

WEST BENGAL MEDICAL SERVICES CORPORATION LTD.

(Wholly Owned by the Government of West Bengal)

CIN: U85110WB2008GC126373; 2008-09

Regd. Off. : Swasthya Sathi, GN-29, Sector-V, Salt Lake, Kolkata- 700 091

www.wbmsc.gov.in; Ph: 033-4034-0400; e-mail: ml@wbmsc.gov.in

Bid Reference No.-WBMSCL/NIQ-03/2020

Date- 08/01/2020

QUOTATION NOTICE

**Sub:- Engagement of Security Guards at Ayush Hospital- Paschim Medinipur
under Minimum wages Act- reg.**

Sealed quotations in duplicate are invited from reputed agencies for providing Security Guards for round the clock security services (01 person for 8 hours shift) for Ayush Hospital at Paschim Medinipur on consolidated rate basis for a period of 03 months

The quotation in sealed cover superscribing "Quotation for Security Guards" should reach to the Managing Director, West Bengal Medical Services Corporation Limited, GN-29 Swasthya Sathi Building, Salt Lake, Sector -v , Kolkata-700091 on or before **3.00 p.m. on 20th January, 2020**. The quotation will be opened on the same day at 3.30 pm in the presence of the bidders if any present.

Managing Director, West Bengal Medical Services Corporation Limited (WBMSCL) reserves the right to accept or to reject any quotation without assigning any reason whatsoever.

Any extension of time, modifications, alterations, addendum etc. to this notice will be published in the official website and on the notice board of WBMSCL. All concerned may therefore regularly visit the website for updated information.

For further details visit WBMSCL website www.wbmsc.gov.in



General Manager

Deployment

The deployment of the guards will be done by Contractor as directed by WBMSCL. Attested copies of bio-data with photos and necessary ID of the personnel proposed to be deployed shall be submitted by the agency before entering into agreement.

Mode of Payment

Monthly payment pertaining to the contract may be made by e- transfer on 15th of the succeeding month, on submission of the bills for services after effecting recoveries, if any.

Period of validity of the contract

This contract will be valid for a period of 03 months with effect from the date of signing the agreement. However, the same can be terminated by either side by giving one month's notice or payment in lieu thereof. This contract may be extended if mutually agreed.

Performance Security Deposit

Contractor shall pay an amount equivalent to one month's payment to WBMSCL as security deposit in the form of PBG, which shall be deposited before commencing his contractual obligation. The security money shall be refunded to the contractor after completion of the contract period after making necessary deductions, if any.

Execution of Agreement

Contractor is required to execute an agreement in Non-Judicial Stamp Paper worth Rs.100/- (Rupees One Hundred only) in the format provided from this office.

Earnest Money Deposit

The Earnest Money Deposit of Rs.2,000/- (Rupees two thousand only) in the form of Bank Guarantee is to be paid by the intending bidders by way of bank guarantee a validity period of 90 days from the date of submission of bids issued by any scheduled bank in favour of West Bengal Medical Services Corporation Limited payable at kolkata. Quotations without the required EMD shall be summarily rejected.

The bid security bank guarantee of the selected bidder will be returned duly discharged to the selected bidder on execution of the agreement and on receipt of

performance security. The bid security bank guarantee of the unsuccessful bidder will be return duly discharged within 15 days after execution of the Agreement with the selected bidder, on demand been made by the unsuccessful bidder by a letter in written to the corporation.

Date & Time of Submission

The quotations indicating the rate quoted and other terms and conditions in a sealed cover superscribed as "**Quotation for Security Guards at Ayush Hospital, Paschim Medinipur**" should reach to "The Managing Director, WBMSCL, Kolkata-700091" on or before **3.00 PM on 20th January 2020**. The Quotations received before the last date and time will be opened at 3.30 pm on the same day in the presence of bidders if any, present. The quotations that are vague, incomplete or without information required will be rejected.

Acceptance & Award of Work

The Managing Director, WBMSCL reserves the right to accept or to reject any quotation without assigning any reason, whatsoever.

Terms and Conditions for Security Services Contract

1. **Scope of Services**

1. Contractor shall be completely responsible for protecting the properties and assets of the Ayush Hospital, Paschim Medinipur, checking the incoming and outgoing vehicles, employees and visitors, reception and guiding of visitors, etc., and maintenance of security Registers as per the requirement.
2. The contractor shall ensure that the security guards provided by it manner cause any interference, annoyance, nuisance to the office or work or its Officers/ employees/ visitors

2. **Requirement & Working Hours**

1. Requirement of persons would be 3 (three guards round the clock on all Week days.
2. Security Guards should be below the age of 60 years.
3. Contractor shall provide security arrangements for all the 24 hours of the day with a batch of properly trained guards and they shall be sufficiently literate to handle the routine works and attending telephone calls during day time and after office hours uninterruptedly, in an utmost courteous manner as entrusted. The working schedules of security guards will be 8 hours a day per shift covering all the 7 days of the week.

3. **Uniforms**

The Uniforms, raincoats, umbrellas, torch with cells and other kit will be supplied by Contractor to their employees

1. **Monthly Charges**

1. Rates quoted should be inclusive of all service tax as per Rules.
2. Rates quoted should be inclusive of all the statutory payments like Provident Fund, E.S.I. etc
3. Minimum wages as per the Minimum Wages Act as amended from time to time will have to be effected to the personnel engaged by the agency for Security duty. The latest Orders of Office of the Govt. of West Bengal, Office of the Labour Commissioner, Statistics Section, may be applied while calculating the minimum wages

2. **Salary, Wages and other statutory obligations and amenities**

Contractor is responsible for meeting the following statutory obligations as required under the law.

1. Salary/Wages and allowance applicable
2. Provident Fund
3. E.S.I.
4. Any other statutory requirements like Minimum Wages Act, Payment of Bonus Act, etc.

The contractor shall remit all the statutory payments on a monthly basis, directly to the authorities concerned and furnish the proof of remittance on a monthly basis to WBMSCL.

Contractor shall meet the liabilities of the employees under the E.S.I. Act, Provident Fund Act, and Workmen's Compensation Act etc. WBMSCL shall have no Liability of whatsoever arising under any of these statutes and there shall be no employer – employee relationship between the WBMSCL and the personnel engaged by Contractor in the premises of Hospital provided.

However that a default of any such payments arising under the said statutes and if WBMSCL is called upon to pay any amount due under the said Acts, then Contractor shall reimburse that amount so expended by WBMSCL without demur or the same shall be adjusted against any amount due to Contractor

The contractor will obtain license, if any, required under the local or central laws for providing security services to the Ayush Hospital, Paschim Medinipur.

The contractor should have PAN & Service Tax Registration. Originals of these documents along with copies shall be produced for verification at the time of tender opening.

Replacement

Any security guard falling sick or proceeding on leave will be immediately replaced by Contractor at no additional expense to WBMSCL. On occasions when due to paucity of men, it is not immediately possible to provide a suitable relief for an absentee/absentees, Contractor will see that no post is left unmanned.

Liability

The contractor will indemnify the WBMSCL against any claim, loss, damage occurred, or caused to Ayush Hospital, Paschim Medinipur due to willful acts or omissions or carelessness or negligence of the security guards employed by the contractor, while on duty.

Withdrawal of Personnel

Contractor agree to withdraw their men immediately on termination of the contract or otherwise on the instruction WBMSCL. Whenever any misconduct is noticed of the personnel engaged by Contractor then the same on report by the WBMSCL shall be looked into and appropriate disciplinary action shall be taken by the Contractor and if necessary such person may be replaced by a suitable hand.

Quotation Format

In response to the quotation notice No.- WBMSCL/..... Dated- -
published by West Bengal Medical Services Corporation Limited (WBMSCL), we hereby
offer the following rates for providing security personnel at Ayush Hospital, Paschim
Medinipur subject to the terms and conditions of contract specified by WBMSCL.

I. Details of the Organization

1.	Name of the Organization	
2.	Name(s) of the proprietor/Director	
3.	Registered address with telephone Nos. & email id	
4.	Service Tax Registration No.(self attested copies to be attached)	
5.	Permanent Account No. of the firm (PAN)- self attested copies to be attached.	
6.	Provident Fund Number allotted by Regional Provident Fund Office(self attested copies to be attached)	
7.	ESI Registration No.(self attested copies to be attached)	
8.	Name(s) of the organizations to whom similar services have been provided by the firm during last five years (Please attach the job order/service certificate	1. 2. 3.
9.	EMD DD No. & date and bank name	
	Signature with Date	
	Seal	

(All Columns must be filled)

II. Consolidated rate quoted for providing 03(three) security guards per month at Ayush Hospital, Paschim Medinipur

Sl.No.	Item	Amount (Rs.)
1.	Consolidated rate per month inclusive of all tax & levies and statutory payment to the employees	
	Total	

Name:

Address:

(Seal)

Place:

Date: