

Important Instructions on Services/Activities

1. All the instructions contained in the Tender Form are important and required to be complied with.
2. Please ensure that the Technical Bid, Bid Guarantee [Earnest Money Deposit (EMD)] and Price bid are submitted in sealed envelope super-scribing, '**Tender for providing 'Security Services ref UPFD/003**' in the office of Registrar, BFUHS Faridkot on or before 25/02/2016 by 1-00 PM failing which Tender shall not be entertained and rejected out rightly.
3. The Earnest Money Deposit (EMD) 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.
4. Guidelines for packing documents into different envelopes
 1. **Envelope no. 1 (technical bid)**
Tender Form along a copy of Tender Notice with all the Annexures/Certificates as mentioned in **instructions to the tenderers**.
 2. **ENVELOPE NO. 2 (PRICE BID)**
Rates quoted filled in the prescribed format of **Financial Bid** as per **Annexure III**.
 3. **ENVELOPE NO. 3**
 - i. Properly sealed Envelope 3 should contain sealed **Envelope No.1 and 2**.
 - ii. Envelope 3 should be clearly super-scribed as , '**Tender for providing 'Security Services ref UPFD/003**'
5. Detailed information of Tender document can be downloaded from the university web site: www.bfuhs.ac.in.
6. 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.
7. Cost of Tender Document is ₹ 2000/-
8. **PRE BID Conference:** A pre bid conference with the bidders will be held **at 3:00 P.M on 18/02/2016**. 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 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. 2000/- (Rupees two thousand only) , has been submitted. 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	Yes / No <i>Original</i>
7.	Whether each page of the Tender documents at Annexure(s) 'I' to 'VI' and	Yes / No



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	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.	
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 submitted.	Yes / No
9.	Whether self attested copy PAN number Attached.	Yes / No
10.	Whether self attested copy 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 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.	Yes / No
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 (2014-15, 2013-14, 2012-13)	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.	POA/Authority letter and Board resolution (in original)	Yes/No
18.	Whether the one canceled cheque of the firm has been attached	Yes/No

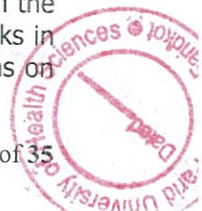
Place: _____
Dated: _____

Signature of Tenderer
Full name and Address of Tenderer

Tender for award of contract for providing 'Security Services' through outsourcing for BFUHS, at University, 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. 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'**.
4. The Scope of work/activities are at **Annexure-'A'**.
5. A copy of the terms of payment is at **Annexure-'B'**.
6. A copy of undertaking regarding compliance of statutory obligations is at **Annexure-'C'**.
7. An affidavit regarding Non-Black Listing/Non-Prosecution specimen is at **Annexure-'D'**.
8. Declaration of past relevant work experience is at **Annexure 'E'**
9. Price Bid Performa is at **Annexure-'III'** (to be enclosed in separate sealed envelope).
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 persons deployed by him, 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 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.
 - 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.
13. The 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



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- last date of submission of Tender document failing which Tender shall not be entertained and rejected out rightly.
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, 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 unsealed, 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 by taking into consideration all his statutory obligations as well as his sole responsibilities as an employer/ service provider of the persons 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.
 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 25/02/2016 by 1-00 PM The Tenderer himself will be responsible to ensure that his Tender and bid guarantee/EMD in a sealed cover is received on or before the said last date and time in the office of the Registrar, BFUHS, Faridkot. Any Tender, which is submitted/ received after the last date and time, shall not be considered under any circumstances. The BFUHS shall not be responsible for any delay (including postal delays) or any other cause that may lead to delay in the submission of the Tender at the above said designated address beyond the last date and time.
 28. The Tender shall be opened on 25/02/2016 at 2-30 PM by the committee constituted for this purpose in the office of the Registrar BFUHS. 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 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.
 30. 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.
 31. Subletting of contract is not allowed under any circumstances.

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32. The Tenderer must furnish self-attested copies of Income Tax Returns for the last three years ((FY 2014-15, FY 2013-14, FY 2012-13) and respective form 16A ((FY 2014-15, FY 2013-14, FY 2012-13)) along with Technical Bid. Tenderer must have an annual turnover of rupees 2.5 crores or more in the three preceding financial years.
33. The Tenderer must furnish self-attested copy of Service Tax Number issued by the competent authority
34. 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 days of being declared L1 bidder (tender shall be awarded only after the tenderer submits verified copy of labor licence issued by Punjab Govt..
35. The Tenderer should furnish an experience certificate(s):
 - a. Of deployment of atleast 100 persons 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
 - b. Or of deployment of atleast 50 persons under outsourcing contract for Security Service 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.
36. The Tenderer should submit self attested photocopies of paid challans 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**.
37. To support above experience tenderer must submit copy(ies) (certified by bank manager) of bank account statement of registered firm showing salary payments, EPF/ESI/EDLI/Service Tax, payments with the concerned applicable authorities.
38. 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.
39. 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.
40. The contract shall be awarded initially for a period of one year, which is further extendable annually up to a maximum period of 3 years (including the initial period of one year) 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.
41. 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.
42. 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 the 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.
43. The 'Service Provider' shall engage manpower as said in our requirement for running the Hospital on round-the-clock basis. Expenses on account of payment of salary / wages / provisions of food stuffs / eatables for 'Service Provider' employees / Uniform / Personal Protective Equipments, and other benefits including statutory payments like PF, ESI, Holiday wages, Gratuity, Bonus, etc., to the 'Service Provider' employees 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



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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.

44. The successful Service Provider shall be required to execute this Agreement on stamp paper of appropriate value to be got registered at with the Sub Registrar at Faridkot at his own cost.
45. Tenderer should not have been blacklisted
46. Tenderer already providing services at Baba Farid University of Health Sciences, Faridkot and its constituent college should have satisfactory performance as per the terms of previous agreements/contracts
47. 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
48. **PRE BID Conference:** A pre bid conference with the bidders will be held **at 3:00 P.M on 18/02/2016**. The purpose of the meeting is to clarify issues and to answer questions on any matter relating with the tender document.



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 deposit of Tenders documents	Date, time & venue of opening of Bid (Technical Bid)
1.	Security Services	2,00,000/-	_____ Feb 2016 up to _____.	_____ Feb 2016 at _____ at Committee room VC office

CONDITIONS: Detailed Terms and Conditions are available in the Tender document.

1. The contract shall be awarded initially for a period of one year, which is further extendable annually upto a maximum period of three years (including the initial period of one year), 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 25/02/2016 Feb 2016 by 1-00 PM failing which Tender shall not be entertained and rejected out rightly.
3. Price Bid in the prescribed format must be placed in a separate sealed envelope superscribed 'Price Bid' as defined under important instructions of the tenderers
4. Any unsealed, 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 receipt or opening of Tender being declared a holiday, the last date of receipt/ 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.
7. Bid Document and all other terms, condition and instructions can be downloaded from the Website of BFUHS Faridkot <http://www.bfuhs.ac.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 3:00 P.M on 18/02/2016**. The purpose of the meeting is to clarify issues and to answer questions on any matter relating with the tender document.

Registrar



No. BFUHS/UPFD /2015/

ANNEXURE-'IV'

Dated:

SERVICE AGREEMENT

THIS AGREEMENT is made on this.....day of2016 between the Registrar, Baba Farid University of Health Sciences, Faridkot (hereinafter referred to as the 'BFUHS' excluded by or repugnant to the context, be deemed to include its successors in office and assignees) of the first part and M/s.....a Company registered under the Companies Act, 1956 and incorporated on....., having its registered office at acting through its Managing Director (hereinafter referred to as 'Service Provider' which expression shall, unless repugnant to the context or meaning thereof, be deemed to mean and include its/his/her/their respective heirs, executors, administrators and successors for the time being of the said firm the survivor(s) of them and the executors, administrators and successors of the firm, as the case may be on the second part.

WHEREAS the Service Provider is engaged in the business of providing 'Security Services'.

AND WHEREAS the Service Provider has expressed his keen desire to provide the said services to the BFUHS under this Agreement.

The Term 'BFUHS facilities' shall hereinafter mean all areas/buildings as covered under Annexure 'A' of this service agreement (para '4')

AND WHEREAS on the aforesaid representation made by the Service Provider to the BFUHS, the parties hereby enter into this Agreement on the terms and conditions appearing hereinafter.

Now, therefore, this agreement witnesseth and it is agreed by and between the parties as under:

1. SERVICE PROVIDER'S REPRESENTATIONS AND WARRANTIES: The Service Provider hereby represents, warrants and confirms that the Service Provider:-

- a. has full capacity, power and authority to enter into this Agreement and during the continuance of this Agreement, shall continue to have full capacity, power and authority to carry out and perform all its duties and obligations as contemplated herein and has already taken and shall and continue to take all necessary and further action (including but without limiting to the obtaining of necessary approval/consents in all applicable jurisdictions) to authorize the execution, delivery and performance of this Agreement.
- b. has the necessary skills, knowledge, expertise, adequate capital and competent personnel, system and procedures, infrastructure, capacity and capability to perform its obligations in accordance with the terms of this Agreement and to the entire satisfaction of the BFUHS
- c. shall on the execution of this Agreement and providing services to the BFUHS, not violate, breach and contravene any conditions of any agreement entered with any third parties.
- d. has complied with and obtained necessary permissions/ licences/ authorizations under the Central, State and local authorities and obtained all required permissions/ licences for carrying out its obligations under this Agreement.

