



MEGHALAYAN MEDICAL DRUGS & SERVICES LIMITED



Government of Meghalaya

Department of Health & Family Welfare,
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No. MMDSL/Hiring-Manpower/8/2024/(2)

Dated: 14/03/2024

REQUEST FOR PROPOSAL(RFP)

DOCUMENT

ISSUED FOR OUTSOURCING OF SECURITY SERVICES AT GOVT. HEALTH INSTITUTIONS

REQUEST FOR PROPOSAL

SEALED PROPOSALS IN TWO BID SYSTEM AFFIXING A COURT FEE OF RS 25 (TWENTY FIVE) ARE INVITED BY THE MANAGING DIRECTOR, MEGHALAYAN MEDICAL DRUGS & SERVICES LIMITED FROM ELIGIBLE PARTIES (SERVICE PROVIDERS) VIDE THIS TENDER TO SELECT AND ENGAGE MOST SUITABLE SERVICE PROVIDER TO CARRY OUT SECURITY SERVICES AT THREE GOVT. HOSPITAL UNITS ON OUTSOURCING BASIS FOR A PERIOD OF 36 MONTHS.

Shri Ramkumar S
Managing Director

Approved By Shri Ramkumar S/Managing Director on 14/03/2024 07:30 AM
(The document is digitally approved and does not require any Seal or Signature in original)



1.0 Eligibility Criteria

1.1. The Bidder must be an entity registered under Companies Act 2013 in India/ Partnership Firmn (Indian Partnership Act 1932)/ Proprietorship firm.

1.2 Only sole bidders are allowed to participate in the bid. Consortium applicants are not allowed to participate.

1.3. The Bidder must have achieved minimum average annual turnover of Rs. 10lakh during last five financial years (2018-19, 2019-20, 2020-21, 2021-22, 2022-23). A Turnover certificate from a Chartered Accounted in Form T3 duly supported with the financial statements of the same years to be furnished along-with the Technical Bid.

1.4. The bidders should have positive net worth as on 31st March 2023.

1.5. The bidders having a registered/ branch office in the state of Meghalaya will be preferred. In case bidder is having office in Meghalaya, should have necessary Trading license from Meghalaya Autonomous District Council for non-tribal firm.

1.6. The Bidder should be registered under relevant statutes including Income Tax Act, GST Act, EPF Act, ESI Act, Contract Labour (Regulation and Abolition) Act, 1970, etc.

1.7. The Bidder should have executed work of similar nature, for any Government Department/Government hospital/ Large Corporate entities /State government tourism hotels/India Tourism development hotels/ Airports/Railways/University/malls for a minimum period of 5 years.

1.8. The bidder should have executed at least one single order of cumulative annual value of more than or equal to Rs.2 lakh in any of the last five financial years (i.e. 2018-19 to 2022-23) for all the sites Or

The bidder should have executed at least two orders of cumulative annual value of more than or equal to Rs.4lakh in any of the last five financial years (i.e. 2018-19 to 2022-23) for all the sites and

should have executed at least one single order of cumulative annual value of more than or equal to Rs. 10 Lakh in each of the last five financial years (i.e. 2018-19 to 2022-23). Or

The bidder should have executed at least two orders of cumulative annual value of more than or equal to Rs. 20 Lakh in each of the last five financial years (i.e. 2018-19 to 2022-23) for all the sites.

The bidder shall submit client satisfactory certificates issued from client (s) along with copy (ies) of work orders.

1.9. The bidder should have experience of providing similar services of value not less than Rs 10lakh(cumulative) in last three financial years.

1.10. The Bidder including the Owner or any Partner or Director should not be blacklisted/ debarred either by the Client or by any of the government or semi-government organization, Public Sector Undertakings, Urban Local Bodies and which is time being in force. The Bidder shall submit an undertaking/declaration they were not being that blacklisted/ debarred either by the Client or by any of the government or semi-government organization, Public Sector



Undertakings, Urban Local Bodies and which is time being in force in Non-Judicial stamp paper of Rs 100 duly notarized by appropriate authority.

1.11. The bidder should have a clean track record for last five financial years starting from 2016-17. No vigilance/ legal case against the organization of it's Owner/Partner/Director should be there. The bidder shall provide an undertaking in Non-Judicial stamp paper of Rs 100 duly notarized by appropriate authority.

1.12. The Bidder should not have abandoned any project or assignment on its own Account or none of its project has been terminated (premature) by the client due to failure in performance during that period. The bidder needs to submit a declaration in Non-Judicial stamp paper of Rs 100 duly notarized by appropriate authority.

1.13. The bidder should have necessary quality certification. The copy of the valid such certificate should be provided.

1.14. The proposals submitted by only those parties who fulfilling the Eligibility Criteria as mentioned in this RFP, shall be considered for further evaluation.

1.15. Bidder shall submit documentary evidence against each of the Eligibility Criteria. Insufficient documentary evidence in support of the eligibility criteria shall not be.

2.0 Instruction to Bidders:

2.1. Proposal Submission:

Interested eligible bidders may submit their bid/proposal with EMD & documents as set forth in this RFP, the detailed address of which is mentioned in Section 1 : Schedule of Proposal Submission.

The proposal should be submitted in two parts in single envelop :

Part A- Bid Security, Technical proposal as per the format/s set out in RFP with the required documents mentioned in the Eligibility Criteria.

Part B- Financial Proposal as per the format set out in RFP.

Both the Technical as well as the Financial Proposals should be typed and shall be signed by the authorized representative of the bidder.

2.2. Power of Attorney for signing the bid : The bidder should submit a Power of Attorney as the form T5, authorizing the signatory of the bid to commit the bidder.

2.3. Any alteration, erasures or overwriting shall be valid only if the person/s signing the Proposal have put his/her/their initial prior to submission of the same.



2.4. Interested bidders should attend the Pre-Bid meeting as per the scheduled date and time in person or through online mode and show a presentation on their capacity, past experiences, accreditations. MMDSL will issue authorization letter to the interested bidders to make a site visit to ascertain the ground scenario, so that they can submit their proposal with due recommendations. However MMDSL will not arrange for any mode for visit and the cost associated with site visit like transport, fooding, staying or any other expenses what so ever it may be will not be paid or reimbursed by MMDSL. It will be entirely interested bidders' cost.

2.4. Service Locations : Shillong Civil Hospital, Shillong Ganesh Das Hospital, Jowai Civil Hospital & Jowai Maternity & Child Hospital, Tura Maternity & Child Hospital and Tura Civil Hospital, Makarwat Civil Hospital .

2.5. The service provider will deploy required number of manpower to provide uninterrupted 24X7 service. Any deployed manpower will be subject to adhere the general code of conduct and will maintain required decorum, professionalism in workplace. In case of any misconduct service provider terminate the service of the concerned candidate will arrange to provide replacement within 30 days.

2.6. The service provider will give highest preference to the locals of the State Meghalaya. Only in case required criteria not met by the local candidates, recruitment can be done from outside the state. In such case service provider will obtain written approval from district authority/ institution .

2.7. The service provider will adhere all local labour laws and will ensure timely payment of Salary/wages as per the prevailing labour law.

2.8. The service provider will arrange to submit the PF contribution (both employer & employee) & ESI contribution within stipulated time frame and will submit the proof of submission alongwith the Invoice. Else the payment will be with-hold till the submission of the same. The contractor shall submit a certificate along with each bill to the effect that the payment has been made to the personnel as per acquaintance roll and all labour laws obligations have been complied with including payment of overtime allowance in order to confirm the correctness of payment accounts to the right party.

2.9. . Bio-metric Attendance : The engaged personnel must adhere the daily bio-metric attendance at respective location.

2.10. . Uniform : Service Provider will provide Uniform to the deployed personnel with Identity Card, whistle, Shoe, Cap etc.

2.11. . The manpower which will be deployed by the agency shall not be eligible for any other claim, benefit, compensation and they will not claim for absorption or regularization of their services in Govt of Meghalaya palyroll.

2.12. The manpower which will be deployed by the agency will be abide by non-disclosure agreement and will not divulge or disclose any details of process, deployment of manpower, equipment, technical know-how, security arrangement, administrative or organizational matters to any outsider or media or any agency. In the event of breach of contract , agency will be liable to remove the person on immediate basis ad will provide replacement within 30 days.



2.13. The manpower which will be deployed by the agency will be abide no tobacco consumption in the work place/ premises of the facility where will be deployed. In violation action will be taken as per the prevailing law.

2.14. The manpower which will be deployed by the agency will be abide by the Social Laws and violation will lead to appropriate action by the authority.

2.15. . In case of any non-performance by the appointed manpower , service provider will terminate with stipulated termination notice as per the law and will ensure replacement within 30 days.

2.16. . The service provider will arrange replacement of manpower separated due to any reason as early as possible and during the period service provider will arrange temporary arrangement to provide uninterrupted service.

2.17. The contractor shall be responsible for all acts of omission/commission in the hospital by their employees during the course of discharge of their duties at the hospital. Hospital will not be responsible for any mishap while dealing with security service during the described scope of work because of such acts of omission/commission.

2.18. The contractor has to maintain all the appropriate records at its own cost as required by various Government departments. In case of any violation of any statutory provisions under any applicable law related to the contract, the liability of the same shall devolve on the contractor and not on Hospital administration.

2.19. . Any liability arising out of any litigation (including those in consumer courts) due to any act of contractor's personnel shall be directly borne by the contractor including all compensation/damage/expenses/fines, and the contractor shall attend the court as and when required.

2.20. The service provider shall not engage personnel below the age of 18 years. All the personnel deployed by the contractor shall be medically fit and their antecedent be verified prior to the deployment in the Hospital. All Persons engaged by the contractor should be vaccinated and those at higher risk should be vaccinated against Hepatitis 'B' and the cost of vaccination should be borne by the contractor.

2.21. . Increase in Payment:

i. Price increase is not applicable during the first 12 months of the contract. In the event of continuation of the contract after the first year, price adjustment will be applicable as follows:-

ii. The contract price for equipment and chemicals for the 2nd year will be increased at 5% from the base amount (excluding service tax) applicable for 1st year and for the 3rd year it will be increased at 10% from the base amount (excluding service tax) applicable for the 1st year subject to satisfactory performance of the Contract for the 1st & 2nd year respectively.

iii. The wages considered for each category of workers should not be less than the rates fixed by the respective District Collectorates which is being revised every year based on the proceeding of the respective district Collectors.



2.22. The Contractor must employ qualified / competent personnel on site for the execution of the agreed tasks.)The Contractor shall employ the persons.

2.23. If any complaint of misbehaviour and misconduct by personnel of the contractor comes into the knowledge of the hospital authorities then responsibility for all such activities shall be of the contractor and any loss owing to negligence or mishandling by the personnel employed by the contractor, the contractor shall be responsible to make good for the losses so suffered by the Hospital.

2.24. The authority will make all payments to the Contractors for the services rendered satisfactorily on monthly basis in accordance to relevant clauses of conditions of contract.

2.25. The Implementing Agency should have a policy/modality for considering the existing manpower for recruitment under the new management/ arrangement.

4.0 Bid Document cost per location

- | | |
|-------------------------------------|------------|
| a. For Shillong District Hospital | : Rs 1,500 |
| b. For Ganesh Das Hospital | : Rs 1,500 |
| c. Tura Medical College | : Rs 1,500 |
| d. Tura District Hospital | : Rs 1,500 |
| e. Jowai Civil Hospital | : Rs 1,500 |
| f. Jowai Maternity & Child Hospital | : Rs 1,500 |
| g. Makarwat Civil Hospital | : Rs 1,500 |

5.0. Earnest Money Deposit (EMD) per location

- | | |
|---|---------------|
| a. For Shillong District Hospital | : Rs 1,50,000 |
| b. For Ganesh Das Hospital | : Rs 1,50,000 |
| c. Tura Maternity & Child health Hospital | :Rs 1,50,000 |
| d. Tura District Hospital | : Rs 1,30,000 |
| e. Jowai Civil Hospital | : Rs 1,50,000 |
| f. Jowai Maternity & Child Hospital | : Rs 1,50,000 |
| g. Makarwat Civil Hospital | : Rs 1,50,000 |

EMD should be paid only through Bank Guarantee with a validity of 225 days from the last date of Bid submission and would be required to be extended if so, required by the department.

5.0. Packing, sealing and Marking of Proposal

Interested eligible bidders may submit their proposal by submitting the Tender fee, EMD and all documents adhering the prescribed formats in the RFP, mentioned in Section 1: Schedule of Proposal Submission.

Sealed tender in a Two Bid System affixing a court fee of Rs 25/- to be submitted in two parts as follows:



A) Part A- Tender Fees, EMD and Technical Proposal as per formats of the RP affixing court fees of Rs 25/-

B) Part B- Financial Proposal as per the format set out in RFP.

7.0. Number of Proposals : Only one proposal by one bidder.

8.0. Validity of the Proposal: 180 days from proposal due date.

9.0. Conflict of Interest : A Bidder shall not have a conflict of interest. All Bidders found to have a conflict of interest shall be disqualified. A Bidder may be considered to have a conflict of interest for the purpose of this Bidding process, if the Bidder:

- Directly or indirectly controls, is controlled by or is under common control with another Bidder; or
- Receives or has received any direct or indirect subsidy from another Bidder; or
- Has the same legal representative as another Bidder; or
- Has a relationship with another Bidder, directly or through common third parties, that puts it in a position to influence the Bid of another Bidder, or influence the decisions of the Employer regarding this bidding process; or
- Any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the works that are the subject of the Bid; or

any of its affiliates has been hired (or is proposed to be hired) by the Employer or Borrower as Project Manager (Engineer) for the Contract implementation.

10.0. Language : English

11.0. Proposal Due Date : 25th/Apr/2024 at 11.30am

12.0. RFP Opening : 25th/Apr/2024 at 1.00pm

13.0. Deleted

14.0 Multiple Bid : Not Allowed

15.0. Deleted

16.0. Pre-bid Meeting : 27th/Mar/2024 at 11.30am

17.0. Response to query: via email to bryanraphaeldon@gmail.com , by 25th/Mar/2024

18.0. Currency : INR Only.

19.0. Bid Validity : Bids should remain valid for a period of 180 days from the last date of Bid submission. The bids having validity for any shorter period will be rejected. IN exceptional circumstances prior to expiry of the original time limit, The Client may



request the Bidders to extend the period of validity with mutual consent. The request and the Bidder's responses shall be made in writing or by email. A Bidder may refuse the request without forfeiting his Bid Security. The Bidder agreeing to the request will not be required or permitted to modify its Bid, but will be required to extend the validity of its Bid Security for a period of the extension, and in compliance with provisions relating to the Bid Security in all respects

20.0 Performance Security : MMDSL to fill

21.0. Scope of Service: The service provider will provide round the clock Security service at 4 Govt. Civil hospitals in the State of Meghalaya at Shillong, Tura.

21.1. Key Responsibilities :

21.1.1. The Service Provider shall ensure protection of the patients, personnel & property, including documents in all forms, of the hospital, prevent trespass with / without arms, perform watch and ward functions including night patrol on the various points and to prevent the entry of stray dogs and cattle and antisocial elements, unauthorized persons and vehicle (including LMV & Ambulance) into the campus of the Hospital.

21.1.2. Handling of keys of all the gates- doors, Fire and safety assistance, Lost & Found, CCTV Management, Material In & Out, Gate Pass, Staff Frisking, Patient Safety, Meet, Greet & Assistance, Visitor Management, Liaise with Police, etc.

21.1.3. The Security Service Provider will be responsible for overall security arrangements of the Hospital covered in the contract. Accordingly, the Security staff will be adequately trained and behave and act in the desired manner.

21.1.4. Security Service Provider will ensure that all the instructions of the administration issued from time to time are strictly followed and there is no lapse of any kind. The instructions will be regularly given to the security staff.

21.1.5. No item is allowed to be taken out without proper Gate Pass issued by the competent officers authorized by the Hospital Administration for in and out movement of stores. The specimen signatures and telephone numbers of the above stated officers will be obtained by the Security Personnel and kept at the 'Guard room' or a suitable place.

21.1.6. Deployment of Guards / Security Supervisors will be as per the instructions of the authorities of the Hospital from time to time and the security Service Provider will be responsible for their optimum utilization.

21.1.7. Security personnel deployed in the premises on holidays and Sundays will be assessed as per actual requirement and the number of personnel will be suitably reduced / enhanced.



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21.1.8. The Security Supervisor / Guard will also take rounds of all the important and sensitive points of the premises as specified by the Hospital and check / block the access to the premises of loitering / unlawful persons and vagabonds.

21.1.9. Security personnel shall also ensure door keeping duties.

21.1.10. The Guards on duty will take care of all the water taps, valves, water hydrants etc. installed all over the premises. They will switch off all the electric points in the area not in active use.

21.1.11. The Security Guards / Supervisors will be trained to extinguish fire with the help of fire extinguishing cylinders and other firefighting material available on the spot. They will also help the firefighting staff in extinguishing the fire or in any other natural calamities. Supervisor shall also work as a fire officer. Periodic Fire Drill should be conducted.

The Securities will be monitoring the Fire Detection system, Fire Extinguishers and arrange for maintenance of the same through the Maintenance department. If any anomaly found, should be immediately informed to the Maintenance department as well as the hospital administration.

The implementing agency will ensure deployment of all Fire Fighting Equipment as per the standard Fire Safety Norms.

21.1.12. In emergent situations, security staff / supervisor / Assistant Security Officer deployed shall also participate as per their role defined in the disaster plan, if any, of the Hospital. Security personnel should be sensitized for their role in such situations.

21.1.13. The Security Supervisor / Guards are required to display mature behaviour, especially towards female staff, female visitors, patients and the elderly. The Security Supervisor / Guards are required to attend to distinguished visitors, VIPs and officers.

21.1.14. The Security Guard on duty shall not leave the premises until reliever reports for duty.

21.1.15. They will be required to man the explosive detective device / metal detector etc at the main gate. They are also required to conduct search of vehicles and even body search as per exigency and requirement of the hospital.

21.1.16. The Security Service provider shall ensure that the security staffs engaged shall not consume alcohol; nor will they be allowed to chew pan, tobacco items etc. during duty hours. Security guard shall also ensure that visitors or staff also do not consume these items in the hospital campus. Service provider shall also ensure that entry shall be restricted for alcoholic person. Security personnel shall enforce tobacco and alcohol free environment in the hospital campus. Any other duties / responsibilities



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assigned by the Hospital Administration may be incorporated in the agreement. The same shall also be binding on the Service Provider.

21.1.7. Controlling the In Patients/visitors to Hospital.

21.1.18. Evacuation of occupants in case of the fire or natural calamities.

21.1.19. The Service Provider staff shall work on duty, and they will be deployed in Two/three shifts i.e. The guard of the previous shift will submit the attendance of the incoming guard within 15 minutes of the commencement of the shift to the caretaker on duty for verification.

21.1.20. The Service Provider shall provide proper uniform, whistle, baton for the day shift workers and five cell Torch Light and 5 ft. long stick for staff on night duty. Umbrellas, rain-coats, warm clothing will be provided by the Service Provider as necessary.

21.1.21. The Service Provider shall be fully responsible for the performance and fitness on their duty of their personnel (Guards). For this, the Service Provider will have to keep close liaison with the Hospital authorities, Caretaker and Officer in-charge.

21.1.22. The Service Provider shall have to maintain a round-the-clock Control Room with Telephone Number, Mobile Numbers, names of persons manning the Control room in their office for any urgent communication regarding any extra-ordinary situation.

21.1.23. The Service Provider shall conduct surprise Night Patrolling at all the projects /hospital sites and shall submit written report to the MS/Authorized Personnel periodically at least once a month at every location.

21.1.24. The Service Provider shall provide their own communication system to their staff for the coordination with Officers/officials of the Hospital.

21.1.25. The security personnel shall ensure that there are no unidentified /unclaimed /suspicious objects/Persons in the buildings/premises.

21.1.26. The security guards must be deployed in such a way that no part of the building /Premises remains unobserved /unattended.

21.1.27 The security supervisor will maintain all the required registers, which are kept at the main gate and other points. The minimum required registers are as follows:

- Record of deployed employees.
- Ward/unit wise duty roster of employees.
- Vaccination record including Covid 19 vaccine of the staff.
- Complaint book



- Visitor register.
- RGP/NRGP Register
- Security Entry register for Goods.

21.1.28. The security personnel must have the telephone numbers of the nearest Police Station, Fire Station, Ambulance, etc. for the sake of emergency, if any.

21.1.29. Following compliances are required for the personnel deployed:

- TT & HBV & Covid19 Vaccination along with Chest X Ray, Blood Test and Vaccination - particularly Hepatitis B etc of all staff needs to be done
- Medical Examination of all deployed staff has to be repeated every year.

21.1.30. The approximate requirement individual unit wise is given below. However the bidder may propose a deployment projection in a professional manner.

Security Deployment Plan for 24X7X365 days operation		
Shillong Civil Hospital		
Manpower Type	Location	No
Security In-charge	Main Building	1
Main Gate	Main Gate	0
CCTV Monitoring	CCTV Control Room	3
Cancer Wing	Gate	3
School of Nursing	Gate	3
Ortho Paed Dept	Gate	4
Annx Bldg 200 Bed	Gate/s	15
Establishment Dept	Gate	3
General Ward	Gate/s	7
Ortho Dept	Gate/s	4
Morque	Gate	4
OPD Complex	Gate	7
OPD Casualty	Gate	6
Parking	Parking	0
Total		78



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Security Deployment Plan for 24X7X365 days operation

Tura Civil Hospital

Manpower Type	Location	No
Security Incharge	Main Building	1
Main Gate	Main Gate	8
Main Building	Main Building	15
CCTV Monitoring	CCTV Control Room	3
Additional Building	Addl Bldg	15
Office of Jt. Director	Gate	1
Dialysis unit	Gate	4
Open Area	Open area	8
Total		55

Security Deployment Plan for 24X7X365 days operation

Ganesh Das Hospital

Manpower Type	Location	No
Security Incharge	Main Bldg	1
Main Gate	Main Gate	8
Main Building-RCC	Main Bldg	15
CCTV Monitoring	CCTV Control Room	3
Old Building	Main Bldg	15
DEIC	Gate	4
OPD	OPD	7
Open Area	Open area	7
Total		60

Security Deployment Plan for 24X7X365 days operation

Tura Maternity & Child Hospital

Manpower Type	Location	No
Security Incharge	Main Bldg	1
Main Gate	Main Gate	8
Main Building-RCC	Main Bldg	15
CCTV Monitoring	CCTV Control Room	3
2nd Building	2nd Bldg	15
DEIC	Gate	4
Open Area	Open area	7
OPD	OPD	7
Total		60

Security Deployment Plan



Makarwat Civil Hospital		
Manpower Type	Location	No
Security Incharge	Main Bldg	1
Main Gate	Main Gate	7
CCTV Monitoring	CCTV Control	3
GF	Main Bldg	14
1F	Main Bldg	14
2F	Main Bldg	14
Open Area	Open area	7
Total		60

Security Deployment Plan		
Jowai Civil Hospital		
Manpower Type	Location	No
Security Incharge	Main Bldg	1
Main Gate	Main Gate	7
CCTV Monitoring	CCTV Control	3
GF	Main Bldg	14
1F	Main Bldg	14
2F	Main Bldg	14
Open Area	Open area	7
Total		60

Security Deployment Plan		
Jowai MC Hospital		
Manpower Type	Location	No
Security Incharge	Main Bldg	1
Main Gate	Main Gate	7
CCTV Monitoring	CCTV Control	3
GF	Main Bldg	14
1F	Main Bldg	14
2F	Main Bldg	14
Open Area	Open area	7
Total		60

21.1.30. Site Visit : any interested service provider may visit site/s for understanding actual scenario and can propose the deployment plan as per their expertise.

22.0. Deleted



23.0 Evaluation Criteria:

26.1 : Technical Evaluation: In the first stage, the Technical Proposal will be evaluated on the basis of bidder's fulfilment of eligibility criteria. Only those bidders whose Technical score becomes responsive, shall qualify for further Financial Bid consideration by the Evaluation Committee. The minimum eligibility marks is 60%. The evaluation method is shown below :

Sl no	Evaluation Parameter	Total Marks	Criteria for marks allotment
1	Experience : no of Years in Security Service	30	Security Service : >5 Year to 7 years : 5 Marks > 7 Year to 10 Year : 10 marks >10 Year : 15 mark
2	No of Projects executed : The bidder should have executed atleast one single order of cumulative annual value of more than or equal to Rs 2 Crs Or Two orders of Rs 1.5 Crs in each of the last five financial years (i.e. 2018-19 to 2022-23) for multiple locations or No of Projects executed : The bidder should have executed atleast one single order of cumulative annual value of more than or equal to Rs 75 lakh Or Two orders of Rs 50 lakh in each of the last five financial years (i.e. 2018-19 to 2022-23) for One locations	30	Single Location : The bidder should have executed atleast one single order of cumulative annual value of >= Rs 50 lakh Or Two orders of >= Rs 40 lakh in any of the last five financial years (i.e. 2018-19 to 2022-23) ions : 20 atleast one single order of cumulative annual value of more than or equal to Rs >50 Lakh- 1.0 Crs Or Two orders > Rs 40- 75 Lakh: 25 one single order of cumulative annual value of more than or equal to Rs >1.0 Crs Or Two orders > Rs75 Lakh: 25 : 30



Approved By Shri Ranikumar S (Managing Director) on 14/03/2024 07:30 AM
(The document is digitally approved and does not require any Seal or Signature in original)

			<p>Multiple Locations: The bidder should have executed atleast one single order of cumulative annual value of \geq Rs 1 Crs to 1.50 Crs Or Two orders of \geqRs 0.70 Crs to $<$1.25 Cr in any of the last five financial years (i.e. 2018-19 to 2022-23) for multiple locations : 20</p> <p>one single order of cumulative annual value of $>$ Rs 1.50 Crs to 2.50 Cr Or Two orders of \geqRs 1.25 Crs to 2.0 Cr in any of the last five financial years (i.e. 2018-19 to 2022-23) for multiple locations : 25</p> <p>one single order of cumulative annual value of $>$ Rs 2.50 Crs or Two orders of \geqRs 2.0 Crs in any of the last five financial years (i.e. 2018-19 to 2022-23) for multiple locations : 30</p>
3	Total Average turn-over of last 5 financial years	20	<p>$>$1 Cr to 3 Crs: 10 $>$3 Crs to 5 Crs : 15 $>$5 Crs: 20</p>
4	Power-point Presentation elaborating on the strategy, time-line and methodology for Implementation of the scope of the project as defined.	10	Methodology for Implementation
5	HR Policy and Policy on absorption of existing manpower	10	Detailed HR policy adhering prevailing applicable labour laws and absorption of existing off-roll/contractual employees.

26.2. Power-point Presentation : The bidders whose technical score except Power-Point presentation will be a minimum of 60%, will be shortlisted for a Power-point presentation where the marking will be done based on Detailed understanding of the scope of project, approach & methodology, detailed project plan along with the timelines and resource deployment plan, understanding mitigation of risks.

26.3. Financial Evaluation : Total price inclusive all taxes, PF, ESI and other statutory obligations shall be considered for Financial Evaluation. The Lowest Bid will be awarded highest marks & highest bid will be awarded lowest marks.



Those who will obtain minimum of 60% of the total Technical Score will be considered only for Financial Bid opening. The date and time of Financial Bid opening will be announced in MMDSL website.

Final score for an applicant would be weighted average of technical and financial bids, where the technical and financial proposals will be assigned a weight of 70 and 30 percent respectively. The scoring system of this 'Quality-Cum-Cost-Based' to be used for obtaining final scores is illustrated below:

Technical Proposal		Financial Proposal		Combined Score		
Score	Weighted Score= (score/max score) *100	Bid Amount(Crs)	Weighted score = (mini amount / amount) *100	Technical	Financial	Total
1	2	3	4	5(*70%)	6 (* 30%)	7
50	62.5	1	100	43.75	30	73.75
60	75	2	50	52.5	15	67.50
70	87.5	3	33.33	61.25	10	62.25
80	100	4	25	70	7.5	77.50

The highest score obtained the vendor in the combines scoring will be selected as the most favourable bid.

1. The bidder should use the below format for Financial Bid:

Section -A							
(Manpower Cost – Hospital wise)							
A) Manpower Requirement and cost for individual Hospital level All Categories							
Hospital Name	Strategic Deployment			Total no of deployment t	Locatio n	Total Amount/ Month	Amount t / annum
Designation	Shift 1	Shift 2	Shift 3		Rate/ Person		
Security Incharge							
Security Guard							
Sub Total							
Rupees in words							



MEGHALAYAN
MEDICAL DRUGS &
SERVICES LIMITED



Government of Meghalaya

Department of Health & Family Welfare,
DHS Complex, Laitumkrah, New Colony,
Shillong - 793003,
East Khasi Hills,
Meghalaya - 793003
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meghmdsl@gmail.com

Approved By Shri Ramkumar S.(Managing Director) on 14/03/2024 07:30 AM
(The document is digitally approved and does not require any Seal or Signature in original)

Section-B

PROFORMA FOR BANK GUARANTEE FOR PERFORMANCE SECURITY

(To be stamped in accordance with Stamp Act)

Ref:

Bank Guarantee No.:

Date:

To

(Address)

Dear Sir,



WHEREAS (Name of Bidder) hereinafter called "the Bidder", has been identified and selected and has undertaken, in pursuance of Contract dated _____ 2024 (hereinafter referred to as "the Contract") to implement the [Tender Notice Selection for selection of service providers for OUTSOURCING OF SECURITY SERVICES AT GOVT. HEALTH INSTITUTIONS in the state of Meghalaya.

AND WHEREAS it has been stipulated in the said Contract that the bidder shall furnish a Bank Guarantee ("the Guarantee") from a Scheduled Bank for the project/performance of the [Tender Notice Selection of service providers for selection of service providers for OUTSOURCING OF SECURITY SERVICES AT GOVT. HEALTH INSTITUTIONS in the state of Meghalaya as per the contract. WHEREAS we ("the Bank", which expression shall be deemed to include its successors and permitted assigns) have agreed to give the Meghalayan Medical Drugs & Services Ltd, Meghalaya the Guarantee:

THEREFORE, the Bank hereby agrees and affirms as follows:

- 1) The Bank hereby irrevocably and unconditionally guarantees the payment of, the Meghalayan Medical Drugs & Services Ltd 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 Meghalayan Medical Drugs & Services Ltd, 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 the Meghalayan Medical Drugs & Services Ltd stating full or partial non-implementation and/ or delayed and or defective implementation, which shall not be called in question, in that behalf and without delay/demur or set off, pay to the Meghalayan Medical Drugs & Services Ltd any and all sums demanded By the Meghalayan Medical Drugs & Services Ltd under the said demand notice, subject to the maximum limits specified in Clause 1 above. A notice from Meghalayan Medical Drugs & Services Ltd 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 for a period of _____ 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 change 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 bidder and the Bank.
- 5) The Bank also agrees that, the Meghalayan Medical Drugs & Services Ltd 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 not withstanding any security or other guarantee that the Meghalayan Medical Drugs & Services Ltd may have in relation to the bidder's liabilities.
- 6) The Bank shall not be released of its obligations under these presents by reason of any act of omission or commission on the part of the Meghalayan Medical Drugs & Services Ltd or any other indulgence shown by the Meghalayan Medical Drugs & Services Ltd or by any other matter or thing whatsoever which under law would, but for this provision, have the effect of relieving the Bank.
- 7) This guarantee shall be governed by the laws of India and only the High courts of Meghalaya,



MEGHALAYAN MEDICAL DRUGS & SERVICES LIMITED



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meglnmdsl@gmail.com

shall have exclusive jurisdiction in the adjudication of any dispute which may arise hereunder.

Dated this the Day of _____ 2024

Witness
(Signature)

(Signature)
(Name)

Designation with Bank

(Name) Bank Rubber Stamp
(Official Address)

Approved By Shri Ramkumar S (Managing Director) on 14/03/2024 07:30 AM
(The document is digitally approved and does not require any Seal or Signature in original)