

Value of document= Rs. 3000/-

**SWARGIYA BISAHU DAS MAHANT SMRITI CHIKITSA  
MAHAVIDYALAYA & ASSOCIATED HOSPITAL KORBA (C.G.)**

**THIRD TENDER FOR OUTSOURCING OF SECURITY SERVICES**

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**OFFICE OF THE DEAN  
SWARGIYA BISAHU DAS MAHANT SMRITI CHIKITSA  
MAHAVIDYALAYA & ASSOCIATED HOSPITAL KORBA (C.G.)**

S.No./MC/PUR/TENDER/2022-23/ 274

Korba, Date..19.01.2023

**Tender Notice**

**Outsourcing of Security services at SWARGIYA BISAHU DAS  
MAHANT SMRITI CHIKITSA MAHAVIDYALAYA & ASSOCIATED  
HOSPITAL KORBA (C.G.)**

Swargiya Bisahu Das Mahant Smriti Chikitsa Mahavidyalaya & Associated Hospital , Korba,(C.G.) invites tender under 2 cover bid system i.e. Technical Bid and Financial Bid pack in two separate sealed envelope mentioning the name respectively and these two envelop should be packed in a third sealed envelope mentioning TENDER FOR OUTSOURCING OF SECURITY SERVICES on the front. The Tender Document containing the detailed scope of work and other terms & conditions attached to the required services may be viewed and obtained from our website [sbdmscm.edu.in](http://sbdmscm.edu.in)

Cost of Tender Document - <b>Rs.3000/-</b>		
<b>Earnest Money Deposit</b>		
The requisite EMD shall have to be paid as follows:-		
Payable to	EMD in the form of	EMD amount in rupees.
<b>Dean, Govt. Medical College Korba (C.G.)</b>	Banker's Cheque/Demand Draft	<b>1,00,000/- (One lac) only.</b>
Tender Start Date	<b>25-01-2023 at 11.00 AM onwards</b>	
Last Date of purchase of Tender document	<b>13-02-2023 before 05:00 PM</b>	
Last date & time for submission of Tender documents by Speed post/ Registered post/ Courier	<b>14-02-2023 before 03:00 PM</b>	
Date and Time of Tender opening	<b>14-02-2023 at 04:00 PM</b>	

  
Dean

Swargiya Bisahu Das Mahant Smriti  
Chikitsa Mahavidyalaya Korba,(C.G.)



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## INSTRUCTIONS TO BIDDERS

PROJECT NAME : Providing and Facilitating Security Services at Swargiya Bisahu Das Mahant Smriti Chikitsa Mahavidyalaya & Associated Hospital , Korba,(C.G.).

EMPLOYER : Dean, Swargiya Bisahu Das Mahant Smriti Chikitsa Mahavidyalaya, Korba.

PRINCIPAL EMPLOYER: Ministry of Health & Family Welfare, Govt. of Chhattisgarh

### 1. Brief Scope of Work

The Contractor shall provide security services, round the clock to safeguard the movable & immovable properties, belongings of the staff & students, patients and their attendants of the college and the associated hospital. The institute's present requirement shall be **70** security personnel (1 Security Officer, 3 Security Supervisor, 2 Bouncer and 64 Security guard) which may increase upto 140 later on as per necessity.

### 2. Minimum Qualification Requirements

The Bidders meeting the following minimum criteria shall be eligible to submit the bids with documentary evidence. -

- Bidder should have experience of successfully providing the Security services to Hospital/ Govt./ Semi Govt./ Private sector Establishments for at least 5 years as on date of invitation of bids. The bidder must have attained a minimum annual turnover of Rs.2 Crores per Year for last three years exclusively in security service.
- Bidder must have valid GST registration.
- Bidder should have valid registration with ESI & EPF.
- The Bidder must have valid registration with Labour Department as a Labour Contractor.

### 3. PERSONNEL, EQUIPMENT AND FINANCIAL CAPABILITIES

**3.1 Personnel Capabilities:** The Contractor should have suitable qualified and experienced personnel for the successful completion of the works. List of employees and bio-data of key officials shall be submitted stating clearly how these would be involved in this work.

**3.2 Financial Capabilities:** The Audited Balance sheets for the last three financial years (2019-20, 2020-21, 2021-22) should be submitted and must demonstrate the soundness of the Bidder's financial position showing positive net worth and net profit.

### 4.0 OTHER INFORMATION TO BE SUBMITTED ALONGWITH TENDER

4.1 Registration/ Licence: The firm should have GST Registration with the appropriate Authorities.

4.2 The firm should submit an affidavit duly notarized that they have not abandoned, debarred & blacklisted of any work of Union Government/ State Government/ PSU's etc. during the last 5 years.

