

भारत सरकार  
क्षेत्रीय औषध परीक्षण प्रयोगशाला

केन्द्रीय औषध मानक नियन्त्रण संगठन  
(स्वास्थ्य सेवाओं का महानिदेशालय)

स्वास्थ्य एवं परिवार कल्याण मंत्रालय

सैक्टर-39 सी, चण्डीगढ़-160036

फोन नं: 0172-2688239, फैक्स नं: 0172-2636316



GOVERNMENT OF INDIA  
REGIONAL DRUGS TESTING LABORATORY

CENTRAL DRUGS STANDARD CONTROL ORGANISATION  
(Directorate General of Health services)

Ministry of Health & Family Welfare

SECTOR-39 C, CHANDIGARH - 160036

Tel. No: -0172-2688239, Fax- No: 0172-2636316

E-mail id: directorrdtlchd@yahoo.com

No. 4-5/2015-16/ Misc/Security/\_\_\_\_/15

Dated: 29.06.2015

To

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Subject:- Quotation for Security Guards & Housekeeping Staff (Safaiwala) services in Regional Drugs Testing Laboratory, Sector 39-C, Chandigarh-Regarding

Sir,

This office requires the services of Security Supervisor (1), Security Guards (5) & Housekeeping Personnel (Safaiwala-5) from reputed concerns for supply of manpower. The firm should be registered with Chandigarh Administration & should have the record of Manpower Management in different Central/State Government offices. The firm should execute 'an agreement' with the office of the Director, Regional Drugs Testing Laboratory, Sector 39-C, Chandigarh under the following terms and conditions:-

**TERMS & CONDITIONS**

1. The firm must have continued experience of providing, similar services to at least three different Central/State Govt. Institutions/Autonomous body/Laboratory. **Proof of satisfactory service is to be attached.**
2. Firm having valid PAN, EPF, ESI, Service Tax and Director General Resettlement, Govt. Of India registration and license issued by competent authority under the provisions of Private Security Agencies (Regulations), Act 1950 (PSAR Act) and copy of labourers engaged issued by Labour Commissioner, Chandigarh for providing such services, are only eligible to submit their quotation. **Copies of valid registration certificates/license are to be attached.**
3. The staff deputed by the firm shall ensure that no item is taken out of or brought in the premises without the gate pass issued by nominated officers of RDTL.
4. The firm should not be **blacklisted or debarred** by any Govt. Department.
5. Firm shall have to arrange accommodation & transport of its staff.
6. Firm's employee will wear **proper, neatly pressed uniforms with name plates**. Providing of uniforms will be the sole responsibility of the firm and its cost should be built in the rates quoted.

7. The Firm shall be responsible to make alternate arrangement for deputation of manpower in order to implement the instructions/guidelines in respect of national & festival holidays and mandatory leave authorized to each of his employee.
8. The persons deployed by the Firm for the execution of the contract shall be the employees of the Firm for all intents and purposes and in no case, there shall be any relationship of employee and employer between the said persons and the RDTL either implicitly or explicitly. The Firm will ensure that his employees are medically fit and free from communicable disease. **The antecedents of the person to be provided by the Firm will be got verified by the Firm at his own cost and level.**
9. The persons so deployed shall be under over all control and supervision of the contractor and the contractor shall be liable for payment of their wages & dues, deposit of statutory liabilities and grant of other benefits within the stipulated time as required under the various Labour Laws and Regulations and other statutory provisions. RDTL shall be indemnified for any such liability on this count. To enable compliance, firms price bid should be as per wages, rates prescribed for the relevant category in the current Minimum Wages notification issued by Central Labour Commissioner, Govt. of India and should also mention amount of employer share of liabilities payable as per current labour & other applicable laws/Schedule to PSAR Act. No enhancement in rates other than the one prescribed by the central Labour Commissioner Govt. Of India or Labour commissioner (U.T) Chandigarh, whichever higher will be given, during the occurrence of the Contract.
10. After the award of the contract firm shall furnish a Security @ of 5% of the contract value or ₹ 50,000/- whichever is higher, either in the shape of FDR or Bank Guarantee, pledged in favour of the Director, RDTL, Chandigarh, having validity beyond a period of 3 months over and above the date of expiry of the contact.
11. Any dispute during contract period shall be referred to the arbitrator to be nominated by the Director, RDTL, Chandigarh and the decision of the arbitrator will be final & binding on both the parties. Place of Arbitration will be in Chandigarh and the language of Arbitration proceeding shall be in English.
12. Contract or any of the services requisitioned cannot be sublet without the prior consent of the Director, RDTL, Chandigarh.
13. The contract is initially for one year with further extension of one year, maximum up to two years subject to the satisfaction of the Director RDTL, Chandigarh.
14. **Penal Clause:** The Contractor shall be responsible for the complete surveillance of the Laboratory complex so as to ensure that equipment inventory lying in the laboratory is not tampered with or pilfered. In case, any personnel is found negligent or careless in the discharge of his duties at any time or any theft/pilferage/burglary/dacoity/robbery/occurs due to his negligence or connivance with any persons, the contractor shall take appropriate action against the guilty security personnel and the Contractor shall compensate the loss.
15. The firm shall indemnify against all losses which occurs during the course of the agreement on account of the firm.
16. **NATURE OF DUTIES**
  - (a) The Security Supervisor & Housekeeping personnel will work for eight hours a day for six days in a week with a weekly off after six days. The probable working hours will be from 9:00 Hrs. To 17:30 Hrs. and Security guards will work round the clock in shifts.

- (b) The person deployed should be able to read and write due to his needs outside."

17. **PAYMENT CLAUSE**

After completion of the month, The firm shall submit the bill in triplicate for the completed month to the office of the Director, RDTL, Chandigarh for payment. The office of the Director, RDTL, Chandigarh will not be responsible for any payment to be made to the persons deputed by the firm. The payments will however be made to the said person by the firm regularly. RDTL shall be indemnified for any such liabilities on his count.

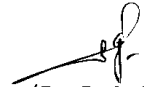
To enable compliance, firm should give set of bids in one duly sealed envelope contained in another sealed envelope. The bid shall be:

- I. **"Technical bid"** This sealed envelope must contain the copies of certificates as demanded at points 1, 2 & 4 with annexure I, & III. The envelope shall be marked "Technical bid" on the top.
- II. **"Price Bid"** This sealed envelope must contain the "price bid" as per Annexure – III and the same shall be written on the top of the envelope. It shall not consist of any other documents. **No condition shall be indicated in the Financial/Price Bid.** All terms and conditions shall be indicated only in Technical Bid.

The above both bids should be put in another sealed envelope on which it shall be Super Scribed as **Quotation for Security Guards & Housekeeping Staff** and may be sent to this office for further necessary action.

At the time of opening bid first the Technical bid will be opened. In case the "Technical bid" satisfies all terms & conditions laid down by RDTL then only the "Price bid" shall be opened.

**Last date for submission of quotation by the firms, who agree to the above terms & conditions fully, is 20.07.2015 up to 03:00 PM positively**

  
(Dr. R. A. Singh)  
Director

**Annexure-I**

**TECHNICAL BID  
SECURITY AND HOUSEKEEPING SERVICES  
(To be filled up by the tenderer)**

Having read and accepted all terms and condition in the Tender Document, we submit the details for security and Housekeeping services as follows:-

1	Name and address of the registered office of the firm/agency	
2	Name of the owner (s)/Partner (attach Bio-data of all partners)	
3	Telephone Numbers (i) Residence (ii) Office (iii) Mobile Number	(i) (ii) (iii)
4	Name of the organizations/offices, where the firm is presently providing security & housekeeping services (mention addresses and phone no.)	
5	(a) Whether the firm/agency is registered attached copy certificate of registration  (b) Service Tax number(copy to be attached) (c) PAN number (copy to be attached)  (d) ESI number (copy to be attached)  (e) EPF number (copy to be attached)	
6	Details of experience with Govt./Semi-Govt./Autonomous bodies during last 2 years along with annual turnover (2013-14 & 2014-15)	
7	Please attach the copies of Annual Balance Sheet for 2013-14 & 2014-15	

List of enclosures

- 1.
- 2.
- 3.
- 4.

Signature with Seal

**Annexure-II**

**FINANCIAL BID  
SECURITY AND HOUSEKEEPING SERVICES  
(To be filled up by the tenderer)**

I have physically inspected the premises of Regional Drugs Testing Laboratory, Chandigarh and understand the volume of work. Having read and accepted all terms and conditions in the tender document we submit the rates for security and housekeeping as follows:-

1.	Details of manpower to be deployed (for RDTL, Chandigarh : 1.Security Supervisor - 1 2.Security Guards - 5 3.Housekeeping Staff - 5	
2.	(i) Wages of Security Supervisor Rs. .... per month ii) Wage for Security Guard Rs. .... per month. iii) Wage for Housekeeping Staff Rs. .... per month	
3.	Charges for ESI, EPF etc. (To give break up)  (i) (ii) (iii)	Rs.
4.	Service charge of the firm.	
5.	Taxes, if any	
7.	Total monthly charges (including tax, if any)	Rs.  In words:

Signature with Seal

**Annexure-III**

**Certificate**

I.....S/o.....R/o.....

....., hereby certify that none of my relative as defined in the tender document is/are employed in RDTL, Chandigarh/CDSCO (HQ)/DGHS/MOHFW as per details given in the tender document. In case at any stage, it is found that the information given by me is false/incorrect, Drugs controller (India) shall have the absolute right to take any action as deemed fit/without any prior intimation to me.

Signature.....

Name.....

Position.....

Date.....