2. OBLIGATIONS OF THE SERVICE PROVIDER

- a. The Service Provider shall operate and provide services to BFUHS as per its requirements elaborated in the Scope of Work at Annexure 'A'
- b. The regularity of the performance of the services and in a professional manner shall be the essence of this Agreement and shall form a central factor of this Agreement. The Service Provider shall take all possible steps to ensure to maintain its performance as determined by the BFUHS from time to time.
- c. **The assessment made by the BFUHS in the Tender including descriptions and number of personnel of various descriptions as required to provide/give the required quality of services shall be final and acceptable by and binding upon the Service Provider.**
- d. If BFUHS notices that the personnel of the Service Provider has/have been negligent, careless in rendering the said service, the same shall be communicated immediately to the Services Provider who shall take corrective steps immediately to avoid recurrence of such incident(s) and report to the BFUHS.



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- e. If any of the personnel of the Service Provider indulges in theft, negligence or any illegal/irregular activity, misconduct etc., the Service Provider shall take appropriate action against its erring personnel and intimate accordingly to the BFUHS in writings or itself can take action in accordance with law. The Service Provider shall make good the loss/damage caused to the BFUHS.
 - f. The Service Provider shall furnish a personal guarantee of its Managing Director, guaranteeing the due performance by the Service Provider of its obligations under this Agreement. **(Annexure 'C')**
 - g. Applicable compensation amount of the workmen is to be paid by the Service Provider only.
3. **Assignment of Agreement:** -This Agreement is executed on the basis of the current management structure of the Service Provider. Therefore, any assignment of this Agreement, in part or whole, to any third party shall be a ground for termination of this Agreement forthwith.
4. **TERMS**
- a. This Agreement shall be effective initially for a period of one year, which is further extendable up to a maximum period of 3 (three) years (including the initial one year) on the same rates, terms and conditions accepted by the Service Provider subject to satisfactory performance of the services and statutory compliance of all the terms and conditions of this Agreement. This will, however, be further subject to the approval of the competent authority and at the sole discretion of the competent authority. The contract shall stand automatically cancelled if the competent authority declines to grant such approval.
 - b. The offer/rates i.e. Administrative Charges in percentage shall remain valid for the whole period of contract for three years on the basis of wages fixed by the Labour Authorities from time to time for each category of the posts mentioned in the Annexure of scope of work and no enhancement in the Administrative Charges in percentage under any circumstances shall be allowed. This institute will not pay any other liability except Wages, EPF, ESI (or workmen compensation insurance as applicable), 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.
 - c. 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. 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 certain employees.
 - d. Services required under this tender to educational institutions and Government organizations 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 Jul 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.
5. **Security Deposit and Guarantee: -**
The Service Provider shall be required to deposit (non-interest bearing) Security Deposit (as performance guarantee) of 10% of the annual value of the contract (rounded off next 1000/- rupees) in the form of Demand Draft from any of the Commercial banks in an acceptable form drawn in favour of the Registrar, Baba Farid University of Health Sciences, payable at Faridkot before the award of contract. Such security deposits shall act as guarantee to underwrite against any claim arising out, at any time, in connection with the faithful performance of this Agreement and shall be refundable after the end of the contract including the extended contract period. Such Security deposit shall be refundable on expiry of the contract after fulfillment of the obligations by the service provider.
6. **Forfeiture of Security Deposit:** -The BFUHS shall have absolute rights and powers for forfeiture of said Security Deposit/performance guarantee, in case of breach of any clause of this Agreement, without any prior notice and no claim whatsoever on this account shall be entertained.
7. **Commencement of Services/Activities:** -The Service Provider is required to commence the Services/Activities within 15 (fifteen) days from the date of issue of letter of intent for the award of contract. In the event of failure, a penalty @ 1% (one percent) per day of the total



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monthly value of contract shall be imposed from the date of issue of letter of Intent for non-commencement of the Services/Activities subject to the condition that in no case it shall exceed 10% of the total annual value of the contract. In case, the Service Provider fails to commence the Services/Activities within 30 days from the date of issue of letter of intent, it will be presumed that he is no more interested in taking over this Service Contract and the letter of Intent shall be treated as cancelled at the risk and cost of the Service Provider and his entire deposits including Earnest Money Deposit (EMD) shall stand forfeited.

8. **Recruitment/Removal of personnel by the Service Provider:-** Recruitment/removal of number of Manpower for '**Security Services**' for **119 security personnel** (i.e. no. of persons to be deployed as per their eligibility conditions) mentioned in the Scope of Work at **Annexure-'A'** to be deployed at BFUHS Areas (University, Campus, Constituent Colleges and Allied institutions/buildings) under BFUHS during the currency period of this agreement shall be made on the recommendations of the Committee(s) to be constituted for the purpose by the BFUHS. The manpower mentioned in the scope of work may be increased or decreased by the competent authority as per requirement.
- Personnel proposed to be deployed by the service provider shall be subject to screening by Baba Farid University of Health Sciences, Faridkot to ascertain their suitability. Service provider shall verify the eligibility and skills of the personnel before proposing to be deployed. Service provider shall furnish complete particulars and obtain prior written approval of the designated officer of BFUHS.
 - Further, the Service Provider shall issue appointment letters and immediately communicate the list of his employees indicating their Name, age, parentage, address, both residential and permanent, term of appointment, Aadhaar card no. etc. in respect of each employee engaged by him on the date of deployment in BFUHS as well as any subsequent changes, if any, of his employees.
 - The antecedent of the persons to be provided by the Service Provider will be got verified from the Police by the Service Provider at his own level and furnish a copy thereof to the BFUHS within three months from the date that personnel has been deployed for work.
 - If any personnel breaches any terms & conditions of his/her appointment/agreement or remains willfully absent from duty consecutively for three days or more he/she shall be removed by the Service Provider.
 - Charges incurred on account of police verification shall be part of administrative charges and must not be deducted from the salary payable to employee of the service provider
 - No accommodation & Transport facility will be given by BFUHS.
9. **Formulation of mechanism and monthly duty/assignment chart:** On taking over the responsibility of providing the aforesaid services, the Service Provider shall formulate the mechanism and monthly duty assignment chart for circulation in all the areas of their deployment at 'BFUHS facilities' for the approval of the designated officer of the said services. He shall visit the BFUHS in order to interact with Registrar/designated officers for ensuring the effective arrangements at his level and keep on reviewing his arrangements from time to time and take additional measures, if any, required to be taken to further streamline the said arrangements. He shall further ensure that no person shall be deployed on double duty except in the emergent circumstances and with the prior approval of the officer deputed by BFUHS in writing. The Service Provider as well as the persons deployed by him on duty shall be duty bound to carry out the directions/instructions given to him by the Registrar, Medical Superintendent/Officer-in-charge/all building heads or any other officer authorized to do so by the Registrar in this regard from time to time. Any dereliction from such obligation shall be considered as breach of the terms of this Agreement. No worker shall be deployed at 'BFUHS' on Trial/Training basis. Service Provider shall further ensure that all persons employed by him shall be efficient, skilled, honest and conversant with the nature of work.
- BFUHS shall install Biometric attendance system at the buildings covered in the Scope of the contract. Service provider agrees that bills paid shall only be in respect of Biometric record of attendance. By applying to the Tender, service provider agrees to the above.
 - BFUHS may at its direction get the biometrics of the service provider employees verified from UIDAI.



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10. **Determination of quality of Services/Activities:** -The decision of BFUHS with regard to determining the quality of Services/Activities done by the Service Provider shall be final and binding upon the Service Provider. The Service Provider shall, therefore, promptly rectify the defects/deficiencies, if any, so pointed out without any extra payment. BFUHS shall also reserves the right to get the Services/Activities so rejected, done/replaced at his own level and at the risk and cost of the Service Provider besides imposing penalty as deemed fit by the Registrar BFUHS Faridkot by giving him a notice of 7 days in writing. The expenditure so incurred on this account shall be recovered from the bills of the Service Provider or any other outstanding dues or by forfeiture of any or all parts of the Security Deposit, as he may think proper.
11. **Supervisory Control:-** The persons so deployed shall be under the overall control and supervision of the Service Provider. The Service Provider shall take all reasonable precautions to prevent any unlawful act or disorderly conduct of his employees so deployed and for the preservation of the peace and protection of persons and property of the BFUHS. Service provider shall deploy adequate supervisory staff as deemed necessary by the service provider, by adding to the number of persons to be deployed by service provider. Any additional expenses incurred on supervisory staff shall be borne by service provider from his administrative charges
12. **Surprise Check:** BFUHS or any other officer(s) so authorized by him shall be at liberty to carry out any surprise check on the working of the person(s) so deployed by the Service Provider in order to ensure that the required number of person(s) are deployed and that they are performing their duties efficiently and satisfactorily. In case, any person so deployed by the Service Provider does not come up to the mark or performs his/her duties improperly or indulges in any unlawful act or disorderly conduct, the Service Provider shall take suitable action against such employees. In case of any complaint/defect/deficiencies so pointed out by the said authorities in writing, the Service Provider shall immediately attend to the same and replace the particular person(s) so deployed. If the Service Provider fails to rectify the defects within 07 days, he shall be issued Show Cause Notice and the Registrar shall be competent to impose penalty as deemed fit and recover the same from his dues/wage bill etc.
 - a. The 'Service Provider' shall, when ever required by the company or Govt. officials authorized under the statutes, produce for inspection, all forms, registers and other records required to be maintained under various statutes.
13. **Relationship of Persons deployed by Service Provider with BFUHS:-**The persons so deployed by the Service Provider for the execution of this Agreement shall be his employees for all intents and purposes and in no case, there shall be any relationship of employer and employees between the said persons and the BFUHS, either implicitly or explicitly.
14. **Medical Examination and Verification of Character and Antecedents:-**The Service Provider shall ensure that his employees are medically fit and free from all communicable diseases before deployment. The character and antecedents of the persons so deployed by the Service Provider shall be got verified from the appropriate authority by the Service Provider at his own level and cost within a period of one month from the date of deployment of each person and the Service provider will submit certificate in this regard. Personnel deployed in hospital related patient care areas shall have to be vaccinated for Hepatitis B at the cost to be borne by the service provider and such vaccination certificates must be submitted. First dose of Hepatitis B injection must be given within 15 days of deployment. Format for medical examination of the employees is as at annexure 'VI'.
 - a. 'Service Provider' shall employ such personnel who are medically fit. BFUHS has right to direct the 'Service Provider' to remove from the premises such of his personnel who may be physically, hygienically, clinically or medically unfit.
15. **Terms of payment/submission and verification of bills:-**
 - a. The contractor shall ensure that all the employees get wages not less than of minimum wages as notified by the Labour Commissioner, Punjab. from time to time under Minimum Wages Act, 1948 or increased wages notified from time to time.
 - b. The terms of payment/submission and verification of bills/ fees and charges for the services/activities to be rendered by the Service Provider are at **Annexure 'B'** as agreed to between the parties.
16. **Discipline and conduct:-**
 - a. It is the responsibility of the Service Provider to provide the uniforms and other accessories in summer and Winter Seasons within 02 (Two) months from the date of award of contract and also further every year to its employee and expenditure on this



