices duly certified by the clients.		
7.	The agency should be registered with DGR, Registrar of Firms/Companies, or be a member of Asian Professional Security Association (APSA).		
8.	The agency should have Licence under Private Security Agency Regulation Act 2005 (PSARA) or submit the PSARA License within 03 months after awarding the tender.		
9.	The agency should also have its own Training School for training of their personnel deployed.		

10.	The Company should be capable of providing Armed Guards as & when required and asked for and should have a centralized 24 hrs. manned control room backed up with wireless communication and transport fleet.		
11.	The Company besides providing Security Services should be capable to monitor overall Safety, traffic management, Parking & Trespassing etc.		
12.	The Company should be able to provide a Bank Guarantee of 10% of total contract value during the contract which will be renewed from time to time as per further renewals of the contract.		
13.	Tender documents is Paginated Completely.		
14.	Undertaking that "I am/we are withdrawing the printed terms and conditions of our agency and agree to abide by the terms & conditions of the tender enquiry of RIMS, Ranchi".		
15.	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 convicted by CBI, CVC, FEMA."		
16.	Notarized copy of power of attorney to the signatory, who has signed the bidding documents.		

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.-

**Annexure-2**  
**CHECK LIST**

The bidders are advised in their own interest to ensure that the following points/aspects in particular have been complied with in their offer failing which the offer is liable to be rejected.

1. Please tick whichever is applicable and cross whichever is /are not applicable.
2. Please sign each sheet.
3. The check-list duly filled in must be returned along with the offer. No column should be left blank.

Sl. No.	Description	Bidder's Response (Yes/No)	Reference Page no. in the offer
1.	Currently be providing Security for at least 300 bedded hospitals / Service Industry with minimum 200 trained security guards at one location. (attach copy of labour licence obtained for the institute where the services were provided for atleast 200 Security Guards).		
2.	The Agency should be Ranchi Based or should have a proper working office in Ranchi with full address, Phone Nos. & Fax Nos.		
3.	All the Security Supervisors should be Ex-servicemen and their maximum age should not be more than 60 years on the date of opening of the tender. Out of 100% Security Guards the company should provide 20% Ex-Servicemen from Army, Navy, Air-Force and Paramilitary forces and rest 80% civilian. The company should also provide 10% Female Security Guards. The age of Security Guards should be between 18-58 years.		
4.	The Company should have valid ESI, EPF Registration Certificate, Income Tax PAN Account No., Service Tax Nos. and TAN (TDS Account Number).		
5.	The Company should have an at least annual turnover of Rs. 10.00 crore in each of the last three financial year.		
6.	The Company should possess adequate experience of at least 3 years of Watch & Ward and handling Electronic/Non-Electronic gadgets, viz CCTV, Access Control and Basic Crowd Control Devices duly certified by the clients.		
7.	The agency should be registered with DGR, Registrar of Firms/Companies, or be a member of Asian Professional Security Association (APSA).		
8.	The agency should have Licence under Private Security Agency Regulation Act 2005 (PSARA) or submit the PSARA License within 03 months after awarding the tender.		
9.	The agency should also have its own Training School for training of their personnel deployed.		
10.	The Company should be capable of providing Armed Guards as & when required and asked for and should have a centralized 24 hrs. manned control room backed up with wireless communication and transport fleet.		
11.	The Company besides providing Security Services should be capable to monitor overall Safety, traffic management, Parking & Trespassing etc.		

12.	The Company should be able to provide a Bank Guarantee of 10% of total contract value during the contract which will be renewed from time to time as per further renewals of the contract.		
13.	Tender documents is Paginated Completely.		
14.	Undertaking that “I am/we are withdrawing the printed terms and conditions of our agency and agree to abide by the terms & conditions of the tender enquiry of RIMS”.		
15.	Undertaking through notary affidavit in the stamp paper to the effect that the agency has not been blacklisted by any Central/State/Govt. Agency and never been convicted by CBI, CVC, FEMA.		
16.	Notarized copy of power of attorney to the signatory, who has signed the bidding documents.		

