



**ICMR – REGIONAL MEDICAL RESEARCH CENTRE
(AN AUTONOMOUS INSTITUTE UNDER GOVT. OF INDIA
MINISTRY OF HEALTH & FAMILY WELFARE)
DOLLY GUNJ, PORT BLAIR-744103**

TENDER/BID DOCUMENT

PROCUREMENT OF SERVICES (HOUSE KEEPING, CLERICAL & DRIVER)

TENDER INQUIRY/REFERENCE NO.3/Office/RMRCPB/20201-22

DATED 21.01.2022

Tender published at Website <https://eprocure.gov.in/epublish/app>

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Notice Inviting Tender

TENDER INQUIRY/REFERENCE NO.3/Office/RMRCPB/2021-22

DATED 21.01.2022

ICMR-Regional Medical Research Centre, Port Blair invites bids addressed to ‘**The Director, ICMR-Regional Medical Research Centre, Dollygunj, Port Blair**’ under two bid systems from eligible bidders for **Procurement of Services (Housekeeping, Clerical & Driver)**

Critical Dates	
Date of Publishing	21.01.2022 – 17.45 Hours.
Bid Submission Start Date (Offline)	21.01.2022 – 17.55 Hours.
Bid Submission End Date (offline)	21.02.2022 – 15.30 Hours.
Date of Technical Bid Opening (offline)	22.02.2022 – 10.30 Hours.

Important Notes:

1. Tender Documents may be downloaded from Central Public Procurement Portal <http://eprocure.gov.in/epublish/app/> or www.rmrc.res.in or www.icmr.nic.in
2. Only bids received in physical form sent through courier/post/delivered personally addressed to ‘The Director, ICMR-Regional Medical Research Centre, Dollygunj, Port Blair- 744101’ will be considered.
3. ICMR-RMRC reserves the right to accept / reject any/all tenders in part/full without assigning any reason thereof.
4. Any Addendum/Corrigendum, date extension in respect of above tender shall be issued on our website www.rmrc.res.in and website <https://eprocure.gov.in/epublish/app> and also notification shall be issued in the press.

ADMINISTRATIVE OFFICER

GENERAL TERMS & CONDITION

- 1) Bids are invited in a **two-bid system** from reputed and experienced agencies for Procurement of Services (Housekeeping, Clerical & Driver) at ICMR – Regional Medical Research Centre, Port Blair (ICMR-RMRC, PB) Dollygunj, Port Blair, Andaman & Nicobar Islands-744101 as per the Scope of Services/ Job Responsibilities mentioned in **Annexure-I** and eligibility criteria mentioned in **Annexure-II**.
- 2) **Document Download:** The tender forms can be downloaded from the **website: www.icmr.nic.in, www.rmrc.res.in and <https://eprocure.gov.in/epublish/app>** directly. Any further clarification and/or corrigendum(s) shall be communicated through the same websites.
- 3) Only Bid addressed to the **Director, ICMR-RMRC, Port Blair** will be accepted. Fax/Emailed tenders will not be accepted.
- 4) The bidder must have **valid license** to provide above mentioned Services in Andaman and Nicobar Islands as per act/law, applicable.
- 5) The bidder may be a proprietary/ Partnership firm, Company/Corporate body (Agency) legally constituted, as per law with **valid registration on the day of submission of the bid**.
- 6) The bid shall remain valid for **90 days** from the date of opening of the Technical bid.
- 7) There should be **no case pending** with the police against the Agency/Bidder and it should not have been blacklisted by any Government/ Semi-Government/ PSU/Autonomous Body to whom similar services were provided.
- 8) The **vendor is** required to provide **04 Nos. House Keeping (Unskilled), 03 Nos. Driver (skilled), 06 Nos. Clerical staff (Skilled)**. Personnel so deployed should be competent and experienced with sound health. Vendor is also required to provide/supply Uniform etc. to the deployed personnel. Payment for these **shall not** be made by the Centre.
- 9) The Tenderer/Bidder shall have **at least 05years experience** in the field of providing above Services and should have provided Services to at least one Government/Semi-Government/PSU/Autonomous Body during the period 2016 to till date with at least one renewal

(or) for an uninterrupted period of more than one year. **Details in this regard is to be provided as per Annexure-III.**

- 10) **TWO BID SYSTEM:** The Technical Bid & the Financial Bid shall be followed. Both the bids should be sealed by the bidder in separate covers duly superscribed as “**Technical Bid or Financial Bid**” and both these sealed covers are to be put in a bigger cover which should be sealed and duly superscribed as “**Bids for procurement of Services (Housekeeping, Clerical & Driver)**”.
- 11) **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-IV** in place of Bid Security/Earnest Money deposit.
- 12) **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 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.
- 13) **PERFORMANCE GUARANTEE:** Successful bidder will submit **3% of the total order** value of contract agreement in the form of Bank Guarantee/Pay order/Demand Draft for such period as to cover one month beyond the contract period within 07 days from issue of the Work Order. In case of non-submission of Bank Guarantee/Pay order/Demand Draft, work award shall stand cancelled and appropriate action will be taken by the Centre.
- 14) The Performance Guarantee shall be liable to be forfeited/enforced upon determination or recession of the Services.
- 15) **PERIOD OF SERVICE:** The initial period of rendering the Services shall be 12 months from the date of award of the work. However, the Centre reserves the right to extend period of the Services by further 02 years on the same terms & conditions, on year-to-year basis, depending upon performance and conduct of the Vendor during the initial period of Services of 12 months.
- 16) The Agreement may be terminated by either party by giving “**three months**” notice in writing.

- 17) The vendor is required to provide requisite manpower **within fourteen days** after receipt of work award.
- 18) The Vendor shall make available to the Centre, **the particulars of personnel** to be deployed for rendering, the Services before commencement of the Services at the Centre. The particulars would indicate the name, age/date of birth, permanent address, identity proof, Police Verification Certificate, etc.
- 19) The Vendor, at his own cost, will be responsible for the medical examination of their personnel before their deployment, and all should be certified Medically Fit.
- 20) The Vendor shall be responsible for getting all the personnel, verified by the local police for Character and Antecedents and shall submit the Police Verification Reports to the Centre.
- 21) In case, any personnel do not report on a particular working day, the vendor shall invariably provide a substitute hand for the same or/ otherwise penalty will be levied.
- 22) **CONDUCT OF PERSONNEL:**
- (i) The Vendor shall ensure proper discipline among its deployed personnel at all the times and ensure that none of them indulges in activities detrimental to interests of the Centre and/or unlawful activities.
 - (ii) **ICMR-RMRC, PORT BLAIR is a No-tobacco zone.** The Vendor shall also ensure that none of its personnel consumes liquor, intoxicants, tobacco/ pan masala in any form etc. while on duty or in the premises of the Centre.
 - (iii) The Vendor shall ensure that no children/minors are deployed for rendering of the Services in violation of the concerned Statute(s).
- 23) The Centre will have the right to ask for removal of any personnel of the Vendor from the Centre due to unsatisfactory conduct/performance and unruly behavior. In such a situation, the Vendor shall be under obligation to immediately remove such a person from the services and provide a suitable replacement thereof **within 48 hours of such removal.**
- 24) The personnel of the Vendor shall not be considered “**employee**” of the Centre however they will follow instructions issued to them from time to time by the Centre.
- 25) While submitting the tender, if any of the prescribed conditions are not fulfilled or are incomplete in any form, the tender is liable to be rejected. If any tenderer stipulates any condition of his own, such conditional tender is liable to be rejected.

- 26) The Director, ICMR-RMRC, PORT BLAIR, reserves the right to reject any tender/bid wholly or partly without assigning any reason thereof. The Director at its discretion may change the quantity / upgrade the criteria / drop any item, at any time before placing the Work order.
- 27) The Technical Committee constituted by the Director, ICMR-RMRC, PORT BLAIR, shall have the right to verify the particulars furnished by the bidder independently.
- 28) Bidders are advised to study carefully the tender documents and the conditions before quoting their bid. Each and every page of bids must be signed with seal by the authorized representatives as a token of acceptance of all the terms and conditions of tender document.
- 29) A letter of authorization for signing the bid document should also be attached with the technical bid.
Annexure-V
- 30) The bidders are required to give an undertaking on Agency letter head that “I/ We agree to abide by all the terms and conditions of tender document” as per **Annexure-VI**.
- 31) In case, holiday is declared by the Government on the day of opening the bids, the bids will be opened on the next working day at the same time.
- 32) Not more than one tender shall be submitted by one bidder or bidders having business relationship. Under no circumstance parents and their children or other close relations who have business relationship with one another [i.e., when one or more partner(s)/director(s) are common] be allowed to tender for the same contract as separate competitors. In case of breach of this condition, the tenders of both the parties shall be rejected. **Annexure-VII**

33) Financial Bid/ Price Bid:

- (i) The Minimum wages notified by the Central Government or Union Territory of Andaman and Nicobar administration, as applicable from time to time will be paid by the ICMR-RMRC, PORT BLAIR. The revision of minimum wages is applicable as and when these are notified.
- (ii) Bidders are required to submit the price bid/financial bid in the format as per **Annexure-A**. Financial/Price bid in any other format shall be rejected.
- (iii) Acceptance of Offer/Tender – Price Bids of only those tenderers, whose Technical Bids are found suitable/ acceptable by the Technical Evaluation Committee of ICMR-RMRC, PORT BLAIR, will be opened.

- (iv) For calculation of Lowest (L-1) responsive agency, the quoted other charges (if any) and agency service charge (contractor profit) will be taken into consideration and total cost will be worked out on prevailing minimum wages rates as specified above. The Decision of the Director, ICMR-RMRC, PORT BLAIR, in this regard will be final.

34) Tender must contain the Total value not only in figures but also in words. In case of any Clerical/Typing error, value written in “words” will only be considered for assessing the L-1 Bidder.

35) The quoted rates shall remain firm throughout the tenure of the contract and no revision is permissible for any reason except revision of minimum wages. The bid value once finalized will not be changed at any level. For assessment of lowest bidder, the total value of the Finance/price bid needs to be quoted in Indian Rupees only.

36) No advance payment will be given under any circumstances.

37) **ACCOMMODATION:** The Centre will not provide any accommodation to the employees deployed for Security Services. They are specifically forbidden to stay/overstay in ICMR-RMRC, PORT BLAIR for any purpose beyond the duty hours.

38) The personnel shall mark daily attendance as per procedure which may be prescribed by the Centre from time to time.

39) **SAFETY MEASURES**

- (i) The bidder/vendor shall carry out all works in accordance with statutory requirement of Safety Regulations and other rules/acts as applicable.
- (ii) The bidder/vendor or his/her representative must take immediate corrective measures whenever any unsafe conditions/practices are detected.

40) The bidder/vendor or his/her representative should report any accident/incident to appropriate Authority. The cause of all minor or major accidents that occur during their duty hours shall be reported and remedial measures taken immediately to prevent recurrence of such accidents/incidents. The responsibility of incurring any accident due to negligence on the part of outsourced staff shall solely lie on the Agency/Vendor.

41) Use of matchbox, lighters and smoking, consumption of alcohol/any intoxicant and actions which may cause fire or any other accident are **strictly prohibited**.

- 42) The Centre shall not be responsible for any injury or for payment as compensation for any injury or loss to the staff engaged for work while performing the duties for ICMR-RMRC, PORT BLAIR.
- 43) The bidder/vendor shall be solely responsible for the damage to/of any property of ICMR-RMRC, PORT BLAIR due to negligence of the agency or any of its workers. The cost of any damage shall be recovered by ICMR-RMRC, PORT BLAIR from the amount payable to the agency.
- 44) Any claims, disputes and or differences (including dispute regarding the existence, validity or termination of the contract etc.) arising out of, or relating to the contract including interpretation of its terms shall be resolved amicably through joint discussion of the authorized representative of the concerned parties. However, if the disputes are not resolved by the discussion as aforesaid within a period of one week, then the matter will be referred to the Director of the centre. His decision in that regard will be final. Any further disputes are subject to exclusive jurisdiction of Competent Court and Forum for Port Blair, India only.
- 45) The tender must be clearly typed without any cancellations / corrections/overwriting.
- 46) In case of any clarification sought by ICMR-RMRC, PORT BLAIR regarding the bid, the bidder has to clarify to that query within 24 (twenty-four) hours on our e-mail.
- 47) Technical bid should be accompanied with compliance/check list as per **Annexure-IX**.
- 48) **PAYMENT OF WAGES AND BENEFITS TO PERSONNEL:** The Vendor/Agency shall be fully and exclusively responsible for releasing timely and due wages and other benefits to the Personnel by the 7th of each month in respect of wages of the preceding month. Vendor shall also ensure timely deposit of all due deductions i.e. Provident Fund; ESI; those under Workmen Compensation Act and other applicable Acts/Regulations etc. as may be in existence at the relevant time and/or promulgated/made applicable during period of rendering the Services. Centre will not bear/ pay any additional charges at any level.
- 49) **RESPONSIBILITY OF THE CENTRE:** The Centre shall provide the following to the Vendor, free of cost: - Water from the designated point(s); Electricity; Adequate locked/storage space for required belongings. Personnel of the Vendor shall be fully responsible for safe storage of these items.
- 50) The Centre will not be responsible for theft, loss etc. of Machinery, Equipment, Tools and consumables etc., if any, belonging to the Agency.
- 51) Single Point of Contact (SPoC): An Official on behalf of the Director or the Director himself/herself shall

evaluate the Services being rendered by the Vendor from time to time and point out deficiency, if any.

- 52) An Official designated above may also be asked to verify the monthly bills of the Vendor.
- 53) In case ICMR-RMRC, PORT BLAIR is called upon to pay/bear any penalty, fine, damages etc. to a private or public body arising as a consequence of the Vendor's personal/personnel's act(s) of omission or commission, then ICMR-RMRC, PORT BLAIR will be entitled to recover the amount of such penalty, fine, damages etc. out of dues payable by ICMR-RMRC, PORT BLAIR to the Vendor.
- 54) **SUB-LETTING:** The Services shall not be sub-let or assigned to any other agency under any circumstances.
- 55) **PAYMENT TO THE VENDOR:** The payment for the services rendered will be released every month against submission of pre-receipted bill by 10th of every month in respect of wages for the preceding month. The bill should have evidence of due wages paid fully to the deployed staff of the preceding month and also of deposition of ESI & EPF etc. as mentioned above. The attendance sheet maintained by the vendor also needs to be submitted. However, the attendance maintained by ICMR-RMRC, Port Blair shall be taken into account for making the payment.
- 56) **PENALTY:** Significant violation of express terms and conditions of the Services and continued/repeated violation of terms and conditions of the contract in spite the same having been brought to notice of the Vendor shall invite penalty as decided by the Director ICMR-RMRC, PORT BLAIR on case-to-case basis.
- 57) If the agency is not able to provide the required number of personnel, a penalty for shortage of attendance will be imposed on the vendor as outlined below:
- 90% and above, no penalty.
 - 86% to 90% Rs. 50/- per day/ per person.
 - 81% to 85% Rs. 100/- per day/ per person.
 - 76% to 80% Rs. 150/- per day/ per person.
 - 71% to 75% Rs. 200/- per day/ per person.
 - 66% to 70% Rs. 300/- per day/ per person.
 - 60% to 65% Rs. 400/- per day/ per person.
 - Below 60% Rs. 500/- per day/ per person.
- 58) **ATONEMENT OF THE SERVICES:** If the Vendor for any reason abandons the Services or becomes incapacitated from rendering the same or fails to render any component of the Services for any reason not directly attributable to the Centre, the Vendor shall be liable to pay such

damages to the Centre as may be assessed by the Centre for carrying out the Services during remaining period through alternate arrangements.

59) **TERMINATION OF THE SERVICES:** The Centre, without prejudice to any other remedy available against the Vendor, shall have right to terminate the Services, after issuing a written notice to the Vendor to this effect in any of the following circumstances: -

- (i) If the Vendor commits breach of any of the terms & conditions of rendering the Services;
- (ii) If the Vendor is found guilty of mis-representation, concealment of material facts etc.
- (iii) If the Vendor abandons the Services as outlined in work agreement.
- (iv) If the Vendor fails to observe or perform any of covenants of the Services and such failure or non-performance has not been remedied or set right within three days of this being brought to its notice.
- (v) If the Work/Services of the Vendor from the very beginning, are of such quality/standard that the Centre, is of the opinion that the Vendor shall not be in a position to render the Services satisfactorily subsequently also.

60) **WORK AGREEMENT:** The successful bidder has to sign the work agreement in duplicate (two copies, in original) on Rs.500/- non-Judicial stamp paper for the work/service.

SCOPE OF WORK/ SERVICES

I. HOUSE KEEPING

1. Sweeping and cleaning of main entrance and roads in the campus. Removal of paper, plastics from the area between the buildings, removal of mud, silt, all types of waste material and unwanted material from the location & its disposal at the given location before 09:00 a.m. every day.
2. Collection & segregation of waste (biodegradable, recyclable and other material) from all dustbins in veranda/corridors, office rooms, lounges, twice a day (morning before office hours a.m. & afternoon between 2 p.m. to 4 p.m.) and storage at given location as per direction of concerned officer.
3. Sweeping, moping with floor cleaner & disinfectant and removal of mud, silt, all type of waste & unwanted material from all rooms in the buildings, staircases & Corridor floor once a day.
4. Dusting and cleaning of all furniture like tables, chairs, racks, almirahs, computer table, sofa sets and electronic gadgets like computers, telephone, fax machines, photo copier machines, fans etc. Dusting of records and files kept in open shelves and racks.
5. Cleaning of all Toilet blocks floor, dado, glasses, door panels, window panels, mirror, and plumbing fixtures. Urinals, Washbasin and W.C. pans cleaned with toilet cleaner at all times.
6. Shifting of furniture, files and office equipment and other store items, whenever required.
7. Miscellaneous services including serving of drinking water / refreshment, etc., during Conference / Meetings / Seminars, Board Room meeting and Director Office meetings.
8. Cleaning of entire floor space, glasses and pantry.
9. Removal of blockages and clogging in the wash basin and other sanitary fittings for smooth outflow of waste water.
10. Unwanted material and solid waste collection from building surrounding up to the fence and disposal at given location.
11. Washing of all dustbins from the corridor with disinfectant and cleaning material.
12. Removal of cobwebs from all wings at all heights in the corridor, staircase, verandas, open spaces etc.
13. Cleaning of the entire open area of the office premises/staff quarters, garage, roofs, corridors, etc.,

removal of dry leaves, cutting of jungles, bushes and dead parts of the trees.

14. Cleaning of roof tops of all buildings, structures.
15. General maintenance and up keep of the entire office premises. The Housekeeping staffs may be engaged as Multi-Tasking Staff for carrying out miscellaneous work as and when required by the office.
16. The Contractor shall be responsible for the proper sweeping, mopping and cleaning of the work place and should keep the office, other rooms, toilets etc. neat and tidy. Any breach of these conditions will result in termination of the contract.
17. Any other work related to the above, as specified by the centre.

II. CLERICAL

1. Typing of notes, office order, memorandums, correspondences letters etc. as per directions of the concerned officer.
2. Maintenance of correspondences/letter in the concerned file.
3. Maintenance of files, various kind of registers and records and placing them in the safe place after the work was completed.
4. Maintenance of receipt and dispatch of daks.
5. Submission of daks (Internal and External) to the concerned officer.
6. Responsible to keep the working tables, computer, printer and files neat and clean.
7. Other works assigned by the concerned officer to whom reporting.

III. DRIVER

1. Whenever instructed by the concerned officer, driving duty has to be performed without any delay.
2. Periodical cleaning and water washing of the vehicles has to be performed.
3. Maintenance of log book of the vehicles.
4. Should be available in the campus during office hours.
5. Other related works assigned by the concerned officer to whom reporting

Understanding Scope of Services

The Tenderers in their own interest are advised to go through all the relevant details of the Services etc. and visit the Campus for fully comprehending the scope of Services, conditions of rendering Services etc. before submission of the Tenders. The Visits to the Campus can be made between 10.00 A.M. and 04.00 P.M on any working day by making visit entry in the security register after taking prior appointment.

ELIGIBILITY CRITERIA

Following will be the minimum pre-qualification criteria:

	BASIC REQUIREMENTS	SPECIFIC REQUIREMENTS
1.	TECHNICAL CAPABILITY/ EXPERIENCE	<p>1. The Tenderer/Bidder shall have at least 05years experience in the field of providing Services.</p> <p>2. The tenderer should have provided mentioned Services to at least one Government/Semi-Government/PSU/Autonomous Body during the period 2016 to till date with at least one renewal (OR) for an uninterrupted period of more than one year.</p>
2.	TURNOVER	The tenderer should have an average annual turnover of at least Rs. 25 lakh in related field (for providing the above mentioned Services) for two financial years (2018-19 to 2019-20) on the date of submission of tender.
3.	POSSESSION OF DOCUMENTS	The tenderer should have a valid registration/ License for Andaman & Nicobar Islands., PAN in its name and also registered under GST Act, ESIC & Provident Fund.
4.	BLACKLISTING.	Bidder should not have been convicted by a Court of Law or indicted by a regulatory authority for any offence against it. Bidder should not have been blacklisted by any Government/ Semi-Government/ PSU/Autonomous Body to whom similar services were provided.

Each bidder should possess all the above stated **pre-qualification criteria**. Responses/ bids without supporting documents or not meeting the minimum pre-qualification criteria will not be considered and would be rejected.

Annexure- III

Year wise details of work orders/completion certificate issued by at least one Government/ Semi-Government/ PSU/ Autonomous Body during 2016-17 to till date with supporting documents

S. No	Name & Address of the organization with contact no.	No. of Personnel deployed	Period/ Year of contract	Whether Govt./ Semi Govt./ Autonomous /PSU (pl. specify)	Amount of contract in Rs.	Reason of termination if currently not in force

Note: Table may be expanded as per requirement.

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

To,
The Director,
ICMR-Regional Medical Research Centre, Port Blair

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).

DECLARATION
(On Bidder's Letter head)
LETTER OF AUTHORISATION FOR ATTENDING THE OFFICE

To,
Director,
ICMR-Regional Medical Research Centre, Dollygunj, Port Blair.

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.)

Annexure-VI

Undertaking (to be submitted on letter head of Agency)

I/We agree to abide by all the terms and conditions mentioned in the tender document.

(Signature and Seal of the authorized person/representative)

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

**FOR NO NEAR RELATIVE (S) OF THE CONTRACTOR WORKING IN
ICMR-REGIONAL MEDICAL RESEARCH CENTRE, PORT BLAIR**

I.....S/O Shri.....
R/o..... Hereby certify that none of my relative (s)
as defined in the tender document is/are employed in ICMR-RMRC, Port Blair as per detail
given below. In case at any stage, it is found that the information given by me is
false/incorrect, ICMR-RMRC, Port Blair 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

Annexure-A

Format of Price /Financial Bid (Schedule of Quantity)

(Figures in INR)

S.No	Detail of Personnel	Total number of personnel deployed	Current basic wages per personnel per month as notified by Minimum Wages of GOI/A& N administration whichever is applicable	Other Charges i.e. ESI, EPF, EDLI, Administrative Charges, leave weekly off, relieving charges, Bonus, Uniform Allowance and any other Statutory/other charges etc. if any (Pl. specify) (with Break Up)
1.	Housekeeping (Unskilled)	4 (Four)	Current basic wages per personnel per month + Variable Dearness Allowance as per Minimum Wages of GOI & Andaman & Nicobar Islands. notification issued from time to time whichever is applicable (Not to be quoted by the bidder)	
2	Clerical (skilled)	6 (six)		
3.	Driver (skilled)	3 (Three)		
3	Add Service Charges i.e. contractor profit inclusive of all statutory obligation to be quoted in percentage (In words as well as words and figures)			
4	Total			
5	Applicable GST(%)		Not to be quoted by bidder. (Paid by ICMR-RMRC, PORT BLAIR)	

Note 1: The eligibility and maximum consolidated amount to be paid for each post will be governed by the Minimum Wages Act, as notified by the GOI/A&N administration from time to time whichever is applicable.

Note 2: Service charges i.e., contractor profit should be reasonable and justifiable. It should not be very low i.e., solely for becoming L-1.

Note 3: L-1 will be worked out on the basis of other charges (if any), and Service charges worked out on prevailing minimum wages rates notified by GOI/A&N administration

Note 4: No payment will be made in respect of items provided by the vendor.

Note 5: The rate quoted as per attached format of the Price Bid

COMPLIANCE SHEET

S. No.	BASIC REQUIREMENTS	SPECIFIC REQUIREMENTS	SUPPORTING DOC.REQUIRED	Whether supporting documents enclosed (say yes or no)	Pl. refer page No.
1	SIGNATURE ON EACH AND EVERY PAGE	The bidder will sign & stamp each and every page of tender document as a token of acceptance of all the terms and conditions.	Signed & stamped each and every page of tender document.		
2	UNDERTAKING-TENDER ACCEPTANCE	Undertaking to be submitted on letter head of Agency with seal and signature of authorized person “that I/ we agree to abide by all the terms and conditions mentioned in the tender document”.	Undertaking on agency letter head. With seal and signature as per Annexure-VI		
3	LETTER OF AUTHORISATION	Letter of authorization on Agency letter head with signature and seal.	Letter of authorization on Agency letter head with signature and seal. Annexure-V		

4	TECHNICAL CAPABILITY/ EXPERIENCE	<p>1.The Tenderer/Bidder shall have at least 05years experience in the field of providing above mentioned Services.</p> <p>2. The tenderer should have provided Services to at least one Government/ Semi-Government/PSU/ Autonomous Body during the period 2016 to till date with at least one renewal (OR) for an uninterrupted period of more than one year.</p>	<p>Year wise copies of work orders/ completion certificate issued by at least one Government/ Semi-Government/ PSU/ Undertaking/ Autonomous Body as per Annexure-III during the period 2016-till date is to be enclosed.</p>		
5	TURNOVER	<p>The tenderer should have an average annual turnover of at least Rs. 25 lakhs in related field (for providing the Service) for TWO financial years (2018-19 to 2019-20) on the date of submission of tender.</p>	<p>Balance sheet or certified annual report or certificate to this effect by a practicing Chartered Accountant.</p>		
6	REGISTERED OFFICE	<p>The bidder or/ and its group firm/ company should have registered office.</p>	<p>Self-declaration with address and supporting document.</p>		
7	SUBMISSION OF DOCUMENTS	<p>The tenderer should have a valid registration, PAN in its name, registered under GST Act, ESIC & Provident Fund</p>	<p>Signed and scanned copies of</p> <ul style="list-style-type: none"> i) Registration certificate ii) PAN iii) GST iv) ESIC & PF registration with PF code number 		

8	PERMISSION/LICENSE OF PROVIDING SERVICES IN ANDAMAN & NICOBAR ISLANDS	The bidder must have applicable permission/ license to provide Services in Andaman & Nicobar Islands	Supporting document.		
9	BLACKLISTING.	Bidder should not have been convicted by a Court of Law or indicted by a regulatory authority for any offence against it during 2016-till date. Bidder should not have been blacklisted by any Government/ Semi-Government/ PSU/ Autonomous Body to whom similar services were provided.	Self-declaration on Agency letter head with signature with date and seal.		
10	BID SECURITY DECLARATION	Bidders are exempted from submission of Bid Security/Earnest Money Deposit in terms of Para-4 of Department of Expenditure/s OM No. F.9/4/2020-PPD dated 12.11.2020	To be submitted in the prescribed format as per Annexure-IV expect MSME as indicated in para no.12 of the tender document.		
11	DECLARATION “NO RELATIVE OF THE CONTRACTOR WORKING IN ICMR-RMRC, PORT BLAIR”	Ensure submission of declaration as per Annexure-VII	Ensure submission of declaration as per Annexure-VII		
12	SUBMISSION OF PRICE/FINANCE BID	Ensure submission of Price/Finance bid as per Annexure-A	Ensure submission of Price/Finance bid as per Annexure-A	Whether submitted separately, Write “Yes” or “No”	Mention number of pages submitted