



Dr. Ram Manohar Lohia Institute of Medical Sciences

Vibhuti Khand, Gomti Nagar, Lucknow - 226010 (UP),

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Ref No.-589/RMLIMS/Estb./Man Power/ 2020

Date: 30 May, 2020

Notice Inviting Tender

E-bids are invited in two bid system from reputed Firms/Agencies/Companies for hiring of Security Guards on outsourcing basis for different Hospitals and Offices of the Institute. The detail of tender document is available on e-tender portal www.etender.up.nic.in. E-bids can be submitted from 02/06/2020 to 25/06/2020 and will be opened on 26/06/2020 at 03:00 pm. onwards. The Director reserves the right to accept or reject or cancel any or all e-bids or annul the bidding process at any stage without assigning any reason thereof. Detail are available in our website www.drrmlims.ac.in for reference only

Director



TENDER DOCUMENT

**TERMS AND CONDITIONS FOR SUPPLY OF
Security Guards
IN DIFFERENT HOSPITALS AND OFFICES
OF
THE INSTITUTE**



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E-Tender Document for supply of Security Guards

Dr. Ram Manohar Lohia Institute of Medical Sciences, Gomti Nagar, Lucknow is an apex medical teaching Institute, comprising of different hospitals and offices. There are more than 1000 Beds in the Institute.

The Institute invites E-Tender in two bid system for providing different kind of Manpower.

Summary of Tender

Cost of Tender document	Rs.10,000.00 +@18% GST Extra,
Earnest Money Deposit (EMD)	Rs.5,00,000/- (through NEFT/RTGS)
Start date of downloading of Tender document	02/06/2020
Last date for submission of Tender document	25/06/2020 upto 05:00PM
Venue of Technical Bid Opening	Dr. RMLIMS, Lucknow.
Date of opening of Technical Bid	26/06/2020 at 03.00PM (If opening date of technical bid is declared a holiday then the next working day will be the opening day for technical bid.)
Date of opening of Financial Bid	will be intimated to bidders who will qualify in Technical Bid.
Duration of Contract	One Year from the date of issue of work order(subject to further extension as per tender terms)



Section-1

General Terms and Conditions

1. Bidders shall submit the offer online only as specified in <https://etender.up.nic.in>. Offline tender shall not be considered under any circumstances.
2. Bids shall be submitted in Two-Bid system consisting Earnest Money, Tender Fee, Technical Bid as first part & Price Bid as second part. The proof of Online submission of tender fee & EMD should be submitted in first part along with Technical Bid and Price Bid will be submitted in second part. The price bid should strictly be in the Format as specified in Tender Document.
3. The bidders should submit the offer Online in Original copy of the Tender Document duly signed with Seal on each page. The terms and conditions be clearly typed or legibly written giving the full name and address of Bidders. The Bidders should quote in figures as well as in words, the rates and amounts. Alteration, if any, unless legible and attested by the Bidders, with their full signature, shall invalidate their bid. The bid should be signed by the Bidders himself /themselves or his/their authorized agent on his/their behalf. In case the bid is signed by an agent, the authority letter (latest and on original letter head of the firm with original signature) in his favor shall be enclosed with bid documents. The Bidders should take care that the rates and amounts are written in such a way that any interpolation is not possible and no blank space should be left, which would otherwise make the bid liable for rejection.
4. The Bidders submitting his/her bid would be deemed to have read, considered and accepted all the terms and conditions. No enquiries, verbal or written, will be entertained in respect of acceptance or rejection of the bid.
5. The offer shall be unconditional. Any conditional Bid and offer will not be entertained and conditional bid will be treated as cancelled.
6. The Institute reserves the right to accept/cancel/reject in full or any part of the bid which generally do not fulfill the conditions stipulated in the tender document without assigning any reason thereof.
7. Any action on the part of Bidders to influence anybody of the Institute will make his/their bid liable to be rejected.
8. No financial documents of any tenderer will be entertained after opening of technical bid.
9. The price bid of the technically qualified Bidders will be opened online after technical evaluation is done. The Bidders or their representatives may be present at the time of opening of technical and financial bid. The Institute will inform timely to the participants.
10. All fields and columns of price bid must compulsorily be filled.
11. Any rules /guidelines declared by State/Central Government would prevail over the existing terms and conditions.