**(Signature of Bidder)**

- **The checklist is not exhaustive, the bidders are requested to read all the terms & conditions before applying.**

**Rajendra Institute of Medical Sciences, Ranchi**  
**Tender Enquiry No: Misc. Stores/RIMS/Security/4097 Dated: 11.04.2016**

**TENDER FORM FOR ENGAGING WATCH AND WARD PERSONNEL IN RIMS, RANCHI**

Cost of Form: Rs. Five Thousands only in the form of a demand draft of Rs. 5000/- in favour of Director, RIMS, Ranchi or a receipt of Rs. 5000/- deposited in Accounts Section of this hospital may be enclosed while submitting the Tender form, otherwise the Tender Form will be rejected. The tender form along with terms & conditions may also be downloaded from the RIMS website “www.rimsranchi.org.”

<b>Sr. No.</b>	<b>Zone</b>	<b>Description</b>
1.		Director's Office, Superintendent Office, Administrative Blocks, Departments of Physiology, Pharmacology, Anatomy, Biochemistry, Forensic Medicine, PSM, Pathology, Microbiology, UG Hostel, PG Hostel, Girls Hostel, College of Nursing, School of Nursing, Nursing Hostel, Auditorium, Director's Bungalow, Parking area, College, Surrounding/ Remaining Areas & Patrolling of the areas.
2.		Main Gate, Accident Emergency, All O.P.Ds, All Wards, New Building, Kitchen, Mortuary, Gynae Casualty, I.C.U, Main O.T; Cottage Block, Laundry, CSSD, All Stores, Main Labor Room, Blood Bank, Medical Gas, Radiology Department, Medical Record Department, Mani Fold Room, Casualty O.T; , Surrounding/ Remaining Areas & Patrolling of the areas.
3.		Main Gate, All Wards, Casualty, All O.P.D's, Operation Theatre, Emergency, Lab, Laundry, Administration Block, Store, N.N Ward, P.M.R., Administrative Block, Hospital Staff Quarters, Surrounding/ Remaining Areas & Patrolling of the areas.

(Name & Signature of Proprietor with Stamp)

**Rajendra Institute of Medical Sciences, Ranchi**  
**Tender Enquiry No: Misc. Stores/RIMS/Security/4097 Dated: 11.04.2016**

The details of the tender:

Sr. No.	Description
1.	The Tender document comprises of three parts, that is: (I) Technical bid (II) Commercial bid and (III) Terms & Conditions for providing security services.
2.	The tenderer should quote in figures as well as in words the rate and amount tendered by them in the financial bid. The tender should be type written, no tender with any handwritten, cutting, erasing effects etc. will be accepted and likely to be cancelled.
3.	The tenders in the prescribed form duly completed should be submitted as follows: <u>Envelope No. 1: Earnest money</u> of Rs 3,00,000/- (Rs. Three Lacs Only) in the form of Demand Draft in favour of "Director, RIMS, Ranchi", duly marked as Earnest Money <u>Envelope No. 2: Technical bid</u> duly marked as Technical Bid. <u>Envelope No. 3: Financial bid</u> duly marked as Financial bid. All the three sealed & signed envelopes should be put in a big sealed & signed envelope & shall reach RIMS by speed post or registered post only.
4.	At the first stage, the Technical Bid shall be opened in the presence of tenderers, who may like to be present on <b>Due on 25.05.2016 at 12:30 AM</b> . The time and date of opening of Financial Bids shall be intimated later. The Financial bids of only those tenderers will be opened who are declared qualified by the Technical Committee. An undertaking to abide with the conditions governing the terms for providing security services should be enclosed along with the technical bid. Only successful tenderers, on the basis of the Technical bid and inspection of establishment concerned or otherwise by assessing the suitability, as deemed fit by the Technical Committee, shall be called at the time of opening of Financial Bid
5.	The tender is not transferable under any circumstances.
6.	Telegraphic, couriered, conditional or incomplete tenders will not be accepted. Canvassing of any kind, direct or indirect, shall lead to disqualification of the tenderer.
7.	Tender in any form other than the prescribed form issued by RIMS will not be entertained and will be summarily rejected.
8.	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.
9.	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.

