

Baba Farid University of Health Sciences, Faridkot

(Established by the Govt of Punjab vide Punjab Act No. 18 of 1998)

Short term e-Tender for award of contract for providing **Security Services'** through outsourcing

Important Instructions on Services/Activities

Important Dates to Remember:-

Date and Time of Pre Bid Meeting	30.03.2017 at 2.00 p.m. in the office of the Registrar, BFUHS, Faridkot
Date and time for submission of the Demand Draft for the Tender as Earnest Money Deposit and Affidavit for non- blacklisting :-	07.04.2017 upto 1.00 p.m. At the Office of the Incharge, UPFD
Date and time for submission of the Technical Bids on e-procurement portal of the Govt of Punjab.	07.04.2017 upto 2.00 p.m. At e-procurement portal of the Govt of Punjab through online mode only.
Date of opening of the Technical Bids	07.04.2017 at 2.30 p.m. at the University Procurement & Facility Department of the University.
Date of opening of the Financial Bids	07.04.2017 at 3.30 p.m. at the University Procurement & Facility Department or the time that will be decided by the University.
Duration of the contract/ agreement:-	One Year from the date of signing of the contract/ agreement. Or the period that will be extended by the University subject to the mutual consent of both the parties.

1. All the instructions contained in the tender form are important and required to be complied with.
2. Please ensure that a scanned copy of the Technical Bid must be uploaded on the e-procurement portal of the Govt of Punjab i.e. <https://etender.punjabgovt.gov.in>, upto the date and time prescribed for the said tender.
3. The original affidavit of black listing must be submitted to the Incharge (UPFD) before the last date/ time fixed for submission of the technical bids otherwise the bid of the bidder will be rejected. However, a copy of the same will be uploaded by the bidder on the e-procurement portal of the Govt of Punjab.

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4. The **Earnest Money Deposit (EMD) of Rs. 2,00,000/- only (Rs. Two Lac Only)** is acceptable in the form of account payee Demand Draft/ Banker's Cheque from any of the commercial banks, payable at 'Faridkot', which should be valid for a period of 70 days as on last date of submission of tender document drawn in the name of Registrar BFUHS, Faridkot. Earnest money in any other form is not acceptable and the tender shall be treated as invalid. **The Original Demand Draft/ Banker Cheque of the EMD must be submitted to the Incharge (UPFD) before the date fixed for opening of the technical bids otherwise the tender of the said bidder will not be accepted. However, a copy of the demand draft/ EMD must also be uploaded on the e-procurement portal of the Govt of Punjab.**
5. Guidelines for submission of tenders:-
The tenders will be submitted on the e-procurement portal of the Govt. of Punjab only. The tenders submitted in any other shape will be rejected.
6. Detailed information of tender document can be downloaded from the university web site: www.bfuhs.ac.in.
7. Exemption of service taxes: services provided to educational institutions and Government Institutions are exempted from service tax as per notification No. 25/2012- service Tax dated 20 June 2012 and notification No. 06/2014 - service Tax dated 11 June 2014 of the Ministry of Finance (Department of Revenue) Govt. of India, New Delhi. Therefore, the contractor shall not charge service tax, from the BFUHS.
8. Cost of tender Document is ₹ 2000/- that must be submitted through online mode only. Details can be seen from the e-procurement portal of the Govt of Punjab.
9. **PRE BID Conference:** A pre bid conference with the bidders will be held **at 3:00 P.M on 30.03.2017.** The purpose of the meeting is to clarify issues and to answer questions on any matter relating with the tender document.

