



**icmr** | **RMRCNE**  
INDIAN COUNCIL OF MEDICAL RESEARCH | REGIONAL MEDICAL RESEARCH CENTRE, DIBRUGARH

आई सी एम आर - क्षेत्रीय आयुर्विज्ञान  
अनुसंधान केन्द्र

स्वास्थ्य अनुसंधान विभाग, स्वास्थ्य और परिवार  
कल्याण मंत्रालय, भारत सरकार

ICMR - Regional Medical Research Centre  
NE Region

Department of Health Research, Ministry of Health  
and Family Welfare, Government of India

**ICMR – REGIONAL MEDICAL RESEARCH CENTRE, N.E. REGION,  
DIBRUGARH**

(Indian Council of Medical Research)

Department of Health Research, Ministry of Health and Family Welfare,  
Government of India

**LIMITED TENDER ENQUIRY FOR  
ENGAGEMENT OF DGR EMPANELED SECURITY AGENCY  
FOR PROVIDING SECURITY SERVICES  
ON CONTRACTUAL BASIS**

Timeline of events	
Published Date	21.07.2025
Prebid Meeting Date	28.07.2025
Last date of receipt of Tender	11.08.2025 (15:00 Hrs)
Date of opening	12.08.2025 (10:00 Hrs)

**Address**

The Director  
ICMR- Regional Medical Research Centre, N.E. Region  
Lahowal, Dibrugarh – 786010, Assam.  
Ph: +91-373-2381494  
Website: <https://rmrcne.org.in> / [icmrredi@nic.in](mailto:icmrredi@nic.in)

**Note:**

Any amendment to the Tender will be published only on the ICMR-RMRCNE, Dibrugarh website:  
<https://rmrcne.org.in>

Please visit our website for any updates.

Administrative Officer

21/07/2025

**ICMR – REGIONAL MEDICAL RESEARCH CENTRE, N.E. REGION,  
DIBRUGARH**

No. J20011/1/2021-22-GAD

Date: 26.06.2025

**NOTICE INVITING TENDER (NIT)**

To,  
Sponsored / Registered Agencies of  
Directorate General Resettlement (DGR)

Sub: Limited Tender Enquiry for engagement of DGR empaneled security agency for providing security services on contractual basis for ICMR – Regional Medical Research Centre, Dibrugarh.

Sir / Madam,

ICMR – Regional Medical Research Centre, Dibrugarh is functioning under the aegis of the Indian Council of Medical Research, Department of Health Research, Ministry of Health & Family Welfare, Government of India, New Delhi.

The Director, ICMR-RMRCNE, Dibrugarh intends to invite Limited Tender Enquiry from DGR sponsored agencies for ICMR- RMRCNE (listed at the end of document) to award the contract for engagement of the DGR empaneled security agency for providing security services on contractual basis for ICMR- RMRCNE, Dibrugarh, as per the requirement of the following minimum contractual staff. Agencies are requested to submit detailed bids in the prescribed format under two bid systems in separate sealed covers i.e. Technical Bid and Financial Bid, duly superscribed with our Enquiry Number, Due Date, Time and Subject, so as to reach this Institute well before the due date and time.

S. No.	Particulars and description	Minimum manpower required (Including shift duties)	Remarks
1.	Contractual Services for following manpower a) Security Guards: 26 Unarmed Male b) Supervisors: 03 c) Security Guard: 01 Unarmed Female  <b>NOTE: Terms &amp; Conditions are illustrated in the enclosed sheet.</b>	<b>30 Nos.</b>	For round the clock Security Services on 24 x 7 x 365 basis for ICMR-RMRCNE, Dibrugarh

***NOTE: The Tender to be submitted after inspection of ICMR-RMRC campus on pre bid date and ascertaining the scope of work as per details given in this NIT.***

Administrative Officer

21/07/2025

## ICMR-RMRCNE, DIBRUGARH

### **SCOPE OF WORK / CONTRACT FOR PROVIDING ROUND THE CLOCK SECURITY SERVICES**

The Agencies registered / sponsored with DGR will have to provide high standard of trained and experienced Security Guards (without Arms), who are 100% from ex-servicemen category, as required from time to time during the contract period by ICMR- Regional Medical Research Centre, Dibrugarh, subject to the initial minimum requirement of Security Staff as per details provided in the enquiry on the following terms & conditions:-