12. Each & every page or paper of the tender document should be serially numbered, signed & stamped by the Bidders.
13. **Earnest Money Deposit:** The bidder shall be required to submit the Earnest Money Deposit (EMD) for an amount of Rs.5,00,000.00 (Rupees Five Lakhs Only) by way of NEFT/RTGS only in favor of “Director, Dr. Ram Manohar Lohia Institute of Medical Sciences, Lucknow” no.1773010888888888, Indian Overseas Bank, Branch-Vibhuti Khand Gomti Nagar, Lucknow, IFSC code-IOBA0001773.
14. The EMD of the successful bidder shall be returned after submission of PBG of required value, and for unsuccessful bidder(s) it would be returned after award of the contract to successful bidder. Bid(s) received without EMD will be summarily rejected.
15. **Tender Fee:** Tender fee will be Non-refundable amount of Rs.10,000/- +@18%GST (Rs. Eleven thousand eight hundred only including GST) by way of NEFT/RTGS only in favor of “Director, Dr. Ram Manohar Lohia Institute of Medical Sciences, Lucknow” in account no.no.1773010888888888, Indian Overseas Bank, Branch-Vibhuti Khand Gomti Nagar, Lucknow, IFSC code-IOBA0001773.
16. Bids received without tender cost and EMD will be treated as non-responsive bid and will be summarily rejected.
17. Successful Bidder shall furnish performance bank guarantee/FDR (as security money)@ 10% of Annual value of the contract (Annual Value of Contract will be accessed at the time of awarding the contract) in favor of Director, DR.RMLIMS, Lucknow at the time of award of contract and the period of PBG/FDR shall be effective from the date of award of contract to 03 months more than the date of end date of contract. No interest will be payable on PBG.
18. The Institute will award the work or issue a work-order to that Bidder whose financial bid found responsive & Lowest (L-1).
19. Successful Bidder will have to enter into an agreement with the Institute on Non-judicial stamp paper of Rs.100/-.
20. The Institute has the right to decrease or increase the scope of work depending on requirement of security guards and accordingly work-order will be issued from time to time.
21. **Period of Contract:**, The contract period shall commence on the date of commencement of contract and shall remain valid for one year. The period will be further extendable on mutual consent on the same terms and conditions at which the contract was awarded.
22. The normal working period will be as per the Institute rules and regulations but in emergency security guards may be deployed after working hours of the Institute and overtime / compensatory leave may be given to certain manpower.



23. The bidder shall allow the security guards deployed in the Institute one day's rest for six days continuous work.
24. All holidays declared by the Institute shall be admissible but on other working day if any security guard will be absent from duty then the successful bidder shall provide the replacement of that security guard, the full strength of security guard as directed by the Institute from time to time must be maintained in all time. Absence of any security guard shall be deducted from the monthly wage-bill of the successful bidder.
25. Proper TDS on Income Tax/GST will be deducted from the monthly bill of the bidder and deduction certificate will be provided to the bidder from time to time on demand.
26. All the security guards deployed by the successful bidder, will be the employee of the successful bidder. No security guard deployed by the successful bidder can claim for permanent/regular service in the Institute or for Govt. service. As and when a regular/permanent employee for the post will be recruited by the Institute, then the related post on which the security guard deployed through manpower agency will be treated as cancelled. The security guards deployed by the Bidder can not form any Trade-Union and can not sue the Institute in any court of Law, otherwise successful bidder will be responsible for the acts of its security guards and a suitable action may be taken by the Institute.
27. If any negligence detected during the duty of security guards, the financial penalty may be imposed on the agency or suitable legal remedies may be availed by the Institute against the bidder.
28. Police verification and medical fitness of the security guard, before deployment at the Institute, will be the responsibility of the bidder.
29. Uniform (Summer & winter) with Identity Card will be provided by the successful bidder for which no reimbursement claim will be entertained by the Institute. If any security guard does not wear uniform with Identity Card, then a monetary penalty of Rs.200.00 per day may be imposed on the successful bidder or any other administrative action may be taken by the Institute on the successful bidder.
30. At least One Supervisor must be deployed at each relevant locations, as indicated by the Institute, generally 02 Supervisors, by the successful bidder to supervise the security guards at successful bidder's cost and the Supervisors will work as bridge between the Institute and successful bidder. The Supervisors will receive complains and instructions from the Institute and will get it followed by the security guards. Salary of those Supervisors shall be borne by the successful bidder.
31. Shift wise duty will be allotted to the deployed security guards.



- 32.** Any financial liability arising to the Institute under this contract shall be deducted from the bills of the successful bidder and if the full amount could not be recovered, then the same shall be recovered from the security money of the successful bidder. There would be no liabilities of any kind on the Institute towards the workers compensation etc.
- 33.** It will be the sole responsibility of the successful bidder to abide by the provisions of the following Acts as to the security guards engaged by him for performance of this contract:
 - a.** Child Labour (Prohibition and Regulation) Act 1986.
 - b.** Workmen's Compensations Act 1923.
 - c.** Industrial Employment (Standing Orders) Act 1946.
 - d.** Contract Labour Abolition and Regulation Act 1970.
 - e.** Minimum Wages Act 1948.
 - f.** Minimum wages (central)rules,1950.
 - g.** Payment of Wages & UP Industrial Peace (Timely Payment of Wages) Act 1978.
 - h.** Employees Provident Fund and Miscellaneous provision Act, 1952.
 - i.** Employees State Insurance Act 1948.
 - j.** Payment of Bonus Act.
 - k.** Factories Act.
 - l.** Any other Act or Legislation, which may govern the nature of the contract and/or being issued by State / Central Govt. from time to time.
- 34.** The wages will be payable by the successful bidder to the security guards in their Bank Accounts up to 7th day of every month without waiting for the payment of bill by the Institute. If the successful bidder fails to do so, a fine of Rs. 5000.00 (Rs. Five thousand only) per day may be imposed. If the successful bidder does not pay wages of the security guards by 15th of the month then the Institute will pay wages from the security money/PBG of the successful bidder and a disciplinary case will be initiated against the successful bidder.
- 35.** For claiming payment of monthly bills, the bills must be attached with verified attendance, EPF deposit challan, GST and ESI deposit challan separate for this Institute. A copy of electronic challans cum returns (ECR) separately only for the Institute, shall be attached with monthly Bills. Apart from this proof of wages disbursement of the concerned month, should be submitted for claiming the payment along with deployment chart of the security guards. The Institute will make payment before the next bill to be presented, but due to unforeseen/unavoidable situation, payment of bill may be delayed, in that situation the payment of wages to security guards shall have to be continued by the successful bidder. No advance payment shall be made to the successful bidder.



36. Pay slips will be issued to each security guard every month with all relevant details including his/her EPF /ESI (whichever is applicable) deduction etc. by the successful bidder.
37. Subletting of contract is strictly prohibited.
38. The successful bidder shall be responsible for behavior and conduct of his security guards. No security guard with doubtful integrity of having bad record shall be engaged by the successful bidder.
39. The security guards deployed by the successful bidder must be well qualified, preferably Ex-Serviceman, experienced and physically fit according to the minimum requirement for the post and must be honest, obedient and hard working.
40. When the requirement of security guard is being given to the successful bidder, he will send a list along with Curriculum-Vitae of security guard to the Institute, then a joint committee will assess the suitability of the security guard. No security guard can be deployed or terminated without permission of the Director.
41. The number of security guards required will be communicated from time to time to the successful bidder and requirement of the Institute shall be fulfilled within 07 days by the bidder, otherwise a late deployment penalty of Rs. 500.00 (Rs. Five Hundred only) per day per security guard may be imposed.
42. The Institute is currently paying its Out Sourcing security guards on the following rates:-
 - (a)-Security Guard with Gun.....Rs.15,000.00 Per Month.
 - (b)-Security Guard without Gun.....Rs.10,500.00 Per Month.
43. The successful bidder shall have to pay the wages to the Security Guards deployed at the Institute as given in clause-42.
44. If minimum wages fixed by the State Govt. exceeds any time than the wages fixed by the institute as given in clause -42, then the minimum wages fixed by the State Govt. will be applicable for payment of wages to Security Guards.
45. The Institute will reimburse Employer Share of EPF, ESI and GST as per rules along with Agency Service Charge etc.
46. As per Govt. orders Income Tax TDS is being deducted @2% and GST TDS is being deducted @2% from the Bill of the successful bidder, it means total @4% TDS is to be deducted from the bills of the successful bidder.