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account shall be borne by the Service Provider from his administrative charges. The wearing of uniforms by the persons of the Service Provider deployed on duty in the BFUHS shall be compulsory. If any person, while on duty, is found without uniform, penalty shall be charged @ Rs. 50/- per person per day for each lapse and the amount of penalty will be recovered from the monthly bill of the Service Provider. The Registrar, however, may increase the amount of penalty in case(s) of repeated defaults as deemed fit.

- b. The Service Provider shall issue Identity Cards indicating his Trading Style (Insignia) at his own cost, to its persons deployed for rendering the services in BFUHS and may be inspected at any time by the officers so authorized by the Registrar BFUHS. The BFUHS may refuse the entry into its premises to any personnel of the Service Provider not bearing such Identity Card or not being perfectly dressed in uniform.
- c. In case any of the persons so deployed by the Service Provider does not come upto the mark or does not perform his duties satisfactorily or indulges in any unlawful act or misconduct, the Service Provider shall take suitable action against such person on the direction of the Registrar or any other officer so authorized by him in this regard and should submit compliance report within 7 days positively, Failing which the Service Provider shall be served upon a Show Cause Notice for imposing penalty as deemed fit by the Registrar.
- d. The Service Provider shall deploy his employees in such a way that they get weekly rest and other holidays/National holidays, as admissible under various Labour Laws as applicable in this regard by keeping the required number of leave reserves so as to ensure smooth functioning of the Services/Activities within the Scope of Work at **Annexure-'A'** and no extra payment shall be made to the reservist(s). The service provider shall display the list of Gazetted Holiday/other National Holiday admissible to its workers in his local office.
- e. The services rendered by the Service Provider under this Agreement shall be under close supervision, co-ordination and guidance of BFUHS. The Service Provider shall frame appropriate procedure for taking immediate action in case of any complaint/defect/ deficiencies as pointed out by the authorities from time to time.
- f. It is understood between the parties hereto that the Service Provider alone shall have the right to take disciplinary action against any personnel deployed under this agreement and to raise any dispute and or claim whatsoever against BFUHS. Under no circumstances BFUHS be deemed or treated as the employer in respect of any of the personnel engaged/employed by the Service Provider for any purpose, whatsoever nor would the BFUHS be liable for any claim(s) whatsoever, of any such personnel.
- g. The Service Provider should ensure that the persons so deployed by him in BFUHS shall have to conform to the Rules, Regulations, Discipline and Conduct prevalent in BFUHS from time to time. In case of any deficiency in services by way of not providing persons at designated place or disobedience by the persons so deployed by the Service Provider, the Registrar shall be at liberty to impose a penalty upto Rs. 1000/- for each such lapse after giving him an opportunity of being heard in person. The decision of the Registrar shall be final and binding on the Service Provider. BFUHS shall have further right to adjust, readjust, or deduct the aforesaid amount from the payment to be made to the Service Provider under this Agreement or out of the Security Deposits of the Service Provider.
- h. The Service Provider shall also provides all safety items such as Shoes, Gloves, Masks and any other item as per the requirement of the nature of duties and also as per the Contract Labour Act. at his own cost.
- i. The Service provider shall be liable to transfer/deploy their persons to any other Block/Unit of this Institute for providing the similar type of service on their existing terms & conditions of their service agreement, as and when desired by the Registrar, BFUHS on Administrative Grounds.
- j. All the Service Providers shall have to co-operate with each other/their counter parts in other module of this Institute for providing the similar type of service to deal collectively with any natural calamity, untowards incidences disaster, Law and Order problem etc. as and when such situation so warrants during their contract period without any additional cost to this institute.

17. **Nature of Agreement**



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The parties hereto have considered and agreed to and have a clear understanding on the following aspects.

- a. This Agreement is on the principal to principal basis and does not create and shall not deem to create any employer-employee relationship between BFUHS and the Service Provider. The Service Provider shall not by any acts, deeds or otherwise represent to any person that the Service Provider is representing or acting as agent of BFUHS except to extent and purpose permitted herein.
- b. This Agreement is for providing the aforementioned services and is not an agreement for supply of contract labour. It is clearly understood by the Service Provider that the persons employed by the Service Provider for providing services as mentioned herein, shall be the employees of the Service Provider only and not of BFUHS. The Service Provider shall be liable to make payment to its said employees towards their statutory dues like Minimum Wages, Employees Provident Fund, Employees Deposit Link Insurance, Employees State Insurance, Bonus, Gratuity, Maternity Benefit Act etc. as applicable under various Labour Laws for smooth execution of the Agreement.
- c. The BFUHS shall not be liable for any obligations/responsibilities, contractual, legal otherwise, towards the Service Provider's employees/agents directly and/ or indirectly, in any manner, whatsoever.
- d. BFUHS has no responsibility whatsoever on the 'Service Provider' employees and that the 'Service Provider' will be solely responsible for managing his employees. In the event of any dispute between the 'Service Provider' and his employees, the 'Service Provider' alone will be responsible for settlement of any claim and consequences that may arise out of any such dispute, whether statutory or otherwise.

18. Statutory Compliance(s)

- a. The Service Provider shall obtain all registration(s)/Permission(s)/License(s) etc. which are/may be required under any labour laws or other legislation(s) for providing the services under this Agreement.
- b. It shall be the Service Provider's responsibility to ensure compliance of all the Central and State Government Rules and Regulations with regard to the provisions of the services under this Agreement. The Service Provider indemnifies and shall always keep BFUHS indemnified against all losses, damages, claims, actions taken against BFUHS by any authority/office in this regard.
- c. The Service Provider undertakes to comply with the applicable provisions of all welfare legislation and more particularly with the Contract Labour (Regulation and Abolition) Act, 1970 and rules framed there under, as applicable, for carrying out the purpose of this Agreement. The Service Provider shall further observe and comply with all Government laws concerning employment of persons employed by the Service Provider and shall duly pay all sums of money to such persons as may be required to be paid under such laws. In the event of failure to comply with the statutory compliance as refereed at (a), (b) & (c), the contract is liable to be terminated and the security deposit shall stand forfeited. It is expressly understood that the Service Provider is fully responsible to ascertain and understand the applicability of various Acts, and take necessary action to comply with the requirements of laws.
- d. Service provider undertakes to 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 the 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 BFUHS for compliance of the statutory provisions.
- e. The 'Service Provider' shall engage manpower as said in our requirement for running the Hospital on round-the-clock basis. Expenses on account of payment of salary / wages / provisions of food stuffs / eatables for 'Service Provider' employees / Uniform / Personal Protective Equipments, and other benefits including statutory payments like PF, ESI, Holiday wages, Gratuity, Bonus, etc., to the 'Service Provider' employees shall be met by the 'Service Provider'. The 'Service Provider' shall have full control of



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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.

- f. Security check may be done for all the staff when they come to work to leave the Hospital as it is in an Industrial Area(s).
- g. The Service Provider shall give an undertaking by the 22nd of each month to BFUHS that he has complied with all his statutory obligations. A draft of the said undertaking is attached herewith as **Annexure 'C'** to this Agreement.

