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# State Institute of Health and Family Welfare

Jhalana Institutional Area, South of Doordarshan Kendra, Jaipur

Ph.2706496, 2701938, Fax- 2706534

## TENDER FOR SECURITY SERVICES

1. Name of the firm: .....
2. Office Address: .....
- Tel No. : ..... Fax No. : ..... E-mail Address.....

3. Name of authorized representative(s): .....  
Please enclose documentary evidence for above facts

4. PAN No:.....(enclose copy)

5. Details of experience in govt. /private sector undertakings/registered societies during last three years (attached Photocopies of certificate/work order/Work completion certificate/proof of payment received). The firm has not been black listed by any Govt./private sector agency in the past.

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- 6.Details of Registration in Service Tax/Labour Department/Company/Income Tax Clearance Certificate or as applicable (Photocopy of documents attached).

1.....

2.....

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**Name and Signature  
of representative of the tendering firm  
with seal**

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## TENDER FOR SECURITY SERVICES

To  
The Director  
State Institute of Health & Family welfare  
Jaipur

Sub: Rate Quotation for Providing Security Services.

Ref.: Your Advertisement No.....Dated :.....

Sir,

We hereby provide our most Competitive rates for Providing Security Services in the given format as Below:-

Sr. No.	Description of Items	Per Shift Unit Cost (in Rs.)
1.	Minimum rates inclusive of all taxes, charges, expenses & obligation and excluding Service tax and service charge for providing helper services at SIHFW, in 8 hourly shifts at one unit point	
2.	Service charges (.....%)	
3.	<b>Net Cost</b>	
4.	Service Tax as applicable	

**Name and Signature  
of representative of the tendering firm  
with seal**

## General Instructions for the Tendering Firms

### 1. Eligibility Criteria:

- a. The tendering firm should have a valid registration certificate for the purpose of providing security services.
- b. The tendering firm should have experience of providing security services to Government \Private Sectors Undertakings\Registered societies for a period of last 3 years.

### 2. Performance Security Deposit:

Awarded firm will have to deposit 5% security amount payable without interest after successful completion of the contract by way of demand draft drawn in favour of Director, State Institute of Health and Family Welfare Jaipur.

### 3. Tender procedure :

- I. Duly filled tender applications shall be submitted in a sealed envelope super scribed as "**Tender for security services in SIHFW-Jaipur**" along with the attested photocopies of the necessary documents. However, tendering firm must produce the original documents for verification of photocopies when required. The bids consisting of the following documents shall be submitted by the tender firm :
  - a) Signed Tender Document
  - b) Details of experience, Copies of experience certificates i.e. only completion certificates of the experience issued by the Employer as Specified in the eligibility criteria supporting their claim of experience/ work order and proof of receipt of payment
  - c) Necessary certificates as applicable C.S. Registration, NGO Registration, labour department, P.F., PAN card etc.
- II. The bid enclosed to the tender shows only most competitive charges per month for each Security point per 8 hours shift inclusive of all taxes & payments. The tendering firm shall quote their service charges in % and amount only against the relevant column. The monthly charges inclusive of taxes and other obligations with service charge of Security Services (per 8 hours shift) will be calculated as per the rates mentioned in the bid format on per unit per shift per month basis. The tendering Firm will be responsible for all other obligations like **PF, ESI, Gratuity, Training & Supervision, Bonus, Uniform, Leaves, Reliever Cost, Any Special Allowances, Any other Statutory obligations, Administrative Charges, if any, Overheads & Profits**. SIHFW will deduct TDS at the prescribed rate from the payment. The financial bids shall be valid up to 3months from the date of opening of tenders.
- III. The tender documents should be signed on every page by the tendering Firm and enclosed with tender form as an unconditional acceptance of the terms and conditions mentioned therein.

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4. **Scope of work:**

- **Security services are required at the premises of State Institute of Health and Family Welfare, Jaipur**
- **Security services will include**  
Services at each point, round the clock (in three shifts/8hrs per shift). -Security of the assets of SIHFW against theft, pilferage and misappropriation. -Prevent entry of unauthorized persons -Maintain records of visitors as directed by SIHFW -Regulate incoming and outgoing movement of material and vehicular traffic. -Assist SIHFW staff in handling emergencies like fire, flood, earthquake etc.
- The scope of work may change during the period of the contract by mutual consent.

5. **Terms and conditions:**

- i. Period of the contract shall be for one year. It can be extended for further period on mutual consent.
- ii. The contractor is responsible for due compliance of laws relating to rendering security services, payment of statutory charges, obligations etc. The contractor is also liable for payment of statutory taxes and duties.
- iii. SIHFW will pay monthly fee including service tax and other obligations as may be worked out every month and service charges thereon after deduction of TDS on receipt of a bill. The bill should be accompanied by a certificate that the relevant laws have been complied with for payment of wages and deposit of EPF and ESI contribution.
- iv. SIHFW reserves the right to terminate the contract by giving notice in writing without giving any reason.
- v. On expiry of the contract unless extended or upon termination of the contract under the provisions of the contract, the contractor shall remove his services from the site forthwith. The contractor shall be entitled only to receive payment till the date of the termination of contract. The contractor shall not be entitled to any other payment or compensation.
- vi. SIHFW may at its option terminate whole or part of the contract without any written notice if the contractor refuses to render all or any of the services prescribed in the scope of the work or does not render them within the time or in the manner prescribed by SIHFW or becomes incapable of rendering them at all.
- vii. SIHFW will not be responsible for any litigation pertaining to the services rendered by the contractor or any of its employee, and in any case, if so happens, the contractor would be liable to bear all costs and consequences of such a litigation.
- viii. The contractor shall indemnify SIHFW Jaipur against any claim including payment to statutory authorities for which the contractor shall be wholly and severally liable.
- ix. The Tendering firm will ensure to provide 24hrs security services uninterruptedly and for this purpose will take every appropriate measure so as to ensure availability of service providers in all shifts and will be responsible for medical, legal and any other lawful implications of the execution of the contract and deployment of service providers.
- x. Incomplete bid/s is/are liable to be rejected.
- xi. The Tendering firm will be liable for any exigencies, emergencies, accidents & loss of any property or part of body to anybody as a result of execution of the contract with SIHFW of providing security services and/or fulfilling duties & obligations.
- xii. That in case of the service providers so deployed by the agency does not come up to the mark in terms

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- of general discipline or does not perform duties properly or indulges in any unlawful activity including riots or disorderly conduct, the agency on order of SIHFW shall immediately withdraw such service providers from the SIHFW premises with immediate replacement as well.
- xiii. In case of any dispute between the SIHFW and the tendering firm shall be referred to the arbitration of sole arbitrator appointed by SIHFW Jaipur. The award made by the Arbitrator shall be binding on the parties hereto.
- xiv. Director SIHFW reserves the right to accept or reject any of the tenders without assigning any reason thereof.

**Statutory obligations**

- I. Service tax as applicable shall be paid by SIHFW.
- II. The TDS will be deducted from the payments made by SIHFW.
- III. The firm is expected to quote rate as per labour law Act.
- IV. The contract period is for 1 years initially and will commence from the date of signing the MoU.
- V. The Shortlisted firm is required to furnish an agreement in a non judicial stamp paper along with a Security Deposit.
- VI. Awarded firm will have to deposit 5% security amount payable without interest after successful completion of the contract

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