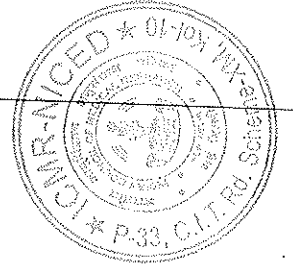




**ICMR** | **NIRBI**  
INDIAN COUNCIL OF MEDICAL RESEARCH | NATIONAL INSTITUTE FOR RESEARCH IN BACTERIAL INFECTIONS



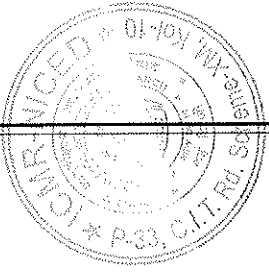
NATIONAL INSTITUTE FOR RESEARCH IN BACTERIAL INFECTION  
(Indian Council of Medical Research)

Department of Health Research, Ministry of Health and Family Welfare, Government of  
India, P-P-33, C.I.T. Road, Scheme-XM, Beliaghata, Kolkata-700010

(Visit us at <https://niced.org.in/>)

Tender No. **NIRBI/S&P/Security Services/2024-25**

**LIMITED TENDER FOR ENGAGEMENT  
OF DGR SPONSORED SECURITY  
MANPOWER AGENCY  
AT ICMR NIRBI, KOLKATA**

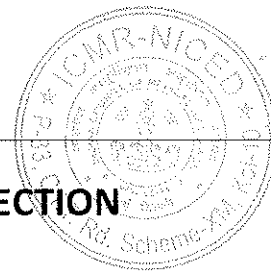


**PART I – Technical Bid**

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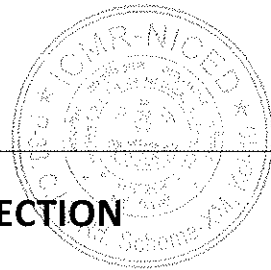
**NATIONAL INSTITUTE FOR RESEARCH IN BACTERIAL INFECTION**  
**(Indian Council of Medical Research)**



**TENDER SCHEDULE**

Sl. No	Activity Description	Schedule
1	Tender No	NIRBI/S&P/Security Services/2024-25
2	Sale or downloading of Tender Document	11 <sup>th</sup> March 2025 to 25 <sup>th</sup> March 2025 Tender document can be collected from ICMR-NIRBI, KOLKATA office or downloaded from our website <a href="https://niced.org.in/">https://niced.org.in/</a>
3	Time and last date of depositing tender / bid	25 <sup>th</sup> March 2025 upto 01:00 PM
4	Time and Date of Opening of Technical Bid	25 <sup>th</sup> March 2025 from 03:30 PM onwards
5	Date and Time of Pre-Bid Meeting	NA
6	Time and Date of Financial Bid	The financial bids will be opened after evaluation of technical bid, tentatively on 27 <sup>th</sup> March 2025 from 05:30 PM onwards
7	Minimum validity of tender offer	180 days from the date of Opening of tender
8	Estimated cost of tender	₹. 2,28,76,128.00
9	Amount of EMD to be deposited	NIL for DGR Sponsored Agencies
10	Duration of Contract	In the beginning, the contract shall be for a period of one years only and may be renewed at the discretion of ICMR-NIRBI, KOLKATA on year to year basis for a maximum period of two years.
11	Cost of Tender Document	NIL for DGR Sponsored Agencies

**DIRECTOR**  
**ICMR-NIRBI, KOLKATA**



**NATIONAL INSTITUTE FOR RESEARCH IN BACTERIAL INFECTION  
(Indian Council of Medical Research)**

No. NIRBI/S&P/Security Services/2024-25

Date: 11.03.2025

**NOTICE INVITING TENDER (NIT)**

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

Subject: Limited Tender Enquiry for engagement of Security Services Agencies Sponsored / Registered with DGR on Contract Basis at ICMR-NIRBI, Kolkata

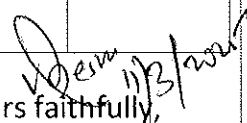
Sir/Madam,

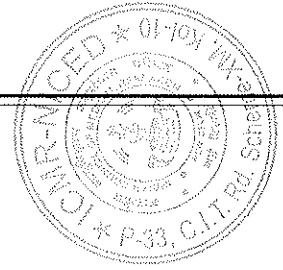
ICMR- National Institute For Research In Bacterial Infection, Kolkata is functioning under the aegis of the Indian Council of Medical Research, Department of Health Research, Ministry of Health & Family Welfare, Government of India, New Delhi.

We intend to invite Limited Tender Enquiry to award annual contract to the DGR sponsored/registered agencies for Security Services at ICMR-NIRBI, Kolkata Agencies are requested to submit detailed bid in the prescribed format under **“Two Bid Systems in separate sealed covers i.e. Part-I Technical Bid Part-II Commercial Bid.”** Both the sealed covers should be kept in a big cover which should also be sealed & duly super-scribed as **“TENDER FOR SECURITY SERVICES at ICMR-NIRBI, Kolkata”** The sealed tender document must be dropped in the tender box kept in Administration Department so as to reach this office well before the due date and time.

