



IV GANDHI GOVT. P.G. AYURVEDIC COLLEGE & HOSPITAL
ROLA, KANGRA (HIMACHAL PRADESH)- 176115

Email: principal.gacpaprola@gmail.com Website: www.paprolaayurved.org



No. Ayur./PGC/Store/Home Guard file/2026

Dated: 07/07/2026

SECTION: 1

NOTICE INVITING TENDER

Sealed tenders are invited from registered Firms, Proprietorship firm(s)/ Partnership firm(s) / Company/Corporation/Cooperative Society or any legal entity for providing **SECURITY SERVICES (9 security Guard)** in the Rajiv Gandhi Govt. P.G. Ayurvedic College & Hospital premises Paprola. Prescribed tender form can be obtained from the office of Rajiv Gandhi Govt. P.G. Ayurvedic College, & Hospital Paprola **07/07/2026 to 27.07.2026 up to 05.00 P.M.** on any working day on payment of **Rs.500/-only** or be downloaded from official website of institution i.e **www.paprolaayurved.org** however such bidder shall be required to pay the cost of Tender Document in form of demand draft. Last date for submission of Tender Document is **29/07/2026** at 04 PM. Tender received after the above date/time shall be rejected. The Tender must be accompanied with an earnest money **Rs.1,00,000/- (Rupees One Lakh only)** in the form of FDR/Demand Draft/Banker's Cheque/Bank Guarantee from any of the Commercial Bank in favour of Principal, Rajiv Gandhi Govt. P.G. Ayurvedic College, Paprola. Conditional and incomplete tender will not be accepted and will be rejected summarily.

The Technical bid will be opened on **30/07/2026 at 11:00 AM** in the office of undersigned in the presence of tenderer or their authorized representative who may wish to be present. Financial bid will be opened later on **30/07/2026 at 03:30 PM**. The Chairman of Committee reserves the right to accept or reject any or all the tender without assigning any reason whatsoever and the decision of the Chairman shall be final and binding on all the bidders.

Principal-cum-Medical Director,
RGG PG Ayurvedic College &
Hospital Paprola Distt. Kangra

Principal-cum-Medical Director
RGGPG Ayu. College & Hospital
Paprola, Distt. Kangra (H.P.)

SECTION: 2

Tender Enquiry Document

1	Tender No.	00013
2	Cost of Tender:	Rs.500/-
3	Sale Date for Tender w.e.f	07/07/2026 to 27/06/2026 up to 5.00 P.M.
4	Last Date of submission of Tender:	29/07/2026 up to 04.00 P.M.
5	Date of opening Technical Bid:	30/07/2026 at 11:00 AM
6	Validity of Bid	6 months
7	Tender to remain valid till	One year from the date of award.
8	Tender System	Sealed tenders are invited in Two bid System
9	EMD	One Lakh Only
10	Contact officer for clarification	Principal Rajiv Gandhi Govt Post Graduate Ayurvedic College & Hospital Paprola Distt Kangra 176115 Ph.01894-242064

1. The tender must be submitted in two parts
 - (A) Technical Bid
 - (B) Financial Bid.

The two bids must be submitted in two separate sealed envelopes specifically super-scribed as **“Technical Bid for Security Services-2026”** and **“Financial Bid for Security Services-2026”**. Both the sealed envelopes along with FDR/DD/Bank Guarantee of EMD are to be kept in another larger envelop which should also be sealed and submitted.
2. The Technical bid/ pre-qualification bid will be opened on **30/07/2026 at 11:00AM** in the office of the Principal, Rajiv Gandhi Govt. P.G. Ayurvedic College, Paprola of this College by a tender opening committee constituted for this purpose in the presence of tenders or their authorized representatives who are present.
3. Tenders not confirming to the essential requirements, as per check list (Annexure 5) will be rejected and no correspondence thereof shall be entertained whatsoever.
4. Price bid of only those tenderers' shall be opened who are found qualified at the pre-qualification stage. Time & Date for opening of Price Bid shall be fixed and intimated to the qualifying tenders in Pre- qualifying bid.
5. The contract shall be awarded for a period of one year from the date of award of contract. Bids submitted must be unconditional and no communication will be made till the finalization. Late and delayed tenders will not be accepted.
The Principal, Rajiv Gandhi Govt. P.G. Ayurvedic College, Paprola reserves the right to accept or reject any or all the tenders without assigning any reason thereof.


Principal

Principal-cum-Medical Director
RGGPG Ayu. College & Hospital
Paprola, Distt. Kangra (H.P.)

