

Format of Financial Bidding for out sourcing of Security Arrangement at DHH.....

Name & Address of the Organisation/Agency/NGO:-

Sl.No.	Particulars	Monthly Remuneration	Requirement in No.s	Total Cost
1	Manpower Cost Semi- Skilled labour Unskilled labour supervisor			
2	Service Charges			
3	Service Tax			

Sub Total _____

Total Cost per month _____

Total Cost per Annum _____

Format of Technical Bid for out sourcing of Security Services

Name & Address of the Organisation/Agency/NGO: -		
Sl.No	Criteria	Particulars
1	Organisational constitution Registered Company/Firm NGO Others	
2	Years of Experience	
3	Staffs (i) Semi - skilled Staffs (ii) Unskilled Staff	
4	No. of Assignments (i) Finished (ii) Current Assignments in hand	
5	Amount of investment in Equipment & Tools (modern technology)	



Application form for out sourcing of Security Arrangement in DHHS.....

Name of the Agency	
Address with Ph. No.	
Contact Person Address with Ph. No.	
Status of the Agency (Attach supporting Documents)	
No. of employees on roll	
Working Experience in the related Field of Services (if any) specify	
Implementation Plan	
Budget estimates for this proposal (in the desired format)	
Organizational Contribution if any	
Indicators of achievement	

Supporting Documents to be attached :-

1. Supporting documents with regards to Status of Agency.
2. Annual report of last year
3. Audit Report of last 3 years.
4. Service Tax Registration No. if any.

Date: -

Place: -

Authorized Signatory

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Annexure I

Terms & Conditions (TOR) for providing Security Service

- 1) That the agency shall provide security arrangements for CDMO, District Health Hospital, _____ located at _____ with effect from _____.
- 2) That the agency would undertake to engage, employ and provide the requisite number of trained Ex-servicemen for the purpose and also be responsible for payment of their emoluments and dues, discipline and work. In situations where Ex-servicemen are not available others can be engaged for the purpose by the Agency.
- 3) That the entire responsibility for taking security measures of the said building/ premises is of the agency and the 1st party will not be liable to pay anything for the security lapses as provided. The agency will be responsible for any loss of property etc. for the negligence of the persons employed by it.
- 4) The 1st party shall pay to the said contractor on the 7th day of each subsequent month against his running bill 100% of such as he claims or entitled to on the satisfaction of the services rendered and according to the approved rates mentioned in the schedule/ rates appended hereto.
- 5) That 1st party shall not be liable to pay any sum of money to the contractor or any one else claiming under this contract over and above what is payable under this contract to the contractor.
- 6) All moneys which the said contractor shall be liable to pay to the 1st party on account of the breach of this agreement/contract or on any other account shall be deducted by the said 1st party and set off against any money or moneys which may be due to the said contractor on account of the carrying out the services of the contractor.
- 7) That contractor shall remain liable to and shall indemnify the 1st party in respect of all causes of action, claims, damages, compensation or costs, charges and expenses arising out of any accident or injury sustained by the public or employees with the contractor or any person claiming to be the agent of the contractor etc. while in or upon the services being rendered out of any act, default or negligence, error in judgment on his part.

- 8) The 1st party shall be entitled to determine this agreement/contract and discharge the contractor without prejudice to other rights and remedies available to it. If the contractor shall become insolvent or fails and/or neglects to carry out instructions on its behalf or to complete the services or suspend the same or delay the progress thereof without reasonable cause, it is made clear that the essence of this contract is the satisfaction of the 1st party regarding the performance and proper execution of the services.
- 9) In case of termination of this agreement or contract and/or discharge of the contractor as hereinbefore stipulated, the 1st party shall be entitled to appoint a new contractor or contractors to continue according to the 1st party's specifications and authorize the contractor/contractors to use any plant, materials and the property of the contractor left upon and the contractor shall, in such case lose and forfeit all the interest whatsoever under this agreement or contract, except his claim for money unpaid on settlement of account between the parties and security of all his bills.
- 10) The contractor shall at all point time, during the currency of the Agreement/Contract, follow the laws applicable for the purpose of carrying out the services for the 1st party.
- 11) The contractor shall carry out any work that may arise directly or indirectly for executing the services which may be incidental for the purpose of rendering the said services.
- 12) In case any dispute or difference shall arise between the parties during the currency of or after the agreement/contract has come to an end after the period of this agreement gets over which ever is earlier or abandonment of the work/services as to the meaning of this contract or touching or relating either to the services or to any other matter or thing arising directly or indirectly under this agreement/contract, then, and in such an event, the same shall be referred to Arbitrator and the final decision of a single Arbitrator to be appointed by the 1st party who alone shall consider and determine the same and whose certificate or award shall be binding and conclusive upon both the said parties.
- 13) The agency shall provide and thereafter maintain insurance against all risks in respect of its property, staff and any equipment used for the execution of this contract.

