

GVK Emergency Management and Research Institute

**Meghalaya-108 Emergency Management Centre,
1st Floor Neurological Building, MIMHANS, Lawmali, Shillong -
793001, Meghalaya.**

Request for Proposal

Tender Ref. No.: GVKEMRI/MG/HOSS/18-19/002 Date: 05.02-2019

Name of work: Providing Housekeeping staff, Office boy, security
Guard And supervisorservices at GVK EMRI
MEGHALAYA office, Shillong, Meghalaya

Owner:

GVK Emergency Management and Research Institute
1st Floor Neurological Building, MIMHANS, Lawmali,
Shillong - 793001, Meghalaya. Phone office: 03642307900
Website: emri.in

DETAILS ABOUT TENDER :	
Organization Name	GVK Emergency Management and Research Institute, Meghalaya
Tender Reference No.	GVKEMRI/MG/HOSS/19-20/002
Name of The Project	108 service
Name of Work	Providing Housekeeping staff, Office boy, security guard and supervisor services at GVK EMRI MEGHALAYA office, Shillong.
Period for Services	1 year with provision for extension by yearly basis
Tender Type	Open Tender
Tender Currency Type	Indian Rupees
Joint Venture	Not applicable
Rebate	Applicable
AMOUNT DETAILS:	
Tender Document fees	Rs 500.00
Tender Document Fees payable to	GVK Emergency Management and Research Institute, Meghalaya
Tender Housekeeping staff, Office boy, security and supervisor services (EMD)	Rs.50,000.00
Tender Housekeeping staff, Office boy, security and supervisor services (EMD) in favor of	GVK Emergency Management and Research Institute, Meghalaya
TENDER DETAILS:	
Tender Document sell Start Date	11-Feb-2019
Tender Document Sell End Date	28-Feb-2019 up to 18:00hrs
Pre-Bid Meeting	20-Feb-2019 at 15:00hrs
Last date for receipt of Tender	05-Mar-2019 up to 13:00hrs
Remarks	Submission of Offer fee & EMD and other supporting documents should be sent in original through R.P.A.D / Speed post / hand delivery / Courier, so as to reach the office of Offer inviting Authority GVK EMRI MEGHALAYA,-108 Emergency Management Centre,1 st Floor Neurological Building, MIMHANS, Lawmali, Shillong - 793001, Meghalaya. by date mentioned above.
Tender Opening Date	05-Mar-2019 from 14.00 hrs.
OTHER DETAILS:	
Officer Inviting Tender	Mr. Happylyfe Sanglyne Basan, Supply Chain Management
Tender Opening Authority	GVK EMRI MEGHALAYA,
Address:	Meghalaya-108 Emergency Management Centre 1 st Floor Neurological Building, MIMHANS, Lawmali, Shillong - 793001, Meghalaya.
Contact Details	+919615012149

INVITATION OF BIDS

Tender No: GVKEMRI/MG/HOSS/18-19/002 Date: 05.02.2019

1. General brief about 108 Operations of GVK EMRI MEGHALAYA:
2. GVK Emergency Management and Research Institute (GVK EMRI MEGHALAYA) was established as a not-for-profit organization, Incorporated under the provisions of Andhra Pradesh Societies Registration Act, 2001, in February 2005 and it is providing Integrated Emergency Medical Response services free of cost through a toll free number '108' to citizen of India under Public Private Partnership (PPP) frame work. Vision of GVK EMRI MEGHALAYA is to support and build capabilities to save one million lives per annum nationally and establish GVK EMRI MEGHALAYA as a premier Research and Training Institute.
3. GVK EMRI MEGHALAYA, under the Public-Private-Partnership Mode, has made substantial progress over the last six years in providing Emergency Response Services across the country and presently operating over 12000 state-of-the-art ambulances in 14 States and 2 Union Territories viz , Telangana, Tamil Nadu, Karnataka, Goa, Gujarat, Dadra Nagar Haveli Daman & Diu, Madhya Pradesh, Chhattisgarh, Assam, Meghalaya, Uttarkhand, Himachal Pradesh, Uttar Pradesh, Rajasthan and west Bengal providing pre-hospital care, covering a population of 840 million. Everyday GVK EMRI MEGHALAYA is providing emergency services on an average of 22,000 emergencies 69 million emergencies attended since inception) and saving over 651 lives every day and cumulatively have saved more than 29 lakh lives since the launch of the services and provide direct employment to over 46,000 associates while continuing to be a not-for-profit organization.
4. GVK EMRI MEGHALAYA invites bids for Providing Housekeeping staff, Office boy, security Guard And supervisor services at GVK EMRI MEGHALAYA office, Shillong.
5. The list and detailed specifications of the services to be provided along with formats for furnishing the information required from bidders participating in tender are as per annexure attached.
 - Annexure-I: Scope of Work and other Terms & Conditions
 - Annexure-II: Proforma containing details of other organizations where Housekeeping and security contracts are undertaken.
 - Annexure-III: Declaration certificate.
 - Annexure-IV: Format for Performance Bank Guaranty.
 - Annexure-V: Schedule of Rates (Price Bid).
 - Annexure-VI: Vender Information Details.

