



Cost of Tender Document Rs. 500/-

**TENDER DOCUMENT**  
**FOR**  
**SECURITY PERSONNEL SERVICE**  
**AT**

**NATIONAL INSTITUTE FOR IMPLEMENTATION RESEARCH ON NON-  
COMMUNICABLE DISEASE, JODHPUR**

**Time schedule for tender process:**

Date of publication of tender notification on official website and CPP portal	06.12.2021
Last date for Submission of tender document	<b>28.12.2021 at 5:30 PM</b>
Date and Time of Bid opening	<b>29.12.2021 at 11:00 AM</b>
Place of Bid Submission	<b>ICMR-NIIRNCD, JODHPUR</b>

- **Only Physical bid addressed to Director, NIIRNCD, Jodhpur will be accepted.**



## **INTRODUCTION:**

The National Institute for Implementation Research in Non Communicable Diseases came into existence on 07<sup>th</sup> December 2019. The institute is located in Jodhpur and it replaces the erstwhile Desert Medicine Research Centre. The institute has state of the art facility to conduct basic laboratory based research in its microbiology, biochemistry and vector biology laboratories. The institute is acquiring personnel and facilities for strengthening its capacity for conducting implementation research in non- communicable diseases. At present, the institute has a set of 10 dedicated scientists, 9 technical experts, ably supported by 28 administrative and support staff. The thrust areas of research are cardiovascular diseases, chronic respiratory diseases, environmental health, nutritional disorders, cancers, injury & trauma, mental illnesses including substance abuse, genetic diseases and other non-communicable diseases of public health significance in India. The institute aspires to carry out implementation research in the thrust areas, provide training for capacity building in implementation research in other academic and research institutions, develop behavior change communication materials and models for tackling risk factors of various non communicable diseases. The institute heartily welcomes collaboration with institutions and individuals with interest in augmenting the thrust areas.

## **NOTICE INVITING TENDER:**

### **FOR SELECTION OF AGENCY FOR PROVIDING PERSONNEL FOR SECURITY SERVICE AT NIIRNCD, JODHPUR**

The Director, National Institute for Implementation Research on Non-Communicable Diseases, Jodhpur (NIIRNCD, JODHPUR) invites tenders in sealed cover under two-bid system from reputed and experienced agencies for providing personnel for security service through website <https://niirncd.icmr.org.in/> <https://icmr.gov.in/> and CPP Portal <https://eprocure.gov.in/> . Any future clarification and/or corrigendum(s) shall be communicated through the same websites.



## **SCOPE OF WORK**

1. To Provide Security Services at NIIRNCD, Jodhpur
2. The purpose of this service is to facilitate implementation of Security Measures at the Institute premises. The service provider would provide required equipment and personnel for the mentioned shifts as per the requirements of the NIIRNCD

## **TERMS & CONDITIONS FOR PRE QUALIFICATIONS (TECHNICAL BID):-**

1. Bidder's Declarations/Letters as in Annexure-I to VI.
2. The Outsourcing Agency (Service Provider) must be a registered legal entity, like a company, society, LLP (limited liability partnership), etc.
3. The company, firm or agency should be registered with central/state govt. and should have a valid registration Certificate.
4. Self attested valid copy of CA certificate with the last three year balance sheet, Income Tax Returns and turnovers i.e. 2018-19, 2019-20 and 2020-21.
5. Detailed company profile with at least 3 (Three) years experience in the field of Security Services in Central Government/ State Government organizations /Government of PSUs/ Undertaking /Organizations with documentary evidence & Client List. The copies of experience certificate duly issued by the competent authority should be enclosed. No work order shall be considered.
6. The Service Provider should have valid registration from the ESI, EPF and under GST (Proof to be enclosed)
7. Copy of up to date remittance to ESI, PF, and GST authorities for the last financial years.
8. Detail of Bank Account with Name of bank with address , Account Holder Name, Account Number, IFSC code etc.
9. The company, firm, Service Provider or agency should be registered with/have requested for license from the Labour Dept. of Central/State Government and should be valid for at least 3 months as on date of opening of bid tender.