- i) To provide round the clock (24x7x365) safety and security of all land, buildings, fitting, furniture, plant and machinery, moveable and immovable properties at the campus of ICMR-RMRCNE, Dibrugarh, which is spread over 33 acres.
- ii) Safety of plants, trees & shrubs, electric overhead installations, water pipelines, boundary walls etc. at the campus of ICMR-RMRCNE, Dibrugarh and any fresh additions/ installations thereto in ICMR-RMRCNE, Dibrugarh from time to time.
- iii) To verify identity and allow the employees inside the campus of ICMR-RMRCNE, Dibrugarh to perform their official work / duty.
- iv) To ensure that no employee is permitted beyond duty hours, except with special permission assigned by the appropriate authorities / designated Officers of the Institute. The Security staff shall record the entry of employees attending work on holidays including the vehicles those are entering the campus.
- v) The Security staff will inspect and monitor the vehicles entering and making exit from the campus. They shall ensure that nothing illegal or detrimental is done to the safety and security of the employees, as well as moveable and immovable properties of the Institute within the campus.
- vi) The security staff shall permit entry to visitors / vendors after confirming from the concerned department / officers from ICMR-RMRCNE, Dibrugarh & issue Gate pass only to perform official works. They will maintain separate register for this purpose and will provide to appropriate authority of the Institute as and when called for security reasons / verifications etc.
- vii) The security staff shall allow the entry & exit of any stores / materials only after verifying the appropriate Material Gate Pass / Delivery Challan. Before scrutiny of the Gate Pass/ Delivery Challan, it will be compulsory for the Security staff to physically verify and check the stores / materials.
- viii) In case of natural emergencies like flood, fire, earthquake etc., the security staff must be trained enough to evacuate the staff, moveable properties etc., and should initiate immediate action to inform the Police, Fire and other required departments as quickly as possible as part of their quick action plan.

- ix) The Security staff shall ensure to watch the proper locking system of premises, common area etc. In case of any theft, breakage, pilferage of any fixture and / or fittings, furniture, equipment, instrument, machineries etc. the responsibility shall be of the Security personnel and they will immediately report the same to the appropriate authority of the Institute. In the circumstances, after Institutional enquiry, it is found that the loss has occurred due to the negligence of the Security Staff on duty, ICMR-RMRCNE, Dibrugarh will have full discretion / power to recover the loss in full or adjust from the dues or from the performance guarantee submitted by the Agency. The decision of the Director, ICMR-RMRCNE, Dibrugarh in this regard will be final and binding on the Agency.
- x) The Security staff must be able to promptly answer query of visitors or telephone calls and have communication skill of replying in courteous manner.
- xi) The Institute will conduct surprise check/s at regular intervals by the authorized Officer. During this surprise check, if a Security Staff is found negligent / sleeping / illegal activity / drunk or consumption of any interactive product on duty, the Agency will have to withdraw the staff immediately from the premises forthwith. This may even entail cancellation / termination of contract henceforth.
- xii) The Agency shall provide proper uniforms, Identity Cards, badges, whistles, lathi, umbrellas, raincoat, Torch and other necessary gadgets etc. to Security personnel at their own cost for proper vigil of ICMR-RMRCNE, Dibrugarh.
- xiii) The Agency to ensure that all Security personnel deployed at ICMR-RMRCNE, Dibrugarh shall be in sound health, free from contagious diseases, physically fit, well in shape, able to run, jump and grip. Apart from their respective C&A Report, the Agency shall submit the Medical Fitness Certificate to the Institute.
- xiv) On days of National importance viz. 26th January, 15th August etc. the Security personnel will carry all codal formalities of hoisting the National Flag, marching parade, guard of honor, National Anthem etc. They shall wear washed - ironed uniform, polished shoes, Barrett cap etc. while executing the code of conduct of the ceremony.
- xv) The contractor is responsible for deputing the guards / supervisors as per the duty requirement. In case of absence of any workmen, it will be obligatory on part of the contractor to provide replacement for the same.
- xvi) Any other security measures, as deemed fit, in case of security issues in the interest of the Institute.