SECTION-3

Schedule of Requirement and conditions of Contract

A. Eligibility Criteria for Bidding Firms/Agencies

1. The Bidder must be registered Firms. Proprietorship firm(s)/ Partnership firm(s) / Company/ Corporation/Cooperative Society or any legal entity legally constituted and registered with appropriate authority.
2. It must be empaneled/registered with DGR or under Private Security Agencies(Regulation) Act, 2005 or under any other Acts as private security agency as required by law and as per rules in force and should be having a valid license at the time of opening of the tender. It shall be responsibility of the concerned tenderer/contractor to get the registration renewed as & when it falls due, during the period of contract. It shall also be responsibility of the bidder to inform the Tender Inviting Authority about his having been applied for renewal and further fact of renewal. Further, in case of non-renewal of license by the concerned authority or suppression of any material information about this, the same shall lead to termination of contract without any notice thereof and no payment for the period of such non-renewal of license will be made to the contractor.
3. Security guards trained in all facets of security work and firefighting shall have to be deployed in the College/Hospital. New appointment of security personnel shall be made only with the prior approval of committee constituted by the College/Hospital for the purpose.
4. The bidder shall be capable of providing guards and have centralized 24 hours manned control room backed up with walkie talkie sets and quick reaction team(QRT).
5. The names and address of Board of Directors, the address of registered office, Branch office and Regional offices has to be provided.
6. The security personnel shall be duly trained in Fire Safety Operations. They should be trained to operate various fire control equipment's.
7. The Proprietor/Firm/Partner or the Company (Agency)/Society/any other and the firm should not be blacklisted/debarred/convicted. An undertaking to this effect on firm's letterhead should be attached.
8. The bidder must be registered under Contract Labour Act/Shops & Commercial Establishment Act/ Company Act having its registered office/branch office in Himachal Pradesh at the time of applying for the tender. The certificate to the above effect must be attached with the Tender Document.
9. The successful bidder has to procure a valid License under Contract Labour (Regulation & Abolition) Act, 1970 for deployment/engagement of labour within one month from the award of Contract.
10. The agency shall ensure that the 70% security personnel to be deployed are Bonafide Himachali's, having knowledge of local language & culture, healthy and not more than the age as prescribed in the eligibility criteria.

B. Qualification Criteria

1. "The service provider/bidder must have a minimum of five years' experience in providing security services to Medical Colleges, Hospitals, or Universities in Himachal Pradesh, with the deployment of at least 20 Security Guards."
2. In case of bidder being a partnership firm, all the documents should necessarily be in the name of such firm.
3. The Experience and satisfactory performance certificate on the organization letter head duly signed by the Head of the organization should be submitted at the time of submitting the bid
4. Average Turnover for the immediately preceding continuous three financial years should be Rs. 20.00 (Twenty Lacs)
5. The ITR for three previous years and turnover certificate duly certified by CA with UDIN number on the basis of Balance Sheet, immediately preceding continuous three financial years should be submitted. The bidder shall have the following mandatory Registrations failing which bid shall not be considered and details of the same be provided in the Technical Bid alongwith documentary proof:
 6. PF and EDLI Registration:
 7. ESI Registration:
 8. Goods and Service Tax (GST) Registration:
 9. Should have PAN from Income Tax Department.
 10. Registration as proprietary firm, Partnership firm, Limited Company, Society, any other corporate body etc., as the case may be.
 11. Registration under DGR/PSARA, 2005/other authority as Private Security Agency.
 12. Bidder shall comply with all statutory provisions of ESI Act/EPFA and ensure subscription to ESIC & EPFO wherever required.
13. In order to ensure the competence of manpower to be deployed by the Service Provider in the College/Hospital they must possess the following minimum qualification and physical standard:

Sr. No.	Designation	Minimum Educational qualification	Age in years	Physical Standard	Minimum working experience
1	Security Guards	10th Standard	18-65	Height- Male 5'-6" Female 5'-4"	NIL

(C) Information and Conditions relating to Submission of Bids

1. The minimum wages as notified by the **Finance Department (for Security Persons)** Government of Himachal Pradesh in respect of Security Personnel from time to time shall be paid by the College Administration. Any increase in the minimum wages by the Govt. of Himachal Pradesh shall be reimbursed to the contractor as per details below: -
 - a) If the minimum wage is increased by an absolute amount, the contract amount will be increased by such absolute amount plus EPF, ESI and EDLI contribution as per existing law.
 - b) If the minimum wage is increased by any other method or formula, other than an absolute amount, such increase will be converted or expressed in an equivalent absolute amount, and the contract amount will be increased by such absolute amount plus EPF, ESI and EDLI contribution as per existing law.
2. However, no increase shall be provided in the amount of Service Charge on account of enhancement of wages and that shall remain constant during the currency of contract on the basis of wages prevailing at the time of signing the contract. Hence bidder must quote the rate accordingly.
3. The contract shall be awarded for a period of one year i.e from the date of award of contract and the date of contract shall expire at the end of one year. The period of contract may be extended; on a certificate of outstanding performance from the local Security committee of the College concerned constituted by the head of the institution. But it will not be a binding on the College Administration to extend the period of contract.
4. All the pages of the tender document should be sequentially numbered and signed by the owner of the firm or his Authorized signatory. In case, the tenders are signed by the Authorized signatory, a copy of the power of attorney/authorization may also be submitted with tender.
5. Bid validity will be for a period of 180 days from the opening of the bid. Prior to the expiry of the original Bid Validity Period, the tendering Authority may, at its discretion, request Bidders to extend the Bid Validity Period for a specified additional period.
6. A copy of the terms and conditions shall be signed on each page and submitted with the technical bid as token of acceptance of terms and conditions.
7. The tender document is not transferable.

D. Holidays, Weekly Off and Leave Conditions

The deployed Security Personnel shall be engaged through the successful contractor and shall remain employees of the contractor for all purposes. The Contractor shall comply with all applicable labour laws, including the Contract Labour (Regulation and Abolition) Act, 1970, EPF Act, ESI Act, Minimum Wages Act and all Government instructions issued from time to time.

The deployed Security Personnel shall be entitled to:

- a) One Weekly Off in every week.

b) Three National Holidays namely:

Republic Day (26 January)

Independence Day (15 August)

Gandhi Jayanti (2 October)

c) Maternity Benefits, wherever applicable, as per ESI Act, 1948 or Maternity Benefit Act, 1961.

d) Medical leave, if admissible under Government outsourcing policy instructions issued from time to time, shall be regulated by the Contractor through deployment of substitute manpower without affecting security services.

e) The Contractor shall maintain an adequate reserve/reliever pool and shall provide substitute personnel whenever any deployed worker proceeds on weekly off, holiday, sickness, maternity benefit or any other admissible absence.

f) No additional payment shall be made by the College for reliever staff deployed by the Contractor for maintaining uninterrupted security services.

g) No claim for Casual Leave, Earned Leave, Gazetted Holidays, Special Leave, parity of service conditions, parity of wages or parity of holidays with Government servants shall be admissible unless specifically provided in the tender conditions or mandated under applicable law.

h) The Contractor shall ensure uninterrupted security services throughout the contract period irrespective of weekly offs, holidays, sickness, leave or absence of any deployed personnel.

By participating in the tender, the bidder shall be deemed to have accepted the above leave and holiday conditions unconditionally.

(E) AMENDMENT TO TENDER DOCUMENTS

At any time prior to the deadline for the submission of tenders, the College may, for any reason, whether at his own initiative or in response to a clarification or query raised by a prospective bidder, modify the tender documents by an amendment. The said amendment in the form of an addendum will be sent to all prospective bidders who have submitted the tender documents, on or prior to last date mentioned in the NIT. This communication will be in writing or by telefax/e-mail (along with e-mail address) and the same shall be binding upon them. Prospective tenders should promptly acknowledge receipt thereof in writing or by telefax/e-mail to the College.

(F) CORRECTION OF ERRORS

Tenders determined to be technically acceptable after technical evaluation will be checked by the College for any arithmetical errors in computation and summation during financial evaluation. Errors will be corrected by the College as follows:

- (a) Where there is a discrepancy between amounts in figures and in words, the amount in words will govern.

- (b) Where there is a discrepancy between the unit price and the total amount derived from the multiplication of the unit price and the quantity, the unit price as quoted will normally govern unless in the opinion of the Employer there is an obviously gross misplacement of the decimal point in the unit price, in which event, the total amount as quoted will govern.

If a bidder does not accept the correction of errors as outlined above, his tender will be rejected and the tender security forfeited

(G) TECHNICAL PROPOSAL

- I. The technical bids shall be evaluated on the basis of the eligibility criteria mentioned above at "A" and financial bids of only technically qualified bidder shall be opened.
- II. The technical proposals shall be evaluated on the basis of their responsiveness to the tender/biddocuments, applying the qualifying criteria.

(H) FINANCIAL PROPOSAL

The evaluation committee of the College will assess the financial bid of the bidders who have been declared eligible after technical evaluation. The lowest amount offered by the firms / agencies as service charge shall be considered as L-1. **In case the financial bids of more than one firms / agencies is same as L-1, then the work will be awarded to the firms / agencies having more experience (in years) in providing security services to Govt Institutions. In case of tie again the bidder having more average turnover for last three year will be preferred.**

(I) AWARD OF CONTRACT:

Award of contract will be issued to the L1 Bidder. If due to any reason L1 bidder is unable to deposit due performance security or execute the agreement within stipulated time after depositing the performance security then that bidder will be rejected its EMD will be forfeited and L2 bidder may be called for the negotiation and if L2 bidder agrees to work on the rates quoted by rejected L1 bidder then contract may be awarded to L2 Bidder at the L1 rates.

(J). Payment Clause

1. The service provider must ensure that entitled wages of the workers are credited to their bank account on the 7th of the following month. Service provider will not be given any relaxation in this matter.

2. While submitting the bill for the next month, the services provider must file a certificate certifying the following:

i) Wages of workers were credited to their bank accounts on (date).

ii) ESI Contribution relating to workers amounting to Rs. _____ was deposited on (date) (Copy of the challan enclosed).

iii) EPF contribution relating to workers amounting to Rs. _____ was deposited on (date) (Copy of the challan enclosed).

iv) He is complying with all statutory Labour Laws including Minimum Wage Act.

v) Attendance.

3. Payment authority reserves the right to ask for a certificate issued from nodal officer/in-charge of the facility(ies) is to be bounded certifying that the Contractor has provided satisfactory services in that particular facility for which the contractor has submitted invoice (s) for payment, the certificate shall be issued by the nodal officer within 7 days from the submission of the bill. It is the responsibility of the payment authority to get such certificate (s) from nodal officer/ in-charge of the facility and if nodal officers failed to issue such certificates in time, it would be presumed that services being provided by the contractor are satisfactory.

4. The bidder shall quote the service charges, excluding GST but including all expenditure on providing resources / managerial / supervisory / administrative services by all means to get the work done through the deployed security staff, both in figure and words.

5. ECR of EPF deposit for the current month payment and GST challan shall be submitted before payment of the subsequent month.

6. TDS and GST-TDS will be deducted as per prevailing Income Tax/GST Laws.

7. The selected bidder (L-1) shall submit the proof of deposit of GST and EPF for the current month with the claims of next month. The field offices have to submit regularly the proof of deposit of EPF and GST provided by the L-1 bidder to this Directorate before releasing next payment.

8. The service charge must not be quoted as negative or zero. The Service Charges should be quoted as excluding GST, GST shall be payable as applicable from time to time.

9. The TDS/Income-tax/GST-TDS as applicable shall be deducted from the bill unless exempted by the Income-Tax Department/GST Deptt., wherever applicable.

(K) PENALTIES

The penalties will be imposed on violation of terms and conditions of agreement as per the list given below:

S.N.	Description of Irregularities	Penalty
1.	If the required workers are less than the minimum required.	@ Rs. 500/- per worker /day
2.	Staff not in Uniform/ without I-Card.	@ Rs. 100/- per worker /day
3.	Misbehavior by the Contract Manpower with health facility (ies)'employee or patient/ patient relative/ visitors. To be decided by the Hospital Administration	@ Rs. 500/- per incident
4	Recurring of irregularities given at Sr.No. 1 to 3	Double the penalties amount mentioned in Sr. No. 1 to 3

**OFFICE OF THE PRINCIPAL, RAJIV GANDHI GOVT. P.G. AYURVEDIC
COLLEGE, PAPROLA DISTT. KANGRA, H.P.**

TERMS & CONDITIONS:

1. Bidders not confirming to the essential requirements, as per check list (**Annexure 5**) will be rejected and no correspondence thereof shall be entertained whatsoever.
2. Price bid of only those tenders shall be opened who are found qualified at the Technical bid stage. Time & Date for opening of Price Bid shall be fixed and intimated to the qualifying bidder in Technical bid.
3. The location, shift and provision for the required manpower shall be decided by the College Administration as per the requirement of the Institute.
4. **The Bidder shall ensure that the 70 % security personnel to be deployed are Bonafide Himachalis, having know how of local language & culture, healthy and not more than the age as prescribed in the eligibility criteria.** The agency will get their antecedents, character and conduct verified by the competent authority as decided by the College Administration. Bidder is bound to submit medical fitness certificate to the College administration after entering into agreement with Institution.
5. The full particulars of the personnel to be deployed by the agency including their names and address shall be furnished to the college administration along with testimonials before they are actually deployed for the job.
6. The agency shall not deploy or shall discontinue deploying the person(s), if so desired by the College administration at any time without assigning any reason whatsoever.
7. A local representative of Agency shall be In-charge of the security system and shall be responsible for the efficient rendering of the service under the contract. The security personnel shall be equipped with latest communication systems such as walkie talkie. Night Guards shall be equipped with proper protection and lightning devices. While working at the premises of College, they shall work under directives and guidance of the Principal RGGPGAC Paprola or his authorized representative located at College and will be answerable to College Administration.
8. The agency shall deploy security guards trained in all facets of security work, including fire fighting and the security agency shall ensure that all of them have to undergo medical examination before their employment in the College. The Agency shall provide necessary undertaking and documentary evidence in this regard.
9. A senior level representative of the Agency shall visit-----College at least once-a-week and review the service performance of its personnel. During the weekly visit, Agency's representative will also meet the Principal RGGPGAC Paprola, officer dealing with service under the contract for mutual feedback regarding the work performed by his personnel and removal of deficiencies, if any, observed in their working.
10. The Agency shall ensure that any replacement of the personnel, as required by The Principal RGGPGAC Paprola for any reason specified or otherwise shall be effected promptly without any additional cost to the College. If the agency wishes to replace any of the personnel, the same shall be done with prior concurrence of the Principal RGGPGAC Paprola at Agency's own cost.
11. The Agency shall provide reasonably good uniform with photo identity cards to its personnel deployed at the College site at its own cost and ensure that they are used by the personnel deployed and are maintained in good condition. The incidentals, such as, belt, shoes, socks, caps, torch with cell, canestick/baton, metal detectors, hand held metal

- detectors, communication set/walkie talkie set, etc. shall be borne/supplied by the Agency at its cost.
12. No residential accommodation shall be provided by The College to the agency or its employees. The security agency has to make its own arrangement for the residential accommodation to the deployed staff. However, a changing/duty room shall be provided by the College Administration.
 13. In case of any violation under Motor Vehicle Act in the premises, they shall lodge complaint with the concerned authority. The agency shall ensure that the personnel deployed by it are disciplined and do not participate in any activity prejudicial to the interest of the institution/Govt. of India/any State or any Union Territory.
 14. The day-to-day functioning of the services shall be carried out in consultation with and under direction of Principal RGGPGAC Paprola its authorized representative. Proposals for efficient functioning of the security systems shall be discussed, considered and implemented from time to time by the agency with approval of The Principal RGGPGAC Paprola
 15. The agency shall be solely responsible for compliance to the provisions of various Labour and industrial laws, such as, wages, allowances, compensations, EPF, Bonus, Gratuity, ESI etc. relating to personnel deployed by it at College or for any accident caused to them and the College Administration shall not be liable to bear any expense in this regard. The Agency shall make payment of wages to workers engaged by it by the stipulated date irrespective of any delay in settlement of its bill by the Principal RGGPGAC Paprola for whatever reason. The Agency shall also be responsible for the insurance of its personnel if required. The security agency shall specifically ensure compliance of various Laws, rules in force, statutory regulations/Acts applicable to workers including but not limited to with the following and their re-enactments/amendments/modifications:-
 - (a) The Payment of Wages Act 1936
 - (b) The Employees Provident Fund & Misc. Provision Act, 1952
 - (c) The Factory Act, 1948
 - (d) The Contract Labour (Regulation & Abolition) Act, 1970
 - (e) The Payment of Bonus Act, 1965
 - (f) The Payment of Gratuity Act, 1972
 - (g) The Employees State Insurance Act, 1948
 - (h) The Employment of Children Act, 1938
 - (i) Industrial Disputes Act, 1947
 - (j) The equal Remuneration Act, 1976.
 - (k) The Motor Vehicle Act, 1988
 - (l) Minimum Wages Act, 1948
 16. In case of any theft or **pilferages**, loss or other offences, the agency will investigate and submit a report to the PRINCIPAL RGGPGAC PAPROLA and maintain liaison with the police. FIR will be lodged by the PRINCIPAL RGGPGAC PAPROLA, wherever necessary. If need be, joint enquiry comprising of both the parties shall be conducted and responsibility shall be fixed.
 17. The agency shall ensure that security staff appointed by them is fully loyal to and assist the College Administration during normal periods as well as during strike and other emergencies for the protection of personnel and property both moveable and immovable to the entire satisfaction of the College Administration.
 18. In case of any loss that might be caused to the College Administration due to lapse on the part of the security personnel discharging security responsibilities will be borne by the Agency and in this connection, The PRINCIPAL RGGPGAC PAPROLA shall have the right to deduct appropriate amount from the bill of contracting agency to make good such