CHECK LIST DULY FILLED IN TO BE ATTACHED WITH THE tender

1.	Whether the cost of the tender document i.e. <u>Rs. 2000/- (Rupees two thousand only)</u> in the shape of Online Payment have been submitted or not?, The cost of the tender document will be non-refundable under any circumstances.	Yes / No
2.	Whether the Bid guarantee <u>(Earnest Money Deposit)</u> in the form of account payee Demand Draft/ Banker's Cheque from any of the commercial banks in an acceptable form, payable at Faridkot which must be valid for a period of 70 days as on last date of submission of tender	Yes / No

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	document, drawn in the name of Registrar BFUHS Faridkot, for an amount of Rs. 2 Lacs (Rupees Two lac only) , has been submitted to the Incharge , UPFD or not?	
3.	Whether the solvency certificate, issued by any of the commercial banks in an acceptable form amounting to Rs. 30 Lacs (Rupees Thirty lac only) , has been uploaded on the e-procurement portal or not?	Yes / No
4.	Whether the technical bid has been uploaded on the e-procurement portal or not?	Yes / No
5.	Whether the price bid has been uploaded on the e-procurement portal or not?	Yes / No
6.	Whether an affidavit on the Non-judicial stamp paper, duly attested by the Executive Magistrate, regarding non-black listing/non-prosecution of firm has been uploaded on the e-procurement portal or not? And whether the original affidavit has been provided to the Incharge (UPFD) or not?	Yes / No <i>Original</i>
7.	Whether each page of the tender documents at annexure(s) 'I' to 'VI' and annexure(s) 'A' to 'E' and other enclosures as well as cutting(s)/overwriting(s) have been signed/ initialed by the tenderer and also the forwarding letter has been attached and the same has been uploaded on the e-procurement portal or not?	Yes / No
8.	Whether latest/current valid copy of income tax return certificate for the last three years (FY 2014-15, FY 2013-14, FY 2012-13) issued by the competent authority have been uploaded on the e-procurement portal or not?	Yes / No
9.	Whether self attested copy PAN number has been uploaded on the e-procurement portal or not?	Yes / No
10.	Whether self attested copy TAN number has been uploaded on the e-procurement portal or not?	Yes / No
11.	Whether self attested copy of service Tax number has been uploaded on the e-procurement portal or not?	Yes / No
12.	Whether a self attested copy of all registration(s)/permission (s)/ license (s) etc. a. Valid Labour License b. EPF c. ESI & EDLI License/Code Number, for providing the services under the service agreement, have been uploaded on the e-procurement portal or not?	Yes / No Yes / No Yes / No

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13.	Whether an experience certificate of as per para 35 of DNIT where your firm has executed service contract for the supply of manpower during the last three years on the last date of submission of tender along with the list of such institution(s)/organization(s) and also certificate of its satisfactory performance, have been submitted along with ESI AND PF Returns, have been uploaded on the e-procurement portal or not?	Yes / No
14.	Whether a self attested copy of the constitution of your company duly registered with competent registrar of companies has been uploaded on the e-procurement portal or not?	Yes / No
15.	Whether a self attested copy of latest balance sheet for the last three years has been uploaded on the e-procurement portal or not? (2015-16, 2014-15, 2013-14)	Yes/ No
16.	Whether a self attested copy of license issued under Private Security Agencies (Regulation) Act, 2005 (in case of Security Services only) has been uploaded on the e-procurement portal or not?	Yes / No
17	POA/Authority letter and Board resolution has been uploaded on the e-procurement portal or not?	Yes/No
18	Whether a scanned copy of the the one canceled cheque (or Xerox of cheque) of the firm has been uploaded on the e-procurement portal or not?	Yes/No

Place: _____

Signature of tenderer

Dated: _____

Full name and Address of tenderer

With office seal

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Tender for award of contract for providing 'Security Services' through outsourcing for BFUHS, at University, Residential Campus, Constituent Colleges and Allied institutions/buildings.

Instructions/guidelines for tenderers.

