

**TENDER FOR ENGAGEMENT OF DGR SPONSORED SECURITY
AGENCY**

AT

ICMR - NATIONAL INSTITUTE OF MALARIA RESEARCH

(Indian Council of Medical Research)
Department of Health Research, Ministry of
Health and Family Welfare Government of
India

Address: ICMR - NIMR, Sector - 8, Dwarka,
New Delhi-110077 Contact: 91-011-25307407

Website: <https://nimr.org.in>

Link for Tender Document:
<https://nimr.org.in/notifications/tenders>

Email: purchase.nimr@gmail.com

Tender ID: - 16/10/2025-26/E-249148

Publication of Tender	16.10.2025
Inspection of the Campus	23.10.2025 – 24.10.2025
Pre Bid Meeting	29.10.2025 (11:00 AM to 12:00 PM)
Last date of receipt of Bids	05.11.2025 at 04:00 PM
Opening of Bids	05.11.2025 at 04:15 PM

ICMR - NATIONAL INSTITUTE OF MALARIA RESEARCH

Sector-8, Dwarka, New Delhi -110077

No. 16/10/2025-26/E-249148

Date: 16.10.2025

PART-A

NOTICE INVITING TENDER (NIT)

To,

Sponsored Agencies of
Directorate General Resettlement (DGR),
New Delhi

**SUB: Tender Enquiry for engagement of DGR Sponsored Security Agency at
ICMR - National Institute of Malaria Research, Sector - 8, Dwarka, New
Delhi-110077.**

Sir/Madam,

ICMR - NATIONAL INSTITUTE OF MALARIA RESEARCH is research organization functioning under the aegis of the Indian Council of Medical Research (ICMR), Department of Health Research, Ministry of Health & Family Welfare, Government of India, New Delhi. The Institute is having its campus at Sector - 8 Dwarka, New Delhi -110077.

ICMR - NIMR intends to invite Tender Enquiry to award annual contract for engagement of the DGR sponsored Agencies for providing Security Services as per the combined requirement of the following minimum contractual employees: -

Sl. No.	Particulars and description	Minimum manpower required (Including shift duties)	Remarks
1	Annual Contractual Services for following manpower:		For round the clock Security Services on 24 x 7 x 365 basis
1 (a)	Security Supervisor for three shifts (Highly Skilled)	03 Nos. (Male)	
1 (b)	Security Guards (without arms) for three shifts (Skilled)	Male - 19 Nos. Female - 02 Nos.	
NOTE: Terms & Conditions are illustrated in the Tender Document.			

Agencies are requested to submit detailed Bid in the prescribed format under Two Bid System in separate sealed covers i.e. Technical Bid and Financial Bid, duly super scribed with the Tender/Enquiry Number, Due Date, Time and Subject, so as to reach this Institute well before the due date and time.

NOTE: The Bids to be submitted after inspection of the campus and ascertaining the scope of work as per the details on reverse of this NIT.

Yours Sincerely,

Director ICMR- NIMR
Sector - 08, Dwarka,
New Delhi - 110077

PART- B

SCOPE OF WORK/CONTRACT

PROVIDING ROUND THE CLOCK (24 x 7 x 365) SECURITY SERVICES FOR THE CAMPUS OF ICMR - NIMR LOCATED AT SECTOR - 8, DWARKA, NEW DELHI - 110077.

The Agencies sponsored by the DGR will have to provide high standard of trained and experienced Security Supervisors and Guards (Without Arm) **those who are minimum 90% from Ex-Servicemen category**, as required from time to time during the contract period by ICMR - NIMR, subject to the initial minimum requirement of Security Staff as per details provided in the Enquiry on the following terms & conditions: -

- 1) To provide round the clock (24 x 7 x 365) safety and security of all land, buildings, fittings, furniture, plants and machineries, moveable and immoveable properties at ICMR - NIMR.
- 2) Safety of plants, trees & shrubs, electric overhead installations, water pipelines, boundary walls etc. and any fresh additions/installations thereto in ICMR - NIMR from time to time.
- 3) To verify identity and allow the employees of ICMR - NIMR to perform their official work/duty.
- 4) To ensure that no employee is permitted beyond duty hours, except with special written 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 campuses.
- 5) 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 immoveable properties of the Institute within the campus.
- 6) The Security Staff shall permit entry to visitors/vendors after confirming from the concerned department/officers of ICMR - NIMR & issue Gate pass(es)/temporary ID card(s) for the Guests, 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.
- 7) The Security Staff shall allow the entry & exit of any stores/materials only after verifying the appropriate Material Gate Pass/Delivery Challan etc. Before scrutiny of the Gate Pass/Delivery Challan, it will be compulsory for the Security Staff to physically verify and check the stores/materials.
- 8) 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.
- 9) 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 - NIMR 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 -NIMR in this regard will be final and binding on the Agency.

- 10) The Security Staff must be able to promptly answer queries of visitors or telephone calls and have communication skill of replying in courteous manner.
- 11) 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/drunken or consumption of any intoxicant 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.
- 12) The Agency shall provide proper Uniforms, Identity Cards, Badges, Whistles, Lathi, Umbrellas, Raincoats, Torches and other necessary Gadgets etc. to the Security Personnel for proper Vigil.
- 13) The Agency shall ensure that all Security Personnel deployed at ICMR - NIMR shall be in sound health, free from contagious disease, 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.
- 14) On days of National importance viz. 26th January, 15th August etc. the Security Personnel will carry all codal formalities of hoisting the National Flag as per the Rules and Protocols of hoisting the National Flag, Marching Parade, Guard of Honor, National Anthem etc. They are highly expected to wear washed Ironed Uniform, Polished Shoes, Barrett Cap etc. while executing the code of conduct of the ceremony. The Agency or its staff shall not be entitled for any type of honorarium or extra remuneration for these activities.
- 15) The Agency will be 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.
- 16) Any other security measures, as deemed fit, in case of security issues in the interest of the Institute.

Undertaking: I accept all the terms and conditions as mentioned above and should abide by them.

Full Signature of the Proprietor.....

Name of the Proprietor.....

Complete Address.....

Date.....

Seal of the Agency.....

PART-C
TERMS AND CONDITIONS

- 1) Contract period will be initially for **TWO YEAR** extendable up to maximum 1 years, if services found satisfactory; to provide Security Services at ICMR - NIMR. The Institute reserves all rights to extend or reduce the period of contract at the discretion of the Director, ICMR - NIMR.
- 2) Only the DGR Sponsored Agencies having valid DGR Sponsorship letter can participate and shall also be eligible for submission of Bids against the Tender invited for Security Services by the Principal Employer. **DGR sponsored ESM are not required to deposit Earnest Money Deposit (EMD) and Tender fee. However, they will be required to deposit Performance Bank Guarantee (PBG)** equal to 10% of one month's wage bill. The PBG will be deducted from the ESM's monthly service charges in installments as mutually agreed by the ESM and the Principal Employer.
- 3) **DGR sponsored ESM do not require minimum experience and minimum turnover.**
- 4) Institute reserves the rights to terminate the contract by giving one month's 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 the sole judge in these regards. Decision regarding whether the security service is effective/proper/timely maintaining etc. shall be with the Institute.
- 5) Agencies interested may visit the campus on any working day between **23.10.2025 to 24.10.2025 from 15:00 Hrs. to 16:00 Hrs.** and quote their rates thereafter. The duly filled Tender should be accompanied by an undertaking that the agency/contractor has visited the campus and understood the scope/nature of work. No claim what so ever shall be entertained regarding the ignorance about the site conditions on later date.
- 6) The Bids should be valid for a period of six months from the date of issue of Sponsorship letters to the ESMs by the DGR; to the Principal Employer.
- 7) The Director, ICMR - NIMR does not bind to accept only the lowest quotation and reserves the right to accept or reject any Tender without assigning any reason thereof. Parallel contract may also be awarded to other Agency, as per the discretion of the competent authority.
- 8) 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 - NIMR will be the final authority in resolving such disputes and his decision will be binding on the agency.
- 9) 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.
- 10) Any payment due to the workmen employed by the Contractor shall be the 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.

- 11) The 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.
- 12) The Contractor shall also ensure that no workmen below the age of eighteen (18) years are employed by him for the above mentioned jobs. **However, the upper age limit of a Security Guard and Supervisor shall be 65 years in consonance with PSARA Act -2005.**
- 13) 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.
- 14) 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.
- 15) 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.
- 16) The Contractor shall ensure that the payment of wages to the workmen employed by him shall be made only by ECS/other modes of electronic funds transfer like NEFT/RTGS/IMPS etc. The Contractor, along with its monthly bill shall provide the copies of the Bank Statements for having transferred the amount to each individual as proof of payment.
- 17) Attendance muster cum wage register maintained of personnel deployed should be duly signed with In-Out Timings by the individual employees and counter signed by the representative of the Agency/Contractor and ICMR - NIMR.
- 18) All employees have to be paid wages, special allowance at rates, not lesser than the minimum rates prescribed by the Government/DGR under relevant rules from time to time. All the statutory payments and wages as per prevalent applicable Minimum Wages Act to its employees 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.
- 19) 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.
- 20) The contractor shall specifically ensure compliance with the following Laws/Acts and their Enactments/Amendments from time to time: -
 - i) The Contract Labour (Regulation and Abolition) Act, 1970
 - ii) The Contract Labour (Regulation and Abolition) Central Rules, 1971
 - iii) The Minimum Wages Act, 1948
 - iv) The Payment of Wages Act, 1936
 - v) The Workmen's Compensation Act, 1923
 - vi) The Employees' Provident Funds and Misc. Provision Act, 1952
 - vii) The ESIC Act, 1948
 - viii) The Payment of Bonus Act, 1965
 - ix) The Payment of Gratuity Act, 1976
 - x) GST Act
 - xi) Income Tax Act
 - xii) Industrial Disputes Act
 - xiii) Equal Remuneration Act
 - xiv) Other Statutory Directions as revised from time to time.

- 21) The Contractor shall abide by the provisions 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/Contractor, along with its monthly bills shall submit the details of the EPF deductions to the ICMR - NIMR in the prescribed format given in Annexure - E along with the copies of the Wage Sheet, Bank Statement as a proof of credit of the Salary to the employees, ECR and TRRN number.**
- 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 any property of the ICMR - NIMR, 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 Names, Address and Telephone Numbers where the Agency/Contractor is presently rendering its services/had rendered its services along with the Performance Certificate issued by such establishments must be enclosed with the Bid.
- 26) The employees engaged by the Agency/Contractor should observe the discipline and office decorum during their course of employment at ICMR - NIMR.
- 27) Absence or deploying less or fewer personnel shall be liable for penal recovery from the 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- NIMR authorities. One set of verified documents must be provided for records.
- 29) The appropriate payment of wages and other benefits like EPF, ESI etc., to the employees of the Agency/Contractor shall be the EXCLUSIVE RESPONSIBILITY OF THE AGENCY and persons so employed by the Agency/Contractor shall have NO CLAIM what so ever on the Institute.
- 30) The Agency/Contractor should issue proper Identity Cards to their employees, strictly instruct them to wear 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 - NIMR.
- 32) The Agency/Contractor shall supply good quality uniforms to their employees and strictly instruct to wear during working hours. Any employee 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. The Agency/Contractor shall also indemnify Principal Employer from and against any claims under the aforesaid Act and the Rules.
- 35) The 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) The Contractor whose Bid 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 shall 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 to the Institute; such employees may be removed from their duties immediately and the Agency/Contractor shall provide replacement.
- 39) The Institute has a right to modify any conditions as and when required with the mutual understanding with the Agency/Contractor.
- 40) The Proprietor shall visit the Institute at least twice in a month to ensure proper supervision and smooth functioning of the Agency.
- 41) The contractor shall not be allowed to sub-contract any part of the contract.
- 42) The conditional Bids shall not be accepted.**
- 43) In case of any ambiguity/dispute in the interpretation of any of the clauses/terms and condition, Director, ICMR - NIMR's interpretation of the clauses/terms and conditions shall be final and binding on all the parties. The jurisdiction of arbitration shall be New Delhi.
- 44) The Agency/Contractor should have a regular local office in the Delhi - NCR. A duly certified copy of the valid proof should be attached with the Bid.
- 45) The Antecedents of ESM being employed should be ascertained by the Proprietor. The Police verification of all the employees should be done by the Proprietor. The Proprietors are directly responsible for the action of his employees wherever employed.
- 46) The Proprietor will present himself/herself in person for all dealings viz. Pre -Bid meeting, Bid Opening Committee etc. with ICMR- NIMR. No dealing through the representatives on Power of Attorney are permitted. Similarly, no authorization for any purpose shall be accepted. Each page of the Bid/Tender Document should be signed by the Proprietor ONLY.**
- 47) The Security Supervisors/Guards employed by the Agency/Contractor must be an ESM. A maximum of 10% of Non-ESM personnel can be employed by the Security Agency. The Female Guards shall be treated as over and above 10% of the Non-ESM in the DGR sponsored contract.**
- 48) The Agency/Contractor will ensure imparting of prescribed training and skills to its Private Security Guards and Supervisors.
- 49) The Agency/Contractor will display a **List of Employees** deployed by the Security Agency/Contractor as Security Guards and Supervisors and a copy of the **Latest DGR Wage Notification** at an appropriate place at ICMR - NIMR giving out the details of the employees engaged through the Agency.
- 50) The Agreement between the Agency/Contractor shall not exceed a maximum of two years of duration.

- 51) The contract will be awarded to the L-1 Agency/Contractor subject to the fulfillment of the Technical criteria. As all the rates are prefixed as per the DGR Wage Notification, Bidding will be purely based on the "Service Charge" quoted by the Agency/Contractor. The Service Charge can be quoted up to a maximum of up to 10% for mandatory competitive Bidding. 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.
- 52) Payment to all the Guards/Supervisors employed by the Agency/Contractor to perform duties will be exactly as per the DGR Wage Notifications and no discrimination on the basis of ESM/Non-EMS/Female Guards will be made.
- 53) The Proprietor will present himself in person for all dealings with the ICMR - NIMR as and when directed. No dealing through the representatives even on power of Attorney any other letter or documents of authorization is permitted.

Undertaking: I accept all the terms and conditions as mentioned above and should abide by them.

Full Signature of the Proprietor.....

Name of the Proprietor.....

Complete Address.....

Date.....

Seal of the Agency.....

PART- D

RATES/ QUOTATION

- 1) The Agency/Contractor has to claim the GST as revised by the Government from time to time.
- 2) The 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) The successful Agency/Contractor has to enter into an agreement with the Institute as per the detailed terms and conditions and to deposit a Performance Bank Guarantee (PBG) equal to 10% of one month's wage bill. The PBG will be deducted from the ESM's monthly service charges in installments as mutually agreed by the ESM and the Principal Employer. The PBG shall bear no interest. The PBG will be released to the Agency/Contractor on written request within a period of two months after completion and fulfilling of all the liabilities of the contract.
- 4) **The Bids, quoting with less than 1% of the Service Charges are not acceptable and such Bids shall be rejected.**
- 5) **The Agency/Contractor will not quote the wage rates below the rates as given in respective DGR Wage Notifications at any of the stages of selection procedure to the ICMR-NIMR. Similarly, Service Charges can be quoted up to a maximum of up to 10% for mandatory competitive bidding.**
- 6) **The Service charges once quoted shall remain the same during the tenure of the Agency/Contractor at ICMR - NIMR.**
- 7) The Agency/Contractor can submit bills once in a month by 1st day of every month and payment will be done only by ECS/other modes of electronic fund transfer like NEFT, RTGS, IMPS etc. within thirty days after receipt of bill along with copy of ESI & EPF deposit list of previous month. TDS will be deducted as per prescribed rate every month. The Agency/Contractor should make payment to its workers on or before 7th 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.
- 8) The criteria for shortlisting of the Agency/Contractor will be exclusive of GST.
- 9) The Agency/Contractor shall conform to the provisions of various Central/State Act(s) and the Regulations on the subject as well as terms and conditions of the contract. The Agency/Contractor will be liable for the deduction of TDS @ 2% (current rate) on the total bill and TDS@ 2% on GST, as per the provision of the Income Tax Act or as applicable from time to time. Apart from this, the Agency/Contractor shall also pay GST on the gross bill, if applicable, at the rates as applicable from time to time. The Agency/Contractor will submit a copy of the receipt to the office of the Director ICMR - NIMR.
- 10) All Bids must be sealed and super scribed on the cover along with attested valid copies of their DGR Sponsorship Letter, DGR Empanelment Certificate, PSARA License, Labour License, Shop Act/Establishment Certificate, EPF, ESI, GST Registration Certificate, Professional Tax Enrolment Certificates, Non-Black Listing certificate, Agency & Proprietor PAN Card, Three years' latest IT Return/Clearance Certificate, Present Client List along with satisfactory experience certificate, profile of the Agency/Contractor and an Undertaking regarding acceptance of all the Terms and Conditions. The above said documents are mandatory failing which Agency/Contractor shall be treated as disqualified.

- 11) 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.
- 12) The Agency/Contractor shall abide by all the terms & conditions of ICMR - NIMR. No other terms & conditions of the Agency/Contractor are binding on ICMR - NIMR, Delhi.

Undertaking: I accept all the terms and conditions as mentioned above and should abide by them.

Full Signature of the Proprietor.....

Name of the Proprietor.....

Complete Address.....

Date.....

Seal of the Agency.....

PART- E
SUBMISSION OF TENDER

The expression "Tender Notice" referred to in the Tender Document 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.

The Bids should be submitted in two separate sealed envelopes along with all concerned documents and super scribing the following:

1. ENVELOPE - I (TECHNICAL BID):

Name of the work	Tender Enquiry for engagement of DGR Sponsored Security Agency at ICMR - National Institute of Malaria Research, Sector - 8, Dwarka, New Delhi - 110077
Tender Ref No.	16/10/2025-26/E-249148
Due date	05.11.2025
Addressed to	Director, ICMR - NIMR, Sector-8, Dwarka, New Delhi -110077
From	Name & Address of the Tenderer

The Envelope - I (Technical Bid) should contain the following documents: -

- a) Copy of the duly attested copy of the ESM card and PPO of the Proprietor (by a Gazetted Govt./Group 'A' officer)
- b) Copy of valid DGR Sponsorship Letter.
- c) Copy of valid DGR Empanelment Certificate (with photograph and signature of Proprietor/Director)
- d) PSARA License of New Deelhi for operation of the security agency.
- e) Shop Act License/Establishment Certificate.
- f) Copy of valid Labour Contract License issued by the Competent Authority.
- g) Copy of PAN card (Agency & Proprietor).
- h) Copy of valid GST Registration Certificate.
- i) Copy of valid EPFO registration with code number.
- j) Copy of valid ESIC registration with code number.
- k) Copy of valid Professional Tax Enrollment Certificate.
- l) Copy of latest three years Income Tax Return/Clearance Certificate.
- m) Copy of Work Orders/Experience Certificate from the clients regarding the similar services rendered as described in the qualifying criteria.
- n) Partnership Deed in case of partnership firm.
- o) Memorandum & Articles of Association in case of limited Company.
- p) An undertaking that the Agency/Contractor has visited the campus and understood the scope/nature of work.
- q) A Clientele List with their Names, Address and Telephone Numbers where the Agency/Contractor is presently rendering its services/had rendered its services along with the Performance Certificate issued by such establishments.
- r) The Agency/Contractor should have a regular local office in the Delhi - NCR. A duly certified copy of the valid proof should be attached with the Bid.
- s) Non Black Listing Certificate.

- t) Profile of the Agency/Contractor.
- u) Undertaking regarding acceptance of all the terms and conditions of the tender document.
- v) In case of Limited Company, the authority to sign the tender is to be given under Board resolution.
- w) Details as required in Annexure – A
- x) Details as required in Annexure – B
- y) Undertaking as required in Annexure – C
- z) **The entire tender documents except the Financial Bid with each page duly signed and stamped by the Proprietor himself/herself.**
- aa) 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 **Proprietor himself/herself. The tenders signed by any Authorized Person, on behalf of the Proprietor shall not be entertained.**
- 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 a separate sealed envelope (i.e. Envelope - II).

2. ENVELOPE - II (FINANCIAL BID):

Name of the work	Tender Enquiry for engagement of DGR Sponsored Security Agency at ICMR - National Institute of Malaria Research, Sector - 8, Dwarka, New Delhi - 110077
Tender Ref No.	16/10/2025-26/E-249148
Due date	05.11.2025
Addressed to	Director, ICMR - NIMR, Sector-8, Dwarka, New Delhi -110077
From	Name & Address of the Tenderer

The Envelope - 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 what so ever. **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 super scribed with "Tender for Annual Contract for Providing Security Services at ICMR - NIMR, NEW DELHI.

BIDDER'S INFORMATION

Sl.No.	Particulars	Remarks
1.	Name of the Tendering Company/Firm	
2.	Name of Proprietor/Partners/Directors	
3.	Address of Office/Offices located in Delhi/NCR with full particulars of Office including Telephone No., Fax No. & Email	
4.	Registration Details	
4 (a)	EPFO Registration Number	
4 (b)	ESIC Registration Number	
4 (c)	PAN Number	
4 (d)	GST Registration Number	
4 (e)	DGR Empanelment Number with Validity	
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 of New Delhi for operation of the security services has been enclosed.	YES/NO
12.	Whether the Shop Act License has been enclosed	YES/NO
13.	Whether all the documents as mentioned in Para - 1 (a) to (z) of the Part - E (Submission of Tender) have been enclosed.	YES/NO

Full Signature of the Proprietor.....

Name of the Proprietor.....

Complete Address.....

Date.....

Seal of the Agency.....

ANNEXURE-B

FORMAT FOR SUBMITTING THE DETAILS OF SIMILAR WORKS COMPLETED

(This should be printed on the Letter Head of the Agency/Contractor)

Sl.No	Description of work	Postal address of client with contact	Contract Value (In ₹)	Completed Value (In ₹)	Starting Date	Completion Date

NOTE:

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

Full Signature of the Proprietor.....

Name of the Proprietor.....

Complete Address.....

Date.....

Seal of the Agency.....

UNDERTAKING

(This should be printed on the Letter Head of the Agency/Contractor)

1. I/we declare that I/we had/have not been a defaulter to any Govt. organization/PSU due to non-compliance of any orders or otherwise.
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.
4. I/we have gone through the Terms and Conditions of the tender documents and the same are acceptable to us/me. I/we know that the Liveries/Uniforms of good quality are to be provided by us/me at our/my cost to all the staff engaged in this contract. I have given the price bid/quotation after visiting/confirming the nature of work in ICMR - National Institute of Malaria Research, Sector-8, Dwarka, New Delhi-110077.

Full Signature of the Proprietor.....

Name of the Proprietor.....

Complete Address.....

Date.....

Seal of the Agency.....

FINANCIAL BID**(This should be printed on the Letter Head of the Agency/Contractor)**

Name of work: - Tender Enquiry for engagement of DGR Sponsored Security Agency at ICMR - National Institute of Malaria Research, Sector - 8, Dwarka, New Delhi -110077

Sl.No.	Particulars	Security Supervisor (Highly Skilled)	Security Guards (without arms) Skilled	Amount (in ₹)	Remarks
a.	Basic Wages (SW) plus Variable Dearness Allowance (VDA)				
b.	Employees State Insurance / Medical Allowance (3.25% of BW+VDA)				
c.	Employees Provident Fund (12% of BW+VDA)				
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) (24% of BW+VDA or Rs.5400/- Whichever is higher)				
g.	ESI on HRA (3.25% of HRA)				
h.	Annual Bonus (As per Bonus Act, 8.33% of INR 7000 or the minimum wage (BW+VDA) for the scheduled employment, as fixed by the appropriate Govt., whichever is higher)				
i.	Uniform Outfit Allowance (5% of BW+VDA)				
j.	Uniform Washing Allowance (3% of BW+VDA)				
k.	Sub Total (Sum of 'a' to 'j')				
l.	Relieving charges (116th serial 'k')				
m.	Total Cost Per Day				

n.	Service Charges (in percentage)				
o.	Sum Total (Sum of 'm' and 'n')				
p.	GST				

NOTE:

- 1) The Price should be quoted as per the latest Notice of Revision of Minimum Wages issued by the Govt. of India/DGR.
- 2) Rates of allowances will be payable as admissible by law as on date.
- 3) 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.
- 4) Bonus is mandatory as per Payment of Bonus Act, 1965 (as amended).
- 5) The rate quoted for service tax/other mandatory tax shall be filled up as applicable a per rule.
- 6) If there is a difference of amount in words and numerical numbers, the lesser one will be considered.

Full Signature of the Proprietor.....

Name of the Proprietor.....

Complete Address.....

Date.....

Seal of the Agency.....

Name of the Department alongwith address _____

PF Code no. of the Contractor establishment _____

Financial Year/period: _____

Signature of the Proprietor/Agency with
Name, Designation and seal