**Signature, Date and Seal of the Agency / Contractor**

## ICMR-RMRCNE, DIBRUGARH

### TERMS AND CONDITIONS

- 1) The tenders are invited only from the security agencies sponsored by DGR in respect of ICMR-Regional Medical Research Centre, Dibrugarh. The details of agencies who can participate in this tender are given at the end of tender document. Bids received from agencies other than the agencies listed, will not be entertained.
- 2) The minimum requirement of security guards is 30 Nos upto one year and subject to approval by the competent authority. However, this can be increased / decreased up to 25% with the discretion of the Director, ICMR- Regional Medical Research Centre, Dibrugarh.
- 3) The contract will be awarded initially for a period of one year and extendable up to maximum period of one year, if services found satisfactory at ICMR-RMRCNE, Dibrugarh. The Institute reserves all rights to extend or curtail the period of contract at the discretion of the Director, ICMR- Regional Medical Research Centre, Dibrugarh.
- 4) On the basis of DGR sponsorship letter only, the agency will participate and also eligible for Tender Enquiry inviting for Security Services by the Principal Employer. DGR sponsored firms are not required to deposit Earnest Money Deposit (EMD) and Tender fee.
- 5) Institute reserves the rights to terminate the contract by giving one month notice at any time on the ground of unsatisfactory services provided by the contractor / agency or any other ground detrimental in the interest of the Institute. The Institute will be sole judge in these regards. The decision regarding whether the security service is effective / proper / timely maintaining etc. shall be with the Institute.
- 6) Sponsored agencies shall compulsorily attend the pre-bid meeting at ICMR-RMRCNE, Dibrugarh on the stipulated date and quote their rates after visiting the campus and understood the scope / nature of work. The duly filled tender should be accompanied by a certificate that the agency / contractor has visited the campus and understood the scope / nature of work. No claim whatsoever shall be entertained regarding the ignorance about the site conditions on a later date.
- 7) Offer must be kept open for six months from the date of submission of the tender.
- 8) The Director, ICMR- Regional Medical Research Centre, Dibrugarh reserves the right to accept or reject any Tender without assigning any reason thereof.
- 9) Any dispute arising out of the terms of this contract on the interpretation of any clause herein shall be settled by mutual discussion between the Institute and the Agency / Contractor. The Director, ICMR- Regional Medical Research Centre, Dibrugarh will be the final authority in resolving such disputes and his decision will be finding and binding on the agency.
- 10) The Agency / Contractor should possess the requisite registration license of Shop Act / Establishment, PSARA License, CLRA License, ESI, EPF, GST, Professional Tax, TDS and other relevant license from State / Central government departments as applicable from time to time. The Agency /Contractor will have to maintain registers / records as required under the provision of various acts and complete the formalities prescribed there under. Institute shall not

be responsible in any way for any breach of these rules and regulations by the Agency / Contractor.