1. A copy of tender notice is at annexure-'**I**'.
2. Technical Bid performa for evaluation of technical performance of the tender is at annexure-'**II**'.
3. Price Bid performa is at **annexure-'III'** (to be enclosed in separate sealed envelope).
4. The Terms and Conditions as laid down in the service agreement for the award of contract for outsourcing of services/activities are at annexure-'**IV**'.
5. The Scope of work/activities are at annexure-'**A**'.
6. A copy of the terms of payment is at annexure-'**B**'.
7. A copy of undertaking regarding compliance of statutory obligations is at annexure-'**C**'.
8. An affidavit regarding Non-Black Listing/Non-Prosecution specimen is at annexure-'**D**'.
9. Declaration of past relevant work experience is at annexure '**E**'
10. Format for POA is at annexure '**V**'
11. Medical examination report format is at annexure '**VI**'
12. The service provider, being the employer in relation to persons engaged/employed by him to provide the services under the service agreement shall alone be responsible to provide the services under the service agreement and shall also be responsible to make the payment of monthly wages/salaries to the personnel assigned to provide services at BFUHS, which in any case shall not be less than the minimum wages as fixed or enhanced from time to time under Minimum Wages Act, 1948 (Act XI of 1948) by the Labour Commissioner, Punjab and rules framed there under from time to time or by the State Government and/or any authority constituted by or under any law and observe compliance of all the relevant labour laws. Besides this, the service provider shall also make the payment of all other statutory dues like employees Provident Fund, Employees State Insurance, Employees Deposit Link Insurance, Bonus, Gratuity, Maternity etc. to his employees.
 - a. BFUHS will not pay any other liability except minimum Wages, EPF, ESI, EDLI contributions, service tax. (as applicable and as amended from time to time and or any other rules framed there under from time to time by the Central Or State Government) on the rates as applicable from time to time by the concerned authorities.
 - b. The payment of service tax would be as per the Notification No. 06/2014-Service Tax dated 11.07.2014. If, any other liability occurs, the same will be borne by the service provider from his administrative charges.

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- c. The administrative/service charges in %age (percentage) shall include bonus as per clause No. 12 Payment of Bonus Act 1965, under the head calculation of bonus with respect to employees of service provider.
 - d. **The administrative/service Charges in %age (percentage) shall include for wages of supervisor and managerial staff deputed by service provider to manage their employees.**
 - e. **Certain categories of skilled personnel may be required to be paid over and above the prescribed minimum wages depending on the availability and market rates. Such payments over and above the minimum wages need to be included in the administrative/service charges quoted in %age (percentage) and it will be responsibility of the service provider to assign suitable personnel as required by the university irrespective of the market rates and availability.**
13. Tender documents along with annexure 'I' to 'VI' and annexure 'A' to 'E' and forwarding letter should be submitted. The Earnest Money Deposit (EMD) shall be submitted in the physical form on or before the date mentioned in the DNIT. The Technical Bid, Price Bid, each page of the tender document and annexure 'I' to 'VI' and annexure 'A' to 'E' should be signed in full by the tenderer(s) or his/her authorized signatories and should bear the rubber stamp/seal of the firm affixed on each page. Any cutting(s)/overwriting(s) etc. should also be initialed. In the event of any infringement of these conditions, the tender shall be rejected.
14. The tenderer should submit his/her tender in two parts i.e.
- a. Technical Bid and Bid Guarantee (Earnest Money) in physical form along with all the mentioned annexure's
 - b. Price Bid.
15. The tender shall be awarded to the tenderer, who quotes the lowest offer as per price bid performa at annexure 'III', provided he fulfills all other terms and conditions of the tender document. However 0% value of administrative charges shall be straightway rejected.
16. The tenderer should keep his offer valid for acceptance for a period of one year from the date of opening of the Price Bid. In case, the tenderer is unable to keep his offer open for the above said period, his tender shall be treated as invalid.
17. The tender must be accompanied with earnest money deposit (EMD) amounting to Rs. 2,00,000/- (Rupees Two lacs only) drawn in the name of the Registrar BFUHS Faridkot, in the form of account payee Demand Draft/ Banker's cheque from any of the commercial banks in an acceptable form, payable at Faridkot, which should be valid for a period of 70 days as on last date of submission of tender document failing which tender shall not be entertained and rejected out rightly.