10. The Service Provider shall have a valid license under the provision of **Private Security Regulations Act (PSARA)** providing for operation in the respective State or Union territory where services are being offered.
11. The Service Provider shall have his own Establishment/set up/mechanism/Training institute recognized under PSARA 2005 or have tie up with institutions recognized in terms of PSARA 2005 to provide training for security man power with them to ensure correct and satisfactory performance of his/her liabilities and responsibilities
12. Demand Draft of Rs. 500/ for tender fee. (NO Exemption)

***Note: All qualifications as mentioned in clauses 1 to 12 should be supported by sufficient documentary proof in technical Bid document, without which the claim of Tenderer for the prescribed qualification shall not be considered.***

**General Terms and Conditions:-**

- 1 The Technical bid and the financial bid (Annexure-A) should be sealed by the bidder/service providers in separate envelope covers duly super-scribed and both these sealed envelope covers are to be put in a bigger envelope cover which should also be sealed and duly super-scribed. On the outer envelope must be super-scribed **"Tender for SECURITY PERSONNEL SERVICE AT NIIRNCD, JODHPUR"**
- 2 The last date of submission of tender at NIIR-NCD Jodhpur along with credentials & certificate **28.12.2021 at 05:30 PM.** to the undersigned in person/by registered post. The tender will be opened on **29.12.2021 at 11:00 AM** in the presence of representative of the concerned agency/firm etc. present at on scheduled date and time.
- 3 Financial bid quoting NIL consideration of Zero percent or its derivatives upto 0.9999 percent and thereof as service charge shall be rejected summarily.

4 **Earnest Money:**

In terms of Para-4 of Department of Expenditure/s OM No. F.9/4/2020-PPD dated 12.11.2020; all bidders are exempted from submission of Bid Security/Earnest Money Deposit. Accordingly, bidders may submit the **"Bid Security Declaration"** in the prescribed format given in Annexure-VI in place of Bid Security/Earnest Money deposit.



## 5 Exemption in Bid Security Declaration:-

All bidders shall have to deposit the Bid Security Declaration except Micro and Small Enterprises (MSEs) as defined in the MSE Procurement Policy issued by Department of Micro, Small Medium Enterprises (MSME) or are registered with the Central Purchase Organization or concerned Ministry of Department or Startups as recognized by Department of Industrial Policy & Promotion (DIPP) in term of Department of Expenditure (DoE), Ministry of Finance's OM No. F.20/2/2014-PPD (Pt.) dated 25.07.2017. For availing exemption, the concerned firm/agency shall have to submit Valid Registration Certificate with the Tender Document failing which it will not be considered for exemption.

- 6 **Performance Security:** - The Successful Contractor will be required to furnish an amount @ 3% of Total Annual Contract Value (inclusive of GST) as a performance security in the form of Bank Guarantee/Fixed Deposit Receipt/Demand Draft from any Nationalized Bank duly pledged in the name of the "**Director, Desert Medicine Research Centre**" payable at Jodhpur within 30 days from the award of contract. Security Deposit shall be kept valid for a period of 60 days beyond completion of all the contractual obligations. The Performance security deposit can be forfeited by order of this Institute in the event of any breach or negligence or non-observance of any condition of contract or for unsatisfactory performance or non – observance of any condition of the contract. In case, the successful bidder shows inability at any stage, after the contract is finalized and awarded for whatsoever reason(s), to honor the contract, the Performance Security deposited would be forfeited. Performance Security will be discharged after 60 days from the completion of contractor's performance obligations under the contract. No interest on Security deposit shall be paid by the NIIR-NCD to the bidder.
- 7 Initially the contract will be for a period of one year and if the services rendered by the contractor are found to be satisfactory, the contract may be extended further up to for another one year on same terms & condition.
- 8 The firm shall be liable to implement the Labor laws, minimum wages Act and other social legislations Act i.e. EPF, ESI etc. as amended & notified by Govt. of India from time to time for the manpower engaged by the agency.
- 9 The Contractor will have to Security personnel (Security Guard and Supervisor) under this contract. However, the contractor has to depute the manpower as follows:
  - I. 13 Security Guards (12 Male Guards + 01 Female Guard) for Security Services at NIIRNCD Jodhpur Campus.
  - II. 01 Security Supervisor for Security Services at NIIRNCD Jodhpur Campus.

The above no. of Persons may be increased or decreased as per requirement of the Institute. Wages for these persons will be as per rates as prescribed by /Central/ Rajasthan Govt. whichever is higher, will be applicable.