**(Name & Signature of Proprietor with Stamp)**



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

<b>Sr. No.</b>	<b>Contents</b>	<b>Details</b>
1.	Details of Earnest Money	
2.	Name of Bank	
3.	Bank Draft No.	
4.	Dated	
5.	Amount	

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

Dated:

**Format for Technical Bid**  
**(To be put in a separate sealed envelope No. 2; marked TECHNICAL BID)**

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

1.	Name of Company/Agency: (full address with Tel. no. & Fax No.)	
2.	Registration No. of the Company/ Agency under State/Central Govt/labour Deptt of Jharkhand, or any other Organization Administration or any other Govt Organization viz DGR if yes please attach Copy of Registration	
3.	<ul style="list-style-type: none"> <li>a. Employees Provident Fund registration Certificate</li> <li>b. Employees state Insurance Registration Certificate</li> <li>c. Duly acknowledged copy of Income tax returns filed during the previous three financial year</li> <li>d. PAN Number</li> <li>e. Service Tax Number and duly acknowledged copy of service Tax return filed during the previous financial year</li> <li>f. TAN (TDS Account Number)</li> <li>g. Specify whether tenderer is sole proprietor or partnership firm Name and address of the partner should be specified separately with tel. no.</li> <li>h. Full address of Ranchi branch of the agency with telephone &amp; fax numbers etc. or undertaking that after getting the work order they shall open their office in Ranchi within 30 days of receiving work order. (Please attach attested copies of Registration Nos.)</li> </ul>	
4.	Should have license under Private security agency (Regulation) act 2005 (PSARA) or submit the PSARA License within 03 months after awarding the tender.	
5.	Experience in handling of: <ul style="list-style-type: none"> <li>a) Access Control systems</li> <li>b) CCTVs and recorders</li> <li>c) Computers</li> <li>d) Communication and Wireless equipment.</li> </ul>	
6.	Financial Status of bidder and/or his: Associates including annual report of past 3 years with ROC (Registration of Companies) receipts duly authenticated by Chartered Accountant.	
7.	<b>Total Annual Turnover. (The agency : should have an annual turnover of Rs. 01 Crores each of during last three financial years)(Please attach copies of balance sheets duly certified by Chartered Acct.)</b>	
8.	Experience in security business for at least 3 years. (Please attach certificates from clients)	
9.	Experience of Working in hospitals (Please Provide details as per annexure-3)	
10.	Current list of clients wherein: security staff of 200 or more is provided in one location/campus.	
11.	All the Security Supervisors should be Ex-servicemen and their maximum age should not be more than 60 years on the date of opening of the tender. Out of 100% Security Guards the company should provide 20% Ex-Servicemen from Army, Navy, Air-Force and Paramilitary forces and rest 80% civilian. The company should also provide 10% Female Security Guards. The age of Security Guards should be between 21-58 years.	

12.	The list containing the names, verified addresses, affixing a photograph along with their signatures and bio-data of each ex-serviceman to be appointed by the agency along-with attested copy of documentary proof of “Ex-servicemen” as per rules	
13.	Details of infrastructure in terms of vehicles, electronic/non-electric gadgets, etc. a. Vehicles b. Communication system c. Hand held Metal Detectors d. Vehicle towing cranes round the clock	
14.	Basic Crowd Control devices available with the company for ready use.	
15.	Details of Bankers and a certificate from the Bank for providing bank guarantee of minimum value of Rs. 25.00 lacs.	
16.	Location of Training facilities (attach copy of Training Manual)	
17.	Details of Arms/Ammunitions held by the company or No or Armed Guards on roll of the company.	

Signature of the Contractor or his  
Authorized signatory with seal of  
the Agency/firm

Note: If any information given in the technical bid is found false at any stage of assessment, The entire earnest money will be forfeited.

**Annexure-3**  
**PAST SERVICES (EXPERIENCE) PROFORMA**

Sl. No.	Name & Address of Client	Period from _____ to _____	Whether completed successfully, if not give reasons	Bed Strength of the hospital	Value of contract (In Rs.)

**NOTE: EXPERIENCE CERTIFICATE FROM CLIENTS TO BE ENCLOSED ALONGWITH THIS PROFORMA.**

Signature of the Contractor/authorized signatory

\_\_\_\_\_  
Name \_\_\_\_\_

\_\_\_\_\_  
Seal of the Company

**Annexure-4****FORMAT OF FINANCIAL BID****(To be put in a separate sealed envelope No: 3; marked FINANCIAL BID)**

Tender document for providing Security services at RIMS, Ranchi

1. Name of the Firm/Agency (full address with Tel. No.)
2. Registration No. of the Firm/Agency.

Rates quoted per Guard/Supervisor for 8 hours duty:

<b>Sl. No.</b>	<b>Description</b>	<b>Security Marshals</b>	<b>Security Supervisor (Ex-Servicemen)</b>	<b>Security Guard (Ex-Servicemen)</b>	<b>Security Guard (Civilian)</b>
<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>
1*	Minimum Wages				
2*	ESI contribution of the Employer				
3*	EPF contribution of the Employer(Including administrative charges)				
4	Bonus				
5	Other charges, if any, in %age (like relieving charge)				
6	Cost per Head	(Sum of Column 1 to 5)	(Sum of Column 1 to 5)	(Sum of Column 1 to 5)	
7	Agency Charges @.....% of cost per head at column No.6				
8	<b>Total</b>	<b>Rs.</b>	<b>Rs.</b>	<b>Rs.</b>	
9	Service Tax of total at column No. 8	Rs.	Rs.	Rs.	
10	<b>Grand Total</b>	<b>Rs.</b>	<b>Rs.</b>	<b>Rs.</b>	

\*1,2,3 are mandatory.

The provisions of Employees Provident Fund, Employees State Insurance and Welfare cess will be applicable as per the notification of Central Govt. amended from time to time.

Service Tax as applicable time to time

The wages should 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.

Dated:

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

The wages should 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. A certificate of which should be submitted with the financial bid.

**Annexure-5**  
**PERFORMANCE GUARANTEE**  
**Proforma of Bank Guarantee towards Performance Security**

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 security 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 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-6**  
**CHECK LIST FOR PROCESSING THE BILL**

**The following documents should attach 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 proforma duly verified by the authorized officer.
- v. While submitting the bill for the next month, the services provider must file a certificate certifying the following
- vi. Wages of workers were credited to their bank accounts on \_\_\_\_\_(date).
- vii. ESI Contribution relating to workers amounting to Rs. \_\_\_\_\_ was deposited on (date) (copy of the challan enclosed with each employee wise details).
- viii. EPF contribution relating to workers amounting to Rs. \_\_\_\_\_ was deposited on (date) (copy of the challan enclosed with each employee wise details).
- ix. Agency is complying with all statutory labour laws including Minimum Wage Act.
- x. Annexure-II for EPF details.



**UNDERTAKING**  
**(TO BE TYPED ON A LETTER HEAD OF THE SECURITY AGENCY)**

To  
The Director,  
RIMS, Ranchi

Subject: Tender for providing security 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 DGR rates/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 DGR rates/Minimum Wages Act as amended by the Government from time to time and shall be fully responsible for any violation.
4. I/We shall provide security services through Ex-Servicemen Security Guards, Security supervisors/ Civilian guards.
5. I/We do hereby undertake that complete security of the Hospital shall be ensured by our Security Agency, as well as any other assignment considered by the administration.
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.

## **TERMS & CONDITIONS**

1. The agency should be registered with DGR, Registrar of Firms/Companies, or be a member of Asian Professional Security Association (APSA) or registered with any reputed Security Association for at least three years before the closing date of the Tender, and should have provided security services to the Govt. hospital/Corporate hospital/Semi Govt. hospital with **at least 300 bedded strength for at least three years, the bed strength of hospital should be mentioned in the tender. The Agency must have experience of providing at least 200 person in any Hospital/organization.**
2. The Agency should have a proper working office in Jharkhand with full address, Phone Nos. & Fax Nos. If the bidder agency has not 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.
3. The agency will submit the bonafied documents relating to the ownership along-with the tender before being considered.
4. The Agency shall provide the services of Supervisors and Guards.
5.
  - a) **The Agency shall provide “100% Ex. Servicemen Supervisors” and they should not be above the age of 60 years.**
  - b) **The Agency shall provide 20% Ex-Servicemen Guards from Army, Navy, Air-Force and Paramilitary forces. The Civilian/ Ex-Servicemen, personnel retired from Para-Military forces should not be above the age of 60 Years.**
  - c) The wages should 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. A certificate of which should be submitted with the financial bid.
  - d) 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 solo 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.
6. The Marshals, Supervisors & Guards should be of sound health and should be educationally qualified up to minimum VIII standard. Their character antecedents must be verified form the concerned Police Station. The Company/Agency should maintain proper record/documents of the same. These documents are required to be produced to the Hospital whenever required; failing which offer letter will be treated as cancelled.
7. The list containing the names, verified addresses, affixing a photograph along with their signatures and bio-data of each ex-serviceman to be appointed by the agency should be submitted with the Technical bid along-with attested copy of documentary proof of “Ex-servicemen” as per rules.
8. Bio-data with photo of all the employees should be submitted within seven days of award of contract for verification of the administration. The physical appearance of Security guards in full dress be arrange before deploying the duty.
9. The approximate number of persons required to be engaged will be **Security Guards, Security Supervisors & Security Marshals**. However, the Director, RIMS reserves the right to change the number of Guards & Supervisors at his discretion at any time and the agency shall be bound to provide the amended number required.
10. The agency will deploy security personnel after Medical Examination at its own cost. These documents are required to be produced to the Hospital whenever required; failing which offer letter will be treated as cancelled.
11. The changes in the personnel deployed will not be allowed without prior approval/permission of the Director, RIMS or an authorized officer.
12. **The payment of the security personnel will be made only through ECS/Cheque facility.**