47. How to fill in the Financial Bid:-

The bidders have to fill their "Agency Service Charge in Percentage" only.

48. Method of calculating Lowest Bidder:

On the basis of percentage rate of "Agency Service Charge" given in Financial Bid, comparison will be made among technically qualified bidders, and in this manner lowest bidder will be determined.

49. No mobilization advance will be given to the successful bidder.

50. If any tax structure is revised by State/Central Govt., that will be admissible during contract period.

51. It will be sole responsibility of the successful bidder to deposit statutory dues like GST, EPF, ESI etc. and all proper returns to the Govt. Authorities, the Institute shall not be responsible for the omission and commission of the successful bidder.

52. Any type of compensation due to the Security Guards deployed at the Institute shall be borne by the successful bidder.

53. No free or concessional medical facility shall be provided by the Institute to the Security Guards deployed by the successful bidder.

54. If state Govt./Central Govt. issues any order regarding Reservation on deployment of security guards, that orders shall be complied by the successful bidder.

55. As per Bonus Act 1965 & its amendment & the notification published in the Gazette of India, New Delhi on 27th Oct. 2007, successful bidder is required to make payment of bonus to the Security Guards from its own sources. Institute will not reimburse bonus amount to the successful bidder.

56. If any economical loss or any type of loss occurs to the successful bidder due to strike, pandemic, curfew, riot or any type of unrest happens in the premises of the Institute, the Institute shall not be held responsible and every liability shall have to bear by the successful bidder.

57. The sanctity of all papers submitted in Bid Document must be undoubted, if any paper found incorrect at any time, the contract shall be terminated, Security money will be forfeited and legal action may also be taken by the Institute. It is the sole responsibility of the bidder to submit authentic document in the Bid.

58. As much as possible the attendance of manpower will be taken on Biometric Devices and appropriate no. of Biometric Devices shall be arranged by the successful bidder. The attendance shall be get verified by the concern HODs/Medical Superintendent of the Institute.



- 59. Breach of Terms and Conditions:** In case of breach of any terms and conditions as mentioned in the tender document, the Competent Authority, will have the right to cancel the work order/ job, after serving one month notice and suitable penalties or any other action/ legal action may be taken by the Institute. Forfeiture of security deposit may also be the part of penalty.
- 60. Termination of Contract:-**
Either Party may terminate the contract with a prior written notice of 90 Days giving reasons. In that event, if Institute requests to carry on the contract up to the next arrangement, the successful bidder can not deny to carry on all the contractual obligations till next arrangements.
- 61. Arbitration:** If any difference arises concerning this agreement, its interpretation or on any matter, the same shall be settled out by mutual consultation and negotiation by the Director of the Institute. If attempts for conciliation do not yield any result within a period of 30 days, either of the parties may make a request to the other party for submission of the dispute for decision by an arbitrator to be appointed by the competent authority of Dr RMLIMS, Lko. Such requests shall be accompanied with a panel of names of three persons to act as the sole arbitrator. In case of such arbitrator refusing, unwilling or becoming incapable to act or his mandate having been terminated under law, another arbitrator shall be appointed in the same manner from among the panel of three persons. The provision of Arbitration and Conciliation Act, 1996 and the rules framed there under and in force shall be applicable to such proceedings.
- 62. Validity:** The quoted rates must be valid for a period for 180 days from the date of closing of the tender. The overall offer for the assignment and bidder(s) quoted price shall remain unchanged during the period of validity. If the bidder quoted the validity shorter than the required period, the same will be treated as unresponsive and it may be summarily rejected. In case the bidder withdraws, modifies or changes his offer during the validity period, the bid will liable to be rejected and the earnest money deposit shall be forfeited without assigning any reason thereof. The bidder should also be ready to extend the validity, if required, without changing any terms, conditions etc. of their original bid.