19. Indemnification

- a. The Service Provider shall keep the property of BFUHS indemnified through a Fidelity Bond of Rs. 25.00 Lacs (Rupees Twenty five lacs only) security amount issued by a Nationalized General Insurance Company against any loss by way of theft, fire, riots, mishandling, acts of omission, commission, negligence or otherwise and the claims whatsoever by persons deployed by the Service Provider for the execution of this Agreement. In case any employee of the Service Provider so deployed enters into dispute/litigation of any nature whatsoever, it shall be the sole responsibility of the Service Provider to contest/defend the same at his own cost. In case BFUHS is also made a party and is required to contest the case, the entire cost on this account shall be borne by the Service Provider himself and he shall ensure that no financial or other legal liability of any nature comes on BFUHS in this respect.
- b. The Service Provider shall at all times indemnify and keep BFUHS indemnified against any claim on account of disability/death of any of its personnel caused while providing the services within/outside the site or other premises of BFUHS, which may be made under the Workmen's Compensation Act, 1923 or any other Acts, or any other Statutory modifications thereof or otherwise for or in respect of any claim for damage or compensation payable in consequence of any accident or injury sustained by the worker or the personnel of the Service Provider or in respect of any claim, damage or compensation under Labour laws or other laws or rules made there under by any Person whether in the employment of the Service Provider or not, who provided or provides the service at the site or any other premises of BFUHS shall be as provided herein before.
- c. The Service Provider shall at all times indemnify and keep BFUHS indemnified against any claim by any third party for any injury, damage to the property or person of the third party or for any other claims whatsoever for any acts of commission or omission of its employees or personnel during the hours of providing the services at BFUHS premises or before and after that.
- d. That, if at any time, during the operation of this Agreement or thereafter, BFUHS is made liable in any manner whatsoever by any order, direction or otherwise of any Court authority or Tribunal, to pay any amount whatsoever in respect of or to any of present or ex-personnel of the Service Provider or to any third party in any event not restricted but including as mentioned in sub-clauses No. (a), (b) and (c) herein above, the Service Provider shall immediately pay to BFUHS all such amount and costs also and in all such cases/events, the decision of BFUHS shall be final and binding upon the Service Provider. The BFUHS shall be entitled to deduct any such amount as aforesaid, from the Security Deposit and /or from any pending bills of the Service Provider.
- e. If it is found by BFUHS that any property or materials of BFUHS is lost or stolen or damaged due to omission or commission by any of service provider employee, the 'Service Provider' will be held responsible and the 'Service Provider' should reimburse the cost of loss / damage so incurred. The decision of BFUHS as to the cost / damage and negligence shall be final and binding.

20. Liabilities and Remedies

- a. In the event of failure of the Service Provider to provide the services or part thereof as mentioned in this Agreement for any reasons whatsoever, the BFUHS shall be entitled to procure services from other sources at the risk and cost of Service Provider and he shall be liable to pay forthwith to BFUHS the difference of payments made to such other sources besides damages at double the rates of payment made by BFUHS to other sources within a period of 15 days from the date of service of notice to this effect. In the event of failure of Service provider to deposit damages



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charges with the BFUHS, Faridkot within the stipulated period of 15 days, the same will be recovered by BFUHS, Faridkot from the pending dues, if any, of the Service Provider. In addition, the amount of security deposited shall stand forfeited in full. The service provider shall also be black-listed due to non-performance of the Service Agreement faithfully.

- b. In the event of exigencies arising due to the Death, Infirmary, Insolvency etc. of the Service Provider or for any other reason or circumstances, liabilities of the Service Provider shall be borne by the following on such terms and conditions, as the Registrar may think proper in public interest.

- i. Directors & other persons responsible for managing day to day affairs of company.
- ii. Otherwise the Registrar shall reserve the right to settle the matter according to the circumstances of the case, as he may think proper.

21. **Losses suffered by Service Provider.** The Service Provider shall not claim from BFUHS any damages, costs, charges, expenses, liabilities etc. arising out of performance/non-performance of services, which it may suffer or otherwise incur by reason of any act of omission, commission, negligence, default or error in judgment on part of itself and/or its personnel in rendering or non-rendering the services under this Agreement.

22. **TERMINATION:** The contract may be terminated in any of the following contingencies: -

- a. On the expiry of the contract period, without any notice.

- b. By giving two month notice in case:-

- I. the Service Provider consistently provides unsatisfactory services.
- II. the Service Provider assigns the Services/Activities or any part thereof to any other person for sub-letting the whole or a part of the Services/Activities.
- III. the Service Provider is declared insolvent by any court of law.
- IV. the Service Provider is not interested to complete/continue the Services/Activities.
- V. If Service Provider commits breach of any covenant or any clause of this Agreement, BFUHS may send a written notice to Service Provider to rectify such breach within the time limit as specified in such notice. In the event Service Provider fails to rectify such breach within the stipulated time, the Agreement shall forthwith stand terminated and Service Provider shall be liable to pay the losses or damages on account of such breach to BFUHS.
- VI. The BFUHS shall have the right to immediately terminate this Agreement, if the Service Provider becomes insolvent, ceases its operations, dissolves, files for bankruptcy or bankruptcy protection, appoints receivers, or enters into an agreement for the benefit of creditors.
- VII. The Registrar shall be the Competent Authority for black-listing. In normal circumstances black-listing can be resorted to by the Competent Authority for a period not exceeding five years ordinarily in the cases of failure or default in the performance or responsibilities or breach of terms and conditions of DNIT or MOU or any agreement or contract as the case may be. Before an order to the effect of Black-listing is passed an opportunity of being heard in person shall be afforded. Secondly the Competent Authority may resort to black-listing for a period exceeding five years or in perpetuity if the gravity, magnitude or culpability of conduct requires stern action. An illustrative (not exhaustive) list of such acts are given below:-
 - a) Dishonest/fraudulent/sharp practices indulged in by the party concerned.
 - b) Misappropriation of Government moneys.
 - c) Advancing a claim on the basis of forged documents.
 - d) Sale or supply of spurious or adulterated or prohibited drugs, food stuffs or any such item involving the public health and public safety.
 - e) Material concealment/suppression of facts or gross misrepresentation of facts.
 - f) Conviction for an offence involving corruption or any other serious act or conduct etc.
 - g) Any other case or situation involving National security.

- VIII. **Note:** In the event of termination of this Service Contract, as explained in Para 22 (B) (i) to (vii) above, the BFUHS shall be at liberty to procure services from



alternative sources at the risk and cost of the Service Provider and he shall be liable to pay forthwith to BFUHS the difference of payments made to such other alternative sources besides damages at double the rates of such payments made to other alternative sources within a period of 15 days from the date of service of notice. In case, the Service Provider does not deposit the damages/charges with BFUHS within the stipulated period of 15 days, the same will be recovered from his pending dues, if any. In addition, the amount of Security Deposit in full shall stand forfeited. The Service Provider shall be black-listed due to non performance of the Service Agreement. Provided that during the notice period for termination of contract, the Service Provider shall continue to provide the services / activities smoothly as before till the expiry of notice period.

23. **Removal of personnel on termination of Service:-** It shall be the duty of the Service Provider to remove all the persons deployed by him on termination of the contract on any ground whatsoever and ensure that no person shall create any disruption/hindrance/problem of any nature to the BFUHS and he should immediately handover the vacant possession of his Camp Office, provided if any, located in BFUHS to the authorized officer under his proper receipt.

24. **Composition and address of service provider**

- a. The Service Provider shall furnish to BFUHS all the relevant papers regarding its constitution, names and addresses of the Management and other key personnel of the Service Provider and proof of its registration with the concerned Government authorities required for running such a business of Service Provider.
- b. The Service Provider shall always inform the BFUHS in writing about any change in its address or the names and addresses of its key personnel(s). Further, the Service Provider shall not change its ownership during the period of his Service Contract with BFUHS.

25. **Service of notices**

Any notice or other communication required or permitted to be given between the parties under this Agreement shall be given in writing at the following address(es) or such other address(es) as may be intimated from time to time in writing.

Complete Address of 'BFUHS'

Registrar,
Baba Farid University of Health Sciences
Faridkot-151203

**Complete address of the
Service Provider**

.....
.....

26. **Confidentiality:** It is understood between the parties hereto that during the course of this Service Agreement, the Service Provider may have access to confidential information of BFUHS and he undertakes that he shall not, without BFUHS prior written consent, disclose, provide or make available any confidential information in any form to any person or entity or make use of such information. This clause shall survive for a period of 5 years from the date of expiry of this Agreement or earlier termination thereof.

27. **Entire Agreement:** This Agreement represents the entire agreement between, the parties and supersedes all previous or other writings and understandings, oral or written, and further any modifications to this agreement, if required shall only be made in writing.

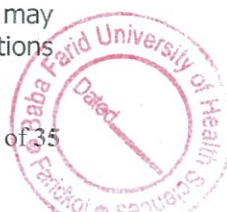
28. **Amendment/Modification:** The parties can amend this Service Agreement or any part thereof at any time. However, such amendment shall be effective only in writing and signed by the authorized representatives of both parties hereto.

29. **Severability**

If, for any reason, a court of competent jurisdiction finds any provision of this Agreement, or portion thereof, to be unenforceable, that provision of the Agreement shall be enforced to the maximum extent permissible under Law so as to effect the intent of the parties, and the remainder of this Agreement shall continue in full force and effect.

30. **Captions**

The various captions used in this Agreement are for the organizational purpose only and may not be used to interpret the provisions hereof. In case of any conflicts between the captions and the text, the text shall prevail.



31. WAIVER

At any time any indulgence or concession granted by BFUHS shall not alter or invalidate this Agreement nor constitute the waiver of any of the provision hereof after such time, indulgence or concession shall have been granted. Further, the failure of BFUHS to enforce at any time, any of the provisions of this Agreement or to exercise any option which is herein provided for requiring at any time the performance by the Service Provider of any of the provisions hereof, shall in no way be construed to be waiver of such provisions of this Agreement nor in any way affect the validity of this Agreement or any part thereof or the right of BFUHS to enforce the same in part or in the entirety of it. Waiver, if any, has to be in writing.