- 11) Any payment due to the workmen employed by the Contractor shall be sole responsibility of the Contractor. If penalized for non-compliance of any of the legal requirements, the contractor shall be responsible for the same and deal with them at its own level and costs, in no way putting any liability on the Principal Employer.
- 12) Contractor shall fully indemnify the Principal Employer against all the payments, claims and liabilities whatsoever, incidental or direct arising out of or for compliance with or enforcement of the provisions of any of the Laws / Acts in relation to the Contract.
- 13) The contractor shall also ensure that no workmen below the age of eighteen (18) years are employed by him for the above-mentioned jobs.
- 14) The Contractor shall on his own cost, if required, take necessary insurance coverage in respect of staff and other personnel for service to be rendered to the Principal Employer.
- 15) The contractor will deposit the GST with concerned authority as applicable and submit the documentary proof of same to the Principal Employer from time to time.
- 16) The Contractor shall ensure that all grievances and complaints of his workmen are redressed only by him and in no circumstances, he shall allow to forward such grievances to any of the authority of the Principal Employer.
- 17) Contractor shall ensure that the payment of wages to the workmen employed by him shall be made by RTGS / NEFT and provide us with the bank statement copy for having transferred the amount to each individual as proof.
- 18) Attendance muster cum wages registers maintained of personnel deployed should be duly signed with In-Out Timings by the individual employees and countersigned by the representative of the Agency / Contractor and ICMR- RMRCNE, Dibrugarh.
- 19) All employees have to be paid wages, special allowance at rates, not lesser than the minimum rates prescribed by the Government under relevant rules from time to time. All the statutory payments and wages as per prevalent applicable Minimum Wages Act to its employee shall be the responsibility of the Agency / Contractor and the Institute shall not be responsible for any lapse on the part of the Agency / Contractor in this regard.
- 20) All personnel employed by contractor shall be engaged by him as his own employees in all respects express or implied. The responsibilities whatsoever, incidental or direct, arising out of or for compliance with or enforcement of the provisions of various Labour Laws / Industrial Laws of the country, shall be that of the contractor. The contractor shall specifically ensure compliance with the following Laws / Acts and their Enactments / Amendments: -
  - The Contract Labour (Regulation and Abolition) Act, 1970
  - The Contract Labour (Regulation and Abolition) Central Rules. 1971

- The Minimum Wages Act, 1948
- The payment of Wages Act, 1936
- The Workmen's Compensation Act, 1923
- The Employees' Provident Funds and Misc. Provision Act, 1952
- The ESI Act, 1948
- The Payment of Bonus Act, 1965
- The Payment of Gratuity Act, 1976
- GST Act
- Income Tax Act

- 21) Agency shall abide by the provision of the other rules and regulations of Government issued from time to time to this effect.
- 22) All the employees shall be covered by EPF & ESI as per their eligibility under EPF & ESI Act and appropriate deductions may be made from the salary / wages as per the provision of the payment of Wages Act. The agency shall remit the deductions to the concerned authorities within stipulated time and submit the documentary proof of same to the Principal Employer from time to time.
- 23) None of the employees of the Agency / Contractor will have any right on facilities offered by the Institute to its staff.
- 24) In case of loss of property due to the theft / negligence of the agency / contractor during the contract period, the cost of properties shall be borne by the Agency / Contractor and such loss of property shall be recovered from the monthly bills or security deposit of the agency / contractor.
- 25) A clientele list with their name, address and telephone numbers where the agency / contractor is presently rendering its services / has rendered its services along with the performance certificate issued by such establishments must be enclosed.
- 26) The employees engaged by the agency / contractor should observe the discipline and office decorum at all times.
- 27) Absence or deploying less or fewer personnel shall be liable for penal recovery from monthly bills.
- 28) Agency / Contractor should supply reliable person after thoroughly checking their personal identity with police verification of each person employed. The credential of the employed contractual staff will be checked by ICMR-RMRCNE, Dibrugarh authorities. One set of verified documents must be provided for records.
- 29) The appropriate payment of wages and other benefits to the employees of the Agency / Contractor shall be the EXCLUSIVE RESPONSIBILITY OF THE AGENCY and people employed by the agency / contractor shall have NO CLAIM whatsoever on the Institute.
- 30) Agency / Contractor should issue identity cards to their employees, strictly instruct them to wear them during working hours and make available for inspection at any time.
- 31) All personnel employed by the Agency / Contractor shall be medically fit during the course of employment at ICMR-RMRCNE, Dibrugarh.

- 32) The Agency / Contractor shall supply good quality uniforms to their employees and strictly instruct to wear during working hours. Any employees found improperly dressed will be treated as absent and agency shall bind to provide immediate replacement in such cases.
- 33) Institute will not accept any claim in the event of any of the Agency's / Contractor's employees sustaining any injury, damages or loss of a life of a person either inside or outside of the Institute's premises.
- 34) The Contract Labour (Regulation & Abolition) Act, 1970 and Rules 1971 there under and the Central / State Rules as modified from time to time are applicable to this Contract. He shall also indemnify Principal Employer from and against any claims under the aforesaid Act and the Rules.
- 35) Principal Employer shall have the right to check the implementation of labour welfare laws and rules made thereafter.
- 36) All the workers employed by contractor shall be considered as employees of the contractor and they shall not make any claim in respect of employment and or other service benefits from the Principal Employer in any manner either outside the court or in the court of law. It is further provided that any kind of dispute arising between the contractor and the employees shall be entirely the dispute between them only. The Principal Employer shall not in any manner be a party to it. The contractor will take all necessary steps for redressal of such disputes and shall be solely responsible for the outcome.
- 37) Contractor whose tender is accepted shall obtain a valid labour license under the Contract Labour (Regulation & Abolition) Act 1970 and the Contract Labour (Regulation & Abolition) Central Rules 1971 before the commencement of the work and continue to have a valid License until the completion of the contract.
- 38) In case the workers engaged by the Agency / Contractor have any grievances, the same should be resolved by the Agency / Contractor without creating any disturbance in the Institute. On expiry of the contract, the Agency / Contractor to undertake the responsibility to leave the premises in peace with all the workers without creating any disturbances to the Institute. The Agency / Contractor will be solely responsible if the employees misbehave or create problems with the Institute; such employees may be removed from his duties immediately and shall provide replacement.
- 39) Institute has a right to modify any conditions as and when required with the mutual understanding with the Agency / Contractor.
- 40) The proprietor or his subordinate shall visit Institute at least twice in a month to ensure supervision and smooth functioning of the Agency contract.
- 41) The contractor shall not be allowed to sub-contract any part of the contract without prior consent from ICMR-RMRCNE, Dibrugarh. If such consent is given, this shall not relieve the tenderer from any liability or obligation under the contract and he shall be responsible of the acts / defaults and neglects of any sub-contractor, his agents or workmen as if they were the acts, defaults or neglects of the tenderer, agents or workmen.
- 42) In case of any ambiguity/ dispute in the interpretation of any of the clauses/ terms and conditions,



Director, ICMR-RMRC's interpretation of the clauses/ terms and conditions shall be final and binding on all the parties. The jurisdiction of arbitration shall be in Dibrugarh.

- 43) Use of tobacco in any form by any of its employees/wagers is not permitted within the campus.
- 44) Security personnel should not spend time with any staff or workers inside the RMRC campus, such as chit-chatting, eating together, etc.
- 45) Agency should provide a complete security solution, including suggesting and implementing total security solutions at the campus.
- 46) Along with maintenance of registers, the security staff must be able to enter the data in computers at the gates for recordkeeping.

**Signature, Date and Seal of the Agency / Contractor**

ICMR-RMRCNE, DIBRUGARH

RATES / QUOTATION

- 1) The Agency has to claim the GST as revised by the government from time to time.
- 2) Agency / Contractor shall not be entitled to any additional payment during the period of contract except revised special allowance / variable dearness allowance / basic pay etc. depending on the appropriate government orders from time to time, with the permission of the competent authority.
- 3) Successful Agency / Contractor has to enter into agreement with the Institute as per detailed terms and conditions and to pay Bank Guarantee equivalent to 10 % of one month billing amount to the Institute, which shall bear no interest. The bank guarantee should be valid for a period of 14 months from the date of award of contract. The Bank Guarantee will be released to the Agency / Contractor on written request within a period of two months after completion of the contract and fulfilling of all the liabilities of the contract.
- 4) Service charges for all cases sponsored from 13<sup>th</sup> May 2021 will be 10% (Fixed) till migration of DGR security schemes in GeM portal.
- 5) Agency / Contractor can submit bills in original once in a month preferably by 1<sup>st</sup> week of every month and payment will be made by online mode after receipt of bill along with copy of ESI & EPF deposit list of previous months. TDS will be deducted as per prescribed rate every month. Agency / Contractor should make payments to its workers on or before the 7<sup>th</sup> day of every month. The Agency / Contractor should pass on all the benefits offered by the Institute to the contractual staff and mandatorily make the payments to the staff through electronic bank transfer only and issue monthly pay slips separately. Documentary proof of their payments should be attached to the bills.
- 6) The Contractor shall conform to the provisions of various Central/State Act(s) or the Regulations on the subject as well as terms and conditions of the contract. **He/ She will be liable for the deduction of TDS 2% (current rate) on the total bill as per provision of the Income Tax Act,** or as applicable from time to time. Apart from this, the Contractor also pay GST on the gross bill, if applicable, at the rates as applicable from time to time. The Contractor will submit a copy of the receipt to the office of the Director ICMR- RMRCNE, Dibrugarh.
- 7) All Tenders must be sealed and superscribed on the cover along with attested valid copies of their DGR sponsorship/register letter, DGR Empanelment Certificate, PSARA License, Labour Contract License, Shop Act / Establishment Certificate, EPF, ESI, GST Registration Certificate, Professional Tax Enrolment Certificates, Agency & Proprietor PAN Card, three years latest IT Return / clearance Certificate, Present Client List along with satisfactory experience certificate and Profile of the agency. The above-mentioned documents are mandatory, failing which Agency / Contractor shall be treated as disqualified.
- 8) Offers made on conditions like “subject to execution” or “taxes as applicable” or such other vague conditions are likely to be ignored. Hence specific mention of conditions in the Tender document