6. The tender document with all the details is available in the website of GVK EMRI MEGHALAYA (www.emri.in) and can also be purchased in hard copy from the office of GVK EMRI MEGHALAYA, Meghalaya, on payment of Rs. 500/- (Five hundred only) by way of a Demand Draft drawn in favor of “GVK Emergency Management and Research Institute” Meghalaya payable at Shillong. Bidders who download the document from website have to submit the Demand draft of Rs 500/- payable at Shillong along with submission of tender documents.
 7. EMD amount (Earnest Money Deposit): The bidder shall pay EMD amount i.e. Rs 50,000 (Rupees Fifty Thousand only) along with the technical bid in the form of Demand Draft in favor of GVK EMRI MEGHALAYA- Bids received without Earnest Money deposit (EMD) shall stand rejected summarily and thus shall not be considered for evaluation etc at any stage.
 8. The EMD amount without interest shall be returned to the unsuccessful bidders. For L2 Vendor, EMD would be returned after due acknowledgement (from L1) of the confirmation of PO. For L3 onwards, the EMD will be returned within 30 days from the date of opening of Bid.
 9. **Performance Guaranty:** Successful L1 bidder has to furnish a PBG for 5% of annual contract value as per GVK EMRI MEGHALAYA standard PBG format within 15 working days from the date of intimation. The PBG shall be valid for one year. Failure to furnish PBG within stipulated time by the selected bidder will automatically result in forfeiture of EMD without further notice.
 10. **SUBMISSION OF BID:** The interested bidders are required to submit the technical and financial bids separately. The bids in Sealed Cover-I containing “ Technical Bid” and another Sealed Cover-II containing “ Financial Bid” should further be placed in a third sealed cover super scribed “Tender for Security Services” and should reach GVK EMRI MEGHALAYA by 13:00hrs on or before 05-Mar 2019 The bidders may send their bid(s) either through speed post or courier or alternatively they may also drop their bid document in the tender box kept at the Reception of the office by the last date and time.
- I. **ENVELOPE-1:** TECHNICAL BID (In separate sealed Cover-I super scribed as Technical Bid).

CONTENTS AND ELIGIBILITY CRITERIA

The Bidder shall have at least 03 years experience in these fields and shall submit the self attested copies of the following documents along with the tender documents:

- a. License under the Private Security Agencies (Regulation) Act, 2005 and the Rules framed there under by the respective state govt. *In case the license is applied for, the documentary evidence thereof may be submitted along with the reasons for not getting the license. In case the requirement is not applicable in respective state, Documentary evidence in this regard to be submitted.
- b. Tender Fee.
- c. DD of EMD.
- d. Copy of PF Registration Certificate.
- e. Copy of ESI Registration Certificate.

- f. Copy of Company/Firm Registration.
- g. Photo copy of PAN card (Permanent Account Number)
- h. Goods & Service Tax registration certificate.
- i. Copy of ISO 9001-2008 Certificate (in any)
- j. Details of works of similar nature carried out in Central/State Govt. bodies/Department/PSUs/Autonomous bodies/industries/factories or other similar organization in the last 3 financial years as per Annexure-II and copies of PO/Agreements/Work orders should be attached one for each year.
- k. The average annual turn-over of the bidder for the past three years shall be a minimum of **Rs.5 lakhs**, Copies of balance sheet, Income tax returns and Profit & Loss A/c of latest three financial years.
- l. Bidder should not have been convicted for any criminal/economics cases in India or Abroad. List of pending/dispose of arbitration cases should be specified.
- m. Copies of PAN and Goods & Service Tax registration certificates.
- n. Vender Information form as per Annexure-VI.
- o. Undertaking of the agency confirming the availability of the adequate Man power of requisite qualification and experience for deployment at GVK EMRI MEGHALAYA.
- p. Declaration certificate as per Annexure-III.

II. ***ENVELOPE-2: Price BID.**

This cover has to be super scribed "*Price Bid*" and shall contain price as per Annexure-V. Non-adherence to the format at Annexure-V will result in rejection of the bid. The quoted prices shall remain valid for acceptance for a period of one year after signing of rate contract agreement (**and extendable one more year subject to satisfactory of service.**)

III. The Bid, complete in all aspects, duly page numbered and signed on all the pages, should be dropped in the box provided for this purpose at main reception of GVK Emergency Management and Research Institute, 1st Floor Neurological Building, MIMHANS, Lawmali, Shillong – 793001, Meghalaya, India on or before the date and time stipulated earlier in this documents. Outstation bidders sending the bids through courier should instruct the respective courier company to drop the sealed Tender document in the designated box kept at the reception. Bids received beyond the stipulated date and time will not be accepted.