13. 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.
14. The Bank Guarantee shall be returned to the Agency on the expiry of the contract period on furnishing usual clearance/No Demand Certificate. The Security deposit shall be returned on the expiry and termination of the Contract subject to conditions that the security Agency has indemnified the 1st party (Director, RIMS, Ranchi) for all monthly payments to the staff. The Security Agency while requesting for release of the Security Deposit shall certify that all payments to the employees & EPF, ESI & Welfare Cess contribution have been fulfilled and that the Hospital authorities shall not be responsible for any such payments & dues pending to the staff arising out of the decision of the Labour Court, if any.
15. 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.
16. 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 month's notice.
17. The agency should have License under Private Security Agency Regulation Act 2005 (PSARA) or submit the PSARA License within 03 months after awarding the tender.
18. The agency shall obtain Labour License under the Contract Labour (Regulation and Abolition) Act, 1970 from the appropriate authority, and shall produce the license within three months after the commencement for the contract.
19. Deleted
20. The Security agency should 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.
21. 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.
22. Any rules and regulation enforceable from time to time shall be complied with.
23. The personnel provided by the agency will at all time and for all purposes, be the employee of the agency. The Hospital 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.
24. The agency shall not engage any sub-contractor or transfer the contract to any other person.
25. The Agency shall be responsible for all injuries and accidents to persons employed by it.
26. The Agency will submit the proof of deposit of EPF and ESI within 3 weeks from the disbursement of wages every month, to the hospital authorities. Copy of the vouchers in relation to ESI & EPF subscription deposit with the bank/authority should be submitted every month with certified copy of the list of deployed security guards and supervisors against whom the amount is deposited.
27. It would be desirable that the Security Staff provided should have knowledge of Fire Fighting, First Aid, Scooter/ Motor Cycle/LMV Driving & Handling Wire-less communication/metal detector/ CCTV equipment. All Guards & Supervisors should have working knowledge of HINDI/ENGLISH.
28. The Agency shall provide trained manpower. The Agency shall also undertake at its own expense in consultation with the Hospital, a continual updating of skills and processes and procedure to be followed by the Security Staff provided to the Hospital 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 security staff of Hospital in consultation with the Security Officer of the Hospital at no additional expense to the Hospital. The hospital agrees to provide Space / lecture hall for such a training Programme. 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 hospital. In case of an outbreak of fire they should 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 of trained manpower in Fire Fighting System should be submitted to Hospital.

29. The Company/ Agency shall provide uniforms (all weather) & raincoat/ umbrella, with Photo Identity Cards to the persons engaged by it at the agency's cost, no deduction should be made from the monthly wages of the security personnel so deployed by the agency. The Hospital shall not allow any employee of the Company/Agency to work inside the Hospital without uniform except in cases where-in specifically asked for. If during the period of contract the uniform is torn, it shall be responsibility of the Company/ Agency to supply another uniform to the persons and ensure that the persons wear uniform while they are on duty in the Institute. The company / Agency supply Guard pocket inspection Books to all guards post wise at its own cost.
30. The Security Guards and Security Supervisors shall be normally required to work in three shifts basis. Security Guard/Supervisor will not be allowed to perform double duty and weekly offs must be given to the Security Personnel.
31. The Company/ Agency shall deposit an amount equal to 10% of the annual contract value as Bank Guarantee with the Hospital for the entire duration of the contract in the form of Bank Guarantee, during the currency of the contract which will be renewed from time to time as per further renewals of the contract to be used in case Company/Agency fails to pay its labour force or any other default.
32. The Company shall have a proper system for checking the guards on duty, day & night for every shift. Records of the same should be effectively maintained and shortcomings if any should be immediately rectified. A daily/shift report to be submitted to the Security Officer/Incharge security during the working hours & to Nodal Officer / CMO on duty in Casualty thereafter.
33. The Company / Agency shall employ & post "Field Officer" round the clock in each shift, experienced in the field of security at the hospital premises at its own cost for taking care of queries/matters relating to general discipline, incidents, accidents relating to the company and its employees and also for immediate interaction with the Hospital authorities.
34. The Company shall not be allowed to change its name after the award of the contract.
35. The agency should be capable to provide vehicle towing cranes round the clock for which they can charge the hospital specified rates from the defaulters i.e. Rs. 30/- for 2-wheelers and Rs. 50/- for 3/4-wheelers.
36. Deleted
37. The agency will arrange a parade of the Security Personnel in RIMS, Ranchi premises in each shift before deployment to their place of duty.
38. The security agencies will maintain all the records including verified residential address of security personnel deployed at RIMS, Ranchi. The details of the security personnel involved in any incidence/case may be kept in the safe custody/ records so that the same could be produced to the civic/ police authorities by the agency directly even after completion of the contract.
39. The agency is liable to be debarred for a period upto 03 years to participate in any tender/contract in the RIMS, Ranchi against any breach of contract at discretion of The Director, RIMS, Ranchi. The matter may also be referred further to the Govt. Authorities or GB, RIMS for initiation of procedure for blacklisting.
40. The checklist is not exhaustive, the bidders are requested to read all the terms & conditions before applying.

## **PERIOD OF CONTRACT**

41. For one year from the date of commencement, and may be extended for a maximum period upto 3 years with the approval of competent authority and reviewed after every six months

## **USE OF ELECTRONIC EQUIPMENTS/GADGETS & COMMUNICATION TOOLS**

**42. Deleted**

43. The agency will provide electronic equipment's like mobile phones/walkie-talkies, to each Supervisor and Quick Reaction Team (QRT) to ensure effective & timely communication between them on duty in emergency situation or whenever the authorities need to contact them on urgent basis. The Agency will constitute patrolling unit to oversee the working of security personnel especially at night hours (7.00 pm to 7.00 am) and they will also maintain a log book to be placed for scrutiny of security officer-in-charge.
44. The agency will also provide on their own cost the electronic equipment's, gadgets to their supervisors, guards and patrolling party like Torches & Cell, Hand Held Scanners & Metal Detecting devices, Inverted Mirrors for checking cars & other vehicles and other implements to security staff, stationery for writing duty charts, registers at security check points and record keeping as pre requirements.
45. The agency will bear all the expenses incurred on the above electronic equipment's gadgets and stationaries.
46. 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.
47. 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.
48. If any underpayment is discovered, the amount shall be duly paid to the agency by the Hospital.
49. The bidder shall provide the copies of relevant records during the period of contract or otherwise even after the contract is over whenever required by the Hospital etc.
50. The bidder will have to enclose the proof/copies of the challans showing payment of statutory dues for the previous month along with monthly bills.
51. The bidder should have it own supervisory and quick response team to deal with emergent situations.

## **OTHER OBLIGATIONS OF THE CONTRACTOR:**

52. The bidder shall ensure full compliance with tax laws of India with regard to this contract and shall be solely responsible for the same. The bidder 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.

## **53. 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 the Director, RIMS, Ranchi.
- (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 Ranchi only.

#### **JURISDICTION OF COURT**

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

#### **JOB RESPONSIBILITIES**

1. To provide security cover at the entire LHMC & Associated Hospitals along with the Hostels & Residential Block(s), in RIMS premises.
2. The Agency shall be responsible for all security measures and arrangements to safeguard the moveable and immovable property and prevention of theft within the premises.
3. Controlling the crowds and maintaining queues in all OPD's, Wards, Emergency/ Critical Care area etc.
4. Protection of persons and property of the patients.
5. Evacuation of patients in case of the fire or natural calamities etc.
6. Prevention of unauthorized entry of personnel including all types of outside vendors etc. in the premises of the Hospital/Campus.
7. Prevention of unauthorized entry of vehicles and regulate the traffic within the hospital premises and ensure that no vehicles are allowed to be parked except at the parking places.
8. Collecting intelligence about anti-social and other subversive elements the crowd, and also be alert in tackling the mischief – mongers trying to dupe the poor patients and relatives.
9. Fire fighting.
10. The agency staff shall work under the direct supervision of In-charge Security / Security Officer on duty and they will be deployed in three shifts. The timing of start and end of each shift should be fixed up in consultation with Hospital Administration. The supervisor of the concerned shift will submit the attendance of the personnel within 15 minutes of the commencement of the shift to Security Officer for verification.
11. The Agency will provide proper uniform, whistle and baton for the day shift workers and five cell Torch Lights and 5 feet long stick on their own cost for Staff on night duty in other areas.
12. The Agency will be fully responsible for the performance and fitness of their personnel (Guards and Supervisors). For this, the Agency will have to keep close liaison with the Hospital authorities, Security Officer and Officer In-charge, security.
13. 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.
14. The agency will provide their own communication system to their supervisory staff for the coordination with Officers/Officials of this hospital.
15. Any other work of similar nature assigned to the agency by the Hospital Management from time to time.
16. The agency supervisors will check the malpracticing of the security personnels (if any) cheating the patients or their attendants in any case. If found guilty of the security personnels then the person involved in such cases must be terminated from the duties and never be reemployed in the security agency.

## **LIST OF ADDITIONAL CONDITIONS & SCOPE OF WORK**

The Company shall provide Security to the Hospital deploying fail-safe Security measures, providing early warning, and mobilizing trouble shooting elements. The items or situations that have to be covered by security services of the company are enumerated with important but non exhaustive list as below:-

- (a) Protection of property and personnel of entire RIMS along with the hostels & residential block, in RIMS premises.
- (b) Protection of property and personnel of the Hospital also in transit when so specified.
- (c) Protection of cash and documents, when so specified in transit.
- (d) Protect property/cash/documents of Hospital against burglary (where loss is due to entry after breaking the any entry lock/door/window/grill).
- (e) Regulate access control at gates, prevent misuse of RIMS grounds and facilities by outsiders, preventing tress-passing, unauthorized parking, unauthorized construction, squatting in the Hospital Campus, prevent vandalism, breaking of twigs/ trees throwing of garbage/ littering and ensuring cleanliness. Ensure proper & timely reporting of violations to supervisors.
- (f) Prevent loss that is on account of lapse in “access control measures” at Gates of the Institute.
- (g) Undertake fire fighting operations with provided equipment.
- (h) Prevent trespass in specified areas/offices in the institute.
- (i) Regulate parking of vehicles in designated areas of the Institute.
- (j) Provide security during officials, social and religious functions inside the RIMS premises.
- (k) Conduct security audits/surveys/investigations/consultancies as per requirements.
- (l) Conduct periodic training of security guards of its own and Hospital personnel.
- (m) Provide security for specific functions within the Hospital.
- (n) Adhere to the Standard Operating Procedures (SOPs) given by the Director, RIMS or his nominee which may be modified from time to time by the Director, RIMS or his nominee.
- (o) RIMS may require additional security personnels at any point of time during the validity of the contract, The company should be able to provide extra security guards at 07 days notice.
- (p) Carry out Any other job assigned by the Director, RIMS or his nominee in interest of Security of Hospital.

### **PENALTY CLAUSE**

- a) In case of any loss/theft of Govt. property, the Security committee will consider the circumstances leading to the loss/theft and if the responsibility is fixed upon the Agency by the Committee, 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.
- b) For any breach of contract, the Director, RIMS or duly constituted Security Committee, shall be entitled to impose a penalty to the extent of Rs. 15,000/- 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 committee.
- c) If the lapse is repeated again, the extent of penalty will be doubled on each such occasion. The decision of the said Officer/Committee in this regard shall be final and binding upon the Agency. 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:-
- d) If the personnel are not found in proper uniform and displaying photo identity card.
- e) If the personnel found indulging in smoking/drinking/sleeping during duty hours.
- f) If the personnel found performing double duty.

- g) In cases of lapse/default in the Security.
- h) The Agency is supposed to provide Security Guards, Security Supervisors & Security Marshals. 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.
- i) Penalty will also be imposed if the behaviour of personnel found discourteous & against the public interest.
- j) If any Guard/Supervisor found performing duty, submitting a fake name and address.
- k) The Agency shall need to maintain the percentage (already mentioned in the T/E Document) of Ex-Servicemen from Army, Navy, Air-Force and Paramilitary forces, & female Security Guards, and rest civilian. In case this percentage falls below the said percentage, a penalty @ Rs. 1000/- (Rs. One thousand only) per man, per shift will be imposed. In case, the Agency continues to default on this account for more than three months, the Contract shall be terminated with one month's notice to the Agency and the same shall become liable for all consequences as per the terms and conditions forthwith.