loss to College besides imposition of penalty. In case of frequent lapses on the part of the security personnel deployed by the contractor, The PRINCIPAL RGGPGAC PAPROLA shall have the right to terminate the contract forthwith or take any other action without assigning any reason whatsoever. The Agency shall indemnify College against all liabilities on account of acts done by workers of the Contractors.

19. In the event of any security personnel being on leave/absent, the agency shall ensure suitable alternative arrangement to make up for such absence. To meet such eventualities the agency shall make provision for leave reserve.
20. As and when The PRINCIPAL RGGPGAC PAPROLA requires additional security strength on temporary or emergent basis, the agency will depute such security personnel under the same terms and conditions. For the same, a notice of two days will be given by The PRINCIPAL RGGPGAC PAPROLA. Similarly, if the security personnel deployed by the agency any time are found absent from duty or sleeping or found engaged in anti-social activities, the PRINCIPAL RGGPGAC PAPROLA shall deduct the requisite amount at the pro-rata rates from the bill of the agency besides imposition of penalty for non-observance of the terms of contract.
21. The Agency shall submit to The PRINCIPAL RGGPGAC PAPROLA an attested photocopy of the attendance record and enclose the same with the monthly bill.
22. The PRINCIPAL RGGPGAC PAPROLA shall pay the agreed amount on production of monthly bill. No other charges of any kind shall be payable.
23. There would be no increase in rates payable to the Agency during the Contract period except reimbursement of the statutory wages revised by the Government.
24. The TDS/Income-tax as applicable shall be deducted from the bill unless exempted by the Income-tax Department.
25. In case of non compliance/non-performance of the services according to the terms of the contract, the PRINCIPAL RGGPGAC PAPROLA shall be at liberty to make suitable deductions from the bill without prejudice to its right under other provisions of the contract.
26. The agency shall be solely liable for all payment/dues of the Workers employed and deployed by it. The agency shall fully indemnify The College--- against all the payments, claims, and liabilities whatsoever incidental or directly arising out of or for compliance with or enforcement of the provisions of any of the labour or other laws to the extent they are applicable to establishment /work in College premises.
27. The decision of College administration in regard to interpretation of the Terms & Conditions and the Agreement shall be final and binding on the Agency.
28. For all intents and purposes, the contractor shall be employer within the meaning of the different legislations in respect of the persons so deployed by the contractor in College. The persons so deployed by the contractor in the institute shall have no claim of any master and servant relations nor have any principal and agent relationship with or against the College Administration.
29. All liabilities arising out of accident or death while on duty shall be borne by contractor.
30. In case of any dispute between the Agency and College Administration, College Administration shall have the right to decide. However all matters of jurisdiction shall be at the local courts located at Himachal Pradesh only.
31. In case of any dispute or differences arising under the terms of this Agreement the same shall be settled by reference to the Principal Secretary (Ayurveda) Government of Himachal Pradesh whose decision shall be final and binding to both the parties.
32. Any violation of instructions/agreement or suppression of facts will attract cancellation of agreement without any reference. In no case the successful contractor shall engage any sub-contractor or transfer the contract to any third party.

33. The Tenders/ Contractor shall deposit a security amount (Performance Security) equal to 10 % of the total cost of annual contract in the form of FDR/Account Payee Demand Draft/bank Guarantee from a Commercial bank (duly pledged to the Principal, Rajiv Gandhi Govt. P.G.Ayurvedic College, Paprola in favor of Principal, Rajiv Gandhi Govt. P.G.Ayurvedic College, Paprola for the due performance of the contract. In the event of any breach / violation or contravention of any terms and conditions contained herein by the contractor, the said security deposit shall be forfeited by the Department. Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations. No interest shall be paid by the Department on earnest money or security deposits.
34. The department will deduct Income Tax at Source under section 194-C of the Income Tax Act, 1961 from the contractor @1% (for individual/HUF) or @ 2% (for companies/Firms/others) of such sum as income tax on the income comprised therein. Further, TDS under GST @ 2% will also be deducted from Taxable value of this bill, as per applicable rules.
35. Each monthly bill must accompany the:
- (a) List of employees with their date of engagement
 - (b) The amount of wages (The Contractor shall ensure that minimum wages are paid to all the employees with all the benefits (such as ESIC/EPF/Bonus etc.)
 - (c) Copies of authenticated documents of payments of such contributions to EPFO/ESIC
36. The Contractor shall also prepare a register indicating all payments / dues in respect of all the employees.
37. The earnest money will be liable to be forfeited, if the tenderer withdraws or amends, Impairs or derogates from the tender in any respect within the period of validity of the tender.
38. The Bid money in case of un-successful bidders shall be refunded after entering into contract with the successful bidder within one month from the date of finalization of tenders whereas in case of successful bidder the same will be adjusted against the performance security of 10 %.
39. Tenderer shall have to provide an undertaking on Rs 100/- stamp paper as per format (Annexure 6) enclosed.
40. **The contract shall be awarded for a period of one year i.e from the date of award of contract and the date of contract shall expire at the end of one year. The period of contract may be extended; on a certificate of outstanding performance from the local Security committee of the College concerned constituted by the head of the institution.**