32. DISPUTE RESOLUTION

This Agreement shall be deemed to have been made/ executed at FARIDKOT for all purposes. In the event of any dispute related to the interpretation or rights or liabilities arising out of this Agreement, the same shall, at first instance, be amicably settled between the parties. **If any dispute is not settled amicably, the same shall be referred to the sole Arbitrator i.e. the worthy Vice Chancellor and parties have no objection in case the matter be decided by worthy Vice Chancellor** in official capacity. The award given by the Arbitrator shall be final and binding upon both the parties. The venue of the Arbitrator shall be the office of the Vice Chancellor, BFUHS, Faridkot. (Note: The Arbitration proceedings will be regulated as per provision of the 'The Arbitration & Conciliation Act, 1996 & rules framed there under as amended from time to time)

33. Force Majeure

a. Any failure of omission or commission to carry out the provision of this Agreement by the Service Provider shall not give rise to any claim by one party, one against the other, if such failure of omission or commission arises from an act of God; which shall include all acts of natural calamities such as fire, flood, earthquake, hurricane, or any pestilence or from civil strikes, compliance with any statute and/ or regulation of the Government, lockouts and strikes, riots, curfew, embargoes or from any political or other reason beyond the parties control including war (whether declare or not) civil war or stage of insurrection, provided that notice of the occurrence of any event by either party to the other shall be given within two week from the date of occurrence of such an event which could be attributed to Force majeure conditions.

34. Governing Law/Jurisdiction: The applicable law governing this Service Agreement shall be the law of India. The courts of Faridkot shall have the jurisdiction to try any matter, dispute or reference between the parties arising out of this Agreement. It is specifically agreed that no court outside and other than at Faridkot court shall have jurisdiction in the matter.

35. Two counterparts

This Agreement is made in duplicate. The Service Provider shall return a copy of this Agreement duly signed and stamped as a token of acceptance of all terms and conditions mentioned above. In the event of commencement of services/activities on the basis of letter of intents, it shall be taken that terms are acceptable to the Service Provider.

36. List of Annexure

Annexure 'A' - Scope of Work/ Activities

Annexure 'B' - Terms of payment

Annexure 'C' - Undertaking regarding compliance of statutory obligations

Annexure 'D' - Affidavit regarding Non-Black Listing/Non-Prosecution

Annexure 'E' - Declaration of past relevant / required work experience

Annexure-'I' - A copy of Tender Notice

Annexure-'II'- Technical Bid Performa for evaluation of technical performance of the Tenderer

Annexure-'III' - Price Bid Performa

Annexure-'IV' - The Terms and Conditions as laid down in the Service Agreement for the award of contract for outsourcing of services/activities

In witness whereof the 'BFUHS' and the service provider above said hereunto subscriber their hands on the day month and year first mentioned above in the presence of the following witnesses-

SIGNED, SEALED AND DELIVERED

WITNESSES

- | | | |
|----|--|--|
| 1. | Signature _____
Name _____
Designation _____
Date _____ | Signature _____
Name _____
Designation _____
Date _____ |
| 2. | Signature _____
Name _____
Designation _____
Date _____ | For and on behalf of
Registrar, BFUHS,
Faridkot |

SIGNED SEALED AND DELIVERED

WITNESSES

- | | | |
|----|--|--|
| 1. | Signature _____
Name _____
Address _____
Date _____ | Signature _____
Name _____
Address _____
Date _____ |
| 2. | Signature _____
Name _____
Address _____
Date _____ | For and on behalf of the
Service Provider |



Annexure – A

Scope of Work

Security service provider plays an important role for safety of the University and other campuses, by performing the following functions throughout the 'BFUHS Premises'.

- A. Number of Security Personnel** to be deployed including relievers (as specified elsewhere in this document). Actual requirement may vary from time to time and may be decreased or increased in future.

S.No	Designation	No(s) to be deployed			
		Faridkot	Goindwal	Badal	Bathinda
1	Security Officer	1			
2	Security Guard	36	6	4	4
3	Chowkidar	60			
4	Chowkidar Female	8			

- B. Criterion for selection of personnel to be deployed:**

Designation	Eligibility for the post	BMI	Height
Security Officer	Ex-serviceman (retired as Major or Equivalent) not more than 60 years of age	Body mass index < 27	Males >165cm
Security Guard*	Ex-serviceman, Not more than 55 years of age.		Females >153cm
	Trained civilian guard, Middle Pass with Age 25-45 years of age.		
Chowkidar	Middle Pass Age 25-45 years of age.		

* Atleast 80% of the security guards must be Ex-Serviceman

- C. Applicable wage rate:**

Designation	Wage Rate
Security Officer	As specified below
Security Guard (Ex-servicemen)	DC Rate Skilled Category
Security Guard Trained	DC Rate Skilled Category
Chowkidar	DC Rate Unskilled Category

Compensation for the Security Officer shall be between ₹ fifteen thousand and ₹ twenty five thousand per month. Such compensation shall be decided by a committee formed by BFUHS depending on the qualification, experience and suitability of the personnel so proposed by the Service provider

- D. Equipment and other items to be provided by the service provider:** The service provider shall bear all the expenses incurred on the following as a part of its administrative charge:

- Provision of torches and cells to each Security Guard/chowkidar on night patrol and duty.
- Provision of Lathis/Batons to each of the security guard /chowkidar on duty
- Provision of other implements to the security check points for making entries of the visitors.
- Stationery for writing duty charts and registers at the security check points and for making entries of the visitors.
- 2 Paddle Cycles for patrol team: Maintenance of Paddle Cycles will be the responsibility of Security Agency itself

- E. Uniform:** The service provider shall bear all the expenses incurred on the following as a part of its administrative charges and shall not be deducted from the salary of the security personnel:

- The service provider shall arrange to provide dress/uniform to all the security personnel and such personnel while on duty must be smartly and neatly dressed as per service providers pattern.
- The service provider shall provide as a part of the dress, appropriate woollens to the security personnel in winter season. The dress shall be of uniform colour and design as is for that security agency.
- Colour scheme shall be as that of security agency
- Minimum Dress to be provided is as below

S. No	Dress Code	Specification/ Colour	Qty/ Person	Frequency
1	Turban (with Fifty)	8 mts	1	Yearly
2	Turban Coy	Steel Badge	1	Once
3	Shirt	Terricot	2	Yearly
4	Trouser	Terricot	2	Yearly
5	Belt	Leather	1	Yearly
6	Stars Steel	Security Officer=3 set	1 Pair	Once
7	Name Plate	Matching to dress	1	Once
8	Shoulder Coy	Steel Badge	1	Once
9	Boot Ankle	Leather	1	Yearly
10	Socks		2 Pair	Yearly
11	Barrat Cap with Coy	with Steel Badge	1	Yearly
12	Monkey Cap		1	Yearly
13	Scarf with Coy		1	Yearly
14	Lain Yard		1	Yearly
15	Whistle	Steel	1	Yearly
16	Cane Lathi for	3 Feet	1	Yearly
17	Batton Stick for		1	Yearly
18	Woolen Jersey		1	Yearly

F. Duty Shifts/timings

S.No	Shift	Start Time	End time
1	Morning	0600 hrs	1400 hrs
2	Evening	1400 hrs	2200 hrs
3	Night	2200 hrs	0600 hrs
4	General	0900 hrs	1700 hrs

Shift timings may be revised at the discretion of BFUHS as per the requirement of a particular area

G. Continual Training: The Service provider shall undertake, at their own expense but to the satisfaction of the Institute, a continual updating of skills, processes and procedures followed by the Security staff deployed in the security of the Institute by organizing suitable training programs for them on the routine basis. It may include various aspects of security of a vital installations, major expected threats, and measures to curtail these threats, use of security equipment's, and use of fire arms to armed guards (if any) etc. Written report and attendance of the same should be submitted along with monthly bill, submitted for reimbursement.