4.3 The bidder should provide information regarding litigation/ Arbitration cases for the last five years.

4.4 Power of attorney of the signatory of the bid to commit the bidder.

4.5 The contractor will **indemnify** Swargiya Bisahu Das Mahant Smriti Chikitsa Mahavidyalaya / Associated Hospital/ Dean employer/client, as the case may be, against all penal action that may be levied/effectuated by any concerned authority for default in any labour regulation/PF/ESI and other statutory requirements of the relevant Acts/Laws related to the work of the contractor and will bear the legal charges, if any, and will pay the legal charges/dues directly to the concerned authority.(Indemnity Bond has to be provided on award of Contract, but an affidavit for the same has to be provided along with the tender).

4.6 The Bidder should have Private Security Agencies Regulation Act, 2005 (PSARA) license

4.7 Any Other Document as may be prescribed in Annexure III.

5.0 Even though the Bidders meet the above criteria, they are subject to be disqualified, if they

- Made misleading or false representation in the form, statement and attachments submitted; / or
- Record of poor performance such as abandoning the work, not properly completing the contract, inordinate delays in completion, litigation history, or financial failures, etc. / or
- The performance of any agency already worked/ working with the College & the associated hospital is not found satisfactory. / or
- Found to have been black listed in any of the works.

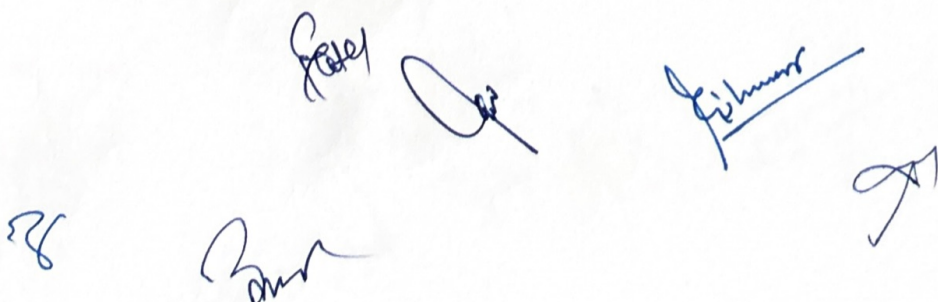
6.0 The bidders are advised to visit the site to get first-hand information as regards its approach, accessibility, working conditions, site conditions, availability of labour and material etc. and other matters affecting cost and work. All costs incurred in connection with submission of the tender shall be borne by the bidder irrespective of the outcome.

7.0 If any information furnished by the bidder is found incorrect at a later stage, bidder shall be liable to be debarred from tendering in the state of Chhattisgarh. The department reserves the right to verify the particulars furnished by the bidder independently.

8.0 Even though the agency meets all the criteria, the Employer reserves the right to accept or reject any bidder/disqualify any agency without assigning any reason whatsoever.

#### 9.0 UPDATING QUALIFICATION INFORMATION

10.0 Bidders shall be required to update the financial information used for Pre-Qualification as and when asked for, to confirm their continued compliance with the pre-qualification criteria and verification of information provided.



## 11.0 PREPARATION & SUBMISSION OF APPLICATION:

1. The Tender should be submitted by Speed post/ Registered post/ Courier latest by 18-10-2022 before 03:00 PM after the schedule time tender will not be accepted and Tender will be opened on 18-10-2022 at 04:00 PM at the Office of the Dean, Swargiya Bisahu Das Mahant Smriti Chikitsa Mahavidyalaya and Associated Hospital, Korba in the presence of the bidder(s) or their authorized representative(s), who wish to be present at the scheduled date and time. .

2. The tender should be submitted in two parts i.e. Technical Bid and Financial Bid pack in two separate sealed envelope mentioning the name respectively and these two envelop should be packed in a third sealed envelope mentioning TENDER FOR OUTSOURCING OF SECURITY SERVICES on the front.