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18. The tender must be accompanied with a latest solvency certificate for an amount not less than **Rs. 30,00,000/- (Rupees Thirty lacs only)**, issued by any of the commercial banks in an acceptable form, issued within the last 06 months on the closing date of tender.
 19. The tender without earnest money or short of it or not in the manner and form specified above (i.e. account payee Demand Draft/ Banker's Cheque) shall not be entertained and rejected straightway.
 20. Earnest Money/security deposit and/or any other sum of the tenderer(s) lying with the Registrar BFUHS Faridkot in connection with any other tender/case shall not be considered against this tender.
 21. Any conditional, telegraphic tenders, fax tenders, tenders without earnest money, tender not on the prescribed form or any deviation from the terms and conditions of the tender notice shall not be entertained and rejected out rightly.
 22. This tender form is not transferable.
 23. No tenderer is exempted from furnishing the earnest money deposit (EMD).
 24. The tenderer shall quote his offer/rates i.e. administrative charges in percentage both in figures and words, which shall remain valid for the whole period of contract for 3 (Three) years on the basis of minimum wages fixed or enhanced from time to time by the Labour Commissioner, Punjab. Such administrative charges quoted by taking into consideration all his statutory obligations as well as his sole responsibilities as an employer/ service provider of the personnel to be engaged/employed by him for the execution of this service agreement and no enhancement in the administrative charges in percentage under any circumstances, shall be allowed.
 25. The tenderer shall be liable for and be responsible to:
 - a. To pay the wages/salaries & other statutory contributions under the Payment of Wages Act, 1936, Minimum Wage Act, 1948, Contract Labour (Regulation & Abolition) Act, 1970, employees Provident Fund (EPF) Act, 1952, employees State Insurance Act (1948), Payment of Bonus Act, 1965, Employees Deposit Link Insurance (EDLI), Payment of Gratuity Act, 1972, Maternity Leave Act, 1961 etc. and rules framed there under, as applicable and as amended from time to time.
 - b. To comply with the taxation provisions of the Income Tax Act, 1961, service Tax etc., as amended from time to time as applicable to such business undertakings.
 - c. To bear any other expenses to be incurred in compliance with the provisions of the service agreement such as to provide uniform, identity card, name plates etc. to the employees engaged for the purpose.
 - d. To bear any other liabilities, which are required to be discharged by him for the full execution of service agreement.

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26. The tenderer may inspect the areas/location, where the services are to be provided for assessing the work involved on any working day during office hours.
 27. The last date and time for submission of tender is **07.04.2017 by 2.00 p.m.** on the e-procurement portal of the Govt of Punjab. However, the Original Affidavit of black listing as well as the Demand Draft for the EMD of Rs. 200000/- only must reach to the office of the Incharge, UPFD upto 1.00 p.m. of 07.04.2017. The technical Bids of only such bidders will be opened who have submitted the said documents to the Incharge (UPFD) within the prescribed time and date.
 28. The tender shall be opened on **07.04.2017 at 2.30 p.m.** by the committee constituted for this purpose in the University Procurement & Facility Department, BFUHS, Faridkot. In the event of the date of receipt or opening of tender being or being declared a holiday for the BFUHS the last date of receipt/opening of the tender shall be the next working day at the same time and venue.
 29. The Financial Bids/ Price Bids of the Technically eligible firms will be opened by the University on the date and time that will be decided by the University.
 30. The tenderer(s) shall be at liberty to be present, in person or through their authorized representative(s) at the time of opening of the tender as specified in the tender notice. In case of authorized representatives are to be present, they must furnish the authority letter from the tenderer, on whose behalf they are representing otherwise they will not be allowed to participate in the opening of tender.
 31. **Only firms registered with Registrar of Companies are eligible to furnish tender and the tenderer should be submitted along with self attested copy of the Certificate of Incorporation issued by Registrar of Companies.**
 32. Subletting of contract is not allowed under any circumstances.
 33. The tenderer must furnish self-attested copies of income tax returns for the last three years ((FY 2015-16, 2014-15, FY 2013-14) and respective form 16A (FY 2014-15, FY 2013-14, FY 2015-16)) along with Technical Bid. Tenderer must have a minimum annual turnover of **rupees 10 crores** or more in each of the three preceding financial years.
 34. The tenderer must furnish self-attested copy of service tax number issued by the competent authority
 35. The tenderer should be registered under the Contract Labour (Regulation & Abolition) Act, 1970 and Rules, 1971 framed there under and should furnish a self attested copy of the valid Labour License issued by the Punjab Govt. In case the tenderer is not registered with the Punjab Govt under the Contract Labour (Regulation & Abolition) Act, 1970 and Rules, 1971 framed there under, tenderer shall have to get labor licence issued by Punjab Govt. within 15

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days of being declared L1 bidder (tender shall be awarded only after the tenderer submits verified copy of labor licence issued by Punjab Govt.).

36. The tenderer should furnish an experience certificate(s):
- a. Of providing services in atleast 90 shifts per working day under outsourcing contract in any trade/field in a single contract for a period of atleast one continuous year during the last three years on the last date of submission of tender along with the list of such Institution(s)/Organization(s) and also certificate of its satisfactory performance, may be submitted

Or

 - b. of providing security services of ex-servicemen in atleast 50 shifts per working day under outsourcing contract for security services in a single contract for a period of atleast one continuous year during the last three years on the last date of submission of tender along with the list of such Institution(s)/Organization(s) and also certificate of its satisfactory performance, may be submitted.
37. **The tenderer should submit self attested photocopies of paid challan (any three months) in support of having deposited contribution of EPF/ESI/EDLI/Service Tax with the concerned applicable authorities along with the technical bid with respect to experience as required as at para no 35.**
38. **To support above experience tenderer must submit copy(ies) (certified by bank manager) of bank account statement of registered firm showing salary/wage payments, EPF/ESI/EDLI/Service Tax, payments with the concerned applicable authorities for three months as at Para 36. Tenderer paying wages by cash shall not be eligible to apply.**
39. In case of breach of any of terms and conditions as mentioned above or false information provided by the tenderer, earnest money of the tenderer(s) shall be forfeited in full by the Registrar.
40. Any attempt direct or indirect, to cast influence, negotiation on the part of the tenderer with the officials/authority to whom he shall submit the tender or the tender accepting officials/authority before the finalization of tenders shall render the tender liable for rejection.
41. The contract shall be awarded **initially for a period of one year from the date of signing of the contract/ agreement** that will be further extendable annually up to a maximum period of further 2 years, on the same rates, terms and conditions accepted by the tenderer subject to satisfactory performance of the services and statutory compliance of all the terms and conditions of the service agreement. This will, however, be further subject to the approval of the competent authority and at the sole discretion of the competent authority.
42. The Competent Authority reserves all rights to accept or reject any tender without assigning any reason and also to impose/relax any terms and conditions of the tender.