**ICMR- National Institute for Implementation Research  
on Non-Communicable Diseases**

DHR- Ministry of Health & Family Welfare, Government of India

**10 The minimum qualification, experience and responsibilities would be as under:**

S.No.	Roles	Desired Qualification	Responsibilities
1.	Security Supervisor	1. Should have knowledge of security related matters ,industrial safety ,fire fighting and allied functions 2. Should be able to exercise command and control over the security personal deployed Physical standards and medical fitness as per PSARA Act and Rules 3. Should be minimum 12 Pass 4. Should have knowledge of English, Hindi & Local Language 5. Experience of 5 years	1. Should be required to carry out supervision of all security related activities in the organization as well as advice and assist security guards and other security related persons in carrying out their duties. 2. Should be able to carry out or supervise protocol activities of receiving, escorting, seeing VIPs to and to liaise with police and other investigating agencies as and when required. 3. Should be available in general shift on All working days.
2.	Un Armed Male Security Guard	1. Should have knowledge of Security related matters, industrial safety and allied Functions. 2. Preference will be given to a person who has served in police and Home Guards. 3. Minimum 10 pass 4. Should have knowledge of Hindi or English and local language. 5. Good physique and personality fulfilling requirements of physical standards and medical fitness as per PSARA Act and Rules. 6. Minimum Experience 3 years	1. Working shifts round the clock. 2. Carry out activity of protecting the premises from any un authorized entry, robbery, theft etc. 3. To provide private security to another person or property or both, 4. To render necessary assistance to the police in the process of any investigation pertaining to the activities of the organization in which he is employed. 5. To bring to the notice of supervisor the violation of any law noticed during the course of discharge of his duties
3.	Un Armed Lady Security Guard	1. Should have knowledge of Security related matters, industrial safety and allied Functions. 2. Preference will be given to a person who has served in police and Home Guards. 3. Minimum 10 pass 4. Should have knowledge of Hindi or English and local language. 5. Good physique and personality fulfilling requirements of physical standards and medical fitness as per PSARA Act and Rules 6. Minimum Experience 3 year	1. Should be available on all working days. However it should be ensured that they are given weekly offs and shifts are rotated Carry out activity of protecting the premises from any un authorized entry, robbery, theft etc. 2. To provide private security to another person or property or both, 3. To render necessary assistance to the police in the process of any investigation pertaining to the activities of the organization in which he is employed. 4. To bring to the notice of supervisor the violation of any law noticed during the course of discharge of his duties



**Additional Responsibilities:-**

- a) In addition to roles and responsibilities indicated above following shall also be part of responsibilities of security man power.
- To Provide Security services for protection of life. Security against theft, pilferage, fire etc for man and material in the premises.
  - Physical guarding of entry/exit points, Responsible for frisking/checking of the visitors during office hours and after, Screening /Directing of visitors .Visitor management in common and during special occasions .Guiding visitors to the concerned officials/occupants, regulating entry. Control the access of persons/vehicles in to and out of the complex and regulating entry of unwanted visitors/sales man and maintenance of visitor register.
  - Checking of gate passes, allowing the entry and exit of material and regulating the entry and exit of vehicles accordingly. Records of the inwards and outwards movement of men and material's, vehicles etc to be maintained with proper checking as per instructions given from time to time by the NIIRNCD organization.
  - Patrolling and guarding various common areas and surroundings to ensure adequate safety and security. Preventing entry of stray animals like cow, dogs etc. Round the clock patrolling of sites .Ensuring that boom barriers and access control systems are monitored and are in operational condition.
  - Assisting the occupants during emergency evacuation of building .Effective involvement during the crisis management like accidents and bomb threats .Involve in frequent drills for preparation for emergencies. Handling of disaster management in case of emergencies and disasters
  - Rescue operation of passengers if stranded in lifts, Help occupants in any accidents or medical emergencies. Handling situation in case of fire
  - Liaison with appropriate agencies in case of disaster and emergencies and keep excellent liaison and contact with all such agencies
  - Lodging of Complaints/FIR in case of any crime or violence and assist the police and other security agencies in their investigation in any related matter.
- b) Any other responsibility in connection with performance of the roles specified though not specifically covered above shall also be considered as part of the responsibilities of the security man power.
- 11 The Contractor will ensure that his staff members are disciplined neatly dressed and speak politely to officials in the Campus.
- 12 NIIR-NCD will not be responsible for any injury, loss of life or any mishap to contractor's staff while on duty during stay in premises or otherwise.
- 13 The Contractor will provide uniform to his staff.
- 14 The agency before submitting the tender may inspect the office premises during office hours on any working days.



- 15 The number of man power mentioned above may vary at any time as per the demand of this Office.
- 16 This Office reserves the right to accept or reject any tender/quotation without assigning any reason.
- 17 The contractor will be responsible for discharging liabilities in respect of the workers working under him as per Central/ State Govt. rules & regulations.
- 18 The payment of wages/salary to the outsourced staff to be made mandatorily through electronic bank transfers.
- 19 The contractor has to sign an agreement on a non-judicial stamp paper as per stamp Act within seven days of award of work.
- 20 The Contract can be terminated by NIIR-NCD any time by giving one months notice.
- 21 No conditional bid shall be entertained.
- 22 NIIR-NCD will have the right to verify the authenticity of documents submitted by personal inspection/visit the contractor establishment.
- 23 **Evaluation of Performance:** After 3 months of operation, the contractor will be evaluated on the basis of the guidelines and rules detailed in this document. If the contractor fails to meet the expectation and promises made, license agreement can be cancelled.
- 24 **Fulfillment of Statutory Provisions:** The contractor will ensure the compliance of all statutory provisions i.e. Minimum Wages Act, Payment of Wages Act, Industrial Disputes Act, Contract labour (Regulations and Abolition) Act, ESIC Act, 1948 and EPF Act, 1952 and all other labour and industrial enactment at his own risk and cost in respect of all staff employed by him. The Institute shall be indemnified for any action brought against it for any violation/non-compliance of any of the provisions of any of the acts, etc. Hence, non-compliance or violation of any of these provisions of any of the Acts would lead to the immediate termination of the contract. Contractor will submit the proofs of payments towards EPF, ESIC and GST (if applicable) dues of previous month for claiming subsequent month's payment.
- 25 **Details of Workers:**
  - a) The contractor shall submit a list of workers, with complete details including local/permanent addresses, contact details, and their photographs etc, for approval, which may be allowed to work at NIIRNCD. NIIRNCD reserves right to reject any or all the names without assigning any reason thereof. Only those workers who have been cleared by the NIIR-NCD will be allowed to enter into the premises of the Campus..
  - b) The contractor has to provide the Photo Identity card to the persons employed by him for carrying out the work. These cards are to be constantly displayed and their loss to be reported immediately.
  - c) The character and antecedent of the staff provided by the agency should be verified by local police and a certificate to this effect should be enclosed while providing the details of workers.





**26 Payment date of Salary to the Workmen:**

The Contractor has to pay the salary to workmen by 10<sup>th</sup> of every month for immediate previous months work without waiting for clearance of his pending bills. Any delay in the payment will be penalized by Rs. 2000 (two thousand) per day. The Payment shall be made strictly on satisfactory work and on daily attendance basis. Contractor will issue salary slip to all staff members engaged and shall remit the salary in the staffs account through NET banking to ensure the timely payment. Contractor will also be responsible for the opening of bank account of all employees to nearby bank at their own cost in order to transfer the salaries of employees' directly to their accounts.

**27 Maintenance of Attendance Record:** The contractor has to maintain attendance record of workmen and NIIRNCD in-Charge shall certify that A copy of the same record shall be submitted every month along with the bill for payment.

**28 Accident or Injury to Workmen:** The Institute shall not be liable for any damage or compensation payable in respect of or in consequence of any accident or injury to any workmen or other person in the employment of the contractor through claim from insurance company. The contractor shall indemnify and keep the Institute indemnified against all such damage and compensation whatsoever in respect or in relation thereto.

**29 Compliance of Institute's Security & Safety Regulations:**

- a) The contractor will be responsible for his employees in observing all security and safety regulations and instructions as may be issued by the Institute from time to time. The contractor will be responsible to take appropriate disciplinary actions against his workers to fulfill his obligations under this agreement, provided that, action should be taken in accordance with Industrial Employment (Standing Order) Act, 1946 and the NIIR-NCD Authority should be informed at every point of time.
- b) Contractor will ensure that their employees should protect the Institute's information received during discharge of their duties from any unauthorized disclosure to third party without permission.

**30 Penalty of Unsatisfactory Service:**

- a) In case the services are found deficient on any one particular day in a month, a penalty of 1% (one percent) of the monthly contract amount for unsatisfactory service.
- b) In case Services are found deficient for 2 to 4 days in a month, penalty of 2% of the monthly contract amount will be levied for each deficient day. If deficiency is found for more than 4 day and up to 7 days a penalty of 3% of the monthly contract amount will be levied for each deficient day. If deficiency found more than 7 days up to 10 days , a penalty of 5% of the monthly contract amount will be levied for each deficient day.
- c) If unsatisfactory performance continues for more than a period of 10 days, the Director, NIIR-NCD reserves the right to terminate the contract without any



further notice. In such an event, the Security Deposit of the Contractor shall be liable to be forfeited.

- d) Unsatisfactory services/Deficiency in services includes, but is not limited to the following:

Late coming; Coming in shoddy/dirty uniform; Reporting drunk/ill/unkept; Leave without 1 day prior information; Fudging/Tampering attendance register/biometric machine; Rude, impolite behavior; Lazy, uncooperative in rendering duty; Damage to property of NIIR-NCD; any act so as to cause damage to prestige reputation of NIIR-NCD; Smoking/pan/bidi during working hours; Attending personal phone calls during working hours; Violence of any kind, infighting, groupism with fellow staff; insubordination; Financial irregularity; Bringing/allowing unauthorized person into premises; Coming without badge/ I card; Refusing to attend training course designated by NIIR-NCD etc.

- 31 **Jurisdiction of Court:** This contract is governed by the laws of Republic of India and shall be subject to be exclusive jurisdiction of the High Court in Jodhpur, Rajasthan.

**SERVICE PROVIDER'S OBLIGATIONS:-**

**1. Employment of man power by service provider:**

- 1.1 Service provider providing the security services shall not employ or engage any person unless he or she is a citizen of India or a citizen of such other country as permitted to be employed in terms of Government rules and regulations in force.
- 1.2 Service provider shall employ only man power who has completed eighteen years of age and not above 65 years of age .Security agency shall only employ man power who satisfied the service provider about his character and antecedents and has completed the prescribed security training .Service provider shall only engage man power fulfilling such physical standards as may be prescribed in the PSRA 2005 and rules . Further man power shall satisfy any other conditions as may be prescribed in relevant rules.
- 1.3 No person who has been convicted by a competent court or who has been dismissed or removed on grounds of misconduct, or moral turpitude while serving in any of the armed forces of the Union, State Police Organization, Central or State Governments or in any private security agency shall be employed or engaged by the service provider.
- 1.4 Service provider, while employing a person shall give preference to a person who has served as a member in Army ,Navy and Air force or other central paramilitary forces , Central Police forces , even for posts which are not specifically indicated as that of ex service man in the roles and responsibilities.
- 1.5 The antecedents of security staff deployed shall be verified by the service provider from local police authority and an undertaking in this regard is to be submitted to the NIIRNCD and NIIRNCD shall ensure that the service provider complies with the provisions.



- 1.6 The service provider shall deploy his personnel only after obtaining the NIIRNCD approval upon duly submitting curriculum vitae (cv) and police verification details of personnel NIIRNCD shall be informed at least one week in advance and service provider shall be required to obtain NIIRNCDs approval for all such changes along with their CVs.
- 1.7 The NIIRNCD shall have the right, within reason, to have any personnel removed who is considered to be undesirable with proper reasoning or otherwise and similarly the Service Provider reserves the right to remove any personnel with prior intimation to the NIIRNCD, emergencies, exempted
- 2. Registers to be maintained by Service provider**
  - 2.1 Service Provider shall maintain a register containing name and addresses of the persons managing the private security agency, names, addresses, photographs and salaries of the security personnel and supervisors under its control and such other particulars as may be prescribed under PSRA act.
  - 2.2 Service provider will maintain a register on which day today employment of personnel with NIIRNCD organization will be entered and same will be countersigned by the authorized official of the NIIRNCD .While raising bill the deployment particulars of the personnel engaged during the month, shift wise should be shown to NIIRNCD. NIIRNCD may call for such information as it considers necessary from service provider.
  - 2.3 The Service Provider shall maintain all statutory registers under the Law and shall produce the same, on demand to the NIIRNCD or any other authority under Law.
- 3. Issue of photo identity card**
  - 3.1 Every security man power deployed by the service provider shall be issued a photo identity card, by the service provider.
  - 3.2 The photo identity card shall be issued in such form as may be prescribed by the NIIRNCD organization and complying with PSARA Act and rules. Every security man power shall carry on his person the photo identity card issued under and shall produce it on demand for inspection by the NIIRNCD or any other officer authorized by same.
- 4. Requirements of Licenses**
  - 4.1 Service provider shall be holding a valid license under the provision of **Private Security Regulations Act (PSARA)** providing for operation in the respective State or Union territory where services are being offered. Service provider shall ensure that all the relevant licenses/registrations/permissions which may be required for providing the services are valid during the entire period of the contract failing so shall attract the appropriate penalties .The documents relevant in this regard shall be provided by the service provider to the NIIRNCD on demand.
  - 4.2 The service provider shall comply with all the legal requirements for obtaining license under Contract Labor Regulations and Abolition Act 1970 if any at his own



part and cost. The requirement shall be depending up on the number of persons engaged for the organization in terms of the provisions of the relevant act.

- 4.3 The service provider shall maintain all statutory registers required to be maintained as per licence provisions under the law and shall produce same on demand to the NIIRNCD or any other authority under the law.

## **5. Training**

The Service Provider shall have his own Establishment/set up/mechanism/Training institute recognized under PSARA 2005 or have tie up with institutions recognized in terms of PSARA 2005 to provide training for security man power with them to ensure correct and satisfactory performance of his/her liabilities and responsibilities. Only such man power who have undergone training and holding certificate should be deployed under the contract, The training shall be for a minimum period as specified in the PSARA act and in terms of the detailed training syllabus as prescribed in the act. The ex-servicemen and former police personnel shall however be required to attend a condensed course only as per provisions in the PSARA act.

## **6. Conduct of the security man power deployed**

- 6.1 The security personnel shall not accept any gratitude or reward in any form.  
6.2 Under the terms of their employment agreement with the Service Provider the Security staff shall not do any professional or other work for reward or otherwise either directly or indirectly, except for and on behalf of the Service Provider.  
6.3 The personnel engaged by service provider have to be extremely courteous with very pleasant mannerism in dealing with the NIIRNCD Staff and should project an image of utmost discipline. NIIRNCD shall have right to have any person removed in case of its staff complaints or as decided by representative of the NIIRNCD if the person is not performing the job satisfactorily or otherwise. The Service Provider shall have to arrange suitable replacement in all such cases. Security man power engaged by the Service Provider shall not take part in any staff union and association.  
6.4 The persons deployed shall, during the course of their work be privy to certain confidential documents and information which they are not supposed to divulge to third In view of this, they shall be required to take oath of confidentiality and breach of this condition shall make Service Provider as well as the person deployed liable for penal action under the applicable laws besides, action for breach of contract.

## **7. Uniform and Badges**

- 7.1 Service provider shall ensure that all security man power shall put on arms badge distinguisher the Agency for which they are working, shoulder or chest badge to indicate his role or function. Man power employed as Security guards shall, have whistle attached to the whistle cord and to be kept in the left pocket,. Shoes with eyelet and laces, headgear which may also carry the distinguisher mark of the service provider.





- 7.2 The clothes worn by the security man power while on active duty shall be such that they do not hamper in his efficient performance. In Particular they will neither be too tight nor too loose as to obstruct movement or bending of limbs.
- 7.3 Every man power functioning as security guard will carry a notebook and writing instrument with him.
- 7.4 Every security person shall be provided one good quality torch and one baton.
- 7.5 Every man power functioning as security guard while on active security duty will wear and display photo- identity card issued on the outer most garment above waist level on his person in s conspicuous manner.
- 7.6 Parameters of the uniform shall conform to provisions of PSARA 2005.

#### **8. Monitoring and Supervision by the service provider**

- 8.1 Service provider shall ensure that adequate supervision will be provided to ensure correct performance of the man power deployed in accordance with the prevailing assignment instructions agreed upon between the service provider and NIIRNCD organization. Even if security supervisor is not availed by the NIIRNCD organization service provider should keep track of performance of the staff deployed and give necessary support to ensure good performance.
- 8.2 The Service Provider will deploy supervisors as per the need given by the NIIRNCD. The supervisor shall be required to work as per the instructions of NIIRNCD.
- 8.3 The Service Provider shall do and perform all such Security services, acts, matters and things connected with the administration, superintendence and conduct of the arrangements as per the direction enumerated herein and in accordance with such directions, which the NIIRNCD may issue from time to time and which have been mutually agreed upon between the two parties.
- 8.4 The Service Provider shall be responsible to maintain all property and equipment of the NIIRNCD entrusted to it.
- 8.5 The Service Provider shall nominate a coordinator who shall be responsible for regular interaction with the NIIRNCD so that optimal services of the persons deployed could be availed without any disruption.

#### **9. Working hours and Reporting Time**

The personnel will have to report to the NIIRNCD's security office at least 30 minutes in advance of the commencement of the shift for collecting necessary documents/instructions, and to complete all other required formalities as approved by the NIIRNCD. The working hours and days of the outsourced employees will be as per the existing applicable rules of the respective Central/State Government However; they have to work on holidays and on demand of work. In an event of deployed personnel availing leave and if required by NIIRNCD suitable substitute(s) shall be provided by service provider as per mutual understanding with Consequent to poor performance of deployed personnel, service provider shall immediately replace the deployed personnel thereby maintaining service levels and Working shifts (includes day and night shift) if any, and daily working hours shall be mutually agreed upon between NIIRNCD and seller prior to



deployment of personnel. The attendance of the employees will be entered in the register provided by the Service Provider and/or in the Aadhaar based Biometric attendance system at the NIIRNCD's. In case biometric system insisted; same is to be made available by NIIRNCD and access to be provided to the security persons deployed by service provider. The persons deployed should be polite, cordial and efficient while handling the assigned work and their actions should promote good will and enhance the image of the Corporation or office. The Service Provider shall be responsible for any act of indiscipline on the part of the persons deployed.

#### **10. Physical standards and Medical check up**

10.1 The security man power deployed shall be eligible for being engaged or employed if he or she fulfills the standards of physical fitness as specified in the PSARA Act 2005. Service provider is therefore required to ensure that all deployed man power fulfill the requirements specified in PSARA Act. Service provider Agency should get medical check-up of its staff at the time of their induction in the rolls of the agency to ensure their fitness for the job assigned and annual medical check-ups to be done as prescribed under PSARA. A record of the same shall be maintained in the personal file of the security personnel. In case NIIRNCD demands for a copy of medical fitness certificate at time of deployment to their organization same shall be given.

10.2 The security man power deployed should be free from evidence of any contagious or infectious disease. He or she should not be suffering from any disease which is likely to be aggravated by service or is likely to render him unfit for service or endanger the health of the public.

10.3 No medical facilities or reimbursement or any sort of medical claims thereof in respect of employees provided by the Service Provider will be entertained by the NIIRNCD.

#### **11. Applicable Leave**

11.1 In case of services hired for all 7 days also it shall be ensured that service personnel are given at least 4 holidays in a month.

11.2 The applicable casual leave is to be provided to the personnel and the payment for the applicable leave also shall be taken in to account for calculation of the payment to be made by the NIIRNCD.

11.3 Beyond specified leaves as applicable, leave will be treated as leave without pay (LWP) for which necessary deduction will be made by the NIIRNCD in the billed amount if no replacement is provided besides any penalty for not providing substitutes as indicated in SLA(Service level agreement).

**Director**



**BIDDER'S PROFILE**

1	Name of Tendering Company/ Firm / Agency (Attach certificate of registration)	
2	Type of firm i.e. Proprietorship / partnership or company registered under company act 1956 (Attach Self Attested copy)	
3	Name of proprietor / Director of Company/Firm/agency	
4	Full Address of Registered Office with Telephone No., FAX No. & E-Mail	
5	Full address of Operating/Branch Office with Telephone No., FAX No. & E-Mail	
6	PAN / GIR/TAN No (Attach Self Attested copy)	
7	GST Registration No. (Attach Self Attested copy)	

8. Self-Attested copy of experience certificate / certificates issued by the competent authority for the satisfactory work carried out in supplying of Printing material to Central/State Government/ Public Sector companies for two year or more during the last five years. The summary of that can be tabulated in the given format in chronological order:-

S.N.	Details of client along with address, telephone and FAX numbers	Amount of Contract (Rs. lakhs)	Experience certificate for the period	
			From	To
1				
2				
3				

(If the space provided is insufficient, a separate sheet may be attached)

9. Additional information, if any (Attach separate sheet, if required)

- Name:
- Date:
- Place:

•Signature of authorized person

• Seal:



**DECLARATION REGARDING BLACKLISTING/ NON-BLACKLISTING FROM  
TAKING PART IN GOVT.TENDER BY DOT/GOVT. DEPT  
(On Bidder's Letter head)**

I / We Proprietor/ Partner(s)/ Director(s) of M/S.-----  
-----hereby declare that the firm/company namely M/S.-----  
-----has not been blacklisted or  
debarred in the past by NIIRNCD or any other Government organization from taking part in  
Government tenders.

**Or**

I / We Proprietor/ Partner(s)/ Director(s) of M/S.-----  
-----hereby declare that the firm/company namely  
M/S.-----was blacklisted or debarred  
by NIIRNCD, or any other Government Department from taking part in Government tenders for  
a period of -----years w.e.f.----- . The period is over on -----and now the  
firm/company is entitled to take part in Government tenders.

In case the above information found false I/We are fully aware that the tender/ contract will be  
rejected/cancelled Director, NIIRNCD, Jodhpur and EMD/SD shall be forfeited.

In addition to the above, Director, NIIRNCD, Jodhpur will not be bound to pay the bills for any  
completed / partially completed work.

Signature -----

Date:

Name -----

Seal of the firm should be affixed.

Capacity in which signed:

Name & address of the firm:





**DECLARATION**  
**(On Bidder's Letter head)**

**FOR NO NEAR RELATIVE (S) OF THE CONTRACTOR WORKING IN NIIRNCD,  
JODHPUR**

I.....S/O Sh.....  
R/o.....Hereby certify that none of my relative (s)  
as defined in the tender document is/are employed in NIIRNCD, Jodhpur as per detail given  
below. In case at any stage, it is found that the information given by me is false/incorrect,  
NIIRNCD shall have the absolute right to take any action as deemed fit, without any prior  
intimation to me.

Signature of the tenderer with seal

The near relative (s) means:

- a) Members of a Hindu Undivided family;
- b) Spouse.
- c) Father, mother, sister, Sister-in-law, Daughter, Daughter-in-law, brother, brother-in-law etc.

In case of proprietorship firm, certificate will be given by the proprietor, and in case of  
partnership firm, certificate will be given by all the partners and in case of Ltd. Company by all  
the Directors of the company or company secretary on behalf of all directors. Any breach of  
these conditions by the company or firm or any other person, the tender/work will be cancelled  
and earnest money/security deposit will be forfeited at any stage whenever it is so noticed. The  
department will not pay any damages to the company or firm or the concerned person. The  
company or firm or the persons will also be debarred for further participation in the concerned  
unit.

Place:

Signature of tenderer/Authorized Signatory

Date:

Name of the Tenderer  
Seal of the Tenderer



**DECLARATION**  
**(On Bidder's Letter head)**

FOR NON-TAKEPRING OF DOWNLOADED TENDER DOCUMENT FROM WEB SITE

I.....(authorized signatory) hereby declare that the tender document submitted has been downloaded from the website <https://eprocure.gov.in/> <https://niirncd.icmr.org.in/> and no addition / deletion / correction has been made in the downloaded document. I also declare that I have enclosed a DD for Rs..... towards the cost of tender document along with the EMD.

Place:

Signature of tenderer/Authorized Signatory

Date:

Name of the Tenderer

Seal of the Tenderer



**DECLARATION**  
**(On Bidder's Letter head)**

**LETTER OF AUTHORISATION FOR ATTENDING THE OFFICE**

To,  
Director,  
NIIRNCD, New Pali Road,  
Jodhpur.

Sub: Authorization for attending the office on \_\_\_\_\_ (date) in the Tender of  
\_\_\_\_\_

Sir,

Following person is authorized to attend the office for the tender mentioned above on behalf of  
\_\_\_\_\_ (Bidder).

Name of the Representative

Specimen Signature

1. \_\_\_\_\_

\_\_\_\_\_

Signature of the Bidder

(Maximum one representative will be permitted to attend the office. Permission for entry to the office may be refused in case authorization as prescribed above is not received.)



**Bid Security Declaration**  
**(On Bidder's Letter head)**

To,  
The Director,  
National Institute for Implementation Research on Non-Communicable Diseases (NIIRNCD),  
New Pali Road, Jodhpur 342005

Reference: 1) Tender No.----- Dated  
2) Our bid No. ----- Dated

Sir,  
I/We, ----- irrevocably declare as under:  
I/We understand that, as per tender condition bid must be supported by a Bid Security Declaration in lieu of Earnest Money Deposit.  
I/We hereby accept that I/We may be disqualified/suspended from bidding for any contract with you for a period of one year from the date of disqualification/suspension as may be notified by you if,  
1) I am/We are in a breach of any of the obligations under the bid conditions,  
2) I/We have withdrawn or unilaterally modified/amended/revised, my our Bid during the bid validity period specified in the form of Bid or extended period, if any.  
3) On acceptance of my/our bid, I/we fail to deposit the prescribed security deposit of fail to execute the agreement or fail to commence the execution of the work in accordance with the terms and conditions and within the specified time.

Signature:

Name & designation of the authorized person signing the Bid-Security Declaration Form:

Duly authorized to sign the bid for and on behalf of : -----  
-----(Complete name of Bidder)

Dated on ----- day of -----month, -----year

(Note: In case of a Joint Venture, the Bid Security Declaration must be in the name of all partners to the Joint Venture that submits the bid).





**Annexure –A**

**National Institute for Implementation Research on Non Communicable  
Diseases, Jodhpur**

**(Financial Bid)**

S. No	Description	Monthly Charges in Rupees	Total Yearly Amount (in Rs.)
1	Service Charge for skilled- Security Personnel (12 Male guard, 01 Female guard and 01 Supervisor) at NIIRNCD, Jodhpur.		
	Monthly Service Charge in Words:		

# (The contractors must ensure that service charge quoted should not be NIL or its derivatives.)

- Minimum wages, EPF, ESI, Bonus etc. will be as per rule.

*Note:*

1. As per Govt. of India Gazette the ESI subscription rates have been reduced from 4.75% earlier to 3.25 % from 1<sup>st</sup> of July, 2019.
2. EPF contribution taken on maximum wage ceiling of Rs. 15000/-
3. Upper limit of ESI applicability is Rs. 21000/-
4. Upper limit of bonus applicability is Rs. 7000/-
5. Wages are subject to amendments as and when promulgated by the concerned authorities from time to time.
6. The above mentioned minimum wages will be charged as per Central/Rajasthan government rules and whichever would be higher will be applicable.

Signature of Tenderer with date