11. Bids will be opened in the presence of Bidders/authorized representative(s) who choose to attend the bid opening on the specified date and time at the office of GVK EMRI MEGHALAYA (Meghalaya) at the address given above.

12. A maximum of two authorized representatives would be allowed to attend the bid opening. They must submit authorization letters issued by the Bidder at the time of opening of bid.

13. The person who is signing the tender document should be an authorized signatory of the respective supplier's organization and shall carry an authorization letter on company's letter certified by a person not below the rank of a General Manager/CEO/Director/Other Senior level position.
14. In the event of the last date specified for receiving and opening the bids being declared as a closed holiday for GVK EMRI MEGHALAYA's office, the last date for submission of bids and opening of bids will be the following working day at the same venue and time.
15. The bid documents are nontransferable.
16. Counter Terms & conditions will not be accepted as also any additions/deletions or change in our format will not be allowed.
17. Bidders are advised to study carefully the tender documents and the conditions before quoting their bid. All the pages of the tender form should be signed by the bidder as a token of acceptance.
18. Before quoting the rates, every bidder is expected to inspect the site of the proposed work and to have satisfied himself as to the nature of all works. A bidder shall be deemed to have full knowledge of the works that he is bidding for in all aspects whether he inspects them or not before submitting the Offer.
19. Validity of tender price will be for 60 working days from the date of opening of Price bid.

20. PROCESS OF TENDER FINALISATION:

- A. At the specified Time and Date, technical bid (Envelop-1) will be opened and the documents will be scrutinized to ascertain the eligibility of the bidder to qualify himself for the opening of Price Bid. The price bid of those bidders who do not qualify in this Prequalification process will be returned without opening.
- B. The price-bid of those bidders who qualify in the Prequalification process will be opened in the presence of bidders/their representatives.
 - a) If more than one bidder has quoted exactly the same price in their bids, and the price happens to be Lowest Bid (L1), the decision of GVKEMRI is final.
 - b) If there is only one Bidder for a particular work, the price will not be disclosed. The committee will go ahead with shopping model.
 - c) GVKEMRI reserves the right to renegotiate the L-1 prices in case it is found that L1 prices are not reasonable and higher than either previous prices or not as per prevalent market prices.

- d) Contract Agreement/Purchase order should be executed within 21 days of the issue of letter of acceptance. Nonfulfillment of this condition of executing a contract by the contractor would constitute sufficient ground for annulment of the award and forfeiture of EMD.

Supply Chain Management, Meghalaya

***For and on behalf of
GVK Emergency Management and Research Institute,***

Requirement

GVK EMRI MEGHALAYA is looking for Providing Housekeeping staff, Office boy, security Guard and supervisor services at GVK EMRI MEGHALAYA office, Shillong, Meghalaya

Security requirement is for the following facilities.

- 24X7 call center
 - Administrative block
 - Training block
 - Class rooms
 - Ware house & Library
1. The strength may be increased or decreased as per the requirement.
 2. Age should be between 25 to 40 years. Photo-age proof to be submitted.
 3. The Staff should have good health and physique and not having any type of criminal cases against them any nature.
 4. Minimum qualification of Security Personal should be:
 - a. Graduate/12th passed for Supervisor.
 - b. SSLC for Office boy.
 - c. 6 Standards for Housekeeping and security.
 5. The bidder shall provide security guards and welcome security guards (Sherwani / Dharban) as may be required by GVK EMRI MEGHALAYA from time to time at various places as, may be indicated to them additional guards should be provided as per requirement with immediate notice from the concerned Officer.
 6. The actual number of guards required and their deployment will be as per actual requirement and decision of the company from time to time.
 7. The staff provided by the bidder will also be responsible for investigation of thefts, pilferage and fire etc. The bidder should also provide intelligence, information to the GVK EMRI MEGHALAYA.
 8. The bidder has to provide Uniform, Lathi, Torches, minimum 2 metal detectors, minimum one four wheel glass detector etc. for the security staff.