- A monthly training program of atleast 2 hrs shall be conducted by the service provider covering atleast 80% of personnel deployed by the service provider. Such training programs must cover for awareness on past incidents, remaining alert on duty and fire fighting training including firefighting drill.
- Fire drill must be conducted on monthly basis and a video recording of monthly fire drill conducted shall be submitted in a CD along with that months bills.**

H. Duties and responsibilities of service provider

- Providing "Round The Clock" Security arrangement by supplying trained guards as per the direction of BFUHS
- Ensuring the safety of the students and assist them, if required
- Conduct of fire fighting drills and carry out Fire safety inspections
- Education and training on current security and Fire incidents trends.
- To be fully prepared to deal with any fire/security exigency.
- Courtesy service (assist VIP's and special guests of the University)
- Ensure access control.
- Maintaining security control in the visitor restriction areas and other vulnerable areas of the University.
- Internal Traffic control at parking and proper parking of vehicles as per BFUHS policy
- To provide information regarding any pilferage/unusual activity.
- To maintain regular contact with the University authorities with regard to security arrangement and improvement
- Providing a safe and secure campus:** Physically securing the campus is the most obvious function of security department, there are other activities attached to this aspect which are:

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- i. High visible security guards would send the message to potential perpetrators that the institution takes security seriously and will make the students/staff feel safer, especially late at night and early in the morning.
 - ii. To prevent all thefts, pilferage, damage, encroachment etc. from the guarded Boundary wall and to report to the management and concerned police authority wherever necessary.
 - iii. maintain liaison with the local police and fire services department.
13. **Maintaining Peace and enforcing the law:** Although service and administrative functions take up most of the officers' time, the security department can have an edge, when it comes to maintaining peace and performing law enforcement functions. Some of the policies the security officer must enforce on daily basis are parking / traffic control, administrative inspections, access controls, and fire prevention standards. The area in which their professionalism will be tested are "mediating in potentially hostile situations", "conducting small investigations in the times of theft or any small robbery" and voluntary action for crime prevention as per Client policy.
14. **Preparation, Up gradation and submission of standard operating procedure (SOP):** related to security services and its approval by BFUHS. The suggestions of the BFUHS shall be incorporated in the SOP by the agency.
15. **Fire fighting:** The security personnel should be adequately trained to perform in any disastrous situation including fire fighting operations and operate all fire related equipments in the Institute.
16. Seek instructions from the Registrar of the University or any other officer authorized by him.
17. The service provider shall be fully responsible for the security/watch & ward services in the BFUHS premises as laid down in the Agreement.
18. Responsibility for overall security arrangement of the University covered in the Contract.
19. The service provider shall also be fully responsible for any loss of materials & property etc. of the 'BFUHS and its constituent college and area covered under this contract', attributable to the negligence or failure of the security personnel in complying with the prescribed procedure. All such losses suffered by the BFUHS on this account to be compensated in full by the service provider. The decision of University in this regard shall be binding on the service provider.
20. Service provider will bear overall responsibility for maintaining peace and tranquility on the campus. It has to ensure a theft and incident free campus from law and order point of view.
21. Ensure that all the instructions of the administration are strictly followed and there is no lapse of any kind.
22. Ensure that Security supervisor/officer must be available mostly at the main gate. But during the course of his duty, he will take round of the entire Campus. His whereabouts, while on round, should be known to the security guard at main gate, as in case of need, he shall have to be available within 10 minutes at the main gate or the site of requirement.
23. Besides the normal security, the other functions required to be ensured are:-
 - i. To maintain security/check posts located at the various gates and any other sensitive points specified by the University.
 - ii. Security personnel deployed by the agency shall check the material/property/public visitors/any other outsider going out of the Building through the procedure of the gate pass etc. as laid down by BFUHS from time to time.
 - iii. To ensure watch and ward functions including night patrolling on the various points of deployment.
24. To ensure that Security officer/supervisor, Security guard and chowkidars comply to their duties and responsibilities
25. Deployment, duty roster and attendance
 - i. Deployment of Guards/Gunmen/chowkidars/Security Supervisors will be as per the instructions of the authorities of the Department and the same will be monitored personally by the concerned authorities from time to time for optimum utilization.
 - ii. Security personnel deployed in the premises on holidays and Sunday will be assessed as per actual requirement and the number of personnel deployed on such days will be suitably reduced.
 - iii. The service provider shall be liable to make alternate arrangement in case of the absence of the security personnel.



- iv. No short leave or meal relief shall be permitted to the security personnel unless the service provider provides suitable substitute without any extra payment. The service provider has to keep sufficient number of leave reserves.
 - v. The service provider shall submit weekly duty chart of the security personnel to the Registrar or any officer of the University authorized by him prior to the commencement of the week. He shall also submit the daily attendance sheet of the security personnel on monthly basis. Service provider must ensure that his security personnel mark their attendance in biometric system of the BFUHS before start of duty and after the end of duty.
 - vi. ***Security personnel on night duty, between 10:00 pm and 6:00 am mark their presence on biometric system every one hour at the nearest biometric machine, except if specifically exempted due to location distance from biometric machine***
 - vii. The University shall be authorized to fix timings of the various duty shifts. A single duty shift will have normal duration job of 8 hrs. In case of any compelling reasons, if the duty shift is to be extended, the same shall not be resorted to by the service provider without the prior consent of University. Normally there shall be 3 shifts of 8 hrs each.
 - viii. BFUHS allows deployment of reliever in excess of the intended strength limited to 1:6 of the intended strength and further limited to the actual deployment in this regard. This has been factored in while calculating the actual figures for no of personnel to be deployed
26. Ensure that employees of security service provider abstain from taking part in any staff union and association activities.
 27. The security staff shall be bound to observe all the instructions issued by the University concerning general discipline and behavior. In case of default by any personnel employed by the service provider, the service provider shall replace such person with a suitable substitute at the request of the University.
 28. The University has also the right to check the various instruments/torches etc. The service provider shall maintain these items to the satisfaction of the University. A penalty of ₹ 100/- per episode shall be levied by Baba Farid University of Health Sciences, Faridkot in case either of the security personnel are found to be without torch, Baton/Lathi or is not fully dressed in defined uniform.

I. Duties and responsibilities of personnel to be deployed

1. Duties and responsibilities of Security officer

- i. Responsible for overall security arrangement. He will ensure that all instructions of the administration are strictly followed and there is no lapse of any kind.
- ii. will also take round of all the areas atleast once daily and all the important/sensitive points of the BFUHS premises atleast twice daily.
- iii. Supervise the work of security guards and chowkidars including those deputed directly by BFUHS
- iv. ensure that security guards and chowkidars comply to their duties and responsibilities
- v. should be trained to extinguish fire with the help of fire extinguishing cylinders and other fire fighting material available on the spot. They will also help in extinguishing the fire or in any other natural calamities.
- vi. in emergent situations, shall also participate as per their role defined in the disaster plan, if any, of the Hospital. He will ensure that security personnel and chowkidars are sensitized for their role in such situations.
- vii. to display mature behavior, especially towards female staff, female visitors, patients and elderly.
- viii. ensure that all the instructions of the administration are strictly followed and there is no lapse of any kind.
- ix. ensure no outsiders are allowed to enter in the building without proper Gate Pass issued by the Authorized Officer of the concerned Department.
- x. depending on the instruction issued from time to time, Ensure that no items are allowed to be taken out without proper Gate Passes issued by the competent officers as laid down in the contract or authorized by the employer for in-out movement of stores. The specimen signatures and telephone numbers of the above stated officers will be available with the Security personnel.

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- xi. Ensure security guards and chowkidars on duty do not leave the premises until his reliever reports for duty.
- xii. Security guards and chowkidars while on duty are properly equipped
- xiii. Security guards and chowkidars while on duty are properly dressed
- xiv. Assist the Institute in maintenance of day-to-day discipline and smooth functioning of various activities.
- xv. Provide timely intelligence inputs to the Institute administration, pro-actively.
- xvi. Ensure Complete and comprehensive control on the keys management of all internal and external doors, lockers, pedestals etc in consultation with the Institute authorities. Key register must be kept upto date at all times.
- xvii. Should submit daily report to the head of each institute

2. Duties and responsibility of Security Guard:

- i. To be in proper uniform while on duty
- ii. To be in possession of all the security gadgets and aids like torch, Lathi/Baton etc while on duty
- iii. To man security / check posts located at the various gates of the Institute's premises and other sensitive points specified by the BFUHS or the Designated Officer.
- iv. To check the material/property going out of the building and outsiders entering the building through the procedures of the gate pass etc. as laid down by BFUHS
- v. To perform watch and wards functions including night patrol on the various points of deployment.
- vi. To prevent the entry of antisocial elements, unauthorized persons and vehicles into the building.
- vii. To prevent unauthorized entry. The security personnel should be able to categorize the legitimate visitors without causing any embarrassment to them.
- viii. Also take round of all the important and sensitive points of the premises.
- ix. Assist the Institute in maintenance of day-to-day discipline and smooth functioning of various activities.
- x. Provide timely intelligence inputs to the Institute administration, pro-actively.
- xi. Timely switching on/off of Security Lights
- xii. Complete and comprehensive control on the keys management of all internal and external doors, lockers, pedestals etc in consultation with the Institute authorities. Key register must be kept upto date at all times.
- xiii. To allow entry to visitors, only after an entry has been made in the register at the entry gate. This practice is to be followed at each entry gate.
- xiv. Entry of cycles and vehicle such as scooters, motor cycles and motors of strangers /visitors shall not be allowed in the premises, unless otherwise permitted by the Authorized Officer.
- xv. Entry of all vehicles entering in the premises is made in the register (as specified).
- xvi. Entry of all outsiders should also be made in the register. No outsiders are allowed to enter in the Building campus without proper entry in the register at the reception gate (except for hospital)
- xvii. Patrolling to be done round the clock.
- xviii. Take care of all store(s) lying within the 'BFUHS facilities' and 'BFUHS facilities' cycle stand, vehicle/car parking etc. (run by the 'BFUHS').
- xix. Security personnel shall also ensure door keeping duties.
- xx. to display mature behaviour, especially towards female staff and female visitors.
- xxi. The Security Guard on duty shall not leave the premises until his reliever reports for duty.
- xxii. The Guards on duty will also take care of vehicles, scooters/motor cycles/bicycles parked in the parking sites located within the premises of the Department.
- xxiii. Entry of street dogs and cattle etc. into premises covered under the contract, is to be prevented. Not a single dog or cattle head should be seen in the premises. It should be at once driven out.
- xxiv. The Guards on patrol duty should take care of all the water taps, valves, water hydrants, etc. installed in the open all over the premises and for horticulture purposes and ensure that the same are safeguarded.
- xxv. It would be ensured that flowers, plants, trees and grassy lawns are not damaged either by the students, staff, outsiders or by stray cattle's.



- xxvi. Play active role in fire fighting, extinguishing the fire, if there is a fire or any other natural calamities.
- xxvii. should be trained to extinguish fire with the help of fire extinguishing cylinders and other fire fighting material available on the spot.
- xxviii. In emergent situations, security staff/supervisor deployed shall also participate as per their role defined in the disaster plan, if any, of the Department. Guards/Supervisors should be sensitized for their role in such situations.

3. Duties and responsibility of Chowkidar:

- i. To be in proper uniform while on duty
- ii. To be in possession of required gadgets and aids like torch, baton etc while on duty
- iii. To perform watch and wards functions including night patrol on the various points of deployment.
- iv. To prevent the entry of antisocial elements, unauthorized persons and vehicles into the building/wards.
- v. To prevent unauthorized entry. Chowkidar should be able to categorize the legitimate visitors without causing any embarrassment to them.
- vi. Also take round of all the important and sensitive points of the premises.
- vii. Perform door keeping duties
- viii. Entry of all vehicles /visitors entering in the premises is made in the register (as specified).
- ix. Patrolling to be done round the clock.
- x. to display mature behaviour, especially towards female staff and female visitors.
- xi. Not to leave the premises until his reliever reports for duty.
- xii. Take care of vehicles, scooters/motor cycles/bicycles parked in the parking sites located within the premises of the Department.
- xiii. Entry of street dogs and cattle etc. into premises covered under the contract, is to be prevented. Not a single dog or cattle head should be seen in the premises. It should be at once driven out.
- xiv. Take care of all the water taps, valves, water hydrants, etc. installed in the open all over the premises and for horticulture purposes.
- xv. To ensure that flowers, plants, trees and grassy lawns are not damaged either by the students, staff, outsiders or by stray cattles.
- xvi. Any other provisions as advised by the BFUHS may be incorporated in the agreement. The same shall also be binding on the Service Provider.
- xvii. In emergent situations, participate as per their role defined in the disaster plan, if any, of the Department.



ANNEXURE-'B'

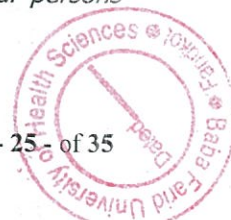
TERMS OF PAYMENT

1. The Service Provider, being the employer in relation to persons engaged/deployed by him 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 Wage Act, 1948 by the Labour Commissioner, Faridkot 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. The Service Provider shall also have to observe compliance of all the relevant Labour Laws as applicable viz. Payment of Wages Act, 1936, 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, 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 and/or any authority constituted by or under any Law, for the category of persons deployed by him.
2. All the payments shall be made by the BFUHS after deducting Income Tax at source wherever applicable as per provisions of the Income Tax Act, 1961.
3. **Raising of Bills and Payment thereof**
The Service Provider shall have to produce the Register of Wages / the Register of Wages-cum-Muster Rolls of the preceding month along with the bills to be submitted to the designated Branch of BFUHS for verification and pre-audit. Since, it is a time consuming process, therefore, the Service Provider shall ensure that payment to his employees is made by him from his own resources by 7th of the month without waiting for the payment of his Wage bills from BFUHS. Disbursements of the payment shall be subject to verification by the designated branch of BFUHS.
4. **Format for Raising of Bill: -**
The Service Provider shall submit bill for the services/activities rendered as per details/table given below: -

- a) Name of the Services/Activities _____
- b) Name & address of the Service Provider _____
- c) Award of Service Contract No. & Date _____
- d) Date of commencement of the Services/Activities _____
- e) Period of Services Contract _____
- f) Administrative Charges (in percentage) of _____ Service Contract per month
- g) Wage bill for the month of _____
- h) Bill No. _____ & Date _____, indicating the following breakup :-

Sr. No.	1.Name of worker regular duty.	2. Reliever(s) against persons on regular duty.	Empl. Code No	EPF NO	ESI NO	Salary Bank Account no	@ Basic Wages (Not less than the Minimum Wages)	Man-days	Wages (w.r. to Man-days)	Employee's share		Carry Home Salary	Employer's share		
										EPF 12% of Basic Wage	ESI 1.75% of Basic Wage		EPF 12% of Basic Wage	EDLI 1.61% of Basic Wage	ESI 4.75% of Basic Wage/Workmen Compensation Insurance Policy premium
1.	2.	3.	4.	5.	5a	6.	7.	8.	9.	10.	11.	12.	13.	14.	

Note: Separate Bills in the above format shall be prepared by the service provider for the reliever(s) against persons(s) deployed on regular basis and submitted along with the bills for regular persons deployed during each month.



5. **Instructions for raising the monthly bill:-**

The Service Provider shall keep the following instructions in view while submitting the monthly wage bill(s)

- a. The payment shall be made to the Service Provider for the actual number of persons deployed within the Scope of Work at Annexure 'A' at the wages/rates fixed by the Labour Department, Punjab Administration for the category of posts from time to time and the Administration Charges (in percentage) approved for the Contract Period, but after pre audit of the Bills and deducting the amount on account of short services/activities, deficiencies, recoveries etc., if any, so detected and ordered by BFUHS: -
- b. Separate details about the category of person (s) deployed in the respective month.
- c. Attendance Register, Muster Roll duly signed by the Service Provider and verified by the authorized officer(s) of BFUHS.
- d. Deduction Schedule showing the individual details of deductions of EPF/ESI (Workmen Compensation Insurance Policy)/EDLI /Income Tax/Service Tax etc. to be tallied with the wage bill.
- e. Details of direct account to account salary transfer to the concerned persons deployed to be submitted to the designated branch of BFUHS for verification before reimbursement by university.
- f. The Service Provider shall certify on the bill that the monthly wage bill for the services of all the categories of persons deployed by him in BFUHS is complete and no person has been left out and no supplementary bill shall be submitted thereafter.
- g. No person(s) has/have been engaged by the service provider at BFUHS facilities without the prior approval of the Baba Farid University of Health Sciences, Faridkot/designated officer.
- h. An attested copy (by bank manager) of direct account to account salary transfer and self attested copy in support of having deposited the amount of EPF, EDLI, ESI/Workmen Compensation Insurance Policy (as applicable), Service Tax etc. with concerned Department shall invariably be submitted to the designated branch of BFUHS.
- i. The Administrative/Service Charges in %age (percentage) shall include bonus as per clause No. 12 of Payment of Bonus Act 1965, under the head Calculation of Bonus with respect to personnel so deployed by the service provider

6. **Payment of Wages:-**

- a. The Service Provider shall open a bank account in the Bank branch located in the Baba Farid University of Health Sciences, Faridkot campus and he shall make the payment of wages to the persons so deployed by him through the same Bank. Service provider shall get individual zero balance salary/saving accounts of its employees in the same Bank branch for the purpose of disbursement of salary through electronic transaction/transmission. The Service Provider shall furnish details of disbursement of salary to the designated branch of BFUHS along with the copy of PF challans. He shall maintain Attendance Registers, individual's ledger/wage book, wage slip, terms of employment.
- b. He shall be required to submit a copy of Challans/ abstract/ statement of amount deposited indicating the particulars such as name, father's name, employee code no., address of each person(s) so deployed, on account of the statutory compliance month, failing which the payment of administrative/ service charges (Profit) of the following month shall be withheld. The payment shall be released to him towards his administrative/service charges (Profit) after deductions of Income Tax or any other Govt. dues, after the submission of self attested copies of Recovery Schedules and other statements on the prescribed formats for all persons, copy of Bank Challans(s)/Scroll(s) as a proof of having deposited the said amount with the quarter concerned before the due date i.e. 22nd of the month failing which the whole responsibility for any delay in the reimbursement of wage Bill of the Service Provider shall rest with him and not with BFUHS. The responsibility for issuance of Annual statements of EPF deposits and ESI cards and wage slips to the persons deployed lie solely with the Service Provider.

7. The Service Provider after disbursing the payment of wages to all the personnel deployed by him for the execution of this Agreement by 7th of every following month, shall submit his monthly wage bill for reimbursement by the 22nd of month on the basis of original attendance-cum-work performance report and muster rolls duly verified by the concerned officer so authorized for the purpose, as under: -

- a. The Attendance-cum-work performance report of the staff deployed for duties in various areas, offices, wards, OT's and other units of BFUHS areas shall be signed /verified by



Tender for award of contract for providing 'Security Services' through outsourcing

the Sister In charge, countersigned by the Nursing Superintendent or any other designated officer so designated/assigned by BFUHS.

- b. The Attendance-cum-work performance report of the staff deployed for duties in various OPD and other Departments of the College/Hospital/hostels, offices, university shall be signed/ verified by the Branch In charge /Officer concerned duly countersigned by the HOD concerned.
- c. The payment shall be made to the Service Provider in due course of time after pre-audit of the bill.

8. ACCOUNTS AND RECORDS

- a. The Service Provider shall maintain accurate accounts and record, statements of all its operations and expenses in connection with its functions under this Agreement in the manner specified by the BFUHS.
- b. The Service Provider shall be required to produce all the original record such as Attendance-cum-Performance Report, Relievers List, Muster Rolls, Ledger etc. to the Internal Audit Cell working under the control of Finance & Accounts in BFUHS, Faridkot for the pre-audit of monthly Wage Bills from time to time.
- c. The Service Provider shall forthwith upon being required by the BFUHS, allow BFUHS of any of it's authorizes representatives to inspect, audit or take copies of any records maintained by the Service Provider. The service Provider shall also cooperate in good faith with the BFUHS to correct any practices which are found to be deficient as a result of any such audit within a reasonable time after receipt of the report from the BFUHS. However, upon discovery of any discrepancies or under payment, the Service Provider shall immediately reimburse the BFUHS for such discrepancies or overcharge.
- d. The Service Provider shall have to comply with the applicable provisions of all welfare legislation and more particularly with the Contract Labour (Regulation and Abolition) Act, 1970 and Rules framed there under from time to time, for carrying out the provisions of this Agreement. He shall further observe and comply with all Government laws concerning employment of persons deployed by him and shall alone be responsible to make monthly wages/salaries and other statutory dues like Employees Provident Fund, Employees State Insurance, Employees Deposit Link Insurance, Bonus, Gratuity, Maternity etc. etc. to his employees, which in any case shall not be less than the Minimum Wages as fixed or prescribed under the Wages Act, 1936, Minimum Wages Act, 1948 (Act XI of 1948), Contract Labour (Regulation & Abolition) Rules, 1970 and rules framed there under for the category of persons employed by him from time to time or by the Central or State Government and/or any authority constituted by or under any law shall duly pay all sums of money to such staff as may be required to be paid under such laws. It is expressly understood that he is fully responsible to ascertain and understand the applicability of various Acts, and take necessary action to comply with the requirements of laws.
- e. Service Provider shall get zero balance salary account opened for all his/her employees at the same bank and such account shall have to be provided with Aadhar card/ID of that employee. Service provider shall disburse salary through directed bank transfer only to Aadhar linked accounts only
- f. BFUHS shall be free to get the Aadhar ID verified from the bank/ UIDAI
- g. Service provider shall submit bank certified statement of salary transferred to each employee with details of account number, employee name, Aadhar ID and amount credited.
- h. Service provider shall claim only for salary applicable and disbursed.
- i. Service provider shall provide ESI/PF no./ Workmen Compensation Insurance Policy no of each and every person employed by service provider before claiming for reimbursement of ESI/PF component of bill
- j. Verified statement of ESI/PF must be provided to claim bills. Representative of Service provider shall have to visit designated branch and generate online statement of ESI/PF account on one of the BFUHS computers in the presence of the designated officer of the BFUHS, so that verification of ESI/EPF claim of the bills can be done. Respective verified Cheque/Demand Draft debit entry of the bank account statement will have to be provided.
- k. In case of non applicability of ESI, verified Workmen Compensation Insurance Policy premium paid (employee wise) verified by insurance companies branch (if applicable)



ANNEXURE-'C'

UNDERTAKING

I/We (Name) _____ as director/managing director of
M/s _____ (strike out which is not applicable) do hereby
solemnly affirm, declare and undertake that: -

- a. I undertake to furnish a valid Labour License in the relevant trade/field not less than the numbers of persons as mentioned in the scope of work at Annexure-A for the execution of this service contract duly issued by the competent authority of the concerned Govt. from where the working experience certificate (s) have been furnished along with the Tenders (s).
- b. In case, I do not possess the valid Labour License issued by the Punjab Administration in the relevant trade/field for which the Tender (s) have been furnished, I will submit an undertaking in the shape of an Affidavit to the effect that the required Labour License will be obtained from the Punjab Administration, if succeeded, in getting the service contract and furnish the same to this Institute within 15 days from the date of issue of letter of Intent, failing which the Tender shall be rejected and Earnest Money be forfeited.
- c. I undertake that I shall obtain all Registration(s)/Permission(s)/License(s) etc. which are/may be required under any Labour Law or other Legislation(s) for providing the services under this Agreement.
- d. It is my responsibility to ensure compliance of all the Central and State Government rules and Regulations with regard to the provisions of the services under this Agreement. I indemnify and shall always keep Department indemnified against all losses, damages, claims, actions taken against Department by any authority/office in this regard.
- e. I undertake to comply with the applicable provisions of all welfare legislation and more particularly with the Contract Labour (Regulation and Abolition) Act, 1970, for carrying out the purpose of this Agreement. I shall further observe and comply with all Government laws concerning employment of staff employed by me and shall alone be responsible to make monthly wages/salaries and other statutory dues like Employees Provident Fund, Employees State Insurance, Employees Deposit Link Insurance, Bonus, Gratuity, Maternity etc. etc. to my/our employees, which in any case shall not be less than the Minimum Wages as fixed or prescribed under the Wages Act, 1936, Minimum Wages Act, 1948 (Act XI of 1948), Chandigarh Contract Labour (Regulation & Abolition) Rules, 1970 and rules framed there under for the category of persons employed by me from time to time or by the Central or State Government and/or any authority constituted by or under any law shall duly pay all sums of money to such staff as may be required to be paid under such laws. It is expressly understood that I am fully responsible to ascertain and understand the applicability of various Acts, and take necessary action to comply with the requirements of laws.
- f. I shall give an undertaking by the 22nd of each month in favour of the Department that I have complied with all the statutory obligations.

(SIGNATURE)



Baba Farid University of Health Sciences, Faridkot – 151203

Tender for award of contract for providing 'Security Services' through outsourcing

ANNEXURE -- 'D'

AFFIDAVIT

(Note: To be furnished on non-judicial stamp paper of Rs. 15/- duly attested by the Executive Magistrate)

I (Name) _____ Service Provider/
Managing Director/ Authorized representative (strike out which is not applicable) of the
(Firm) _____ do hereby solemnly affirm and declare that the firm
_____ is not black
listed/prosecuted by any Central/State Governments/ Union Territories / Departments/Offices/
Statutory Bodies / Autonomous Organizations / Research Institutions/any court of law or share holder
thereof not directly or indirectly connected with or has any subsisting interest in business of my/our
firm.

DEPONENT

Place _____
Date _____

Address _____

VERIFICATION

Verified that the contents of above affidavit are true and correct to the best of my/our
knowledge and belief. No part of it is false and nothing has been kept concealed there from.

DEPONENT

Place _____
Date _____





Undertaking – years of Experience

Tender No. _____ Due for opening on : _____

Name of the service provider _____

I/We M/s _____ hereby declare that:

1. Our firm/agency has been in business for a period of at least 3 year in providing manpower on outsourcing basis or _____ for which the relevant supporting documents are submitted.

2. The list of client served by our agency in the last 3 year is given below.

S. No.	Name of establishments used by public	No. of employees provided	Duration of contract	Contact detail of the establishment (Contact person address and telephone number)

3. Under the contract we will be able to arrange for the required manpower, material, machines and other resources for the establishment of service(s) as per the Tender term within 15 days of award of Tender (A/T) Letter of intent (LOI).

4. We declare that we have the necessary infrastructure/tie up for the maintenance of the equipment being used and enough manpower to cater to any additional needs of BFUHS at short notice, if any such need arises during the tenure of the contract.

Authorized Signatory



Baba Farid University of Health Sciences, Faridkot – 151203

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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 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. 2000/- (Rupees two thousand only) , has been submitted. 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 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.	Yes / No
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 of the firm in original	



Signature of the bidder
Name and address (with seal)

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 in percentage of the monthly wages (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.

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 persons engaged/deployed 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 persons deployed by me/us as may be applicable to the contract workmen from time to time.

Place _____
Date _____

Signature of Tenderer _____
Name of the Tenderer _____
Address _____



Baba Farid University of Health Sciences, Faridkot – 151203

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Annexure V

AFFIDAVIT

I/We..... Son of the Director
(s) of M/s with registered office at
..... do solemnly affirm and
state on oath that :

1. I/We nominate Shri/Smt
..... Son/Daughter of
..... to apply for tender for
..... **Services**, with Baba
Farid University of Health Sciences, Faridkot and authorize him/her to sign all the documents
and to do all the things for and on behalf of m/s
2. A General Power Attorney along with Resolution Board of Directors have also been given to
him/her to enable him/her to apply for the above mentioned tender.
3. We undertake to state that our firm will be solely responsible for all the acts of
commission/omission being done by him/her On
behalf of m/s shall be as if done by
the firm

The information & undertaking given above is true to the best of my/our knowledge.

Place :

Signature (s) of Deponent (s)



Date :

Seal of the firm/Company

Verification

I/We, above-named deponent/deponents hereby verify that the contents of my/our above deposition
are true to the best of my/our knowledge and nothing has been concealed there from.

Verified at.....this.....day of.....

Deponents (s)



Annexure VI

Medical Examination Report
(Paste attested photograph)

Photograph to
be attested by
the Registered
Allopathic
Doctor

Dated:

Mr/Ms _____ s/o, _____ d/o _____

_____ aged _____ yrs was examined by me on _____
_____ and based upon the physical examination and other investigations done, who
is proposed to be employed as _____, it is certified that

1. His/her height is _____ cm
2. His/her weight is _____ cm
3. he/she does not suffer from color blindness
4. He/She is not suffering from any communicable disease.
5. he/she (strike out whichever is not applicable)
 - a. does not require any health accommodation for the proposed job profile
 - or
 - b. requires following health accommodation with respect to the above said job

Signature of Doctor _____
Name of Doctor: _____
Registration Number: _____
Address: _____
Date: _____



Baba Farid University of Health Sciences, Faridkot – 151203

Tender for award of contract for providing 'Security Services' through outsourcing

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/- attached vide DD No Dated.....
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	
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)



1

2

3