



SHRI SHIVAJI EDUCATION SOCIETY, AMRAVATI'S
**Dr. Panjabrao Alias Bhausaheb Deshmukh
Memorial Medical College**
Shivaji Nagar, Amravati - 444 603



Dr. Anil T. Deshmukh
M.D. (Pathology)
DEAN

Harshvardhan P. Deshmukh
PRESIDENT



● Office: Tel. (0721) 2552353 ● Fax.: (0721) 2552353 ● E-mail: drpdmmc2007@rediffmail.com, drpdmmcamravati@gmail.com ● Website: <http://pdmmc.edu.in>

Facilities provided for Woman

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Safety and Security

MOU with Security Agency



महाराष्ट्र MAHARASHTRA 399 2022

BV 957303

- 6 JUN 2023

साई सिव्युरिटी सर्वीसेस अमरावती
मु.ज. वि. देशमुख
मुख्य दफ्तर, कॅम्प, अमरावती.
सा.नं. ११/१२२९

सन. २०२३/०६/०७



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करारनामा

करारनामा लिहून घेणार :- श्री.शिवाजी शिक्षण संस्था, अमरावती
द्वारा संचालित डॉ. पंजाबराव देशमुख स्मृती
वैद्यकीय महाविद्यालय व रुग्णालय, अमरावती.
करारनामा लिहून देणार :- साई सिव्युरिटी सर्वीसेस अमरावती

मी खालील सही करणार की, करारनामा लिहून देतो की, मला दि.०१/०६/२०२३ ते दि.३१/०५/२०२४ या कालावधी करीता सुरक्षा रक्षक पुरविण्याचा कंत्राट कार्य आदेश क्र. P.D.M.M.C/Est/1819/2023 दि.२७/०५/२०२३ नुसार देण्यात आला आहे. त्याकरीता सुरक्षा ठेव राशी रु.१२,००,०००/- (अक्षरी बारा लाख रुपये फक्त) धनाकर्षानुसार मी अधिष्ठाता कार्यालयाला जमा केलेली आहे. दि.२७/०५/२०२३ रोजीच्या नियुक्ती आदेशात नमुद केलेल्या अटी व शर्तीची प्रत

सोबत जोडलेली आहे. त्यातील अटी व शर्तीचे उल्लंघन झाल्यास होणाऱ्या कार्यवाहीस पात्र / जबाबदार राहिल याची मी हमी देतो.

दिनांक :- ०६/०६/२०२२.

सोबत - भरून दिलेल्या अटी व शर्तीची प्रत

स्वाक्षरी

साक्षीदार:-

१) 

डॉ. पी. डी. देशमुख

साक्षीदाराची स्वाक्षरी

वैद्यकीय अधिक्षक

डॉ. पी. डी. वैद्यकीय महाविद्यालय, अमरावती

Medical Superintendent

Dr. P. D. Deshmukh

Amravati

ATTESTED BY ME

NAYEEM AHMED

NOTARY For

Amravati District (M.S. India)

Mob 970 54688

06/06/2023

स्वाक्षरी

SAI SECURITY SERVICES

साई सिक््युरिटी सर्व्हिसेस

अमरावती

अधिष्ठाता

DEAN

Dr. Panjabrao Alias Bhausaheb Deshmukh

Medical Supergrge, Amravati

डॉ. पी. डी. वैद्यकीय

महाविद्यालय अमरावती



Shri Shivaji Education Society, Amravati's

डॉ. पंजाबराव उपाख्य भाऊसाहेब देशमुख स्मृती वैद्यकीय महाविद्यालय, अमरावती

Dr. Panjabrao alias Bhausaheb Deshmukh



Memorial Medical College

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E-mail : drpdmcc2007@rediffmail.com / Web : www.pdmcc.edu.in



Dr. A. T. Deshmukh
Dean

NABH Certi. PEH-2021-1399

Out.No.PDMMC/Est/ / 819/2023

Date :- 27.05.2023

To,
M/s. Sai Security Service,
Security Guard Contractor,
Amravati.

Sub:- Appointment of Work Contract for providing job contract of Security
Arrangement. (Semiskilled Manpower)

Ref:- As per advertisement 29.12.2022 & Negotiation meeting dated 18.05.2023.

In context to above and as per your offer against advertise dt.29.12.2022 published for the said Tender, the undersigned is pleased to place work order w.e.f. dt.1.6.2023 for providing services of man power (Security Guard) to Dr. PDMMC, Amravati, subject to the terms and conditions given below.

Term & Condition

- 1) **Rates :-** The rates quoted in Annexure I is inclusive of all charges.
- 2) **Period of Contract :-** 01.6.2023 to 31.5.2024
- 3) **Taxes :-** GST tax shall be applicable as per govt. rules.
- 4) **Scope of work :**
 - a) The person shall follow the instructions of the contractor / supervisor.
 - b) MS Office will provide the details of scope of work of each Security Guard.
 - c) Maintenance of record and registers as directed & required.
 - d) Any other work as per directives given by Dr. PDMMC. Amravati
- e) **Qualification:** Should have passed 12th class from recognized institute/ board.
- f) All the risk & Liability for providing manpower at Dr. PDMMC by observing all legal formalities shall be at contractors account & contractor will have to comply all

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/ registration at Asst. Commissioner of labour, Amravati and pay the statutory charges/ taxes as required at contractor's cost and risk only. Dr.PDMMC will pay only rates accepted as provided in Annexure- 1 per head, per month for manpower only.

5) **GENERAL DISCIPLINE:-**

- a) You and your workers (Security Guard) shall maintain good moral character and decent behavior with all concerned. You and your workers will not be allowed to indulge in drinking liquor, consuming tobacco & drugs. Entry of unauthorized person and unscrupulous elements in our premise will be strictly prohibited. If any of your workers is found behaving in a manner contrary to the above, contractor would replace the same for their work immediately.
- b) Undersigned will have liberty to disallow any representative or person employed by you in execution of the work, in case of any misconduct or unfair practice. You will accordingly stop the person from attending to work on receipt of such communication from the operating authority and you shall provide suitable substitute immediately.
- c) Each workman should be provided with an identity card, dress & shoes, cap, 5 ft. long shining stick.

6) **MANPOWER:-**

- a) The work allocation & change in nature of working duty of supplied manpower will be as per the instructions of contractor & supervisor of contractor. Contractor will have to provide the required manpower as per order.
- b) All the supplied manpower should have required qualification as per advertisement.
- c) The manpower supplied should be conversant with local language in addition to working knowledge of English, Hindi, so as to interact with patients and staff.
- d) The manpower supplied should be extremely polite at work.
- e) Sufficient number of coordinators will have to be employed by contractor to ensure smooth working with different departments of the office.
- f) It is mandatory to appoint one gunman (Ex-serviceman) for Emergency Medicine Dept. (casualty)
- g) No staff will be allowed to do overtime at any time.
- h) If the departmental workers are posted against vacant post, it is whole responsibility of Dr. PDMMC to intimate to contractor to reduce the no. of outsourced workers.
- i) All the Guard must undergo mandatory medical checkup before joining the duties or at least within 5 days of joining.
- j) All the Guard need to be formally trained before appointment & to be retrained periodically as per job profile.

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7) **Period of Contract :**

The contract period is from dt.1.6.2023 to 31.5.2024. However the same shall be reviewed after 3 months and it will be optional for Dr. PDMMC to terminate the contract in case of unsatisfactory service by the contractor.

Also, the Dean Office will monitor and convey the requirement of providing & withdrawing of manpower. Hence the right to increase and reduce the appointed manpower is reserved by Administration of College & Hospital.

8) **LEGAL:**

- a) Contractor will indemnify Dr. PDMMC, against any liability or damages by way of compensation arising from any accident to patient/ relative/ person or property of person in the contractor employment.
- b) Contractor will indemnify Dr. PDMMC, against any liability or damages by way of compensation arising from any accident to patient/ relative/ person related to or unrelated to contractor or Dr. PDMMC college & Hospital.
- c) Contractor shall bear the entire responsibility and risk relating to coverage of work force under different statutory regulations including but not limited to Contract labour Act 1970, employees compensation Act and other relevant regulation, as the case may be.
- d) Contractor shall be fully responsible for payment of benefits including but not limited to provident Fund as per statutory provisions.
- e) Necessary payment and liabilities shall be the responsibility of contractor irrespective of payment received from Dr. PDMMC or otherwise. Also the contractor should maintain the pay bill of workers, E.C.R. etc.
- f) If any accident occur to the worker of contractor during the course of employment, then it shall be sole responsibility of contractor to pay compensation as per the provision of applicable Act, If not paid within prescribed time then same shall be paid by Dr. PDMMC, Amravati and entire amount will be deducted from your bill and any other bill/ deposit in your name.
- g) The contractor shall appraise the person supplied in clear terms that they shall not be entitled to claim any recruitment for whatsoever post/vacancy or lien over any such post/ vacancy in Dr. PDMMC in any manner.
- h) All taxes and dues payable to govt. and or local authorities in respect of these work shall be the responsibility of contractor and the contractor will have to indemnify Dr. PDMMC against liability on account of such levies or taxes.
- i) In the event, contractor is not in a position to complete the contract or any part of

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contract for any reason what so ever, Dr. PDMMC, will make alternate arrangement to complete the work at cost, risk and responsibility of contractor, together with a fine Rs.2000/- each time. Contract will be automatically terminated at 3rd such event. The decision of competent authority will final & binding to all.

9) OBSERVANCE OF STATUTORY RULES:-

- a) All the statutory provisions of various acts and rules of central and state govt. will be applicable to this contract e.g Employment and welfare Act.1969, minimum wages Act 1948, Child Labour Act and regulations Employed Liability Act 1938, employees compensation Act 2010, Indian Factories Act 1948, ID Act 1947, Act of Income Tax, Service Tax, works contract Tax & G.S.T. etc. and any other Acts in force and as amended from time to time The contractor shall comply with the provision of all above acts, rules and regulations and will be solely responsible for the observance of provision in the above acts / rules and regulations.
- b) As per the revised notification of industry, Energy & labour Ministry, Govt. of Maharashtra issued from time to time, you have to pay the wages to your supplied manpower for this contract as per provision of Minimum Wages Act 1948.
- c) Contractor will have to pay the wages etc. to the supplied manpower as per recent Govt. minimum wages act. The payment of supplied manpower should invariably be made by 5th day of every month irrespective of whether payment is received from Dr. PDMMC or otherwise. All other statutory dues (PF/SSY/PT/G.S.T, etc) to be paid in corresponding organization by 15th of every month & by the end of following month & the bill has to be sent to Dr. PDMMC.
- d) Contractor shall maintain record of manpower on outsourcing & their wages working under him for the work. He should maintain Muster Cum Wages Register Format as per format provided by Dr. PDMMC. Provident Fund / ESIC /PT or other statutory deductions as applicable be deducted from their wages and maintain records and submit along with bill positively. Contractor shall maintain all the relevant records in sufficient manner related to wages paid under this contract and shall provide all such records to Dr. PDMMC. Whenever demanded without any reservation , whether during the contract or thereafter.
- e) All disputes and differences of any kind whatsoever arising out of or in connection with his contract whether during the progress of the work or after its completion and whether before or after the determination of contract, shall be referred by the contractor to Dr. PDMMC. Also Dr. PDMMC shall after receipt of the contractors representation make and notify decision of all matters referred by the contractor in writing. The decision of Dean Dr. PDMMC will be final and binding to all.

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10) Scope of Work :-

- a) The Scope of work Including PROVIDING SECURITY GUARDS with proper medical health checkups in the age group of 25 to 50 years to undertake security arrangement at Dr. PDMMC.
- b) Police verification in respect of these security guards and supervisors should be submitted immediately after engagement of such guards, at your cost, if any.
- c) The security guards provided should be physically fit, neat and tidy with proper dress code along with 5ft long and shining stick and a five cell torchlight at night in our institute by the contractor.
- d) It will be the duty of the contractor to instruct the guards to keep a good constant watch & to move around the institute turn by turn and prevent unauthorized person from entering the premises along with controlling / maintaining the crowds, queues, etc, in all OPDs , wards , office, lab, Emergency / critical areas of the Institute.
- e) It will be the responsibility of the guard to see that no person without having Identity card or valid pass as issued by Dr. PDMMC will enter the premises. If any person arrives without the ID cards/ passes, the same should be reported to the concerned office / Department of Dr. PDMMC.
- f) The security guards provided by the contractor shall endeavor to take all steps and precaution to prevent theft, pilferage and other criminal / illegal acts in the premises.
- g) Value added services may be provided as and when required.

11) GUARANTEE:-

- a) All manpower to be provided are to be guaranteed for correctness and conductance as per acceptable norms and in the event of any failure on the part of contractor Dr. PDMMC will be entitled to terminate the contract at risk and cost of Contractor. Further necessary legal course of action, as deemed fit will be taken for recovery of Dr. PDMMC dues.

12) INSURANCRE:-

- a) The contractor, at his cost shall arrange, secure and maintain Employer Liability Insurance Policy as may be necessary and or all such amount to protect his interests and the interests of the owner against all risks. Xerox copy of above mentioned Insurance policy is to be submit to this Office.

13) DUTIES TO BE EXECUTED BY CONTRACTOR

- a) Work executing contractor must have to deposit statutory deductions per worker as per rules of Govt. Department / Authority before 15 of each month. Only after the submission of the copy of PF challan of previous month & e.t.c., Payment cheque will be issued to the contractor.
- b) Work executing Contractor must have to make payment of taxes/ charges of other

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statutory deductions at his own cost.

- c) After making the payment to the outsourced labour & all statutory dues at respective department, the contractor should submit all details of payment /challans to Dr.PDMMC for reimbursement along with bill including service charges. along with bill including service charges.(PF Chalans of Previous month)
- d) Biometric attendance is mandatory for every worker. In & out time to be noted. Also you have to submit Biometric attendance report on 1st day of every month to M.S Office for verification of the attendance of your workers, then only the payment cheque will be issued to contractor . Otherwise cheque will not be issued by Dean Office.
- e) Work executing contractor must maintain Muster cum wages register and ensure the entries in it from time to time. The Muster should be maintained in both Facsimiled and electronic (Biometric) & manual form as well.
- f) Work executing contractor must have arrangement to provide Identify card duly signed by contractor to the supplied manpower.
- g) Work executing contractor must provide EPF number to supplied labour from date of appointment of labour. Work executing contractor must provide EPF/UAN no. before appointing any labour for contract. If labour appointed before obtaining EPF or UAN no. then the Consequences, penalty, damage, shall be born by the contractor himself. Any Arrears of payment of any statutory dues like provident Fund, Professional Tax etc. shall be paid in the respective month's return or challan and not in the subsequent months or thereafter. If the provisions are violated contractor shall be personally liable.
- h) The contractor should get certified, the list of outsourcing workers and get permission from Dean, Dr. PDMMC if any outsourced labours other than the approved list are engaged. The list should include details of outsourcing labour like name of outsourced labour, educational qualification, Address, Mobile no, passport size photo, Aadhar card No, EPF Number etc. The responsibility of updation of the list is solely of contractor. Contractor should appoint shiftwise 2 Supervisor for execution of above work smoothly on his behalf and bear the financial liabilities of them.

Details of the Deduction from outsourced workers payment for paying statutory payment to various Govt. Departments as as per various acts.

14) PAYMENT TERMS

- a) Payment of labour for every month is to be done by Contractor from his own resources by 5th day of every month without failure. Contravening this, Contractor shall be liable for penalty of Rs.10,000/- per day, till delay continues.
- b) Payment term for contractor will be 15 days from submission of Invoice with all supporting documents as mention above.
- c) Monthly charges will be paid by Dr. PDMMC. (As per allocation of manpower) after

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submitting the invoice in triplicate duly certified / verified by MS Office. (in both hardcopy and electronic Facsimiled, i.e. (Biometric form). Along with the bill the certified copy of muster cum wages register format to be maintained by the contractor is to be produced. MS Office shall certify the attendance of outsourced labour.) Attendance shall also be verified from biometric sheet.

- d) **College shall pay the bill after submission of bills along with proof of payment of statutory charge to various Govt. departments and authorities within 15 days of submission of bills.** As per the TDS provision, Income Tax at source will be deducted from your bills as per rules.
- f) The contractor shall submit E.C.R. the proof of monthly deposit of EPF with details of names of labours and other deductions in respect of workers by name engaged at Dr. PDMMC along with the copies of challans for deposit and certificate while submitting the bill, failing which it will not be possible to process your monthly bill. Proof should be authenticated by the concerned authority of EPF, etc.

15) SECURITY DEPOSITE AND PENALTY

- a) The contractor will be required to pay security deposit amounting to **Rs.12,00,000/-** (Twelve Lakh only) of the value of the contract by **DD in the name of "Dean, Dr. P. P. Deshmukh Memorial Medical Collage, Amravati"** at our office after receipt of L.O.A within 5 days. This security deposit will be used to deduct penalty. The amount of Rs.10000/- per day per worker will be charged as penalty if salary is not done by the 5th day of every month irrespective of payment done by Dr. PDMMC. The same penalty amount will be deducted from security deposit. The statutory dues to be deposited before 15th of every month or else the same will be deducted from security deposit. Also contractor has to pay the deducted penalty amount from security deposit to regularize the security deposit for further continuation of contract, failing which the order is liable to be cancelled. The detail work order will be placed only after payment of security deposit.
- b) In the event of contractor failing to deposit such security within the stipulated period, Dr. PDMMC shall have full discretion to cancel the acceptance communicated to the said Contractor & E.M.D. will be forfeited.
- c) Security deposit will be refunded only after completion/ cancellation of contract period subject to submission of PF withdrawal from (From no 13/19, 10,10D) of labours.

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17) Agreement:-

As per the rules of Dr. PDMMC, you are directed to execute a stamped agreement in respect of this contract within a period of 1 weeks from the date of issue of this order. The cost of the agreement shall be borne by you. No payment shall be made to you under this contract till such time the agreement is executed by you.

18) Acceptance of work order:-

Please communicate the acceptance of said order including all terms & conditions within 3 days from receipt of this order. If you undertake the work without communicating the acceptance, then it shall be presumed that you accepted all terms & conditions of the order.


Dean
Dr. PDMMC, Amravati

Copy for Information:- 1. Hon'ble President, Shri. Shivaji Education Society, Amravati.
2. Hon'ble Treasurer, Shri. Shivaji Education Society, Amravati.
3. Hon'ble Secretary, Shri. Shivaji Education Society, Amravati.

Copy to :- 1. Medical Superintendent, Dr. PDMMC. Hospital for necessary action.
2. Finance Officer, Dr. PDMMC, Amravati for necessary action.

Safety and Security

Institute has 99 security guards posted round the clock. Out of this 23 are female guards who are posted at girl's hostel and female ward. Girls' hostel has strict closing time and no girl is allowed to go outside the hostel after 9 PM.

Security Guard parade



Security at girl's hostel



Security at girl's hostel



Counselling room

Counselling room facility is available in the institute, where any student or staff can have counselling sessions whenever required. Counselling is done by psychiatrist as appointed by Department of Psychiatry.

Counselling room



Common room

Institute has separate common rooms for both girls and boys. Common room facility helps students to discuss their issues in private. It can be used by any student during college working hours.

Girls common room



Boys common room



Day Care Center

Institute has day care facility where working staff can bring their young children for supervision and care during day time. This helps working parents to do their duties without worrying about children.

Day Care Center Inspection by Dean



Bhausahab Jayanti Ceremony at Day Care Center



Day Care Center

