



Meghalaya Health Systems Strengthening Project

Government of Meghalaya



DHS/P-35/MHSSP/NCS-4/2022-23

05.09.2022

INVITATION FOR QUOTATIONS FOR SUPPLY OF GOODS UNDER SHOPPING PROCEDURES

To,

Dear Sir/Madam,

Subject: INVITATION FOR QUOTATIONS FOR PROVIDING SERVICES OF SECURITY GUARD, OFFICE ASSISTANT AND HOUSEKEEPING STAFF ON A MONTHLY BASIS

Government of India has received funding from the **International Bank for Reconstruction and Development (IBRD)** in the form of Loan towards the cost of the project name **Meghalaya Health Systems Strengthening Project (MHSSP)**. **Department of Health & Family Welfare (DoHFW)** is the implementing agency of the Project and intends to apply part of the proceeds of this loan to eligible payments under the contract for which this invitation for quotations is issued.

1. You are invited to submit your most competitive quotation for the following services

***Detailed ToR for each capacity is provided at Annexure I**

Sl. No	Category	Quantity	Minimum Working Hours
1	Security Guard	2	24*7
2	Office Assistant	1	9:00 AM to 5:00 PM
3	Housekeeping Staff	1	8:00 AM to 5:00 PM

1. **Place of Service:** Meghalaya Health Systems Strengthening Project (MHSSP), Directorate of Health Services, Red Hill Road, Laitumkhrah, Shillong - 793003



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Dept. of Health & Family Welfare, Government of Meghalaya

Red Hill Road, Upper New Colony, Shillong 793003, Meghalaya



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2. Quotation Price

- a. All eligible taxes shall be included in the total price.
- b. Goods and Service Tax (GST) should be indicated separately, if applicable.
- c. The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account. The contract period is for one year.
- d. The Prices shall be quoted in Indian Rupees only.

3. Qualification of Bidders

- a. Have the legal capacity to enter into a contract;
- b. Not be insolvent, in receivership, bankrupt or being wound up or subject to legal proceedings for any of these circumstances;
- c. Not have had the business activities suspended or debarred from public procurement by the State Government of Meghalaya or Government of India.

4. Documents Evidencing Qualification: Bidders are requested to submit copies of the following documents as evidence of your qualification.

- a. Valid trading license/registration or equivalent/Exemption Certificate.
 - b. Valid certificate of GST registration;
 - c. Past Performance Certificate/Completion Certificate/Work order etc wherein the vendor has supplied similar services in the past two years, ie, 2020-21; 2021-22. The same will be verified if needed be.
 - d. Self-declaration to the effect the bidder is not insolvent, in receivership, bankrupt or being wound up or subject to legal proceedings for any of these circumstances.
 - e. Self-declaration that the bidder's business activities are not suspended or debarred from public procurement by the State Government of Meghalaya, any other State Government or Government of India.
5. **Validity of Quotation:** Quotations shall remain valid for a period not less than 90 days after the deadline date specified for submission.
6. **Evaluation of Quotations:** The Purchaser will evaluate and compare the quotations that are determined to be substantially responsive i.e. which



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- a. are properly signed; and
 - b. confirm to the terms and conditions.
 - c. GST will not be taken into consideration while evaluating the quotations.
 - d. Any historical information, if required may be asked from the bidders during evaluation of quotes.
7. **Award of contract:** The Purchaser will award the supply order to the bidder whose quotations have been determined to be substantially responsive and who has offered the lowest evaluated quotation price.

The announcement for this assignment will be published in

- a. Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract. The numbers against each item may increase or decrease of issuing the Purchase Order.
 - b. The bidder whose quotation is accepted will be notified of the issue of Work Order by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the Work Order.
8. Payment shall be made on monthly basis
9. You are requested to submit the RFQ latest by **1600 hours on or before of 9th September, 2022.**
10. 12. We look forward to receiving your quotations and thank you for your interest in this project.

Name: Ram Kumar S, IAS

Address: MHSSP Office, Department of Health & Family Welfare, Red Hill, Laitumkrah, Shillong - 793003

Tel. No.: 7005161416

Email: procurement.megh@meghssp.org

The document is digitally approved. Hence signature is not needed.



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FORMAT OF QUOTATION *

Sl. No.	Category	Qty.	Unit Rate	GST and similar other taxes applicable on finished Goods/ Services	*Total Price per line item at Destination - inclusive of discounts, all taxes and duties	
					In Figures	In Words
1	Security Guard	2				
2	Office Assistant	1				
3	Housekeeping Staff	1				

Gross Total Cost: Rs.

We agree to supply the above services in accordance with the ToR (provided in Annexure-A) for a Total Price of INR..... amount in figures) (INR amount in words) within the period specified in the Invitation for Quotations and it shall remain binding upon us and may be accepted at any time before it expires.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery or collusive agreements with competitors.

We understand that you reserve the right to:

- a. accept or reject any Quotation and are not bound to accept the lowest evaluated cost Quotation, or any other Quotation that you may receive, and
- b. annul the RFQ process at any time prior to the award of the Contract without incurring any liability to Suppliers.

Signature of Supplier

Name of the person duly authorized to sign the Quotation on behalf of the Supplier: [insert complete name of person duly authorized to sign the Quotation]

Title of the person signing the Quotation: [insert complete title of the person signing the Quotation]

Signature of the person named above: [insert signature of person whose name and capacity are shown above]

Date signed [insert date of signing] day of [insert month], [insert year]

TERMS OF REFERENCE

Sl. No.	Category	Minimum Roles and Responsibilities	Minimum Qualification & Experience
1	Security Guard	<ol style="list-style-type: none"> 1. Inspect and patrol premises regularly. 2. Monitor office entrance and exit. 3. Authorise entrance of people and vehicles. 4. Report any suspicious behaviours and happenings. 5. Secure all exits, doors and windows especially once all the staff leaves the office. 6. Monitor surveillance cameras. 7. Respond to alarms and react in a timely manner. 8. Provide assistance to people in need. 9. Ensuring proper safeguard of all assets and property withing the office premises. 	<ol style="list-style-type: none"> 1. Minimum 10th Grade Pass. 2. Minimum 2 years of experience as a Security Guard or similar role. 3. Registered as a security officer
2	Office Assistant	<ol style="list-style-type: none"> 1. Ensuring proper cleanliness and maintenance of the office. 2. Tracking of all required supplies for the office and on-time reporting of the same. 3. Conducting all official work within and outside the office as per directions. 4. Liaison with water suppliers, electricians and others and ensure proper functioning of all equipment within the office premise. 5. Any other work as required. 	<ol style="list-style-type: none"> 1. Minimum 12th Grade Pass. 2. Minimum 2 years of experience as an Office Assistant or similar role. 3. Basic knowledge of computer. 4. Preferably knowledge of riding a two-wheeler.
3	Housekeeping Staff	<ol style="list-style-type: none"> 1. Cleaning, washing, sweeping, vacuuming of the entire office especially the working areas before the arrival of office staff. 2. Ensuring cleanliness of the cafeteria area at all times. Emptying Trash Cans, dusting shelves, cleaning windows and mopping floors. 3. Offering of refreshments like tea and snacks during meetings and clearance of the area thereafter. 4. Any other work as required. 	<ol style="list-style-type: none"> 1. Minimum 8th Grade Pass.

***At all times it is expected that the above personnel are well-behaved, presentable and ensures time-adherence.**