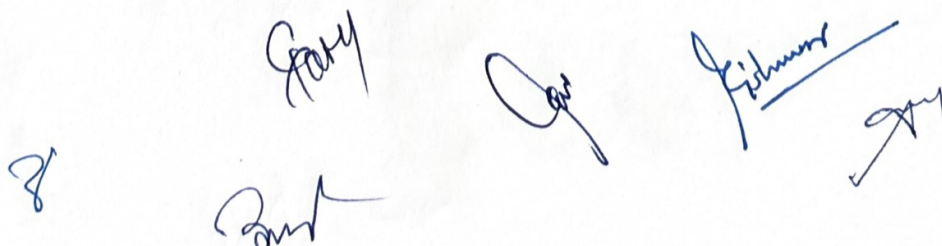
3. **Earnest Money Deposit:** The bidder shall be required to submit the Earnest Money Deposit (EMD) for an amount of Rs. 1, 00,000 (Rupees one Lakh Only) by way of Demand Draft/Bankers' Cheque duly pledged in favour of "Dean, Govt. Medical College, Korba". The DD/Bankers Cheque for earnest money deposit must be enclosed in the envelope containing Technical bid. An EMD minimum of 3% of total contract value (Purchase Value) will be submitted by the successfully bidder at the time of contract before issue of work order. The EMD of the successful bidder shall be returned after the successful completion of contract order and for unsuccessful bidder(s) it would be returned after award of the contract. Bid(s) received without EMD will be rejected.

4. **Tender Fee:** Tender fee will be Non-refundable amount of Rs. 3000/- (Rupees Three thousand only ) . Tender details can be downloaded from our website [sbdmscm.edu.in](http://sbdmscm.edu.in) The Tender Fees should be paid by way of Demand Draft/Bankers' Cheque duly pledged in favour of "Dean, Govt. Medical College, Korba".. In Case of the tender download from website Tender Fees should be submitted with tender document.

5. **Signing of Tender:** A. Individuals signing tender or other documents connected with the contract specify: -

- (i). Whether signing as a "Sole Proprietor" of the firm or his attorney.
- (ii) Whether signing as a "Registered Active Partner" of the firm or his attorney.
- (iii) Whether signing for the firm "Per Procuration."
- (iv) In the case of companies and firms registered under the Indian Partnership Act the capacity in which signing, e.g. Secretary, Manager, Partner etc. or their attorney and produce Copy of document, empowering him to do so, if called upon to do so.

**Note: In case of unregistered firms, all the members or all attorneys duly authorised by all of them or the Manager of the firm should sign the tender and subsequent documents.**



**12.0 GENERAL**

12.1 If a firm submit more than one bid all bids of the party will be rejected.

12.2 The Employer reserves the right to :

- a) Reject or accept any application without assigning any reason or incurring any liability thereof
- b) Cancel the tendering process and reject all applications/tenders
- c) Split the works into different packages if required
- d) Amend the scope and value of any contract under this project, in such event the bids will only be called from those pre-qualified bidders who meet the requirements of the contract as amended.

12.3 Joint venture companies shall not be allowed to participate in the bid.

12.4 No correspondence either from successful/pre-qualified bidder or unsuccessful bidder will be entertained in the regard.

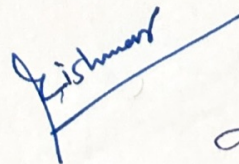
13.1 The Successful bidder has to sign a Services Contract with the college and associated hospital for the period mentioned in the terms and conditions mentioned below.

  
DEAN

**Swargiya Bisahu Das Mahant Smriti  
Chikitsa Mahavidyalaya Korba,(C.G.)**

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## Terms & Conditions

1. The Contractor shall provide security services, round the clock to safe guard the College and Hospital's movable and immovable properties and belongings of staff & students, patients and their attendants of the College & Associated Hospital for a period of one (1) year, commencing from the award of contract. If the work found satisfactory the period may further extendable on year to year basis for a maximum period of next 2 years (total 3 years) on the same terms and conditions and the rates at which the contract is awarded and will be valid throughout the extended period of contract and any claims whatsoever on account of increases in the rate of material to be used and other factors such as statutory payments, etc., shall not be entertained by SBDMSCM Korba and it will be the responsibility of the contractor to bear such other expenses. However, if there is any downward revision of all the rates due to revision of govt. taxes etc. or any other reasons, the same shall be passed on to the SBDMSCM Korba through appropriate reduction of the contracted rates. Further any upward revision of Minimum Wages by the Government, amount may be revised accordingly. The contract can be terminated by College by giving 1 month clear written notice in advance in case of major default or failure by the Contractor in fulfilling its obligations under this Contract.
2. The Contractor shall fulfil the obligations under the Contract with such number of staff as may be agreed to, between the parties from time to time. At the time of commencement, the Contractor shall provide a total strength as specified as per Point No1 (Brief Scope of work under Instruction To Bidder). The persons deployed shall be in sound health, well built and capable of reading, writing and speaking good English/Hindi and should have good manners and in case of new staff to be deployed for the College or associated hospital, the Contractor shall be obtain clearance from the Dean Office/MS Office. The Contractor shall made available to the college or associated hospital, additional man power in case of emergency.
3. The duties and responsibilities of the Contractor and its employees are defined as in Annexure-1 and shall perform under the Contract.
4. It shall be the responsibility of the Contractor to ensure that fully trained and competent staff members are alone deployed to fulfil the obligations under the Contract and shall provide such staff at its own cost with such equipment such as weaponry, uniforms etc. The Contractor will ensure that its staff undergoes such training that is required for effectively providing the security measures, such as training in fire-fighting operations or any other security activity related and other areas as may be prudently considered necessary from time to time.
5. All guards are between the ages of 22 to 45 years. Male guards should be of a minimum height of 5'7" at least. They should have good training and conduct. The training plan of guards needs to be systematic and robust.
6. The staff of the Contractor shall always be under its direct control and supervision, which shall be free to transfer and re-transfer its staff in accordance with its needs and judgment without disturbing the smooth functioning and operations of the College & Associated Hospital.
7. The Contractor shall always provide the stipulated number of its staff which shall not include any assistant personnel to the deployed staff of the Contractor.