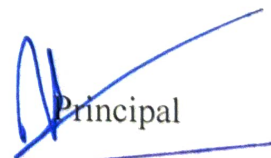
Signatures of the Tenders

SECTION:4

SCOPE AND GENERAL CONDITIONS

A. Scope of Work:

1. The Agency shall provide Security services by deploying 09 number of persons and well-disciplined security personnel who shall safeguard the buildings, moveable and immovable assets, equipments and other items at the above premises from any thefts, pilferage or damage, maintain discipline, law & order, traffic management within the complex, safety of vehicles in the parking complex, monitoring of trespassing and also ensure safety of the employees, students, visitors, guests or any other persons working in the complex/premises. However, this number may vary depending upon the requirement and decision of the Government of Himachal Pradesh from time to time. The duties/responsibilities of the Security Guards are enclosed at Schedule A and B respectively.
2. The security personnel shall be deployed round the clock in 3 shifts as per the duty chart assigned by the College administration. In case any employee of the contractor is on leave or absent from the duty for any reasons; the contractor would provide substitute/replacement without any delay, failing of which the contractor shall be liable to pay double amount of wages to the College administration till such period his/her substitute is provided. This amount shall be chargeable against the Performance Security.
3. The Agency shall be responsible for opening/closing of the building and rooms and other security related works as necessitated/directed by College administration on working and closed days.
4. The Agency shall ensure that water taps/lights/ACs/heaters are not left on after close of working hours on normal working days as well as on off days, as the case may be.
5. The Agency shall maintain records of inward and outward movement of materials and vehicles, etc. with proper check on the same as per instructions given from time to time by College Administration. And check the movements of people inside the premises of College.
6. The security personnel deployed shall take regular rounds of the premises to maintain vigil and remain alert.
7. The Agency shall keep the Client informed of all the matters of security and co-operate in the investigation of any incident relating to security.


Principal
**Principal-cum-Medical Director
RGGPG Ayu. College & Hospital
Paprola, Distt. Kangra (H.P.)**

SCHEDULE-A

Responsibilities of Security Guard

1. To act as Sentry, a guide, a scout, a watchdog for the area of his responsibilities.
2. To check every entry of public/visitors to the hospital and other area.
3. To guard all entry and exit points to control movement of visitors and to screen unauthorized visitors and guide them properly.
4. To protect Assets and property of hospital and ensure smooth inflow/outflow of goods and to see that they are accompanied with vouchers/proper gate passes.
5. To assist doctors, nurses and other staff in smooth discharge of their duties in Wards, OPDs and departments.
6. To ensure closing of all the departments windows lock and doors after working hours.
7. To ensure judicious use of electricity and water by switching off the taps and other switches whenever not required.
8. To regulate visitors and vehicular traffic into the hospital in an orderly fashion.
9. To report to the concerned authority/Supervisor in case of any incidents/theft, pilferage or fire occurrence immediately.
10. To help the estate staff of Hospital in clearance of unauthorized encroachments or unauthorized occupation of houses/areas from the property of The Hospital.
11. To assist in the smooth conduct of various Institute/Hospital functions.
12. To ensure safety of original/duplicate keys of various areas of his jurisdiction and closed by him.
13. He will remain smartly dressed and well maintained during his duties hours.
14. He will check all ingoing and outgoing property/goods and to ensure that they are accompanied by proper gate pass.
15. After marking his roll call he shall take over the charges of the property of his respective area and shall immediately report the same to his Supervisor.
16. The Security Guard on duty shall not leave his post unattended in any case without prior permission of the authorities.
17. The security Guards shall ensure that all doors/windows are properly locked after working hours and in case of any negligence the same shall be reported to Security Supervisor immediately.
18. The Security Guard on duty would also assist to put off the fire hazards in case of fire.
19. If any area is left unlocked then in that case temporary lock is affixed and area kept guarded till the arrival of staff of the same area.
20. He will beat his area after regular interval.
21. Any other responsibilities which may be assigned to him by the Chief Security Officer/Security Officer or any officer of Hospital Administration from time to time.