SCHEDULE I ASSIGNMENT INSTRUCTIONS

SCHEDULE OF SERVICES

SECURITY SERVICES: DUTIES AND RESPONSIBILITIES

- Provide the security guards at different location of GVK EMRI MEGHALAYA Meghalaya set up.
- Every location should maintain record for vehicles, Visitors, material inward & outward and office staff.
- Maintain Gate Pass (Material Out ward , inward & Visitor's gate pass)
- Maintain access control operation.
- Proper Checking of off role staff & vehicles moving in and out of Campus
- Check for the Associate & Visitor ID cards
- All personal electronic items (Items not provided by the Company) like Laptops, USB's, data Cards etc should be recorded.
- Monitoring & operating peripheral security system
- Maintain Vehicle Register of cabs used for pick up & drop.
- Control on all visitors entry & exit with the necessary register.
- Control & check on movement of all casual & contract employees.
- Control on material movement both inward & outward.
- To check the water level in the underground sump.
- To inform the maintenance person in case of any over flow of water in the sump.
- To inform the maintenance person in case there is no water in the sump.
- To check the water availability in the over head tank for the use in the cafeteria hall and office toilets.
- To keep all the keys of all vacant rooms
- To open the rooms only at the instructions of the concerned authorized person who is in charge of security or campus or any senior Official and to make entry of all such openings in a register.
- To safeguard the materials in the stores.
- To ensure all lights are switch off after office hour.
- To open the stores only with a specific approval of the authorized persons, in the absence of the store keeper or on holidays, to lock the stores again with proper seal.
- To ensure orderly parking of vehicles in front of the building.
- Not to allow persons to sleep in the building- either in reception, dining hall or in any of the rooms.
- To ensure that all items brought in by the vendors are duly entered in the records.
- All items brought by the vendors are mustered and Delivery Challans are stamped accordingly.
- All items taken out of the office premises are only against the gate pass issued by the Security and are accounted for.
- To alert and ensure uninterrupted electricity supply especially on night shift.

HOUSEKEEPING AND OFFICE BOY SERVICES: DUTIES AND RESPONSIBILITIES

- Maintain highest standards of cleanliness & hygiene.
- Keep toilets, Dining hall, offices, corridors etc clean at all times.
- Ensure safety of office equipment and stores.
- Maintain tea/coffee and hot/cold water vending machines in operational state at all times.
- Ensure office areas are clean & tidy by 09:00hr every day i.e. before the staff arrives for work.
- Assist office staff in movement of files/papers, photocopying, etc.
- Attend the needs of conference room during meetings, conferences etc.
- Maintain cleaning gear in operational state and account for the same. Also, inform the facility personnel of GVK EMRI MEGHALAYA in case of shortfall.
- Ensure water bottles of the staff are filled up regularly with clean drinking water, dustbins are regularly emptied, tables are dusted and surroundings are clean.
- Ensure that all office spaces are spruced and clean on completion of work and no excess lights/air conditioners are running on completion of work.
- Housekeeping staff are to maintain highest standards of personal hygiene and are to be smartly turned out including haircut, shave etc.

Annexure-I

Scope of work:

The successful bidder shall render the following security services at the premises of GVK EMRI MEGHALAYA.

- i. To Providing Housekeeping staff, Office boy, security Guard and supervisor services at GVK EMRI MEGHALAYA office, Shillong, Meghalaya.
- ii. To provide security for employees, GVK EMRI MEGHALAYA property like material/ equipment, installation and buildings other structure etc.
- iii. To ensure that at all hour of the day and night, throughout the year, the property of the GVK EMRI MEGHALAYA whether movable or immovable is safe and free from any loss, harm or damage.
- iv. To ensure that doors/windows, electric bulbs, ACs, fans, water taps etc. are not left open after the working hours on working days as well as on off days, as the case may be.
- v. Arrangement regarding maintenance and record of inward and outward movement of men and material and having proper check on the same as per the instructions given by the concern person of GVK EMRI MEGHALAYA from time to time.
- vi. Checking of all incoming/outgoing vehicles thoroughly to check and track movement of unauthorized items inside and outside GVK EMRI MEGHALAYA
- vii. Ensure the entrance of only authorized persons (GVK EMRI MEGHALAYA employees and others personnel engaged for providing services). Visitors may enter only through visitor slip as per approved procedure with proper entry at the gate and to meet concerned officials only. It should also be ensured that this duty is discharged sincerely with firm but decent behavior.
- viii. Physical search of Employees whenever required by GVK EMRI MEGHALAYA
- ix. To keep all the keys of all vacant rooms.
- x. To open the rooms only at the instructions of the concerned authorized person who is in charge of security or campus or any senior Official and to make entry of all such openings in a register.
- xi. To safeguard the materials in the stores.
- xii. Keeping proper watch on all employees and persons in GVK EMRI MEGHALAYA.
- xiii. To open the stores only with a specific approval of the authorized persons, in the absence of the store keeper or on holidays, to lock the stores again with proper seal.
- xiv. Firefighting in the event of a fire and immediately reporting of the same to the concerned office of GVK EMRI MEGHALAYA and Fire Brigade.
- xv. Provide the security guards at different location of GVK EMRI MEGHALAYA set up.
- xvi. Every location should maintain record for vehicles, Visitors, material inward & outward and office staff.
- xvii. Maintain Gate Pass (Material Out ward & inward & Visitor's)
- xviii. Maintain Fire alarm & Access control operation.
- xix. Proper Checking of off role staff & vehicles moving in and out of GVK EMRI MEGHALAYA Campus.
- xx. Check for the Associate & Visitor ID cards.