- 63. Forfeiture of EMD/PBG**:-The Institute shall without prejudice to any other right or remedy, be at liberty to forfeit the EMD/PBG, of successful bidder :
- (a) If he withdraws his offer before the aforesaid validity period of 180 Days, or
 - (b) makes any modification in the terms and conditions of his bid, or
 - (c) fails to commence the work within prescribed time, or
 - (d) abandons the work before its completion. or
 - (e) fails to execute an agreement with the Institute in appropriate time period.
- 64.** If L-1 bidder fails to execute the work and his EMD/PBG forfeited by the Institute, then L-2 bidder may be given chance to supply the security guards under certain conditions.
- 65. Insolvency etc.**: In the event, the firm being adjudged insolvent or having a receiver appointed for it by a court or any other order under the Insolvency Act made against them or in the case of a company, passing any resolution or making of any order for winding up, whether voluntary or otherwise, or in the event, the firm failing to comply with any of the conditions herein specified, the Institute shall have the power to terminate the contract without any prior notice.
- 66.** In case of tie in financial bid, A preferential list shall be prepared on the basis of annual average no. of Security Guards supplied to Govt./Semi Govt./Govt. Institutes/well reputed private Establishments, in last three years.
- 67.** No Joint Venture/ Consortium is allowed to participate in the Tender Process.
- 68.** Security Guard with Gun shall always keep their Arm-License with them when on duty.
- 69.** During duty of Security Guards, if any matter comes under Cr. P.C. Laws, all responsibility will of the Successful Bidder.
- 70. Legal Jurisdiction**:-All legal disputes between the parties shall be subject to courts of Lucknow.

Director



Section-2

Qualifying Requirements:-

1. Only registered, bonafide, reputed and experienced firms/agencies/registered companies having at least three years' experience in the field of supply of Security Guards in "Govt./ Semi Govt./Govt. Institutes/well reputed private establishments". The proof of successfully completion / execution of work for the last 03 years is required to be enclosed. The criteria of experience for the last 03 years is as follows :-(Attach Proof)
 - a) One similar work of not less than amounting to Rs.01.60 Crores in one year, or
 - b) Two similar works each amounting to not less than Rs.01.20 Crores in one year. or
 - c) Three similar works each amounting to not less than Rs.00.80 Crores in one year.
2. Copy of TDS Certificate/copy of 26AS from Income tax site, for the last three years in support of value of work orders submitted must be attached.
3. The annual average turnover of services provided by the bidder should not be less than Rs.02.00 Crores (Rs. Two Crores) during the last three years as per their audited books of accounts. Attach last three years Income tax return with Profit and Loss Account and Balance sheet duly certified by chartered accountant.
4. The firm should be ISO certified.
5. Original Solvency Certificate of Rs.50.00 Lacs from Nationalized Bank/District Magistrate.(certificate to be attached)
6. GST& PAN Card Registration Certificate duly self attested must be enclosed.
7. GST deposit return of last one year must be enclosed.
8. EPF & ESI deposit challan of last one year must be enclosed.
9. EPF, ESI& Labor registration certificate must be enclosed.
10. Valid labor license must be enclosed.
11. Valid Character Certificate issued by District Magistrate must be enclosed.
12. The Bidder must have license under Private Security Regulation Act 2005 (PSARA) issued by Director General of Police, Uttar Pradesh (India)
13. The Bidder must have experience of last 01 Year of handling Electronic/Non-Electronic gadgets v.i.z. CCTV, Access Control and Basic Crowd Control Devices duly certified by the clients.
14. The Bidder must be registered in Central Association of Private Security Industry (CAPSI).
15. The Bidder must have training facility of security guards for which attach Training Manual.
16. The Bidder must hold minimum 20 Gun licenses with armed guards and for proof, attach list of armed guards with their gun-licenses.