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43. Service provider shall comply with the provisions of the Factories Act 1948, Contract Labour (Regulation And Abolition) Act 1970, ESI Act 1948, Workmen's Compensation Act 1923, employees Provident Fund and Miscellaneous Provisions Act 1952, Minimum Wages Act 1948, Payment of Wages Act 1936, Payment of Bonus Act 1965, Payment of Gratuity Act 1972, Industrial Establishment, (National & Festival Holidays) Act 1958, Punjab Schedule Castes & Backward Classes (Reservation in Services) Act (2006) and Rules, where under or any other laws and rules as may be applicable to the contract workmen from time to time. The 'Service provider' shall produce registers and records and comply with other directions issued by the company for compliance of the statutory provisions.
 44. The 'Service provider' shall engage manpower as said in our requirement for providing services on round-the-clock basis. Expenses on account of payment of salary/wages/provisions of food stuffs/ eatables for employees of service provider, uniform/personal protective equipments and other benefits including statutory payments like PF, ESI, Holiday wages, Gratuity, Bonus, etc., to the employees of service provider shall be met by the 'service provider'. The 'service provider' shall have full control of his employees including the right to appoint, determine service conditions, transfer, discharge, dismiss, or otherwise terminate their services at any time. The 'service provider' shall be solely responsible for any claim arising out of employment or termination of employment of his employees and for statutory payments.
 45. The successful service provider shall be required to execute this agreement on stamp paper of appropriate value to be got registered with the Sub Registrar at Faridkot at his own cost.
 46. Tenderer should not have been blacklisted
 47. Tenderer who have previously provided/providing services at Baba Farid University of Health Sciences, Faridkot and its constituent college should submit satisfactory performance certificate as per the terms of previous agreements/contracts.
 48. Tenderer should have cleared all the dues payable to Baba Farid University of Health Sciences, Faridkot (if any) on or before the last date of submission of the tender.
 49. **PRE BID Conference:** A pre bid conference with the bidders will be held **at 2:00 P.M on 30.03.2017**. The purpose of the meeting is to clarify issues and to answer questions on any matter relating with the tender document.
 50. Service provider shall be required to open and maintain a company bank account with Oriental Bank of Commerce or State Bank of Patiala during the currency of agreement. All wages and statutory dues to be paid w.r.t to benefits of personnel providing services to Baba Farid University of Health Sciences, Faridkot shall be through this account. Service provider shall submitted authorization to bank to provide bank statements to Baba Farid University of Health Sciences, Faridkot as and when required w.r.t. wages paid to personnel assigned to provide services by the service provider. Alternatively service provider may choose another bank and provide 'view only' net banking access to Baba Farid University of Health Sciences, Faridkot.

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This shall be required to verify wages paid by service provider to its employees.

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ANNEXURE-'I'

TENDER notice

Baba Farid University of Health Sciences Faridkot invites tenders from registered firms through tendering for outsourcing of **security** services through service providers:-

Sr. No	Name of work/ contract	Earnest money in rupees	Last Date and time of online submission of tenders documents both technical and financial bids.	Date, time & <u>venue</u> of opening of bid (technical bid)
1.	Security Services	2,00,000/-	07.04.2017 upto 2.00 p.m.	07.04.2017 at 2.30 p.m. at the University Procurement & Facility Department, BFUHS, Faridkot.

CONDITIONS: Detailed terms and conditions are available in the tender document.

1. The contract shall be awarded initially for a period of **one year from the date of signing of the contract/ agreement**, which is further extendable annually upto a maximum period of two years, on the same rates, terms and conditions accepted by the tenderer subject to review of and having found the satisfactory performance of services/activities and compliance of all the terms and conditions of the service agreement, which is further subject to approval of competent authority. The contract shall stand automatically cancelled, if the competent authority declines to grant approval.
2. Each tenderer must submit tender in sealed envelope along with applicable EMD as mentioned above in favour of 'The Registrar BFUHS, payable at Faridkot', in an acceptable form as described in DNIT (which should be valid for a period of 70 days as on last date of submission of tender), in the office of the Registrar, BFUHS Faridkot on or before 07.04.2017 upto 1.00 p.m. failing which tender shall not be entertained and rejected out rightly.
3. Price Bid in the prescribed format must be submitted on the prescribed format available at e-procurement portal of the Govt of Punjab.
4. Any conditional, telegraphic/fax tenders, tenders without earnest money and not on the prescribed form or any deviation from the terms and conditions of the tender notice shall not be entertained and shall be rejected out rightly.
5. In the event of the date of opening of tender being declared a holiday, the last date of opening of the tender shall be the next working day at the same time & venue.
6. The competent authority reserves all rights to reject any or all the tenders without assigning any reason.

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7. Bid Document and all other terms, condition and instructions can be downloaded from the Website of BFUHS Faridkot <http://www.bfuhs.ac.in>. or **e-procurement portal of the Govt of Punjab i.e. <https://etender.punjabgovt.gov.in>** However, for general information, the tenderer(s) can approach the Registrar, BFUHS for survey of the areas under the scope of the services on any working day.
 8. Date of opening of price bid will be shared with the bidders during the opening of tenders and no separate intimation shall be sent to the bidders. Price bid may be opened on the day of opening of technical bids depending upon the completion of the technical evaluation process.
 9. **PRE BID Conference:** A pre bid conference with the bidders will be held **at 2:00 P.M on 30.03.2017** The purpose of the meeting is to clarify issues and to answer questions on any matter relating with the tender document.