- xxi. All personal electronic items (Items not provided by the Company) like Laptops, USB's, data Cards etc. should be recorded.
- xxii. Maintain Vehicle Register of cabs used for pick up & drop.
- xxiii. Control on all visitor's entry & exit with the necessary register.
- xxiv. Control & check on movement of all casual & contract employees.
- xxv. To ensure orderly parking of vehicles at specified parking area.
- xxvi. Not to allow persons to sleep in the building- either in reception, dining hall or in any of the rooms.
- xxvii. To ensure that all items brought in by the vendors are duly entered in the records.
- xxviii. To ensure all items brought by the vendors are mustered and Delivery Challans are stamped accordingly.
- xxix. To ensure all items taken out of the office premises are only against the gate pass issued by the Security and are accounted for.
- xxx. Day to day cleaning, dusting, sweeping moping and wiping of floors, all cabins, cubicles, open office work station, tables, chair, toilet, wash basin, corridor, staircase, canteen and all other miscellaneous work areas etc. Cleaning activity shall start in the morning at 8:00 AM so as to complete all the dusting/cleaning/moping work before 9:00 AM.
- xxxi. Continuous moping to be done at reception floor and other floors during office hours.
- xxxii. Cleaning of pose, parking, and security's cabin and outside area of building.
- xxxiii. Lifting, carrying and disposing the dead bird animal, rats, insect etc. if found in and around of office building.
- xxxiv. Road cleaning every day.
- xxxv. Every 30 days cleaning of ceiling to remove cobweb.
- xxxvi. Cleaning and sweeping of open area including balconies and roof top with brooms.
- xxxvii. Regular maintenance of cleanliness of light fitting of building.
- xxxviii. Moving of articles like tables, chairs, Almira's, display board, etc. as and when such sifting is necessary.
- xxxix. Keeping the drains should the building clean and clear from choking.
- xl. The total nos. of Housekeeping staff, Office boy, security and supervisor to be required will be as follows.
 - a) 1 No Supervisor (Skilled): - 9:00 AM to 6:00 PM.
 - b) 4 Nos. Security Guard (Semi Skilled): -
 - 1. Security Shift 7 AM to 3 PM,
 - 2. Security Shift 3 PM to 11 PM,
 - 3. Security 11 PM to 7 AM and
 - 4. Reliever Security.
 - c) 5 Nos. Office Boys (semi-skilled): - 9:00 AM to 6:00 PM.
 - d) 3 Nos. Housekeeping/Cleaners (unskilled): - 8:00AM to 5:00 PM.
- xii. 15 Days paid leave to be granted in a year beside weekly off/holidays.
- xiii. All staff members shall be presentable, hygienic and available at site with approval uniform. No staff member below age of 18 years will be allowed to work.
- xiv. Service provider must provide identity cards to all the staff members.
- xv. In case of necessity, shift duty shall be imposed any time during the maintenance period for which the contract shall not be paid anything extra.

Terms and Conditions

1. The successful Bidder shall not sub-contract the Contract to any other party without prior permission of GVK EMRI MEGHALAYA and any breach of this condition shall result in forfeiture of security deposit and termination of contract without notice.
2. The successful Bidder shall be responsible for providing services round the clock for 24 hours and all days of the week at the office of GVK EMRI MEGHALAYA
3. The successful Bidder will be required to make their own arrangement for the stay of their personnel outside the campus at their own cost.
4. The successful bidder shall ensure that the payment of wages to his workmen deployed for carrying out his contractual obligations shall not be less than the minimum wages prescribed by Government of state of Meghalaya from time to time, as applicable during the contract period.
5. The successful bidder shall be responsible for payment of all/any Central Government/State Government taxes. He has to produce evidence that he has cleared all/any Governments dues. In case, the successful bidder fail to produce necessary documentary evidence regarding payment of Government dues the amount shall be deducted from the payable amount under the Bill.
6. In case GVK EMRI MEGHALAYA objects in writing to deployment of any individual at its premises the successful bidder shall forthwith replace him. The procedure of deployment as stated, in the foregoing clauses will also be made applicable in case of such replaced personnel. Prior approval of Concerned Officer of GVK EMRI MEGHALAYA has to be obtained while employing/terminating duties of any staff deployed by the successful bidder.
7. The successful Bidder has to ensure that the workers engaged by him and deputed to carry out the work in the premises of the GVK EMRI MEGHALAYA are sufficiently experienced. For this purpose, the successful Bidder shall carry out regular visits to ensure that the staffs deputed by him in the GVK EMRI MEGHALAYA premises carry out their duties as required by the GVK EMRI MEGHALAYA. Personnel provided by the successful Bidder shall at all time, remain employees of the successful bidder and shall never claim any benefits that may normally be available to the employees of the GVK EMRI MEGHALAYA and the GVK EMRI MEGHALAYA shall, in no way, whether in law or at equity, be responsible or liable for their wages, salaries, bonus, gratuity and other allowances and/or any statutory benefits, interests and/or rights.
8. In case of any eventuality or emergency, the security services staff will help in running the water and electric supply and nourishing plantation.