Tender to be submitted after inspection of the site any time between 10:00 to 17:00 hrs on any working days. Additional charges whatsoever shall not be payable by ICMR-NIRBI, Kolkata.

Sl. No	Particulars and Description	Minimum manpower required (including shift duties)	Remarks
1	Annual Contractual Services for following manpower: <ul style="list-style-type: none"> <li>• Security Supervisors (3 Shifts)– <i>(Highly Skilled)</i></li> <li>• Security Guards (3 Shifts ) <i>(Skilled)</i> (Unarmed Security Guard)</li> <li>• Security Guards(General Shift-9:30 AM to 6:00 PM-Female) for all building-Skilled</li> </ul> <i>Note: Terms and conditions are illustrated in enclosed sheet</i>	3 Nos. 30 Nos.	For three shifts)

  
 Yours faithfully,  
**Sr. Administrative Officer**



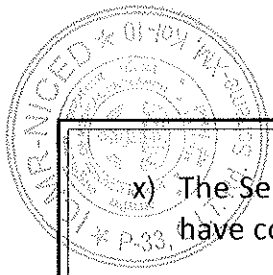
## Section – I

### SCOPE OF WORK/CONTRACT

#### PROVIDING ROUND THE CLOCK SECURITY SERVICES at ICMR-NIRBI, KOLKATA

The DGR Sponsored Agency will have to provide high standard of trained and experienced Security Guards (without Arm), and Security Supervisor those who are 100% from ex-servicemen category, as required from time to time during the contract period by ICMR-National Institute For Research In Bacterial Infection, Kolkata on the following terms and conditions:

- i) Providing round the clock (24x7x365) safety and security of all land, buildings, fittings, furniture, plant and machinery, movable and immovable properties at ICMR-NIRBI, Kolkata
- ii) Safety of plants, trees & shrubs, electric overhead installations, water pipelines, boundary walls etc. at ICMR-NIRBI, KOLKATA and any fresh additions/installations thereto from time to time.
- iii) To identify and allow the employees of ICMR-NIRBI, Kolkata including outsourcing staff to perform their official work / duty.
- iv) The Security staff shall record the entry of employees including outsourcing staff attending work on holidays including the vehicles those are entering the campus.
- v) The Security staff will inspect, record and monitor the vehicle movement i.e. In & Out from ICMR-NIRBI, Kolkata.
- vi) The security staff shall permit entry to visitors / vendors after confirming from the concerned department / officers of ICMR-NIRBI, KOLKATA & issue Gate pass/es only to perform official works. They will maintain separate register for this purpose and will provide to appropriate authority of the Institute as and when called for security reasons / verifications etc.
- vii) The security staff shall allow the entry & exit of any stores / materials only after physical verification of the appropriate Material Gate Pass / Delivery Challan.
- viii) In case of natural emergencies like flood, fire, earthquake etc., the security staff must be trained enough to evacuate the staff, moveable properties etc. and should initiate immediate action to inform the Police, Fire and other required departments as quickly as possible as part of their quick action plan.
- ix) The Security staff shall ensure to watch the proper locking system of premises, common area etc. In case of any theft, breakage, pilferage of any fixture and / or fittings, furniture, equipment, instrument, machineries etc., the responsibility shall be of the Security personnel and they will immediately report the same to the appropriate authority of the Institute.



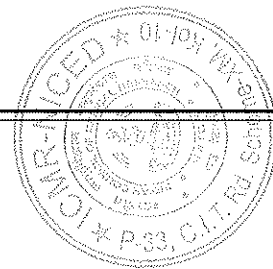
- x) The Security staff must be able to promptly answer query of visitors or telephone calls and have communication skill of replying in courteous manner.
- xi) The Institute will conduct surprise check/s at regular intervals by the authorized Officer. During this surprise check, if a Security Staff is found negligent / sleeping / drunk or consumption of any intoxicating product on duty, the Agency will have to withdraw the staff immediately from the premises forthwith. This may even entail cancellation / termination of contract henceforth.
- xii) The Agency shall provide proper uniforms, Identity Cards, badges, whistles, lathi, umbrellas, raincoat, Torch, baton and other necessary gadgets etc. to Security personnel for proper vigil of ICMR-NIRBI, Kolkata
- xiii) The Agency to ensure that all Security personnel deployed at the ICMR-NIRBI, Kolkata 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.
- xiv) On days of National importance viz. 26th January, 15th August etc. the Security personnel will carry all codal formalities of hoisting the National Flag, marching parade, guard of honor, National Anthem etc. They should wear washed ironed uniform, polished shoes, Barrett cap etc. while executing the code of conduct of the ceremony.
- xv) The contractor is responsible for deputing the guards / supervisors as per the duty requirement. In case of absence of any security personnel, it will be obligatory on part of the contractor to provide replacement for the same.
- xvi) Any other security measures, as deemed fit, in case of security issues in the interest of the Institute from time to time.

Supervisor (Highly skilled) (3 Shifts)	-	3 Nos.
Security Guard (Skilled) (3 Shifts)	-	30 Nos.
<b>Total</b>	-	<b><u>33 Nos.</u></b>

**NB: Female security guards(skilled) should be deployed in General Shift i.e. 9:30 AM to 6:00 PM for all building**

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

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## Section-II

### **TERMS AND CONDITIONS OF CONTRACT**

This Invitation for tenders is open to DGR Sponsored agencies having experience in **Security Services** *The tenderer should fulfill the following eligibility criteria: -*

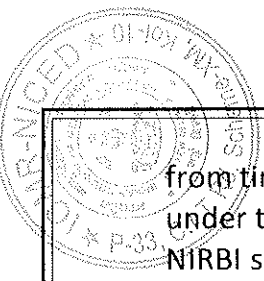
#### **PERIOD OF CONTRACT:**

1. The Contract period will be initially for one year extendable up to another one year, if services are found satisfactory to provide Security Services at ICMR-NIRBI, Kolkata The Institute reserves all the rights to extend or reduce the period of the contract at the discretion of the Director, ICMR-NIRBI, Kolkata.
2. On the basis of DGR sponsorship letter only, the agency will participate and also be eligible for Limited Tender Enquiry inviting for Security Services by the Principal Employer. DGR Sponsored agencies are not required to deposit Earnest Money Deposit (EMD) and Tender Fee.
3. Institute reserves the rights to terminate the contractor by giving one-month notice at any time on the ground of unsatisfactory services provided by the contractor/agency or any other ground detrimental in the interest of the Institute. The Institute will be sole the judge in this regard. Decision regarding whether the security service is effective / proper / timely maintaining etc. shall be with the Institute and will be final binding.
4. Agencies / interested may visit ICMR-NIRBI campus on any working day between 10:00 to 17:00 hrs and quote their rates thereafter. The duly filled Tender should be accompanied by a certificate that the agency / contractor has visited the campus and understood the scope / nature of work. No claim what so ever shall be entertained regarding the ignorance about the site conditions on later date.

#### **VALIDITY OF BIDS:**

5. Offer must be valid for six months from the date of opening of the Tender.
6. The Director, ICMR-NIRBI, Kolkata 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 of the Institute.
7. 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-NIRBI, Kolkata will be the final authority in resolving such disputes and his decision will be binding on the agency.
8. The Agency / Contractor should possess the requisite registration license under Shop & Establishment Act, PSARA License, CLRA License, ESI, EPF Registration, PAN, GST, Professional tax, TDS and other relevant license from State / Central government departments as applicable

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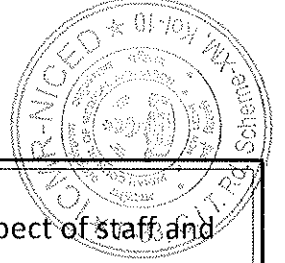


from time to time. The Agency / Contractor will have to maintain registers / records as required under the provision of various acts and complete the formalities prescribed there under. ICMR-NIRBI shall not be responsible in any way for any breach of these rules and regulations by the Agency / Contractor. The tender with service charges less than the TDS value shall not be entertained and considered for further bidding process.

9. Any payment due to the workman 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.
10. 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 provision of any of the Laws / Acts in relation to the Contract.
11. The Service provider shall employ only Security Guards who have been completed eighteen years of age and not above 55 years of age.
  - a) Security agency shall employ security personnel who satisfy about his/her character and antecedents and has completed the prescribed security training. The Service provider shall only engage manpower fulfilling such physical standards as prescribed in the PSRA 2005 and rules. Further manpower shall satisfy any other conditions as may be prescribed in relevant rules.
  - b) No person who has been convicted by the Court of Law 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 deployed by the service provider.
  - c) The Service provider, while employing a person shall only deploy 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.
  - d) 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 ICMR-NIRBI, KOLKATA.
  - e) The service provider shall deploy his personnel only after obtaining the approval of ICMR- NIRBI upon duly submitting curriculum vitae (cv) and police verification details of personnel. ICMR-NIRBI, KOLKATA shall be informed at least one week in advance and service provider shall be required to obtain approval of ICMR-NIRBI, KOLKATA for all such changes along with their CVs.
  - f) The contractor is responsible for deputing the guards / supervisors as per the duty requirement. In case of absence of any workmen, it will be obligatory on the part of the contractor to provide replacement for the same.

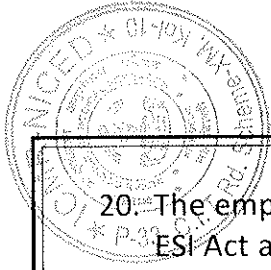






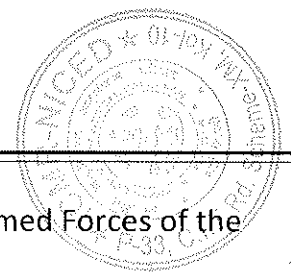
12. The Contractor shall on his own cost, take necessary insurance coverage in respect of staff and other personnel for service to be rendered to the Principal Employer.
13. The contractor will deposit the GST with the concerned authority as applicable and submit the documentary proof of same to the Principal Employer from time to time.
14. 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.
15. Contractor shall ensure that the payment of wages to the workmen employed by him shall be made through Electronic Fund Transfer/ RTGS / NEFT and provide us with the bank statement copy for having transferred amount to each individual as proof.
16. Attendance register maintained for personnel deployed should be duly signed with In-Out Timings by the individual employees and countersigned by the representative of the Agency / Contractor and ICMR-NIRBI, KOLKATA. **Also the personnels shall have to give Biometric attendance and the monthly biometric attendance sheet should be submitted at the time of salary.**
17. All employees have to be paid wages, special allowance at rates, not lesser than the DGR approved wages / minimum rates prescribed by the Government under relevant rules from time to time. All the statutory payments and wages as per prevalent applicable Minimum Wages Act to its employee shall be the responsibility of the Agency / Contractor and the ICMR- NIRBI shall not be responsible for any lapse on the part of the Agency / Contractor in this regard.
18. The contractor shall specifically ensure compliance with the following Laws / Acts and their Enactments / Amendments:
  - a) The Contract Labour (Regulation and Abolition) Act, 1970 (Central Labour).
  - b) The Contract Labour (Regulation and Abolition) Central Rules. 1971
  - c) The Minimum Wages Act, 1948
  - d) The payment of Wages Act, 1936
  - e) The Workmen's Compensation Act, 1923
  - f) The Employees' Provident Funds and Misc. Provision Act, 1952
  - g) The ESI Act, 1948
  - h) The Payment of Bonus Act, 1965
  - i) The Payment of Gratuity Act, 1976
  - j) GST Act
  - k) Income Tax Act
19. Contractor Shall abide by provision of the other rules and regulation of Government issued from time to time to this effect.

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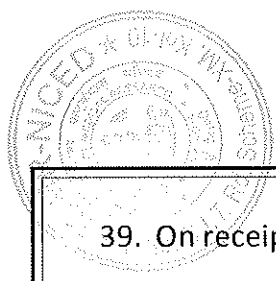
20. The employees of the agency shall be covered by EPF & ESI as per their eligibility under EPF & ESI Act and appropriate deductions may be made from the salary / wages as per the provision of the payment of Wages Act.
21. None of the employees of the Agency / Contractor will have any right on facilities offered by the ICMR-NIRBI, KOLKATA to its staff. The deployed manpower shall not be treated or considered as employees of ICMR-NIRBI, KOLKATA under any circumstances.
22. In case of loss of property due to the theft / negligence of the agency / contractor during the contract period, the cost of properties shall be borne by the Agency / Contractor and such loss of property shall be recovered from the monthly bills or security deposit of the agency / contractor.
23. A clientele list with their name, address and telephone numbers where the agency / contractor is presently rendering its services / has rendered its services during the past three (3) years along with the performance certificate issued by such establishments must be enclosed.
24. The employees engaged by the agency / contractor should observe the discipline and office decorum during their course of deployment.
25. Absence or deploying less or fewer personnel shall be liable for penal recovery from monthly bills.
26. Agency / Contractor should deploy 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-NIRBI, KOLKATA authorities. One set of verified documents must be provided for records.
27. The appropriate payments of wages and other benefits 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 whatsoever on the ICMR-NIRBI, KOLKATA of his failure to comply with any of the statutory provisions.
28. Agency / Contractor should issue identity cards to their employees, strictly instruct them to wear during working hours and make available for inspection at any time.
29. All personnel employed by the Agency / Contractor shall be medically fit during the course of employment at ICMR-NIRBI, KOLKATA.
30. The Agency / Contractor shall supply good quality uniforms to their employees and strictly instruct to wear during working hours. Any employees found improperly dressed will be treated as absent and agency shall bind to provide immediate replacement in such cases. The color of





the uniform of security guards deployed do not resemble the uniform of Armed Forces of the Union of India / CAPF or State Police.

31. ICMR-NIRBI, KOLKATA 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 ICMR-NIRBI, KOLKATA's premises.
32. 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 Contractor shall also indemnify Principal Employer from and against any claims under the aforesaid Act and the Rules.
33. Principal Employer shall have the right to check the implementation of labour welfare laws and rules made thereafter.
34. 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. The man power deployed shall not have any claims of master and servant relationship vis-a-vis ICMR-NIRBI, KOLKATA nor have any principal and agent relationship with or against ICMR-NIRBI, KOLKATA.
35. Contractor whose tender is accepted shall obtain a valid labour license under the Contract Labour (Regulation & Abolition) Act 1970 and the Contract Labour (Regulation & Abolition) Central Rules 1971 before the commencement of the work and continue to have a valid License until the completion of the contract.
36. 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 ICMR-NIRBI, KOLKATA. On expiry of the contract, the Agency / Contractor to undertake the responsibility to leave the premises in peace with all the workers without creating any disturbances to the ICMR-NIRBI, KOLKATA. The Agency / Contractor will be solely responsible if the employees misbehave or create problems to the ICMR-NIRBI, KOLKATA; such employees may be removed from deployment immediately and shall provide replacement.
37. Institute has a right to modify any conditions as and when required with the mutual understanding with the Agency / Contractor.
38. The proprietor or his subordinate shall visit Institute at least twice in a month to ensure supervision and smooth functioning of the Agency contract.



39. On receipt of the approval from ICMR Hqrs, New Delhi, the work order will be issued.

40. The contractor shall not be allowed to sub-contract any part of the contract without prior consent of ICMR-NIRBI, KOLKATA. If such consent is given, this shall not relieve the tenderer from any liability or obligation under the contract and he shall be responsible of the acts / defaults and neglects of any sub-contractor, his agents or workmen as if they were the acts, defaults or neglects of the tenderer, agents or workmen.

**PERFORMANCE GUARANTEE:**

41. The successful bidder shall be required to enter into an Agreement on stamp paper worth ₹. 200/- in the format approved by ICMR-NIRBI, KOLKATA containing inter-alia all the terms and conditions of the contract.

42. The successful Tenderer shall, within 7 days from the date of receipt of communication of acceptance of quotes from ICMR-NIRBI, KOLKATA shall intimate his acceptance of the order. An Integrity Pact shall be submitted by the successful Tenderer.

43. The successful bidder shall be required to submit a Performance Guarantee equivalent to 10% of the contract value in the form of Bank Guarantee / Demand Draft issued by any commercial Bank in India.

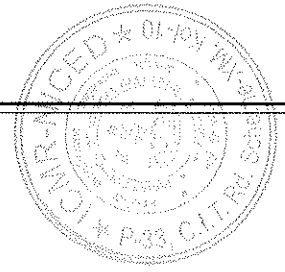
44. The performance Guarantee will remain valid for 60 days beyond the date of completion of all contractual obligations of the service provider.

45. The Performance security will be forfeited and credited to the ICMR-NIRBI, KOLKATA account in the event of breach of contract by the contractor.

46. The Performance Security will be refunded to the Service provider without interest after the service provider duly performs and completes the contract in all respects.

47. In case of any ambiguity/ dispute in the interpretation of any of the clauses/ terms and condition, Director, ICMR-NIRBI, KOLKATA's interpretation of the clauses/ terms and conditions shall be final and binding on all the parties. The jurisdiction of arbitration shall be at Bangalore.

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



## Details about ICMR-NIRBI, KOLKATA

### ❖ Facilities: -

- Total campus area: - 2400 sq. m for ICMR-NIRBI I, 2700 sq. m for ICMR-NIRBI II and 10700 sq. m for ICMR- NIRBI JICA Building and 800 sq. m for Virus Unit
- ICMR-NIRBI, Kolkata is spread over four campuses-ICMR-NIRBI I, ICMR-NIRBI-II, ICMR-NIRBI, JICA Building and Virus Unit.
- Main Canteen in the ICMR-NIRBI I.
- Guest House on 4 floor of ICMR-NIRBI I
- Sewerage Treatment Plants.
- BSL-2 laboratories
- BSL-3 Laboratories
- Incrementor
- No. of entry points to NIRBI I – 1 no., NIRBI II -2 and JICA Building -2 nos and Virus Unit- 1 no.
- Details of working hours of different facilities: - 9:30 AM to 6:00 PM from Monday to Friday. The offices of ICMR-NIRBI, KOLKATA(9:30 AM to 6:00 PM) shall remain closed on all Govt. of India holidays as applicable to Kolkata

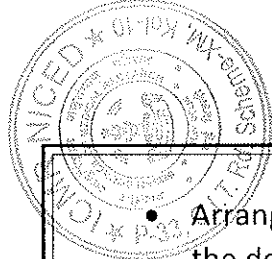
### ❖ Services required to be provided by the Agency: -

The Agency is required to provide security services for ensuring safety of the people, materials, equipment, installations and all the properties at ICMR-NIRBI, Kolkata, to be courteous to the staff and visitors in the campus, to maintain a conducive atmosphere in the campus.

For compliance of above requirement for providing services, the agency shall ensure that:

- The Security Guards behave with utmost courtesy while dealing with staff and visitors and show proper mark of respect to the officials concerned.
- The Security Guards assist the visitors as they arrive and leave as a mark of good public relation gesture.
- The Security Guards shall report for duty 15 minutes before the schedule for endorsement of attendance, briefing by security supervisor and for smooth handing / taking over formalities.
- The Security Guards shall always be in a proper and neat uniform and turn out with valid ID card while performing duties.
- The Security Guards shall be of sound health, physical fitness and sound mind to handle any challenging situation.
- The Security Guards shall be conversant with basic fire-fighting arrangement / emergency evacuation drill and first aid assistance.
- The Security Guards shall perform regular parade drill / physical training in order to maintain discipline & physical fitness.

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- Arrangements shall be made for periodical security training / lecture / demonstration among the deployed Security Guards to inculcate security awareness.
- The Security Guards shall be conversant with operation and monitoring of all modern security gadgets.
- Close liaison shall be maintained with local Police Station, fire brigade, ambulance service and traffic police etc., to maintain law and order in the premises.
- The Security Guards should be alert, vigilant and fearless.
- The Security Guards shall do frisking at entry and exit points to prevent any untoward incident like theft, pilferage, sabotage etc., without causing any annoyance.
- The Security Guards posted for indoor duties shall be in possession of all required keys for opening escape doors in case of emergency.

❖ **General Requirement: -**

ICMR-NIRBI, KOLKATA has surveillance Cameras located at vital locations including various vulnerable points in the campus, which will be monitored from the CCTV control room of ICMR-NIRBI, KOLKATA. A suitable trained person with minimum higher secondary pass, conversant with the modern surveillance system needs to be deployed to operate, maintain and monitor the activities within the premises of the ICMR-NIRBI, KOLKATA through this system. The surveillance operator shall be responsible for:

- Monitoring of the CCTV cameras and shall be focused and observant so that wherever something unusual, suspicious or questionable object is noticed, it shall be reported immediately to Security Supervisor for corrective measures.
- The person must be acquainted with basic trouble shooting knowledge of CCTV equipment such as network video recorders, various types of cameras etc. as well as conversant with installation and maintenance of IT peripherals and networking.
- Ensure regular backups for a maximum period of 30 days and able to retrieve recorded info based on the requirement defined by the ICMR-NIRBI, KOLKATA authority.
- Maintain logbook for records of incidents and status of cameras on daily basis and make report to Administrative Officer or a duly authorized officer.
- The Security Guards deployed by the agency shall ensure that there is no unattended object inside ICMR-NIRBI, Kolkata including garden/open areas. In case any such object is found, it should be brought to the notice of the Administrative Officer or a duly authorized officer immediately.
- Visitors desirous of meeting any officer of ICMR-NIRBI, Kolkata may be allowed entry only after a confirmation is obtained from the officer concerned and visitor's particulars are entered in a register. Each visitor will be issued a visitor's pass, which shall be returned to the security office, duly signed by the officer concerned, before the visitor leaves the premises.
- The personnel deployed by all other contractual agencies and casual personnel shall be subjected to strict security check by the security Guards at the time of entry & exit.



- The Security Guards deployed by the Agency should be trained in operation of the firefighting equipment of ICMR-NIRBI, Kolkata. The trained persons should be well conversant with the type of equipment to be used for a particular type of fire.
- The Security Guards deployed by the Agency are to carry out thorough search at strategic points periodically.
- No stores/materials should be brought inside the ICMR NIRBI, Kolkata campus without specific challan/invoice. In addition, the Security Guards deployed by the Agency shall obtain a confirmation from the Officer concerned or in his absence from the section, before allowing the materials to be taken out of the stores with a valid gate pass.
- No materials shall be allowed to be taken out of the premises unless there is a valid gate pass issued by an authorized signatory. Even so, the materials being taken out should be checked with reference to the details mentioned in the gate pass to be sure that there is no discrepancy.
- The officials of Electricity Department shall be given access to their power station inside the ICMR-NIRBI, Kolkata

Location/area wise security services required to be provided are given below. However, mere meeting of these service requirements will not absolve the Agency from their obligation of the safety and safeguarding of the materials, equipment, installations and all properties of ICMR-NIRBI, KOLKATA.

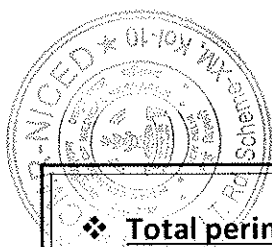
**LOCATION/AREA-WISE SECURITY SERVICES TO BE PROVIDED BY THE AGENCY ARE GIVEN BELOW:**

❖ **Main Entrance Gate of ICMR-NIRBI I, ICMR-NIRBI II, ICMR-NIRBI, JICA Building, ICMR-NIRBI Virus Unit: -**

This gate must be kept open from 9:30 AM to 6:00 PM on all working days for the incoming of persons, materials and vehicles. It may be required to operate this gate beyond the said hours, whenever required by the authorities of ICMR-NIRBI, KOLKATA: -

- Ensure 100% frisking of visitor's luggage using hand-held metal detector.
- Ensure cabin search/front bottom search of visitor's vehicle with underbelly mirror.
- Guide visitors' vehicle towards parking zone.
- Inform Sr. Administrative Officer or Authorized Officer in case of any V.I.P movement.
- Report untoward incident/accident/abnormalities to Administrative Officer or Authorized Officer
- Provide assistance for smooth entry and exist of vehicles to and from the campus.

✓



❖ **Total perimeter including service road: -**

Round the clock safeguarding of total perimeter including service road. Following measures are to be ensured: -

- i. Ensure perimeter control and no intruder shall enter ICMR-NIRBI campus by crossing the perimeter or boundary wall during day and night.
- ii. Any notice of untoward incident/accident/abnormalities must be reported to the Administrative Officer or Authorized Officer immediately.
- iii. Check every day in the morning the barbed wire fencing(where applicable) installed on the compound wall is intact and in case of any damage or snapping of the barbed wire, report immediately to the authorities for repair.

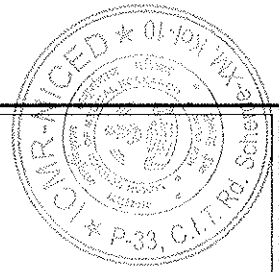
❖ **Securing Vital Govt. installations: -**

- Sewerage Treatment Plants.
- BSL-2 laboratories
- BSL-3 Laboratories
- Incrementor

**SECURITY SERVICE RATES/ TENDER AT ICMR-NIRBI, KOLKATA**

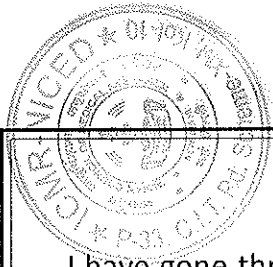
- 1) The Agency has to claim the GST as revised by the government from time to time.
- 2) Agency / Contractor shall not be entitled to any additional payment during the period of contract except revised special allowance / variable dearness allowance / basic pay etc. depending on the appropriate government orders from time to time, with permission of the competent authority.
- 3) Successful Agency / Contractor have to enter into agreement with the Institute as per detailed terms and conditions and to pay Bank Guarantee equivalent to 10% of Contract value to the Institute, which shall bear no interest. The Bank Guarantee 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) Nil Service charges are not acceptable and such bids shall be rejected.
- 5) Agency / Contractor can submit bills once in a month by 1<sup>st</sup> day of every month and payment will be made by Crossed Cheque / Demand Draft / online(PFMS) after 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. Agency / Contractor should make payment to its workers on or before 7<sup>th</sup> day of every month. The Agency / Contractor should pass on all the benefits offered by the ICMR-NIRBI, KOLKATA to the deployed 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. The agency shall be required to submit the bills along with the following documents:





- a. Attendance Sheet.(Biometric Attendance)
  - b. Salary Sheet indicating earnings and deductions.
  - c. Bank statement for proof of transfer of wages.
  - d. Statutory remittance copies of EPF, ESI, Professional Tax, GST etc.
  - e. Statement of ESI and EPF of each security personnel deployed and its bank remittance statement.
- 6) Criteria for shortlist will be exclusive of GST. The Contractor shall conform to the provisions of various Central/State Act(s) or the Regulations on the subject as well as terms and conditions of the contract. **He will be liable for the deduction of TDS @ 2% (current rate) on the total bill as per provision of the Income Tax Act**, or as applicable from time to time. Apart from this, the Contractor shall also pay GST on the gross bill, if applicable, at the rates as applicable from time to time. The Contractor will submit a copy of the receipt to the office of the Director ICMR- NIRBI, Kolkata
- 7) All Tenders must be sealed and superscribed on the cover along with attested valid copies of their DGR sponsorship/register letter, DGR Empanelment Certificate, PSARA License, Labour Contract License, Shop / Establishment Act Certificate, EPF, ESI, GST Registration Certificate, Professional Tax Enrolment Certificates, Agency & Proprietor PAN Card, three years latest IT Return / clearance Certificate, Present Client List along with satisfactory experience certificate and Profile of the agency. The above said documents are mandatory, failing which Agency / Contractor shall be treated as disqualified.
- 8) Offers made on conditions like “subject to execution” or “taxes as applicable” or such other vague conditions are likely to be ignored. Hence specific mention of conditions in the Tender document must be ensured.
- 9) The Agency / Contractor will be scrutinized by the committee for opening of commercial bid on the basis of their eligibility criteria.
- 10)The Agency / Contractor shall abide by this terms & conditions of ICMR-NIRBI, KOLKATA. No other terms & conditions of the Agency / Contractor are binding on ICMR-NIRBI, KOLKATA.
- 11)In the eventuality of all the DGR sponsored Agencies quoting the same service charges, the contract will be awarded to the senior most sponsored Agency, fulfilling all the eligibility criteria mentioned in Technical Bid.

*W*



**Acceptance from the agency/ Contactor:**

I have gone through the terms and conditions of the tender documents and the same acceptable to me. I know that the Liveries/ Uniforms of goods quality are to be provided by me at my cost to all the staff engaged under this contract. I have given the price bid/ tender after visiting/ confirming the nature of work in ICMR-NIRBI, Kolkata.