17.The following declarations must be enclosed on the Letter Head of the Bidder:-

That:

- a) He has not been ever declared guilty for corrupt practices and has not been black listed by any State Govt./Central Govt./Board/Corporation and Govt. Societies/PSU for any reason.
 - b) He has not been ever insolvent, in receivership, bankrupt or being wound up, not have its affairs administered by court or judicial officer, not have its business activities suspended and must not be the subject of legal proceedings for any of the foregoing reasons.
 - c) His Firm /Company, their directors, partners and officers have not been ever convicted for any criminal offence related to their professional conduct or for making of false statements or misrepresentations as to their qualifications to a manpower supplying contract within a period of last three years, or not have been otherwise disqualified pursuant to debarment proceedings.
 - d) there is no pending court cases or arbitration cases against him.
 - e) as per Bonus Act 1965 & its amendment & the notification published in the Gazette of India ,New Delhi on 27th Oct.2007,we will make payment of bonus to the manpower from my own resources and I will not make claim for the same in any manner from the Institute for the payment of bonus to my employees deployed at the Institute.
 - f) I or my firm or company have no suit/criminal case pending against its proprietor or any of its Directors (in case of Pvt. Ltd. Company) or having been earlier convicted for violation of PF/ESI/Minimum Wages Act or any other laws in force.
 - g) I shall provide at least One Supervisor to be deployed at each relevant locations, generally two supervisors to supervise the manpower at my cost and the Supervisors will work as bridge between the Institute and me. The Supervisors will receive complains and instructions from the Institute and that will get it followed by the manpower, the Salary of those Supervisors shall be borne by me.
 - h) In the Financial Bid, I have not quoted Agency Service Charge below to 4%(Four Percent) as to meet out the requirement of clause-46 of Section-1 of tender document.
- 18.** If the bidder quotes in its financial bid, in contravention of clause-17(h) of Section-2 of tender document, the whole bid shall be rejected even the bidder has been qualified in technical bid.

Director



To be given on Letter Head of the Bidder

Section-3

TECHNICAL BID:-

Sl. No.	Particulars	Fill the Information and Attach Documents as Proof
1	Name of the Bidder	
2	Legal status of the bidder: proprietor firm/ firm in partnership/ Pvt. Ltd. Co./ Ltd. Co./Corporation/Society/Any other	
3	Name of the Proprietor/Partner/Director	
4	Registered office address of the Bidder	
5	Contact No. of the Bidder(Land line & Mobile)	
6	E-Mail address of the Bidder	
7	Tender Cost (Non Refundable) Attach Xerox copy deposit receipt	
8	Earnest Money Deposit (Refundable) Attach Xerox copy deposit receipt	
9	Bank Account details of the Bidder along with IFSC code	
10	Permanent Account Number (PAN) (Attach Xerox copy)	
11	GST Registration (Attach Xerox copy)	
12	The annual average turnover. Attach last three years Income tax return with Profit and Loss Account and Balance sheet duly certified by chartered accountant	
13	Copy of TDS Certificate/copy of 26AS from Income tax site, for the last three years.	
14	One similar work of not less than Rs.01.60Crores in one year, or	
15	Two similar works each amounting to not less than Rs.01.20 Crores in one year. or	
16	Three similar works each amounting to not less than Rs.00.80 Crores in one year.	
17	ISO certificate.	
18	Original Solvency Certificate of Rs.50.00Lacs from Nationalized Bank/District Magistrate.	
19	GST deposit return of last one year.	
20	EPF deposit challan of last one year.	
21	ESI deposit challan of last one year.	