**OFFICE OF THE PRINCIPAL, RAJIV GANDHI GOVT. P.G. AYURVEDIC
COLLEGE, PAPROLA DISTT. KANGRA, H.P.**

PROFORMA FOR TECHNICAL BID

S.N.	Particulars	To be filled by the Tenderer
1.	Name of the Tenderer with complete Postal address	
2.	Contact No.	
3.	Name of Contact Person & Designation	
4.	E-mail Address	
5.	Cost of Tender Document	
	(i) Amount	
	(ii) Draft No.	
	(iii) Date	
	(iv) Issuing Bank	
6.	Details of Earnest Money Deposited	
	(i) Amount	
	(ii) Draft No.	
	(iii) Date	
	(iv) Issuing Bank	
7.	Date of Establishment of agency	
8.	Registration with DGR/Private security agencies (Regulation) Act, 2005	
9.	Whether registered with and holding license from all concerned Government authorities including registration under Contract Labour(Regular & Abolition)act 1970.(Copies of all certificates of registration to be enclosed.)	
10.	PAN/TAN Number (copy to be enclosed)	
11.	Whether Income Tax return for last year filled .(copy be to be enclosed)	
12.	Annual Financial Turnover (should be authenticated by Chartered Accountant)	
	2016-17(copy to be enclosed)	
	2017-18(copy to be enclosed)	
	2018-19(copy to be enclosed)	
13.	Labour License No.(copy to be enclosed)	
14.	GST No.(copy to be enclosed)	
15.	EPF Registration No.(copy to be enclosed)	
16.	ESI Registration No.(copy to be enclosed)	
17.	Whether the firm is blacklisted by any Govt.Department or any criminal case is registered against the firm or its owner/partner anywhere in India?(If no, a affidavit is to be attached in this regard)	

18.	Length of Experience in providing Security Service Services.(Min three years)	
19.	Experience in dealing with Govt Departments(Indicate the names of the departments and duration of experience with departments (attach copies)	

Declaration by the Tenderer:

This is to certify that I / We before signing this tender have read and fully understood all the terms and conditions and instructions contained herein and undertake myself / ourselves abide by the said terms and conditions.

(Signature of Tenderer)

Name:

Designation:

Address:

Phone No.

Dated:

FINANCIAL BID

1. Name of Firm _____

2. Address _____

3.

Administrative Charges to be charged by the bidder	_____ % of the total remuneration (min wages+EPF+ESIetc) payable to the person deployed on outsourcing basis.
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4. GST applicable shall be payable by College.

5. Administrative Charge of the agency is to be quoted in percentage (%) of _____ the wages/remuneration of the staff deployed.

6. The service charge must not be quoted as zero and it must not be less than or equal to the total applicable statutory TDS rate which is upto 4% (comprising 2% under the GST Act and 1% or 2 % under the income Tax act, depending on the legal status of the bidder)

Note:-In case the financial bids of more than one firms / agencies is same as L-1, then the work will be awarded to the firms / agencies having more experience (in years) in providing security services to Govt Institutions. In case of tie again the bidder having more average turnover for last three year will be preferred.

Dated:

Signature of the authorized signatory of the Firm

Full Name _____

Mob.No. _____

(Company Seal) _____

CHECK LIST OF THE DOCUMENTS TO BE ATTACHED WITH
Technical BID

Please check whether the attested copies of the following documents have been attached or not.

1.	Registration No. of the firm / agency and One Self attested recent pass port size Photograph of the face of the Authorized person of the firm(s) /agency(ies) with Name, designation, Address, office Telephone Nos. Whether bidder is a sole proprietor/Partnership Firm and if Partnership Firm, Name, Addresses & Telephone Nos. of Director/Partners also.	YES	NO
2.	Registration with DGR/Private security agencies (Regulation) Act, 2005		
3.	PAN No.		
4.	Provident Fund Account No. issued by the Competent Authority.		
5.	ESI Registration No. issued by the Competent Authority.		
6.	Contract License issued by the Labor Commissioner under contract Labor (R&A) Act.		
7.	Receipt towards Earnest Money Deposited attached or not		
8.	Details of experience certificate with regard to security service work (with full details of the Agency (s) to whom such contracts awarded.) Copies of the Satisfactory reports should be attached. In case number of Agencies is much then separate sheet may be used for indicating experience etc.		
9.	Undertaking on Rs. 100/- stamp paper as per format enclosed in form.		
10.	An affidavit on Rs. 100/- stamp paper stating that no criminal / income tax / blacklisting case is pending against the firm.		
11.	Duly filled annexure 7 (experience record)		
12.	Power of Attorney as applicable		
13.	Partnership deed or MOU/AOA if applicable		
14.	Annual turnover from C.A.		

Signature of Tenderer:
Name & Address with rubber stamp

FORMAT FOR PROVIDING UNDERTAKING
(To be submitted on a stamp paper of Rs. 100/-)

The Principal,
Rajiv Gandhi Govt. P.G.Ayurvedic College,
Paprola Distt. Kangra, H.P.

1. I, the undersigned certify that I have gone through all the terms and conditions mentioned in the tender document and undertake to comply with them.
2. The rates quoted by me are valid and binding upon me for the entire period of the contract.
3. I, the undersigned, hereby bind myself to Govt. of H.P for providing Security service services at Rajiv Gandhi Govt. P.G.Ayurvedic College & College premises at Paprola Distt. Kangra, H.P. for the period of the contract.
4. The security money deposited by me shall remain in the custody of the Principal, Rajiv Gandhi Govt. P.G.Ayurvedic College, Paprola Distt. Kangra, H.P., till the expiry of the contract.
5. The condition herein contained shall form part of and shall be taken as included in the agreement itself.
6. I will be wholly responsible for providing security service services at Rajiv Gandhi Govt. P.G.Ayurvedic College & College premises at Paprola Distt. Kangra, H.P., and will ensure deployment of persons as per action plan submitted by College Administration/ altered by the COLLEGE authority.
7. I shall be responsible to provide all benefits i.e. E.P.F. Bonus, ESI, and Leave etc. to eligible employees employed by me.
8. I shall abide by the provisions of Minimum Wages act 1948 and Contract Lab our Act 1970 and other Lab our laws applicable from time to time.
9. Damage to College property if any, due to lapse on my part/my staff may be recovered from me.
10. Should any lapse occur on my part or on my staff while discharging the services the College authorities may cancel my contract and award the work to another agency and the costs difference may be recovered from me and can forfeit security money.
11. The decision of Principal, Rajiv Gandhi Govt. P.G.Ayurvedic College, Paprola Distt. Kangra, H.P. will be binding upon me.

Date:

Signature of the tenderer
Seal of the agency

EXPERIENCE RECORD

1. Total number of years of experience in providing Security service Services.....Years
2. Details of Experience of providing Security service Services

S.N.	PERIOD	Name of Institution	TOTAL COST OF WORK (IN RUPEES)	Experience in Years/months

NOTE:

1. Details submitted in any other proforma will not be considered.
2. The details of work including the cost of work should be supported by attested copy of each client's certificate.
3. Additional pages may be attached, if required.
4. All the pages shall be signed by the authorized signatory of the tenderer.

Date:

Signature of the Tenderer
Seal of the agency

TENDER FOR PROVIDING SECURITY SERVICE SERVICES
(FORM OF AGREEMENT)

This agreement is made on the _____ day _____ between Principal, Rajiv Gandhi Govt. P.G.Ayurvedic College, Paporla hereinafter called 'the Employer of the one part and + _____ (Name & Address of contractor) hereinafter called "the Contractor" of the other part, under which the contractor shall provide uniformed and trained personnel and will use its best endeavors to provide Security service services to the College and College during the period from.....to.....

NOW THIS AGREEMENT WITNESSETH as follows:-

1. In this Agreement words and expression shall have the same meanings as are respectively assigned to them in the Terms & conditions of contract hereinafter referred to.
2. The following documents shall be deemed to form and be read and constructed as part of this Agreement, viz :
 - (a) Letter of acceptance for empanelment / award of contract
 - (b) Terms and Conditions
 - (c) Notice inviting Tender
 - (d) Price Bid
 - (e) Addendums, if any
 - (f) Any other documents forming part of the contract.
3. In consideration of the payments to be made by the Employer to the contractor as hereinafter mentioned, the Contractor hereby covenants with the employer to execute and complete the works/ services by ** _____ in all respects with the provisions of the Contract.
4. The employer hereby covenants to pay the Contractor in consideration of the execution and completion of the works/services, the Contract Price of ** Rs. _____ being the sum stated in the letter of acceptance subject to such additions thereto or deductions there from as may be made under the provisions of the Contract at the times and in manner prescribed by the contract.

For and on behalf of the Contractor
Signature of the authorized official

For and on behalf of the Employer
Signature of the authorized official

Name of the official

Name of the official

Stamp/ Seal of the Contractor

Stamp/ Seal of the Employer

SIGNED, SEAL AND DELIVERED

By the said

Name
on behalf of the Contractor in the
presence of the Witnesses:

1. SIGNATURE:
NAME:
DATE:
DESIGNATION:
TELEPHONE NO:

2. SIGNATURE:
NAME:
DATE:
DESIGNATION:
TELEPHONE NO:

By the said

Name
on behalf of the Employer in the
the presence of Witnesses:

1. SIGNATURE:
NAME:
DATE:
DESIGNATION:
TELEPHONE NO:

2. SIGNATURE:
NAME:
DATE:
DESIGNATION:
TELEPHONE NO:

Note:

To be made out by the employer at the time of finalization of the form of agreement.
Blanks to be filled by the employer at the time of finalization of the form of agreement.
To be deleted if not applicable.

TECHNICAL PROPOSAL SUBMISSION FORM

LETTER OF BID

To

The Principal-cum-Medical Director
Rajiv Gandhi Govt P.G. Ayurvedic College Hospital
Paprola Distt Kangra H.P

Ref: **Invitation for Tender for security service-2026**

We, the undersigned, declare that:

1. We have examined and have no reservations to the Bidding Documents, including Addenda issued in accordance with Instructions to Bidders.
2. We offer to execute in conformity with the Bidding Documents for Providing Mechanized security service Services at Rajiv Gandhi Govt P.G. Ayurvedic College & College Paprola.
3. Our bid shall be valid for a period of 180 days from the date fixed for the bid submission deadline in accordance with the Bidding Documents and it shall remain binding upon us and maybe accepted at any time before the expiration of that period.
4. If our bid is accepted, we commit to submit a performance security in accordance with the Bidding Documents.
5. We also declare that Government of H.P or any other Government body has not declared us ineligible or black listed us on charges of engaging in corrupt, fraudulent, collusive or coercive practices or any failure/lapses of serious nature.
6. We also accept all the terms and conditions of this bidding document and undertake to abide by them, including the condition that you are not bound to accept highest ranked bid / lowest bid or any other bid that you may receive.

Yours sincerely,

Authorised Signatory

(Authorised person shall attached a copy of Authorisation for signing on behalf of Bidding company)

Full Name and Designation

(To be printed on Bidder's letterhead)