must be ensured.

- 9) The Agency / Contractor will be scrutinized by the committee for opening of commercial bid on the basis of their eligibility in technical bid evaluation.
- 10) The Agency / Contractor shall abide by these terms & conditions of ICMR- RMRCNE, Dibrugarh. No other terms & conditions of the Agency / Contractor are binding on ICMR- RMRCNE, Dibrugarh.
- 11) In the eventuality of all the DGR sponsored Agencies quoting the same rates, the award will be contracted to the senior most sponsored Agency, fulfilling all the eligibility criteria mentioned in Technical Bid & Financial Bid.

**Acceptance from agency / contractor:**

I have gone through the Terms and Conditions of the tender documents and the same are acceptable to me. I know that the Liveries / Uniforms of good quality are to be provided by me at my cost to all the staffs engaged in this contract. I have given the price bid / quotation after visiting / confirming the nature of work in ICMR- Regional Medical Research Centre, Dibrugarh.

Place:

Signature:

Date:

Name of the Proprietor with Seal:

### **SUBMISSION OF TENDER:**

The expression "Tender Notice" referred to in the Tender Documents shall be deemed to include any Notice / Letter Inviting Tender with respect to the work forming the subject matter of the documents and vice-versa.

**Tenders shall be submitted in two separate sealed envelopes along with statutory charges (with documentary proof in its support) and service charges and superscribing the following:**

#### **ENVELOPE – I (TECHNICAL BID)**

Name of work : Tender Enquiry for engagement of Security Services Agencies Sponsored / Registered with DGR on Contract basis for ICMR-RMRCNE, Dibrugarh.

Tender Ref No : J20011/1/2020-21-GAD/717  
Due date : 11.08.2025 (up to 15:00 Hrs)  
Addressed to : Director, ICMR – Regional Medical Research Centre  
Lahowal, Dibrugarh - 786010  
Assam.  
Ph: +91-373-2381494

From : Name & Address of the Tenderer

The Envelope-I (Technical Bid) shall contain the following documents in proof that the Tenderer has adhered to the minimum eligibility criteria.

- a) Copy of DGR Sponsorship Letter
- b) Original valid copy of DGR Empanelment certificate (with photograph and signature of Proprietor / Director)
- c) PSARA License for the state (Assam) of operation of the security agency
- d) Shop Act License / Establishment Certificate
- e) Copy of valid Labour Contract License issued from the Competent Authority.
- f) Copy of PAN card (Agency & Proprietor)
- g) Copy of valid GST Registration Certificate.
- h) Copy of valid EPFO registration with code number.
- i) Copy of valid ESIC registration with code number.
- j) Copy of valid Professional Tax Enrollment Certificate.
- k) Copy of latest three years Income Tax Return / Clearance Certificate.
- l) Copy of Work Orders/Experience Certificate from the clients regarding the similar services rendered as described in the qualifying criteria.
- m) Partnership Deed in case of partnership firm.
- n) Memorandum & Articles of Association in case of limited Company.