#### **Others Statutory Clauses**

1. The party invoking the arbitration clause shall specify the details of disputes to be referred to arbitration under this clause.
2. For safety in respect to infection of the workers deployed by the contractor, the contractor has to maintain proper vaccination of their staff employed in this work by their own.
3. Attendance of the workers employed must be confirmed through bio-metric attendance system. Before starting the work, the contractor has to made arrangements for biometric attendance system by registering their workers in biometric system at RIMS, Ranchi.
4. Payment to the contractor for every next month will be made after producing the challans for submission / deposit of ESI / EPF / Service Tax & other taxes (if any) for the last month.
5. The bidder / contractor has to arrange frequent or on as and when required basis training classes to their staffs regarding awareness for on spot segregation of biomedical waste to prevent pollution hazards.
6. With the bill of every month the contractor has to give an undertaking on non-judicial stamp paper that we (the contractor) have submitted / deposited the ESI / EPF / Service Tax & other taxes for last months and we shall submit the ESI / EPF / Service Tax & other taxes for this month by our self. RIMS has no liability regarding ESI / EPF / Service Tax & other taxes of our workers.
7. The daily attendance register for the security personnel deployed by the contractor must be signed by the concerned HOD / Unit In-charge/RIMS authority on the basis of area concerned i.e. for the labour deployed under area of a particular department the attendance register must be signed by the HOD / Unit In-charge / RIMS authority of that very department. At the time of payment or as and when required, these registers will be checked and payment will be made accordingly. No payment will be made for idle or absent works.
8. In case of government holidays on any of the last dates related with this tender, the tender process will continue on the next working day.

The wages should 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. A certificate of which should be submitted with the financial bid.

Sd/-  
Director,  
Rajendra Institute of Medical Sciences,  
Ranchi



Tender Notice No. RIMS/Miscellaneous Stores /Cleaning & Security Services/ 4097 Dated 11.04.2016

**NOTICE INVITING TENDER**

**FOR OUT SOURCING OF (1) CLEANING & HANDLING BIOMEDICAL WASTE SERVICES AND (2) SECURITY SERVICES,**

**AT RIMS, RANCHI**

Sealed offers are invited in two bid system (Technical bid & Price Bid) by Speed post / Registered post only from competent & eligible agencies for providing services on outsourced basis at RIMS for (1) Cleaning, Sweeping, Washing of floor, Walls, Doors, Windows, Courtyard, Open drains, residential area etc and operation handling & disposal of Biomedical waste system at RIMS, Ranchi & (2) To provide Security personnels including manpower with security instruments as applicable for a minimum period of one year or extendable upto three years if mutually agreed by both the parties.

<b>A. <u>Important information regarding tender are :</u></b>		
1.	Pre bid meeting for discussion on various issues	On 26.04.2016 at 12:30 P.M at RIMS. At RIMS administrative conference hall. All the intending bidders must attend the meeting for clarification of their queries and requirements of RIMS. No claim will be considered after finalization of agendas in pre bid meeting
2.	Date of uploading of sample tender paper on RIMS website : <a href="http://www.rimsranchi.org">www.rimsranchi.org</a>	From 16.04.2016 The bidders must go through the sample tender paper before participation in pre-bid meeting.;
3.	Date of uploading or sale of final tender paper	From : 02.05.2016 to 23.05.2016 ( The bidders may purchase tender document from RIMS Cashier in working hours on any working day or those who want to bid by downloading the tender document, they have to submit separate demand drafts for each tender paper with their technical bid. Tender paper cost will be non-refundable. (1) For Cleaning & Biomedical waste disposal – Rs. 5000.00 (2) For Security Services – Rs. 5000.00
4.	Last date of submission of sealed tender documents (By Speed post / Registered post) at RIMS	On 24.05.2016 till 04.30 P.M
5.	Opening of technical bid & discussion on technical issues.	On 25.05.2016 at 12:30 P.M in RIMS administrative conference hall, in front of purchase committee. All the bidders or their duly authorized representative must represent the tender opening for discussion & queries of purchase committee.

Note :1. 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.

2. For rest terms & conditions of the tender please visit RIMS website [www.rimsranchi.org](http://www.rimsranchi.org) from 16.04.2016

Sd/-  
Director  
Rajendra Institute of Medical Sciences  
Ranchi