9. The successful bidder shall maintain all registers under provision of various labour & other Laws, submitting regularly returns to the concerned authorities and copy must be marked to Concerned Person of GVK EMRI MEGHALAYA. The successful bidder shall maintain all records and returns pertaining to the contract at GVK EMRI MEGHALAYA and these are to be produced by the bidder at the time of Inspection of various authorities and also as and when demanded by the Concerned Dept.
10. All the staffs provided by successful bidder will work in close cooperation and liaison with our concerned officer or with such officers as may be designated by the GVK EMRI MEGHALAYA in this behalf from time to time and the supervisor shall periodically report all important incident sat GVK EMRI MEGHALAYA and in case of any incident involving loss or damage to the property of the GVKEMRI Meghalaya the same shall forth with be reported to the concerned officer of the GVK EMRI MEGHALAYA .
11. In case of any incident during the period for which service of successful bidder was engaged, and if the successful bidder or their staff is called as witnesses in any proceedings the successful Bidder shall arrange to attend the court or the office at which the proceedings are being held and otherwise render all assistances to the Unit in respect of such incidents.
12. The successful Bidder has to strictly follow safety norms.
13. The services provider shall be responsible for any misbehavior of his own staff and the person who misbehaved shall be terminated from the duty immediately.
14. The successful Bidder shall at all times indemnify the GVK EMRI MEGHALAYA against all claims for compensation under the provisions of any law in respect of the deployed personnel.
15. All levies, duties, outgoings including any penalties that may be levied by any competent /appropriate authorities or in relation to or arising out of contract, shall be borne by the Successful bidder and the GVK EMRI MEGHALAYA shall not be called upon to pay any of them. In the event the GVK EMRI MEGHALAYA is so called upon to pay any amount, the successful Bidder shall reimburse the same to the GVK EMRI MEGHALAYA and/or the GVK EMRI MEGHALAYA may deduct the same from any dues/outstanding payable to the Successful Bidder, whether at that time or in future.
16. In case of any difference or disputes arises during the period of Contract or in relation there to will be referred to a committee appointed by the Chief Operating Officer, Meghalaya GVK EMRI MEGHALAYA & subject to Meghalaya Jurisdiction. The proceeding shall be held at Shillong Meghalaya.
17. **UNIFORM AND GROOMING:** Successful bidder has to provide two pairs of uniform and one pair shoes to all staff annually. During duty hours every staff has to wear the uniform and he/she is to maintain proper grooming.
18. **PAYMENT TERMS:**

- a) Payments will be made within 30 days of the submission of monthly bills.
 - b) The successful bidder should ensure payment of wages to his workmen on or before 5th of every succeeding month, irrespective of delay in payment of bill by the GVK EMRI MEGHALAYA for whatever reason.
19. The successful bidder shall bear all expenses regarding uniforms, preparation of their Identity card, compensations, wages and allowances (DA), PF, ESI, Bonus and Gratuity as applicable personnel engaged by him and abide by the provisions of various labour legislation including weekly off and working hours. successful bidder shall submit workers EPF number and proof of submission of EPF, ESI etc. as applicable every month for the last month with respect to all employees deployed by him at GVK EMRI MEGHALAYA, and in case of any difference in the amount for which documentary evidence has not been provided, GVK EMRI MEGHALAYA has the right to deduct the amount accordingly from the bills. While depositing the applicable ESI and EPF amount in the account of respective worker, it shall be the sole responsibility of the contractor to comply with all the prescribed provisions of Labour Rules/Laws and Act. Further, the security agency shall specifically ensure compliance of various Labour Laws/Acts including but not limited to with the following and their re-enactments/amendments/modifications. The GVK EMRI MEGHALAYA reserves its rights to withhold bills, if the contractor fails to produce proof for having remitted ESI/PF dues. The payment for successive months will be released on receipt of the evidence of deposition of ESI/PF in the worker's account for previous month. The contractor should follow the essential norms laid down under below statutory Act.
- a) The payment of wages Act 1936
 - b) The Employees Provident Fund Act, 1952
 - c) The Factory Act, 1948
 - d) The Contract Labour (Regulation) Act, 1970
 - e) The Payment of Bonus Act, 1965
 - f) The Payment of Gratuity Act, 1972
 - g) The Employees State Insurance Act, 1948
 - h) The Employment of Children Act, 1938
 - i) The Minimum Wages Act, 1948
20. **REMOVAL OF SUCCESSFUL BIDDER FROM CONTRACT:**
The Concerned Officer of GVK EMRI MEGHALAYA may recommend the removal of the Successful Bidder from the service, where:
- a) Such successful Bidder was found to be involved in any corrupt practice in conducting its business.
 - b) Staff employed by him is frequently found to be involved in the commission of thefts or pilferages of the property of the GVK EMRI MEGHALAYA
 - c) In the opinion of the Concerned Officer of GVK EMRI MEGHALAYA it would not be safe to engage such successful Bidder for the services of Security to the Companies.
 - d) Successful Bidder has been declared insolvent or bankrupt.
 - e) It is found that the declaration(s) made by the successful Bidder at the time of submitting Offer was false.

- f) It is found that the successful Bidder is no longer in a position to provide the services for which he was hired.
- g) During the period of the Contract the GVK EMRI MEGHALAYA shall have the right to terminate this agreement by giving 30 days notice in writing to the Successful Bidder and the Successful Bidder shall not be entitled to any compensation whatsoever arising out of the termination. The decision of the GVK EMRI MEGHALAYA shall be final and binding on the successful Bidder.
- h) In the event of unsatisfactory service despite being formally warned, the GVK EMRI MEGHALAYA reserves the right to terminate the contract at any time with one day notice. In this case GVK EMRI MEGHALAYA will pay the dues as on that date less recoveries as applicable.
- i) The concerned Officer of GVK EMRI MEGHALAYA shall, in the event of breach of any of the terms and conditions of this agreement or if the services provided by the bidder is generally considered to be unsatisfactory by the concerned Officer of GVK EMRI MEGHALAYA or for any other reason considered by concerned Officer of GVK EMRI MEGHALAYA sufficient to terminate this agreement, may terminate the agreement by giving one month's notice in writing.

21. **DURATION OF CONTRACT:** The contract will be 1 year from the date of its execution, however, the contract period may be extended subject to concurrence of parties and terms and condition shall remain the same and binding to each other party.

22. **LIQUIDATED DAMAGES:**

GVKEMRI shall have a right to forfeit to the Performance Guarantee/security deposit, if the successful bidder fails to undertake the Job awarded under the Tender/Contract.

a) **Deduction on account of Absence/late:**

- Less than 30 minutes on 3 occasions will be treated as absence for half-a-day.
- More than 30 minutes but less than 2 hrs on 2 occasions will be treated as absence for half-a-day.
- Exceeding 2 hours but less than 4 hours will be treated as absence for half-a-day for each occasion.
- More than 4 hours will be treated as absence for the whole day.
- An amount of Rs.500/- will be deducted from Vendor in addition to deduction from individual for more than 5 incidents of late reporting.

b) **Damage to property/Theft.**

For any violation of terms & conditions, the penalty will be imposed and the damages will be recovered from the deposited security amount maximum up to 5%,, all damages including third party damages will be settle by the vendor within the stipulated time frame as mutually agreed upon failing to settle the damages GVK EMRI MEGHALAYA will settle the damages and recovered the cost from the vendor by deducting the amount from the vendor bill

- c) Successful Bidder shall be responsible for any loss, theft, damage, harm, injury to the GVKEMRI Meghalaya property, whether movable or immovable. The GVK EMRI MEGHALAYA shall be entitled to deduct the same from the monthly payments whether payable at that time or in future.

- d) In the event of poor performance of services depict at more than two occasions, there after each poor performance would be carried a penalty of Rs. 1000/-

Annexure-II

(Please submit the below information on your company letterhead)

Details of other organizations where contracts undertaken during last three years (enclose supporting documents).

Proforma containing details of other organization where security contracts were undertaken.

Sl. No .	Name and Address of the Organization contact no.	No of Outsource staff & Security personal supplied	Period of Contract	Whether Govt./Semi Govt/Autonomous bodies/PSUs/Industries/NGOs etc. (pl. specify)	Amount of Contract	Reason for Termination (if currently not valid)
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

This information to be given in "Envelope No. 1 Technical Bid

Annexure-III
Declaration Certificate

Date:

To
GVKEMRI, Shillong
Meghalaya
Tender No: **GVKEMRI/MG/HOSS/18-19/002**

Dated: 05.02.2019

Dear Sir,

We here by certify and declare that we have read and understood all the terms and conditions of the subject tender and all the terms and conditions are acceptable to us.

We further confirm that we accept to provide all the services quoted by us as per specifications of GVKEMRI Meghalaya and there are no deviations from the specifications indicated by GVKEMRI Meghalaya.

Thanking you,

Yours Sincerely,

(Authorized Signatory)
Name and Designation with company seal

Annexure-IV

Performance Bank Guarantee

To:

M/s GVK Emergency Management and Research Institute
Shillong,
Meghalya

WHEREAS..... hereinafter called “Service provider” has undertaken, in pursuance of Contract datedto render services for providing Security at the Office Premises of GVK Emergency Management and Research Institute hereinafter called “the Contract”.

AND WHEREAS

It has been stipulated by you in the said Contract that the service provider shall furnish you with a Bank Guarantee from a bank for the sum specified therein as security for compliance with the service provider’s performance obligations in accordance with the Contract.

AND WHEREAS

We have agreed to give the service provider a Guarantee:

WE, THEREFORE, hereby affirm that we are Guarantors and responsible to you, on behalf of the service provider, up to a total of Rsand we undertake to pay you, upon your first written demand declaring the service provider to be in default under the Contract and without cavil or arguments, any sum or sums within the limit of Rsas aforesaid, without your needing to prove or to show grounds or reasons for your demand of the sum specified therein.

This guarantee is valid until the..... day of

Notwithstanding anything contained herein before, our liability under this guarantee is restricted to Rs.... in the aggregate and it will remain in force till the day of Unless a claim or demand in writing is made against us under this guarantee before day of, all your rights under the said guarantee shall be forfeited and we shall be relieved and discharged from all liability here under, irrespective of whether the original guarantee together with all extensions if any, returned to us or not.

Signature and Seal of Guarantors

Date

Annexure-V

Schedule of Rates (Price-Bid)

(Please submit the quote on your company letterhead)

- Monthly Charges towards providing of Security Guard, Housekeeping, Office boy & Supervisor Service AT GVK EMRI MEGHALAYA OFFICE, SHILLONG, MEGHALAYA.

(i)

House Keeping (Unskilled)		
Sl. No.	Particulars	Amount
1	Basic Pay *	
2	VDA*	
	Total	
3	Employee's State Insurance - Employer's Contribution*	
4	Provident Fund - Employer's Contribution*	
5	Conveyance*	
6	Special Allowance*	
7	Bonus (as per payment of bonus Act)*	
	Total Payable Salary P.M	
8	Administration/Agency Charges*	
	Total Per Month	
	Require Qty	3
	Grand Total Per Month	
	Add: CGST @9% and SGST @9% *	

(ii)

Office boy (Semi Skilled)		
Sl. No.	Particulars	Amount
1	Basic Pay *	
2	VDA*	
	Total	
3	Employee's State Insurance - Employer's Contribution*	
4	Provident Fund - Employer's Contribution*	
5	Conveyance*	
6	Special Allowance*	
7	Bonus (as per payment of bonus Act)*	
	Total Payable Salary P.M	
8	Administration/Agency Charges*	
	Total Per Month	
	Require Qty	5
	Grand Total Per Month	

Add: CGST @9% and SGST @9% *	
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(iii)

Security Guard (Semi Skilled)		
Sl. No.	Particulars	Amount
1	Basic Pay*	
2	VDA*	
	Total	
3	Employee's State Insurance - Employer's Contribution*	
4	Provident Fund - Employer's Contribution*	
5	Conveyance*	
6	Special Allowance*	
7	Bonus (as per payment of bonus Act)*	
	Total Payable Salary P.M	
8	Add: Administration/Agency Charges*	
	Total Per Month	
	Require Qty	4
	Grand Total Per Month	
	Add: CGST @9% and SGST @9% *	

(iv)

Supervisor (Skilled)		
Sl. No.	Particulars	Amount
1	Basic Pay*	
2	VDA*	
	Total	
3	Employee's State Insurance - Employer's Contribution*	
4	Provident Fund - Employer's Contribution*	
5	Conveyance*	
6	Special Allowance*	
7	Bonus (as per payment of bonus Act)*	
	Total Payable Salary P.M	
8	Administration/Agency Charges*	
	Total Per Month	
	Require Qty	1
	Grand Total Per Month	
	Add: CGST @9% and SGST @9% *	

Note:- * Marked are mandatory

Signature of the Tenderer with Designation & Office Seal

Date

Annexure-VI

Vendor Information Form		
S. No.	Particulars	Details
1.	Firm Name & Address	
2.	Telephone No. (s) of the Firm	
3.	24 Hours Contact No.	
4.	Name and Address of the Managing Director/Proprietor	
	Contact No. (s)	
5.	Name of the Supervisor/Field Officer	
	Contact No. (s)	
6.	Mobile No. (s) of other operations person	
7.	PAN Card No.	
8.	Goods & Service Tax Registration No.	
9.	Bank Details:	
	Bank Name:	
	A/C No:	
	Branch:	
	Location:	
	IFSC Code:	
	Name of the Account Holder:	

Signature of the Tenderer with Designation & Office Seal

Date