- 14) In the event the agency requires the services of sub- contractors, the agency shall obtain the prior written approval and clearance of RKS/DIII.
- 15) The party shall use its best efforts to settle amicably and dispute, controversy or claim arising out of or relating to this contract.
- 16) The agency will ensure that no employee below 21 years is employed under this contract.
- 17) The specific duties and responsibilities of the security agency shall be
- Control entry and exit of people.
 - Receives incoming telephone calls after working hour through the office telephone.
 - Guard all the property of the hospital.
 - Patrol premises and grounds after working hours, maintain security of the office premises and goods.
 - Verify that all doors and windows are locked.
 - Ensure that unauthorized vehicles are not parked outside the premises
 - Support investigation of damage, accidents and incidents to determine causes circumstances and participants, prepare reports.
- 18) For agency following document is required
- a. Copies of (i) Registration certificate of company
 - b. (ii) Specific official license for providing physical security.
- 19) For each security guards the CV with following information is to be submitted
- a. High School or Diploma
 - b. Appropriate security Training.
 - c. Previous work experience.
- 20) The agency shall provide uniform, equipments and Identity Card to each of its personnel engaged under this arrangement.
- 21) Duration of contract:
- Contract will be signed for one year and can be renewed for the same period on satisfactory performance of the agency.

Annexure II

Articles of Agreement

This agreement is made on the _____ day of _____ 2007 between
The RKS (Member Secretary), Dist. Headquarter Hospital, add.....
(herein after call the first party of the one part)

And

M/S _____ (Security Agency with their full address)
represented through Proprietor/Director (herein after called second party) of the other
part.

Whereas the RKS of _____, DHH desires to have certain services as per the
terms and condition mentioned in the Appendix - I to this agreement, executed on the
basis specification/schedules, rates and each of which documents has been kept signed in
duplicate by on behalf of the parties hereto for the purpose of identification and shall be
treated as part or parts of this agreement.

Now it is hereby agreed by and between the parties as follows:

1. For the consideration herein after mentioned, the contractor shall, upon and subject to the conditions annexed hereto, execute and complete the works as shown and described.
2. That this agreement/contract is valid for period of one year.
3. That first party will pay the contractor a lump sum amount of Rs 2000/- (Rupees two thousand only) p.m. for such other sum as shall become due depending upon no. of persons asked for by the first party and payable here under in accordance with the rates of acceptance of the schedules of rates per person engaged.

Conditions

1. The said contractor shall execute/provide the services as mention in Appendix-I with his own efforts and labour according to the direction of the first party or its duly appointed person/agent given from time to time.

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2. The said contractor shall during the currency of the agreement, provide such labour as his required for carrying out the services as contained in the Appendix-I (page 1 to 2).
 3. The said contractor shall execute the said services under his direct personal supervision and in the best workmen like manor and shall not on any account whatsoever employ a sub-contractor except with the prior written consent of the first party, which the first party may in absolute discretion with hold without assigning any reason.
 4. That the agency shall provide complete continuous security measures through out the 24 hours by changing the personnel in rotation or replacement. The position of the security guards will be intimated by the first party.
 5. That the first party on its part shall at no time, directly or indirectly employ the services of or deal with any person introduced by the agency for a period of one year from the date of termination of the contract.
 6. The retainership fee for providing security services will be as per the rate prescribed by the Director General Resettlement / District Soldier Board or any other body of Ex-servicemen, recognize for the purpose by the State Govt. as the case may be.
 7. That the tenure of the service agreement shall be initially for a period of one year with effect from _____ and thereafter itself continue till either side intense to terminate giving one month notice in advance to the other side or paying one months dues in lieu of the notice.
 8. That the first party on its part shall not be liable to pay any charges, dues, compensation under any of the industrial loss or other loss applicable in this behalf to the personnel which shall be responsibility of the agency only who shall be the employer of such personnel.
 9. Any dispute arising out of or in relation to this agreement shall be referred to a sole arbitrator to be appointed by the Executive Committee of CDMO/RKS _____ as per the Indian Arbitration Act. The sheet of the arbitration shall be at _____ and the proceedings shall be governed by the Indian Arbitration Act 1940.

10 The Contractor shall give a notice before one month in advance in case of discontinuance of this contract.

11 That payment may be made CDMO/RKS _____ after deducting the applicable taxes i.e. service charges & TDS as the case may be

IN WITNESSES whereof the parties have hereunto said their hands and seals the day and year above written.

Witness:

1

First Party

2.

Second Party