- o) Power of Attorney in favour of person who has signed the tender documents. In case of limited company, the authority to sign the tender is to be given under Board resolution.
- p) Details as required in Annexure – A
- q) Details as required in Annexure – B
- r) Undertaking as required in Annexure – C
- s) The entire tender documents except the Financial Bid part with each pageduly signed by the Tenderer.
- t) Others. (Please specify)

**NOTE:**

1. All the photocopies of the documents enclosed with the Technical Bid in support of qualifying criteria should be signed by the Tenderer.
2. The Technical Bid (Envelope-I) should not contain any financial information related to rates of items etc. The Financial Bid must be submitted in aseparate sealed envelope (i.e. Envelope-II).

**ENVELOPE – II (FINANCIAL BID)**

Name of work	: Tender Enquiry for engagement of Security Services Agencies Sponsored / Registered with DGR on Contract basis for ICMR-RMRCNE, Dibrugarh.
Tender Ref No	: J20011/1/2020-21-GAD/717
Due date	: 11.08.2025 (up to 15:00 Hrs)
Addressed to	: Director, ICMR – Regional Medical Research Centre Lahowal, Dibrugarh - 786010 Assam. Ph: +91-373-2381494
From	: Name & Address of the Tenderer

The Envelop-II shall contain the Financial Bid portion of the tender in prescribed format (**Annexure – D**). It is to be noted that Envelope-II shall contain only PRICES and no conditions i.e. deviations / assumptions / stipulations / clarifications / comments / any other request whatsoever. Any conditional offer will be rejected.

**Both the sealed envelope i.e. Envelope-I and Envelope-II shall be put in another third envelope and sealed properly superscribed with “Tender Enquiry for engagement of Security Services Agencies Sponsored / Registered with DGR on Contract basis for ICMR-RMRCNE, Dibrugarh”.**

BIDDER'S INFORMATION

1. Name of the Tendering Company/Firm :
2. Name of Owner/ Partners/ Directors :
3. Address of Office/Offices Full Particulars of Office Including Telephone No., Fax No. & Email :
4. Registration Details
  - a. EPFO Registration Number :
  - b. ESIC Registration Number :
  - c. PAN Number :
  - d. GST Registration Number :
  - e. DGR Empanelment Number :
5. Whether latest three years Income Tax Return has been enclosed. : Yes/No
6. Whether the copies of EPF, ESIC, PAN and GST Registration Certificates has been enclosed. : Yes/No
7. Whether the Statement of Experience in the Similar field as per **Annexure B** has been enclosed. : Yes/No
8. Whether the Undertaking as per **Annexure-C** has been enclosed. : Yes/No
9. Whether valid copy of DGR Empanelment has been enclosed. : Yes/No
10. Whether the DGR Sponsorship Letter has been enclosed. : Yes/No
11. Whether copy of PASARA License for state (Karnataka) of operation of the security services has been enclosed. : Yes/No
12. Whether the Shop Act License has been enclosed : Yes/No

**Signature, Date and Seal of the Agency / Contractor**

**ANNEXURE-B**

**FORMAT FOR SUBMITTING DETAILS OF  
SIMILAR WORKS COMPLETED**

(This should be mentioned on the letter head of the Bidder / Agency)

S. N.	Description of work	Postal address of client with contact	Contract Value (In Rs.)	Completed Value (In Rs.)	Starting Date	Completion Date
1						
2						
3						
4						
5						

**Note:**

Please enclose the copies of the relevant Work Orders / Experience Certificate for the details furnished above.

Signature, Date and Seal of the Agency / Contractor

UNDERTAKING

**(This should be mentioned in the letter head of the Bidder / Agency)**

1. I/we declare that I/we am/are not a defaulter to any Govt. organization / PSU since last 2 years from the date of issue of this tender due to non-compliance of order.
2. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/we, am/are well aware of the fact that furnishing of any false information / fabricated documents would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
3. I/we have apprised myself/ourselves fully about the job to be done during the tenure of period of agreement and also acknowledge bearing the consequences of non-performance or deficiencies in services on my/our part.

**Signature, Date and Seal of the Agency / Contractor**



**FINANCIAL BID**

**Name of work:-** Tender for engagement of agency on contract basis for "Security guards -30 Nos. (without arms-skilled)" services at ICMR-RMRCNE, Dibrugarh & as per the latest DGR wage structure for **Area – B**.

S.No	Particulars	Wages per day per head (In Rs.)	Remark
<b>Mandatory payments as per Govt. norms</b>			
a.	Basic Wages plus Variable Dearness Allowance (BW + VDA)		
b.	Employees State Insurance (ESI) / Medical Allowance (3.25% of BW+VDA) <b>As Applicable</b>		
c.	Employees Provident Fund (12% of BW+VDA) Ceiling limit of 15,000/- p.m both employee and employer contribution		
d.	Employees Deposit Linked Insurance (EDLI) (0.5% of BW+VDA)		
e.	Administrative Charges (EPF & EDLI) (0.5% of BW+VDA)		
f.	House Rent Allowance (HRA) (16% of BW+VDA or Rs.3600/- whichever is higher)		
g.	ESI/Medical Allowance on HRA (3.25% of HRA) <b>As Applicable</b>		
h.	Annual Bonus – As Applicable (8.33 of BW + VDA) <b>As Applicable</b>		
i.	Uniform Outfit Allowance (5% of BW+VDA)		
j.	Uniform Washing Allowance (3% of BW+VDA)		
k.	<b>Sub Total (sum of a to j)</b>		
l.	Relieving charges (1/6th of total of serial k) To be incorporated only when a reliever is provided on paid rest days. All Mandatory deductions in respect of the reliver as applicable at serial (b), (c), (d), (e) and (g) to be deposited with concerned Govt Depts.		
m.	Total Cost per day per head (k + l)		
n.	<b>Total Quantity Required</b>	<b>30 Nos.</b>	
o.	Total cost per day for 30 Nos. (30 x n)		
p.	Service Charges (@ ..... % (of serial o) <b>10% fixed</b> for contracts under negotiation/contracted from 13.5.2021 onwards on Ser (o) till migration to GeM		
q.	<b>Sum Total (o + p)</b>		
r.	GST (As per prevailing rates)		
s.	<b>Total cost per day for 30 Nos. (q+r)</b>		
t.	<b>Total cost per month (26 days) for 30 Nos. (s x 30 days)</b>		
u.	<b>Total cost per annum for 30 Nos. (t x 12 months)</b>		

**NOTE:-**

\*The employees employed in Watch and ward duties shall be covered under employee's state Act 1948 as amended from time to time based on the gazette notifications by respective State

*Governments covering the areas under the ESI Act. Those areas which are not covered in the notification shall be covered in the Workman Compensation Act 1923 as applicable.*

*The ESI scheme is applicable to all factories and other establishments as defined in the Act with ten or more persons employed in such establishments and the beneficiaries' monthly wage does not exceed Rs. 21,000/- are covered under the scheme.*

- ❖ Rate of allowances will be payable as admissible by law as on date.
- ❖ Percentage of allowances mentioned above:- This is to be read with latest rules / acts / regulations & policies promulgated by Government.
- ❖ Service charges shall be competitive / reasonable and shall not be abnormally low or high. The Service charges shall be filled up in percentage and amount both. Payment shall be made to the agency on the basis of rates in price bid quoted by the firm. The tender with service charges less than the TDS value shall not be entertained and consider for further bidding process.
- ❖ Bonus is mandatory as per payment of Bonus Act, 1965 (as amended).
- ❖ The rate quoted for service tax / other mandatory tax shall be filled up as applicable as per rule.
- ❖ If there is a difference of amount in words and numerical numbers, the lesser one will be considered.

**Signature, Date and Seal of the Agency /  
Contractor**

**The tenders are invited only from following DGR sponsored security agencies for ICMR-Regional Medical Research Centre, Dibrugarh.**

1. M/S 9057 NAVEEN SHARMA SECURITY AGENCY
2. M/S 23456 SOUGAT CHATTOPADHYAY SECURITY AGENCY
3. M/S 10532 RAJESH KUMAR SECURITY AGENCY
4. M/S 10119 ATUL KUMAR SECURITY AGENCY

\*\*\*\*\* End of the Document \*\*\*\*\*