



OFFICE OF THE DIRECTOR ROURKELA GOVT. HOSPITAL

E-Mail: directorrrghrourkela@gmail.com, Phone/Fax: (0661) 2400161/240



Proceeding of the Nirmal tender (Security & Housekeeping) prebid meeting held on 05/05/2025 at Rourkela Govt. Hospital

A prebid meeting for "Selection of agency for providing different manpower services like security guards, housekeeping staffs & other manpower" was conducted for **Housekeeping Services & Security Services on 05.05.2025 at 11:30AM** under the chairmanship of Superintendent, RGH, Rourkela in presence of committee members & bidders at conference hall, administrative block, RGH, Rourkela.

The following discussion are done & decisions are taken:

Issues / Agenda	Discussions/Decision Made
Eligibility criteria	<p>The following additional eligibility criteria which was added in the request for proposal of (RFP Reference No. : Nirmal/Housekeeping Services/Rourkela Gov. Hospital/2137 & RFP Reference No. : Nirmal/Security Services/Rourkela Gov. Hospital/2136) for "Selection of agency for providing different manpower services like security guards, housekeeping staffs & other manpower" for year 2025-2026 is excluded & the same is not mandatory.</p> <ol style="list-style-type: none"> 1. They should supply the attested copy of Gazetted officer or from Notary attested copy of registered partnership deed and registration certificate of the Firm. 2. There should be an affidavit from Executive Magistrate <ol style="list-style-type: none"> a. The Agency is from the beginning of registration has regularly practicing ethical and honest payment to all employees. Providing the same amount of remuneration which is getting from all Govt organization deployment of HR. Not deducting any illegal amount directly or hidden from the employee. b. That non of the partners are involved in any criminal or corruption in any any Odisha Govt institutions. c. That non of the partners are removed from any Govt Offices in India in corruption in corruption allegations. d. That in future while supplying Human resources (HR) to RGH if any of the members shall be involved in above mentioned crimes or corruptions this office has got right to remove the Agency from deployment in RGH Rourkela. <p>The Request for proposal for "Selection of agency for providing different manpower services like security guards, housekeeping staffs & other manpower" will remain same as per the NHM guidelines.</p>
Regarding Financial year	<ol style="list-style-type: none"> a. The financial year to be considered as 21-22,22-23,23-24 which was previously mentioned as 22-23,23-24,24-25. In annual average turnover, experience no. of personnel deployed etc. All documents required to be produced for the financial year (21-22, 22-23, 23-24).
Eligibility criteria	<p>The bidder should fulfil the following Eligibility Criteria for Housekeeping services:</p> <ol style="list-style-type: none"> I. Must be registered in India as a Company (Companies Act 2013) / Partnership Firm (Indian Partnership Act 1932 / Limited Liability Partnership Act 2008), Society (Societies Registration Act 1860) or a Trust (Indian Trust

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- Act 1882) and its amendment thereof.
- II. Consortium is not allowed
- III. Must have an average Annual Turnover of **Rs. 3 Crores or more** during the last three financial years (21-22, 22-23, 23-24).
- IV. Must have minimum 3 years of working experience in the field of housekeeping services in Public / Private sector [State Govt. / Govt. of India Institution / Govt. undertaking / Corporation / Banks / Govt. & Pvt. Hospitals / Pvt. Organizations] on the stipulated date of bid submission. Details of the projects executed must be submitted as per Format T4A.
- V. Must have provided at least **300** housekeeping personnel (average no. of housekeeping personnel during the financial years mentioned in format T4B & T4C) as on date of bid submission. Work Order / Contract copies in support of such enrolment must be submitted as per Format T4B & T4C.
- VI. Must have deposited EPF & ESI against all staffs under its payroll regularly on monthly basis. The documents pertaining to ECR of EPF and Challans of ESI for the **last 3 months** prior to month of publication of tender must be furnished in the technical bid.
- VII. The Bidder must not have been blacklisted either by the tender inviting authority or by any State Govt. or Govt. of India organization. The agency shall submit undertaking regarding the same on Non Judicial Stamp paper of Rs. 20/- as per Format T6.
- VIII. Must have labour registration certificate
- IX. Must have valid ISO 9001 : 2015 / ISO 45001:2018 certification
- X. Must be registered under EPF
- XI. Must be registered under ESI
- XII. Must have a PAN
- XIII. Must have GST registration number

The bidder should fulfil the following Eligibility Criteria for Security services:

- I. Must be registered in India as a Company (Companies Act 2013) / Partnership Firm (Indian Partnership Act 1932 / Limited Liability Partnership Act 2008), Society (Societies Registration Act 1860) or a Trust (Indian Trust Act 1882) and its amendment thereof.
- II. Consortium is not allowed.
- III. Must have an average Annual Turnover of **Rs. 3 Crores or more** during the last three financial years (21-22, 22-23, 23-24).
- IV. Must have minimum 3 years of working experience in the field of **Security services** in Govt. Hospitals / Govt. Institutions / Govt. undertakings / Govt. Corporation / Banks / Pvt. Hospitals (Registered under Clinical Establishment Act) on the stipulated date of bid submission. Details of the projects executed must be submitted as per Format T4A.
- V. Must have provided at least **200** security guards (average no. of security guards during the financial years mentioned in format T4B & T4C) as on date of bid submission. Work order / contract copies must be submitted in support of the no. of security guards deployed as per Format T4B & T4C.
- VI. Must have deposited EPF & ESI against all eligible staffs under its payroll for the last 3 months prior to month of publication of tender. The documents pertaining to ECR of EPF and Challans of ESI for the **last 3 months** prior to

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	<p>month of publication of tender must be furnished in the technical bid. The Bidder must not have been blacklisted / debarred either by the tender inviting authority or by any State Govt. or Govt. of India organization and no blacklisting / debarment subsist on the bid submission due date. The agency shall submit undertaking regarding the same on Non Judicial Stamp paper of Rs. 20/- as per Format T6.</p> <p>VIII. Must have labour registration certificate. IX. Must have valid licence to engage in the business of Pvt. Security Agency from Home Dept., Govt. of Odisha. However, if the validity of the license is expired, then the bidder in their technical bid has to furnish the copy of the application letter for renewal to Home Dept. Govt. of Odisha alongwith acknowledgement proof of the same. But the bidder must have to furnish the valid renewal certificate at the time of signing of contract in case it gets selected for award of contract. X. Must have valid ISO 9001 : 2015 / ISO 45001:2018 certification XI. Must be registered under EPF XII. Must be registered under ESI XIII. Must have a PAN XIV. Must have GST registration number</p>
Evaluation criteria	<p>In the first stage, the Technical Proposal will be evaluated on the basis of bidder's fulfillment of eligibility criteria. Only those bidders whose Technical Proposals becomes responsive based on the eligibility criteria, shall qualify for further detail technical evaluation for presentation and awards of marks based on the following Criteria : (Attached as annexure A i,e housekeeping services & B i,e Security services)</p>

The Request for proposal for "Selection of agency for providing different manpower services like security guards, housekeeping staffs & other manpower" will remain same as per the NHM guidelines.

Encl: Evaluation Criteria (Attached as annexure A i,e housekeeping services & B i,e Security services)

The meeting ended with the vote of thanks by Dr Pandit Sahu, Deputy Superintendent.


Director
Rourkela Govt. Hospital

Memo No. 2337 /RGH

Dt. 06/05/2025

1. Copy forwarded to DeGM, Sundargarh with a request to publish the same in district website.


Director
Rourkela Govt. Hospital