**DR. RAM MANOHAR LOHIA INSTITUTE OF MEDICAL SCIENCES,
VIBHUTI KHAND, GOMTI NAGAR, LUCKNOW-226010**

Website-www.drrmlims.ac.in

22	EPF registration certificate.	
23	ESI registration certificate.	
24	Labor registration certificate.	
25	Valid labor license.	
26	Valid Character Certificate issued by District Magistrate.	
27	Copy of license under Private Security Regulation Act 2005 (PSARA) issued by Director General of Police, Uttar Pradesh (India)	
28	Experience certificate of last 01 Year of handling Electronic/Non-Electronic gadgets v.i.z. CCTV, Access Control and Basic Crowd Control Devices duly certified by the clients.	
29	Registration certificate of Central Association of Private Security Industry (CAPSI).	
30	Training Manual	
31	List of armed guards with their gun-licenses	
32	Declaration as per clause 17(a) of section-2 of bid document	
33	Declaration as per clause 17(b) of section-2 of bid document	
34	Declaration as per clause 17(c) of section-2 of bid document	
35	Declaration as per clause 17(d) of section-2 of bid document	
36	Declaration as per clause 17(e) of section-2 of bid document	
37	Declaration as per clause 17(f) of section-2 of bid document	
38	Declaration as per clause 17(g) of section-2 of bid document	
39	Declaration as per clause 17(h) of section-2 of bid document	
40	In case the bid is signed by an agent, the authority letter (latest and on original letter head of the firm with original signature) in his favor shall be enclosed.	
41	Proof of no. of security guards supplied in Govt. / Semi Govt. /Govt. Institutes/well reputed private Establishments, in last three years.	
42	Any other relevant information, bidder wants to add/submit	

Name and Signature of Bidder



To be given on Letter Head of the Bidder

Section-4

FINANCIAL BID:-

Percentage Rate of Agency Service Charges	In Numerals	In Words

Caution:-If any difference found in numerical percentage and in words percentage, the tender will be treated as non-responsive.

Name and Signature of Bidder with Seal



To be given on Letter Head of the Bidder

Section-5

COVERING LETTER FOR TECHNICAL& FINANCIAL BID

To

**The Director,
Dr. Ram Manohar Lohia Institute of Medical Science,
Lucknow-226010 (UP)**

Sub: Submission of Technical& Financial Bid

Dear Sir,

This is to notify that our firm/company is submitting technical & Financial bid in response to Tender No-----/RMLIMS/Estb./Man Power/2020 Date: .. May 2020 for selection of agency for Supply of security guards.

Particulars	Primary Contact	Secondary Contact
Firm/Company Name		
Proprietor /Director Name		
Title		
Address		
Mobile No		
E-mail Id		

- We are responsible for communicating to Dr. RMLIMS, Lucknow in case of any change in the Primary or/and Secondary contact information mentioned above. We shall not hold Dr. RMLIMS, Lucknow responsible for any non-receipt of bid process communication in case such change of information is not communicated and confirmed with Dr. RMLIMS, Lucknow on time.
- We confirm that information contained in this response or any part thereof, including documents and instruments delivered or to be delivered to Dr. RMLIMS, Lucknow are true, accurate, verifiable and complete. This response includes all information necessary to ensure that the statements there in do not in whole or in part misled Dr. RMLIMS, Lucknow in its evaluation process.
- We fully understand and agree that on verification, if any of the information provided here is found to be misleading the evaluation process or unduly favor our company in evaluation process, we are liable to be dismissed from the selection process or termination of the contract during the project, if selected to do so, for supplying security guards to Dr. RMLIMS, Lucknow.
- By submitting the proposal, we acknowledge that we have carefully read all the sections of this tender document including all forms, scheduled and appendices hereto, and are fully informed to all existing conditions and limitations. We also acknowledge that the company is in agreement with terms and conditions of the tender and the procedure for bidding and evaluation.



**DR. RAM MANOHAR LOHIA INSTITUTE OF MEDICAL SCIENCES,
VIBHUTI KHAND, GOMTI NAGAR, LUCKNOW-226010**

Website–www.drrmlims.ac.in

- We agree that you are not bound to accept any tender response you may receive. We also agree that you reserve the right in absolute sense to reject all or any of the services specified in the tender response. It is hereby confirmed that I/ We are entitled to act on behalf of our corporation/ company/ firm/ organization and empowered to sign this document as well as such other documents, which may be required in this connection.

Yours sincerely,

Authorized Signature [Name & Title of signatory]

Name of Firm:

Address:

Seal/Stamp of Bidder: