

**ANNEXURE 1: PROPOSAL COVERING LETTER**  
**[On the Letter head of the Bidder]**

Date:

To

Principal.  
Darbhanga Medical College,  
Laheriasarai, Darbhanga.

**Re:- Tender for selection o Private Security Agencies (PSA) for providing services of security guard(s) semi-skilled/skilled/highly skilled manpower in Darbhanga Medical College, Laheriasarai, Darbhanga in the state of Bihar”,**

Dear Sir/Madam,

We the undersigned, offer to provide the services of security guard(s) (Armed & un-armed) & other semi-skilled/skilled/highly skilled manpower in Government Healthcare Facilities health department offices, in **the state of Bihar in manpower in Darbhanga Medical College, Laheriasarai, Darbhanga in the state of Bihar”** accordance with you Request for proposal vide

Ref No.....date.....we are hereby submitting our Proposal for the same.

We are submitting our proposal in our own individual capacity without entering into any association/as a Joint Venture. We hereby declare that all the informant and statements made in this proposal are true and accept that any misinterpretation contained it in may lead our disqualification.

Our proposal is binding upon us and subject to the modification resulting from project specific contact and contract negotiations.

We understand that the Medical Colleges , may cancel the selection process any time and that you are neither bound to accept any proposal your receive nor to select the agency, without incurring any liability to the bidders. We acknowledge the right of Medical College to reject our bid without assigning any reason or otherwise and hereby waive out right to challenge the same on any account whatsoever.

We understand that the Medical College, may cancel the selection process at any time and that you are neither bound to accept any proposal you received no to select the agency, without incurring any liability to the bidder. We acknowledge the right of Medical College to reject our bid without assigning any reason or otherwise and hereby waive out right to challenge the same on any whatsoever.

We shall make available to Medical College any additional information it may find necessary or require to supplement or authenticate the proposal.

We certify that in the last three years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty or a judicial pronouncement or arbitration award, nor

been expelled from any project or contract nor have had any contract terminated for breach on our part.

**We declare that:**

- a. We have examined and have no reservations to the tender Documents, including any Addendum issued by Medical College ;
- b. We have not directly or indirectly a through an executive or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in respect of any tender or request for proposal issued by or any contract entered into with Medical College and Hospital or any other public-sector enterprise or any government, Central or State; and
- c. We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
- d. We declare that we/any member of the company, are/is not a Member of a/any other company applying for selection.
- e. We certify that in regard that we have not been convicted by a court of law or indicted or adverse orders passed by a regulatory authority which would cast a doubt on our ability to undertake the service for the Project.
- f. We hereby irrevocably waive any right which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by Medical College and Hospital in connection with the selection of agency or in connection with the selection process itself in respect of the above-mentioned project.
- g. We agree and understand that the proposal is subject to the provisions of the tender document. In no case, I/We shall have any claim or right or whatsoever nature if the assignment is not awarded to me/us or sour proposal is not opened.
- h. We agree to keep this offer valid for 120 days from the proposal due date specified in tender.
- i. A power of Attorney (PoA) in favour of the authorized signatory to sign and submit this Proposal and documents is also attached herewith.
- j. In the event of my/our beings selected, I/We agree to enter into a contract for the project awarded to us by the Medical College.
- k. We agree and undertake to abide by all the terms and conditions of the tender Document. In witness thereof, I/We submit this proposal under and in accordance with the terms of the tender document.

Yours sincerely,

Authorized signature [In full and initials]:

Name and Title of Signatory:

Name of Company:

**ANNEXURE 2: POWER OF ATTORNEY AUTHORIZATION LETTER)**  
**Format for Power of Attorney for Signing of Application/ Bid document**  
**(On a Stamp Paper of Rs. 1000 duly attested by Notary Public)**

Power of attorney

Know all men by these presents, we m/s.....( name and address of the registered office ) do hereby constitute, appoint and authorize Mr / Ms .....(name and residential address and PAN ),duly approved by the appropriate authority of the firm / agency , to do in our name and on our behalf, all such acts, deeds and thing necessary in connection with or incidental to our bid for

“Tender Notice for selection of Private Security Agencies (PSA) for providing services of security guard(s) semi-skilled/skilled/highly skilled manpower in Government Healthcare Facilities health department offices, in.....(Mention the name of the district) in the state of Bihar” including signing and submission of all documents and providing information / responses to the to the.....<Mention the name of the Medicals College >.....<Mention the name of the district>, representing us in all matters before Medical College and Hospital>.....<Mention the name of the district>, representing us in all matters before Medicals Colleges, in all matters by our said with our bid for the said Project. We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney (PoA) and that all acts, deeds and things done by our said shall and shall always be deemed to have been done by us. Dated this the.....day 2019.