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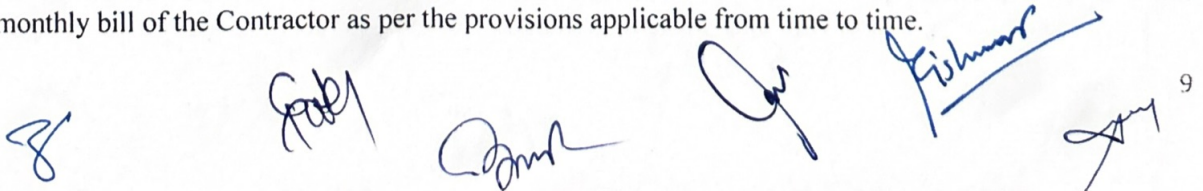
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8. The Contractor shall be responsible as employer of its own staff to maintain all personnel records of the staff such as pay rolls, attendance sheets, leave records etc., which shall be readily available for inspection/scrutiny by the College & Associated Hospital or its authorized representatives.
9. The staff of Contractor shall record their attendance in Daily Attendance Register to be verified by the concerned College/Hospital authorities and the same shall be considered as final record for disbursing Wages.
10. The security personnel to be deployed by the Contractor shall protect staff, students and property of the College & Associated Hospital and its patients/ attendants by exercising all the necessary care, caution, reasonable and prudent while discharging their duties. The beat area to be made over/ specified for protection by each individual/ group of individuals shall honestly and efficiently discharge the duties expected of at all circumstances/ situations and the Contractor shall provide at least 4 walkie-talkie sets for improved communication.
11. Any theft or loss of the property of the College & Associated Hospital or its patients/ attendants must be reported to the police with an immediate written intimation to the College & Associated Hospital. The Contractor shall be responsible for reporting the matter to the police, in consultation with the College & Associated Hospital and file F.I.R. etc., and follow up with the police for investigation and for speedy disposal of the matter as well as logical and legal conclusion.
12. If the police assessment attribute the theft/ loss caused is due to the negligence of collusion of the security personnel of the Contractor, the Contractor shall compensate to the College & Associated Hospital the loss sustained by the College & Associated Hospital for that purpose contractor should mandatory submit Indemnity bond . The College & Associated Hospital may appoint any officer(S) who shall decide the value of the loss on the findings its enquiry and judgment which shall be final.
13. The College & the associated Hospital shall provide with necessary furniture and equipment which shall be recorded in separate register for keeping its belongings and the Contractor shall handover the same as and when the period of deployment of Contractor is seized and officer(S) who shall decide.
14. The Contractor shall carry out the obligations under this Contract diligently and to the full satisfaction of the College & Associated Hospital. The Contractor shall comply with all the directions issued by the College & Associated Hospital Authorities.
15. All the security staff should abide by the rules and regulations of the College/Hospital as long as they are deployed in its premises and its associates while discharging the duties.
16. The Contractor should take prior permission, Licenses etc., from the concerned Government Authorities as required under the law from time to time at its own cost to fulfil its obligations under this Contract and shall be responsible for payment of minimum wages, taxes, payment of P.F., E.S.I., and observance of all other statutory requirements, obligations from time to of all monies etc. The Contractor shall not made responsible in an any way for the failure by the Contractor and in case the College & Associated Hospital is penalized for any of the failures of the Contractor it shall be made good by the contractor. It is clearly understood that the employees of the Contractor will be working for eight hours (with lunch break) per day.
17. It is the responsibility of the Contractor to engage and pay wages to its staff so employed by it, as per the Minimum Wages Act as amended from time to time by the Government of Chhattisgarh / Government of India, and to observe all applicable statutory requirements specified in various labour and other statutes. Through, this is fixed rate contract, the College & Associated Hospital agrees for negotiations to revise the rates proportionately to the extent of increase in liability towards wages on account of notification of Government revising the minimum wages.





18. The monthly wages payable to the staff of the Contractor from the monthly bill paid by the College & Associated Hospital is inclusive of the wages for weekly offs, holidays, leave etc. The College & Associated Hospital is not liable for any additional cost on any account for the due performance of this Contract by the Contractor. While the Contractor may make payment of wages under different heads, any reimbursement will not be taken as wages for this purpose.
19. The Contractor should ensure the safety of its staff deployed during the course of performance of the job. If any employee of the Contractor is hurt or injured or met with any serious calamity, accident etc., for any reason under any circumstances, the responsibility shall solely lie on the contractor and the College or the associated hospital is not liable in any way and is free from all such liabilities and encumbrances.
20. The Contractor hereby indemnifies the College and Associated Hospital against all claims from the third parties -in respect of any violation or negligence on the Part of the security personnel of the Contractor.
21. The Contractor shall supply Security Guard/Lady Guard/Security supervisor/Gunman/Head Guard/Security officer as per Clause No.2. The College and Associated Hospital reserves the right to increase or decrease the manpower at any time, in the event of any change in deploying manpower shall be informed within seven days prior written notice by the College and Associated Hospital or its authorized representative(s).
22. All the relevant registers and records of the Contractor pertaining to this work shall be made available to the College and Associated Hospital authorities as and when required for audit inspection etc. at free of cost duly certified by the Contractor. If the College or the associated hospital authority directs upon inspection of records, the Contractor shall comply with statutory requirements otherwise the amount pertaining to the same will be deducted from the bills without any notice.
23. In consideration of fulfilling its obligations under Contract by the Contractor, the College and Associated Hospital agrees to Pay in all inclusive (Including Goods & Service Tax) monthly rate based on the category of employees as per the details given in Annexure-II.
24. The College and Associated Hospital shall not have any obligation to examine or to entertain any claim submitted in by the Contractor on account of any dispute in connection with the payment already made and / or deductions and / or number of staff deployed by the contractor in the College and Associated Hospital, if such disputed claim is not submitted in writing within one month from the date of receipt of cheque / payment of said claim made by the Contractor and the right of the Contractor will be waived after completion of such period.
25. For any additional requirements of security personnel and for additional manpower worked days in any month by any individual person, the College and Associated Hospital shall pay per month at the rates which shall be divided by falling month days to arrive per day rate.
26. The Contractor shall raise the bill once in a month enclosing herewith certified salary disbursement sheet (Certified by Bank that the wages for previous month have been disbursed in the accounts of security personnel) and extra duties/ hour's disbursement sheet.. This disbursement should contain the signature of employee of the Contractor, Copy of the challan of payment of GST, P.F. and E.S.I.; shall be submitted by the Contractor. In addition to this, the Contractor shall submit copy of monthly ECR file of employees', Payment receipt of challan, under P.F. Act. If the Contractor is making payment of PF of all its employees working with different organizations in a consolidated challan, the Contractor shall submit a statement giving break up of number of employees at each organization covered under the said challan. If the contractor fails to comply with the above requirements in any month, the Contractors service Charges shall be kept on hold till the completion of the above requirements.
27. Income Tax, GST and other taxable deductions as applicable will be deducted at source from the monthly bill of the Contractor as per the provisions applicable from time to time.

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28. The Contractor hereby indemnifies the College & the associated hospital from all claim(s) of the employees of the Contractor and other statutory authorities.
29. Any dispute arising out of the matters mentioned above in this Contract shall be resolved through Arbitration and Conciliation Act, 1996 and abide by the decision of the Arbitrator. The Proceeding of the Arbitrator shall be in English and venue of Arbitration shall be at Korba. C.G.
30. If any Audit Objection is raised by the External/Internal Auditor subsequent to the Disbursal of Bill Amount by the College/Associated Hospital. It shall be duly recovered from the Contractor if the Justification and evidence are not satisfactory.
31. Bids offering rates which are lower than the minimum wages of Govt. of CG for the pertinent category would be rejected.
32. In Case of Tie for Lowest bidder then Quality based Score card of bidder will be followed for LL.

### Quality Based Score Card Of Bidder

S no.	Description	Details	Score
1	<b>Organization Capacity</b> Firm/Company Net Worth in immediate past financial year 2021-22 (Attached CA Certificate for net Worth issued at end of March 2022)	15 Lakh-1 Crore	3
		1 Core - 3 Core	4
		3 Core -06 Core	5
		06 Core - 15 Core	6
		15-30 Core	7
		30-50 Core	9
		More than 50 Core	10
		Bidder Shall have executed similar nature of Work in last 03 year in Govt./PSU/Autonomous Body/reputed Hospitals with minimum of 100 Bedded	1 Marks For each (Govt./PSU/Autonomous Body/reputed Hospitals with minimum of 100 Bedded) Will Be allotted, Maximum up to 05 marks
2	<b>Financial Profile</b> Total Turnover in last 03 FY (2019-20, 2020-21,2021-22) [Generated from Security Work Only]	15 Lakh-1 core	4
		1 Core-2.5 Core	5
		2.5 Core-5 Core	6
		5-10 Core	7
		10-15 Core	9
		Above 15 Cores	10
3	Number of year Of Experience in the field of Security Services	02 marks for each year up to maximum of 10 marks	10

## Annexure I

### Duties & Responsibilities of Security Personnel

1. Minimum educational qualification: SSC/ Matriculation Pass.
2. Height: 5.7"
3. Age : 18 to 38( Excluding the Senior Guards/Supervisors/Officers who are above this age )
4. Physically and medically fit.
5. No history of suffering from chronic diseases like epilepsy, tuberculosis, HIV/Aids or any other infectious disease.
6. No past record of any conviction or incrimination in police history sheet.( Police Verification is Mandatory before Joining of any guard.)
7. **Security Officer must be an Ex-Army Officer**

Charter of Duties of Security Swargiya Bisahu Das Mahant Smriti Chikitsa Mahavidyalaya & Hospital Korba,(C.G.)

#### Duties of the Security Officer:

1. Over all in charge of the Security functions of the hospital.
2. He reports to the Dean/Medical Superintendent/Administrative Officer from time to time for effective operations whenever called by them.
3. He maintains all the required registers with the help of the desk attendant and observes all the entries are entered in the relevant registers. He ensures recording all the incidents/happenings in the hospital/College and initiates appropriate actions depending on the incident.
4. He/he should ensure that proper documentation of all the movements of vehicles, manpower and material.
5. Responsible for the property of the Hospital and maintains effective communication network with the security staff throughout.
6. He /he should maintain good relations with the nearest police station for immediate help in situations of need.
7. To know all the extension numbers, contact numbers of all the key people of the organization and keep in touch at all times and should take suggestions from senior officials to improve the effectiveness.
8. He/he should be able to train the security staff in fire-fighting, ambulance services and communication skills.
9. To be able to do all the Medico legal cases (MLC) documentation with police personnel and concerned hospital staff.
10. To ensure regulated entry and exit of all materials and men through invoices / gate passes/Entry passes and maintains record of the same.
11. Should ensure implementation of visiting hours and enforce compliance by attendants.
12. He/he should train the security staff on the sterilization process and usage of the linen for the above.
13. To ensure all the security staff is properly dressed, Punctual in reporting their duties, well groomed, during the office hours.
14. Daily briefing to all the concerned staff and update on the hospital facilities and protocol to be followed at each security post.
15. Should be ensuring that all the new guards are properly trained before take up the positions.
16. Vehicles movement, valet parking vehicles movement, materials movement, staff movement registers have to be maintained properly and daily review with the Administrative Officer.
17. To ensure proper use of stationery items drawn from the stores for the security use

18. Misuse of telephone by security staff should be barred.
19. To keep a vigil on the cash payment patients with specific reference to non — payment/late payment patients and to be coordinate with billing and front office department on this aspect.
20. To ensure that no security personnel get involved in accepting bribe from any source.
21. To maintain extra vigilance on terrorist threats and ensure proper guarding of identified prone to terrorist attacks in the Hospital premises.
22. To ensure the daily attendance and duty timings by maintaining proper record register of all employees and getting the register verified by college/ hospital administration authorised in-charge on periodic basis. Absence of any employees should be mentioned in attendance register properly and inform to college/ hospital administration authorised in-charge on the same date.

### **Duties of the Security Supervisor**

1. He reports to the Security Officer from time to time for effective operations and any Emergencies
2. He also reports to the Dean/Medical Superintendent/Administrative Officer from time to time for effective operations or whenever called by them.
3. He maintains all the required registers with the help of the desk attendant and observes all the entries are entered in the relevant registers. He ensures recording all the incidents/happenings in the hospital/College and initiates appropriate actions depending on the incident.
4. He/he should ensure that proper documentation of all the movements of vehicles, manpower and material.
5. Responsible for the property of the Hospital and maintains effective communication network with the security staff throughout.
6. He /he should maintain good relations with the nearest police station for immediate help in situations of need.
7. To know all the extension numbers, contact numbers of all the key people of the organization and keep in touch at all times and should take suggestions from senior officials to improve the effectiveness.
8. He/he should be able to train the security staff in fire-fighting, ambulance services and communication skills.
9. To be able to do all the Medico legal cases (MLC) documentation with police personnel and concerned hospital staff.
10. To ensure regulated entry and exit of all materials and men through invoices / gate passes/Entry passes and maintains record of the same.
11. Should ensure implementation of visiting hours and enforce compliance by attendants.
12. He/he should train the security staff on the sterilization process and usage of the linen for the above.
13. To ensure all the security staff is properly dressed, Punctual in reporting their duties, well groomed, during the office hours.
14. Daily briefing to all the concerned staff and update on the hospital facilities and protocol to be followed at each security post.
15. Should be ensuring that all the new guards are properly trained before take up the positions.
16. Vehicles movement, valet parking vehicles movement, materials movement, staff movement registers have to be maintained properly and daily review with the Administrative Officer.
17. To ensure proper use of stationery items drawn from the stores for the security use.  
Misuse of telephone by security staff should be barred.

18. To keep a vigil on the cash payment patients with specific reference to non — payment/late payment patients and to be coordinate with billing and front office department on this aspect.
19. To ensure that no security personnel get involved in accepting bribe from any source.
20. To maintain extra vigilance on terrorist threats and ensure proper guarding of identified prone to terrorist attacks in the Hospital premises.
21. To ensure the daily attendance and duty timings by maintaining proper record register of all employees. Absence of any employees should be mentioned in attendance register properly and inform to Security Officer on the same date.

**Duties of the Security Guards:**

1. He should wear proper uniform while on duty, neat and clean turn out at all the time.
2. To be polite but stern.
3. Should not allow any stranger to enter the hospital/college premises without a proper reason duly certified by a staff member of the organization and without issuing a gate pass. Wish all the senior level executives more politely and with full discipline.
4. Should never leave the security post where he/he is posted.
5. Should not allow anybody to take out any material without gate pass or proper and valid document. To check with the concerned department/administration for any clarification.
6. Should check all the items before sending in or sending out of the hospital/College to ensure proper quantity.
7. Should ensure that all light and fans are switched off after working hours.
8. Should ensure that all the doors and windows are locked and sealed after the working hours.
9. Vehicle movement register should be maintained properly.
10. Staff moment register should be maintained properly.
11. Frisking of the employees on their return from work to be carried out.
12. Visitors and visitor's vehicles registers have to be maintained.
13. Should not allow any contraband items inside.
14. Should never argue with the Patient / attendant/ Staff/Students.
15. To be alert on duty always.
16. Should not allow more attendance inside other than the allowed number.
17. Should not allow the patient to leave the hospital without clearance from the billing department and discharge slip from the front office.
18. To be more alert at the rooms prone to escape/attempts on that direction. Should always brief the reliever properly with documentation on the above subject. Should call the security supervisor for any relief till somebody comes and relives.
19. Should extend possible help to the needy.

**Duties of the Bouncer:**

1. He should wear proper uniform while on duty, neat and clean turn out at all the time.
2. To be polite but stern.
3. Should not allow any stranger to enter the hospital/college premises without a proper reason duly certified by a staff member of the organization. Wish all the senior level executives more politely and with full discipline.
4. Should never leave the duty where he/he is posted.
5. Should not allow anybody to take out any material without gate pass or proper and valid document. To check with the concerned department/administration for any clarification.
6. Should check all the items before sending in or sending out of the hospital/College to ensure proper quantity.
7. Should ensure that all the doors and windows are locked and sealed after the working hours.

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8. Staff moment register should be maintained properly.
9. Frisking of the employees on their return from work to be carried out.
10. Should not allow any contraband items inside.
11. Should never argue with the Patient / attendant/ Staff/Students.
12. To be alert on duty always.
13. Should not allow more attendance inside other than the allowed number.
14. Should not allow the patient to leave the hospital without clearance from the billing department and discharge slip from the front office.
15. To be more alert at the rooms prone to escape/attempts on that direction. Should always brief the reliever properly with documentation on the above subject. Should call the security supervisor for any relief till somebody comes and relieves.
16. Should extend possible help to the needy.