Registrar

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Annexure – II

Porforma for technical evaluation of the technical performance of the tender

1.	Whether the cost of the tender document i.e. Rs. 2000/- only in the form of online payment or not ? The cost of the tender document will be non-refundable under any circumstances.	Yes / No
2.	Whether the Bid guarantee (Earnest Money Deposit) in the form of account payee Demand Draft/ Banker's Cheque from any of the commercial banks in an acceptable form, payable at Faridkot which must be valid for a period of 70 days as on last date of submission of tender document, drawn in the name of Registrar BFUHS Faridkot, for an amount of Rs. 2 Lacs (Rupees Two lac only) , has been submitted	Yes / No
3.	Whether the solvency certificate, issued by any of the commercial banks in an acceptable form amounting to Rs. 30 Lacs (Rupees Thirty lac only) , has been submitted.	Yes / No
4.	Whether the Technical Bid submitted.	Yes / No
5.	Whether the Price Bid submitted.	Yes / No
6.	Whether an affidavit on the Non-judicial stamp paper, duly attested by the Executive Magistrate, regarding non-black listing/non-prosecution of firm has been submitted in original	Yes / No
7.	Whether each page of the tender documents at annexure 'I' to 'IV' and annexure 'A' to 'E' and other enclosures as well as cutting(s)/ overwriting(s) have been signed/ initialed by the tenderer and also the forwarding letter has been attached.	Yes / No
8.	Whether latest/current valid copy of Income Tax Return Certificate for the last three years issued by the competent authority have been submitted.	Yes / No
9.	Whether self attested copy of PAN number attached.	Yes / No
10.	Whether self attested copy of TAN number attached.	Yes / No
11.	Whether self attested copy of service tax number attached.	Yes / No
12.	Whether a self attested copy of all registration(s)/permission (s)/ license (s) etc. a. Valid Labour License b. EPF c. ESI & EDLI License/Code Number, for providing the services under the service agreement, have been attached.	Yes / No Yes / No Yes / No
13.	Whether an experience certificate(s) (as per para 35 of DNIT) where your	Yes / No

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	firm has executed service contract for the supply of manpower during the last three years on the last date of submission of tender along with the list of such Institution(s)/Organization(s) and also certificate of its satisfactory performance, have been submitted along with ESI and PF Returns.	
14.	Whether a self attested copy of the constitution of your firm duly registered with Competent Registrar of companies has been submitted	Yes / No
15.	Whether a self attested copy of latest Balance Sheet for the last three years has been submitted	Yes/ No
16.	Whether a self attested copy of License issued under Private Security Agencies (Regulation) Act, 2005 (in case of Security Services only) has been attached.	Yes / No
17.	Whether a copy of Board Resolution and POA/Authority letter authorizing the specific officer for signing the documents for this tender has been submitted in original	Yes/No
18.	One canceled cheque/Xerox copy of cheque of the firm in original	

Signature of the bidder
Name and address (with seal)

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(Established by the Govt of Punjab vide Punjab Act No. 18 of 1998)

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ANNEXURE-III

Format for price bid

- 1. Description of work:** Service Contract for providing "**Security Services through Outsourcing**" as per scope of work mentioned in annexure-C subject to fulfillment of other terms and conditions of the service agreement at annexure-**B** .
- 2. Administration/Service Charges** as percentage of the monthly wage bill (From the mentioned Administrative Charges the tenderer shall be solely liable to pay/discharge the responsibilities as per requirements of tender Terms and conditions and the various Labour Acts/Rules as amended from time to time towards his employees during the currency of contract)
(In Figures): _____ (Percentage)
(In Words): _____ (Percentage)

NOTE:

- A.** The tender shall be awarded to the tenderer, who quotes the lowest offer of administrative charges (in percentage) provided he fulfils all other terms and conditions of the tender document which also include Bonus, Gratuity, service Tax (as applicable under Rule) keeping in view all obligations and responsibilities as an employer to be performed by them and as per requirement of the tender document offer as per Contract Labour Act during the currency of contract. This institute will not pay any other liability except Wages, EPF, ESI, ELDI contributions and service Tax (as applicable and as amended from time to time and/or any other rules framed there under from time to time by the Central or State Government) on the rates as applicable from time to time by the concerned authorities. If any other liability occurs, the same will be borne by the service provider from his administrative charges.
- B.** The tenderer shall alone be responsible to provide the services/activities under this agreement as well as to make the payment of monthly wages/salaries which in any case shall not be less than the Minimum Wages as fixed or prescribed under the Minimum Wages Act, 1948 along with all other statutory dues such as employees Provident Fund, employees State Insurance, employees Deposit Link Insurance, Bonus, Gratuity, Maternity etc. to his employees.
- C.** Leave Reserve for weekly rest and other Holidays/National Holidays shall be provided by the Provider from within the requirement of manpower of BFUHS as specified in the scope of work at annexure-C and no extra charges shall be paid in this regard by the BFUHS.
- D.** The above quoted Administrative Charges (in percentage) shall remain valid during the entire contract period and no enhancement whatsoever shall be claimed by the tenderer.
- E.** The tax deduction at source as applicable from time to time shall be deducted from the actual amount of bill.

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I/We certify that I/We have read the terms and conditions as given in the service agreement. I/We undertake that it is my/our responsibility to ensure that being the employer in relation to personnel assigned to provide services by me/us to provide the services/activities under this agreement shall alone be responsible to provide the services/activities under this service agreement as well as to make the payment of monthly wages/salaries which in any case shall not be less than the minimum wages as fixed or prescribed under the Minimum Wages Act, 1948 along with all other statutory dues such as employees Provident Fund, employees State Insurance, employees Deposit Link Insurance, Bonus, Gratuity, Maternity etc. etc. to his employees. I/We shall comply with the provisions of the Factories Act 1948, contract labour (regulation and abolition) Act 1970, ESI Act 1948, Workmen's Compensation Act 1923, employees Provident Fund and Miscellaneous Provisions Act 1952, Minimum Wages Act 1948, Payment of Wages Act 1936, Payment of Bonus Act 1965, Payment of Gratuity Act 1972, Industrial Establishment, (National & Festival Holidays) Act 1958, Punjab Schedule Casts & Backward Classes (Reservation in Services) Act, 2006 and any other Rules framed under from time to time by the Central or State Government and/or any authority constituted by or under any Law, for the categories of personnel assigned to provide services by me/us as may be applicable to the contract workmen from time to time.

Place_____

Signature of tenderer_____

Date_____

Name of the tenderer_____

Address_____

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To
The Registrar
Baba Farid University of Health Sciences,
Faridkot

Subject: tender for award of the contract for providing 'Security services' through outsourcing at BFUHS and its constituent colleges

With reference to your advertisement dated for award of contract for providing service on outsourcing at Baba Farid University of Health Sciences, Faridkot and its constituent colleges, I/we enclose herewith our technical bids duly filled, stamped, along with tender documents and annexure(s) duly stamped and authenticated on each page, containing pages (From page No 1 to.....). Few of the relevant details of the firm are as below:

1	Cost of tender Form	Rs. 2000/- through online mode.
2	Due date for tender	
3	Opening time and date of tender	
4	Names of firm	
5	Registered office address of Firm	
6	Telephone no of Firm	
7	Registration no. of the company	
8	name designation, address and telephone no. of authorized representative of Firm to deal for this tender	
9	E-mail address of authorized representative	
10	Name and residential address and telephone no. of Directors should be specified	
11	Email address of the managing director	
12	Employee provident fund account No.	
13	ESI Number	
14	License Number under Contract Labour (R&A) Act, if any	
15	PAN No	

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16	Details of bid security deposit amount	₹
	DD no./dated	
17.	Any other information	

This is to certify that I / We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

Signature of the bidder
Name and address (with seal)