For\_\_\_\_\_

Accepted

\_\_\_\_\_(Signature)

Name, Title and Address of the Attorney)

Date:

**Note:**

i. The mode of execution of the Power of Attorney (PoA) should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants (s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.

ii. In case an authorized Director of the bidder/agency signs the bid, a certified copy of the appropriate resolution/document conveying such authority may be enclosed in lieu f the Power of Attorney (PoA).

**ANNEXURE 3: FORMAT FOR AFFIDAVIT.**

**Format for Affidavit certifying that Entity/Promoter(s)/Director(s)/Members of Entity are not blacklisted  
(On a Stamp Paper of INR 100)**

Affidavit

I, M/s.....(the names and addresses of the registered office) hereby certify and confirm that we or any or our promoter(s)/ director(s) are not blacklisted/barred/convicted by any court of law for any criminal or civil offences/declared intelligible by Medical College , or any other entity of GoB or any entity of state government/ or Govt. of India or any local self-government body for unsatisfactory performance, corrupt, fraudulent or any other unethical business practices or for any other reason and from participating in Project/s, in last 3 years from the date of submission of bids/tender, as on the\_\_\_\_\_ (Date of signing of Application).

And that we are hereby declaring all ongoing litigations where our promoters(s) /director(s) are involved in with any government agency/state/central department/PSU, and as mentioned below:

- 1.
- 2.
- 3.
- 4.
- 5.

Further, we are annexing a certified copy of the litigations with this affidavit.

We further confirm that we are aware that our bid for the captioned Project would be liable for rejection in case any material misrepresentation is made or discovered at any stage of the Bidding process or thereafter during the contract period and EMD or Performance Security (PS) till date shall stand forfeited without further intimation.

Dated this.....Day of.....,2019

Name of the Bidder/agency.....

.....Name of the Authorized Person

.....Designation of the Authorized person

#### ANNEXURE 4: PARTICULARS OF THE BIDDING ORGANIZATION

|   |  |
|---|--|
| Name and full address of the Company  |  |
| Details of Registration Office<br><br>Address<br><br>Telephone No(s)<br><br>Fax No (s)<br><br>E-mail address (official):<br><br>Company website;<br><br>Year of Incorporation:  |  |
| Turn Over of the Company (in crores)<br><br>2017-18<br><br>2018-19<br><br>2019-20<br><br>Average Annual Turnover:   |  |
| Income Tax Registration number (PAN)  |  |
| Goods and Service Tax (GSTN):   |  |
| Type of Company registration (Companies Act, Proprietorship Act, Society Act, Trust Act etc.  |  |
| Name and addresses and designation of the persons who will represent the Bidder while dealing with the Medical College and Hospital (Attach letter of authority)  |  |
| Has the organization blacklisted by any state or central government entity or any of its undertakings<br><br>If yes, kindly give details of the govt. entity and reason for blacklisting, in last 3 years from the last date of submission of bids/tender |  |
| (Authorized Signatory)<br><br>Name: _____   |  |

Designation & Authority:\_\_\_\_\_

Place:\_\_\_\_\_

Date:\_\_\_\_\_

Stamp:\_\_\_\_\_

**ANNEXURE 5. FORMAT FOR PERFORMAMNCE BANK GUARANTEE  
(To be stamped in accordance with Stamp Act)**

Ref: Bank Guarantee No.:

Date :

To

Principal

Darbhanga Medical College

Laheriasarai.

Dear Sir,

WHEREAS.....(Name of Bidder) hereinafter called "the Bidder" has been indentified and selected for the.....<Mention the name of the Medical College (Mention the name of the district), and has undertaken, in pursuance of Contact dated.....2019( hereinafter referred to as "the Contract") to implement the [Name of the project: Tender Notice for selection of Private referred to as "the Contract") to implement the [Name of the project: Tender Notice for selection of Private Security Agencies (PSA) for providing services security guard(s) (Armed & un-armed) & other semi-skilled/skilled/highly/skilled manpower in.....<Mention the name of the Medical College <Mention the name of the district) in the state of Bihar.

AND WHEREAS it has been stipulated in the said Contract that bidder shall furnish a Bank Guarantee ("the Guarantee") from a Scheduled Bank for the project/performance of the [Name of the Project] as per the contract. WHEREAS we ("the Bank", which expression shall be deemed to include its successors and permitted assigns) have agreed to give.....<Mention the name of the Medical College > the Guarantee:

THEREFORE, the Bank hereby agrees and affirms as follows:

1. The Bank hereby irrevocably and unconditionally guarantees the payment of Rs. xx, xx/- (xxxxxxx rupees only) to the Darbhanga Medical College, Laheriasarai under the terms of their contract dated on account of full or partial non-performance /non-implementation and/or delayed and/or defective performance/ implementation. Provided, however, that the maximum liability of the Bank towards Darbhanga Medical College, Laheriasarai under this Guarantee shall not, under any circumstances, exceed in aggregate.

2. In pursuance of this Guarantee, the Bank shall immediately upon the receipt of a written notice from Darbhanga Medical College, Laheriasarai stating full or partial non-implementation and/or delayed and/or defective off, pay to Darbhanga Medical College, Laheriasarai any and all sums demanded by.....<Mention the name demand notice, subject to the maximum limits specified in Clause 1 above. A notice form Medical College, Laheriasarai to the Bank shall be sent by Registered Post (Acknowledgement Due) at the following address: Attention Mr.....(Mention the official address of the bidder)

3. This Guarantee shall come into effect immediately upon execution and shall remain in force in force for a period of **18 months** from the date of its execution.

4. The liability of the Bank under the terms of this Guarantee shall not, in any manner whatsoever, be modified, discharged, or otherwise affected by:

a. any charge or amendment to the terms and conditions of the Contract or the execution of any further contracts/Agreements.

b. any breach or non-compliance by the bidder with any of the terms and conditions of any contracts/credit arrangement, present or future, between bidders and the Bank./

5. This Bank also agrees that.....<Mention the name of the Medical College >,.....<Mention the name of the district> at its option shall be entitled to enforce this Guarantee against the Bank as a Principal Debtor, in the first instance without proceeding against agency and Medical College >,.....<Mention the name of the district> may have in relation to the bidder's liabilities.

6. The Bank shall not be released of its obligations under these presents by reasons of any act of omission or commission on the part of.....<Mention the name of the Medical College,.....<Mention the name of the district> or any other indulgence shown by.....<mention the name of the have the effect of relieving the Bank.

7. This guarantee shall be governed by the laws of India and only the courts of concerned districts, shall have exclusive jurisdiction in the adjudication of any dispute which



may arise hereunder.

Date this the.....Day of.....2019

Witness

(Signature)

(Signature) (Name) Bank Rubber Stamp

(Official Address)

Designation with Bank

## ANNEXURE 6– FINANCIAL BID

We agree to services of security guard (s) semi – skilled /skilled /highly skilled man power in the Darbhanga Medical College , Laheriasarai in the state of Bihar , in accordance with the terms of the contract , and will be charging at the rate :

|   |                          |                        |
|---|--------------------------|------------------------|
| Service charger per security guard ( s ) semi-skilled/skilled/highly skilled manpower per month (only one rate to be quoted for all categories will not be allowed) | .....(Amount in figures) | .....(Amount in words) |
|---|--------------------------|------------------------|

The bidder will be required to raise the invoice as prescribed under GST Act 2017 and rules therein. The Medical College will pay the agency/bidder min. wages ESI, EPF, GST as per the prevailing rate notified by the concerned departments along with service charge s per security guard(s) semi-skilled/skilled/ highly skilled man power per month, as per the financial bid quoted above by the bidder/agency.

1. The financial bids, of shortlisted bidders(s), from technical evaluation (matching eligibility criteria), will be opened, and the bidder, who quotes the lowest (L1) minimum cost for service charges, per security guards(s) semi-skilled/skilled/highly skilled man power per month, as per Least Cost Selections (LCS), will be selected bidders(s)/agency(s) for providing security guards(s) semi-skilled/skilled/highly skilled man power in the Darbhanga Medical Colleg Hospital, Darbhanga under the, "Tender Notice for selection of Private Security Agencies (PSA) for providing services of security guard(s) semi-skilled/skilled/highly skilled man power in Darbhanga Medical Colleg, Laheriasarai, Darbhanga in the state of Bihar",
2. The rates quotes must be in figures as well as in words. The above quoted rates should be inclusive of all taxes and duties excluding GST. GST will be paid by Medical College, Laheriasarai as per the prevailing rates. If an agency/bidder quotes "Nil" charges in consideration, the bid shall be treated as unresponsive and will not be considered.
3. The price quoted as per column of the financial bid offered, shall be valid for the entire contract period/extended period.
4. The rate/s offered shall remain firm and will not be subject to escalation of any description during the execution of the rate contract. The rate/s offered will be inclusive of all applicable taxes/duties (Central and State), and Uniform (summer, winter and rainy season) and liveries (mobile, torch with battery, whistle, umbrella, photo identity card etc. ), excluding GST (as per the prevailing rates).
5. The agency will have to submit evidence of payment of salary to security guard(s) semi-skilled/skilled/highly skilled manpower, in their bank account through Direct Benefit Transfer (DBT) on monthly basis, along with ESI & EPF submission challans, to the Medical College on quarterly basis, and after compliance of this only, payment for subsequent month will be disbursed to the agency. It has to be ensured by the agency, that payment of salary/ wages to security guard(s) semi-skilled/skilled/highly skilled manpower is as per the norms, explained in this tender document.

**Signature of Authorized**

**Signatory:**

Seal with Designation:

Place:

**ANNEXURE 7 – CHECKLIST FOR SUBMISSION**

| Sl. No | Documents to be submitted   | Submission (Yes/No) | Status | Page Nos in the bid |
|--------|---|---------------------|--------|---------------------|
| 1.     | EMD/Bid security of Rs.1,00,000/-in the form of Demand Draft (DD) in favour of Principal, Darbhanga Medical Colleg, Laheriasarai  |                     |        |                     |
| 2.     | Proposal Forms <b>as per tender</b>   |                     |        |                     |
| 3.     | Copy of the Certificate of Incorporation issued by appropriate authorities as applicable for others (i.e., Company/Proprietorship/society/Trust)  |                     |        |                     |
| 4.     | Copy of the license in accordance with the Bihar State Private Securities Agencies (Regulation), Act, 2015 in the state or at least the concerned district 9as per section 4 & 7 of the Private Security Regulation Act (ASRA), 2005, Gol).   |                     |        |                     |
| 5      | Audited Balance sheet and<br>a) Statement of Profit & Loss Account ( if the bidder is registered under companies Act),<br><b>or</b><br>Income and expenditure account 9if the bidder is registered under Societies and Trusts Act<br><b>or</b><br>Profit & Loss account and Income tax Returns (if the bidder is Proprietorship firm), for each of the financial years (FYI), as mentioned below: |                     |        |                     |
| 4.1    | FY 2017-18  |                     |        |                     |
| 4.2    | FY 2018-19  |                     |        |                     |
| 4.3    | FY 2019-20  |                     |        |                     |

|               |   |                            |                                   |
|---------------|---|----------------------------|-----------------------------------|
| 6             | The bidder must have experience of providing minimum .....<mention the count of manpower required by the Medical College and Hospital> security guards (Armed/un-armed) & other semi-skilled/skilled/highly skilled manpower to Government (Central or state) Sector/PSU or private sector annually, in each of the last three financial years (FY) <b>(2017-18, 2018-19 &amp; 2019-20)</b> . |                            |                                   |
| 7.            | Copies of: PAN card GST Registration Certificate, & Copy of Income Tax Return (ITR), filed by bidder in last 3 Assessment Years (AY): 2017-18, 2018-19, and 2019-20.  |                            |                                   |
| 7.1           | PAN Card  |                            |                                   |
| 7.2           | GST registration certificate  |                            |                                   |
| 7.3           | ESI registration certificate  |                            |                                   |
| 7.4           | EPF registration certificate  |                            |                                   |
| 7.5.1         | <b>Income Tax Returns (ITR) of AY 2017-18</b>   |                            |                                   |
| 7.5.2         | <b>Income Tax Returns (ITR) of AY 2018-19</b>   |                            |                                   |
| 7.5.3         | <b>Income Tax Returns (ITR) of AY 2019-20</b>   |                            |                                   |
| 8.            | Affidavit Sworn before notary stating that Agency/Bidders is not blacklisted/banned/declared ineligible by any entity of any State Government of Govt. of India or any Local Self-Government body or public undertaking in India for participation in future bids for unsatisfactory past performance, corrupt, fraudulent or any   |                            |                                   |
| <b>Sl. No</b> | <b>Documents to be submitted</b>  | <b>Submission (Yes/No)</b> | <b>Status Page Nos in the bid</b> |
|               | Other unethical business practices or for any other reason during the past 3 years, from the last date of submission of bids/tender.  |                            |                                   |
| 9.            | Power of attorney (PoA) in favour of signatory of Tender Documents, as per the format mentioned   |                            |                                   |

**Signature of Authorized Signatory:**

**Seal with Designation;**

**Place:**

**Date:**

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**(For Medical college Use Only)-** to be filled during opening of applications

Verified the above-mentioned documents and found them to be in order at respective page nos. except those as under

1.

2.

Signature of Authorized Signatory:

Designation;

Place and Date

ANNEXURE 8: RESERVATION POLICY

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