**Duties of Security Guards at Main-Entrance:**

1. He is responsible to maintain the registers kept with supervisor
2. He is responsible to maintain the inward and outward registers properly and make the entries of materials of coming in & going out according to the bill/DC/gate passes after physically checking and verifying the items whoever is on duty.
3. Ensure that the gate passes are made on proper printed form. And it should be duly signed by the Authorized Signatory: then only the materials permitted to be taken out.
4. He should attend the phone calls, talk politely and clearly whenever supervisor is away on rounds.
5. Ensure that incoming/outgoing staffs are to be checked properly while they are coming in/going out from duty.
6. Staff on duty is not allowed to go without making entry in the staff movement register.
7. Ensure that visitors are permitted to get in the premises only after verifying from the concerned section, and entering their names in the visitors register and visitors passes issued.
8. Medical representatives coming to meet the doctors are to be verified from the doctor concerned before allowing them inside.
9. He should not leave the place of duty till a proper reliever comes and take over the duties properly.
10. Register to be given to the staff according to their status.
11. He should always remain polite to staff and visitors.
12. He should be neatly turned out.

He should maintain the optimum utilization of parking area.

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Annexure II

**FINANCIAL BID**  
**For Providing Security Services to SBDMSCMH, KORBA.**  
 (IN Sealed Cover-II Super Scribed "Financial Bid")

Schedule of Rates (Per Month)									
Designation	Category	Basic *	DA*	Gross Wages	<u>EPF@ *</u> 13%	ESI * @3.25%	Total	Service Charges in % per person per month**	To tal
Security Officer	Skilled							To be Quoted by Bidder	
Security Supervisor	Semi-Skilled								
Bouncer	Semi-Skilled								
Security Guards	Unskilled								

- \* Applicable Minimum Wages as per Law Bids offering rates which are lower than Wages per Month as notified by CG Govt. for the pertinent category will be rejected.
- \* GST will be as per Govt. Norm
- \* EPF and ESI charges will be as per Govt. norm.
- \*\* Service Charge should not be less than 1% of Basic per person per month. It shall also include all charges viz. bonus, leave salary, liveries, insurance, contractor's margin and other taxes applicable, if any (except GST).

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## Technical Bid / Checklist

Sl. No.	Documents to be provided	Yes/No
01	Tender fees of Receipt in the name of dean Govt. Medical College Korba (C.G)	
02	Details of EMD No. Date, Amount, and Bank name	
03	<u>PAN Card of Firm/Company/Proprietor</u>	
04	GSTIN [Attach Document] and GST return filled certified copy of last 03 year.	
05	Income Tax Return Certificate for the year 2019-20, 2020-21 and 2021-22.	
06	Affidavit of 10 Rs on stamp paper for non Joint venture & Proprietor of Firm.	
07	Certificate of Incorporation in case of Company/LLP or Trade License (Gumasta) issued by Municipal Authorities in case of others	
08	GST Registration Certificate of Firm/Company	
09	<u>Copy of EPF Registration Certificate</u>	
10	Copy if ESI Registration Certificate	
11	Copy of Labour License	
12	Copy of Private Security Agencies Regulation Act, 2005 (PSARA) license	
13	Past Performance Certificates (atleast one)	
14	Minimum annual Turnover Certificate of Rs.2 Crores per Year for last three (3) years. (to be issued by Chartered Accountant)	
15	Audited Financial Statements of Last 3 Years	
16	An Affidavit of 50Rs. Stamp Paper duly notarized for Power of Attorney in favour of authorised signatory for the project	
17	An Affidavit of 50 Rs. Stamp Paper duly notarized that they have not abandoned, debarred & blacklisted of any work of Union Government/ State Government/ PSU's etc. during the last 5 years.	
18	An Affidavit of 50 Rs. Stamp Paper duly notarized regarding information about litigation/ Arbitration cases for the last five years.	
19	An Affidavit of 50Rs. Stamp Paper duly notarized that for Indemnity Bond as mentioned in Sl. 4.5 of Instructions to Bidders.	
20	An Affidavit of 100 Rs. Stamp paper duly notarized that contractor has seen, read and understood the contract and its term and condition .and is agree to bind to flow by law to all terms and conditions in this contract.	
22	Firm/Company Net Worth in immediate past financial year 2021-22 (Attached CA Certificate for net Worth issued at end of March 2022.	
23	Copies of all experience certificate issued by Head of institute in the field of security service.	



24	Affidavit of 50 Rs on stamp paper duly notarised regarding quoted rate in this tender is not higher than previous tender quoted rate.	
25	Affidavit of 50 Rs on stamp paper regarding the firm is not blacklisted by any organisation	
26	Price Bid in Annexure II	

### Disclaimer

This document has been prepared by Swargiya Bisahu Das Mahant Smriti Chikitsa Mahavidyalaya & Associated Hospital , Korba,(C.G.) The information is provided to prospective Bidders, who are interested to Bid for providing & facilitating Security Services at Swargiya Bisahu Das Mahant Smriti Chikitsa Mahavidyalaya & Associated Hospital Korba.(C.G.)

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