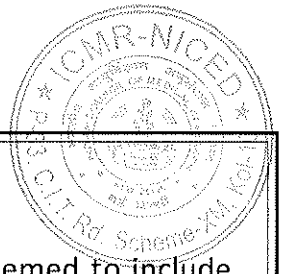
Place:

Signature:

Date:

Name of the Proprietor:

Seal:



## **SUBMISSION OF TENDER:**

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

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

### **ENVELOPE – I (TECHNICAL BID)**

Nature of Work: Limited Tender Enquiry for engagement of Security Services Agencies Sponsored / Registered with DGR on Contract basis at ICMR-NIRBI, Kolkata

Tender Ref No: NIRBI/S&P/Security Services/2024-25

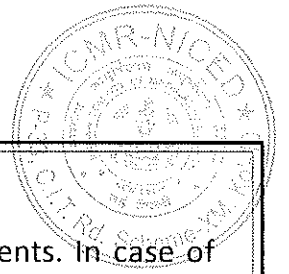
Due date: 25<sup>th</sup> March 2025 (Upto 15: 30 Hrs)

Address to: The Director, ICMR- National Institute For Research In Bacterial Infection, Department of Health Research, Ministry of Health and Family Welfare, Government of India, P-P-33, C.I.T. Road, Scheme-XM, Beliaghata, Kolkata-700010

From Name and Address of the Tenderer

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

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



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

**NOTE:**

- i) All the photocopies of the documents enclosed with the Technical Bid in support of qualifying criteria should be signed by the Tenderer.
- ii) 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).

**ENVELOPE – II (FINANCIAL BID)**

Nature of Work: Tender Enquiry for engagement of Security Services Agencies Sponsored / Registered with DGR on Contract basis at Nirmal Bhawan - ICMR Complex, Bengaluru

Tender Ref No: NIRBI/S&P/Security Services/2024-25

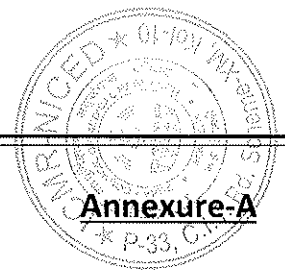
Due date: 27<sup>th</sup> March 2025 (Upto 17: 30 Hrs)

Address to: The Director, ICMR- National Institute For Research In Bacterial Infection, Department of Health Research, Ministry of Health and Family Welfare, Government of India, P-P-33, C.I.T. Road, Scheme-XM, Beliaghata, Kolkata-700010

From Name and Address of the Tenderer

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

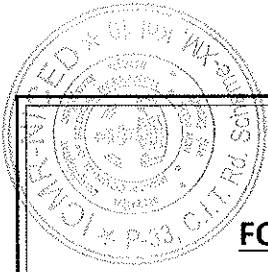
Both the sealed envelope i.e. Envelope-I and Envelope-II shall be put in another third envelope and sealed properly super scribed with “**TENDER FOR SECURITY SERVICES at ICMR-NIRBI, Kolkata**”



### **BIDDER'S INFORMATION**

1	Name of the Tendering Company/Firm	
2	Name of Proprietor/ Partners/ Directors	
3	Address of Office/Offices full particulars of Office including Telephone No., Fax No. & Email	
4	Registration Details of:	
	a. EPFO Registration Number	
	b. ESIC Registration Number	
	c. PAN Number	
	d. GST Registration Number	
	e. DGR Empanelment Number	
5	Whether latest three years Income Tax return has been enclosed	Yes/No
6	Whether the copies of EPF, ESIC, PAN and GST Registration Certificates has been enclosed	Yes/No
7	Whether the statement of experience in the similar filed as per <b>Annexure B</b> has been enclosed.	Yes/No
8	Whether the undertaking as per <b>Annexure C</b> 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 PASARA License for state (Karnataka) of operation of the security services has been enclosed.	Yes/No
12	Whether the Shop Act License has been enclosed	Yes/No

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



**ANNEXURE – B**

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

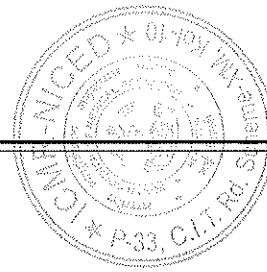
**(This should be mentioned on the letterhead of the Bidder / Agency)**

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

**Note:**

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

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



## **Annexure - C**

### **UNDERTAKING**

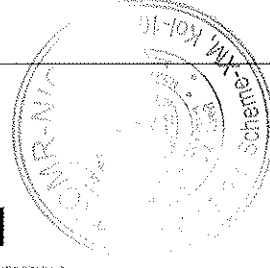
**(This should be mentioned on the letter head of the Bidder / Agency)**

1. I/we declare that I/we am/are not a defaulter to any Govt. organization / PSU since last 2 years from the date of issue of this tender on No. NIRBI/ICMR/Security Services/2023 due to non-compliance of order.
2. The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/we, am/are well aware of the fact that furnishing of any false information / fabricated documents is liable for prosecution under appropriate law.
3. I/we have apprised myself/ ourselves fully about the service to be rendered during the tenure of period of agreement and also acknowledge bearing the consequences of non-performance or deficiencies in services on my/our part.

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



**icmr** | **NIRBI**  
INDIAN COUNCIL OF MEDICAL RESEARCH | NATIONAL INSTITUTE FOR RESEARCH IN BACTERIAL INFECTIONS



NATIONAL INSTITUTE FOR RESEARCH IN BACTERIAL INFECTION  
(Indian Council of Medical Research)

Department of Health Research, Ministry of Health and Family Welfare, Government of  
India, P-P-33, C.I.T. Road, Scheme-XM, Beliaghata, Kolkata-700010

(Visit us at <https://niced.org.in/>)

Tender No. NIRBI/S&P/Security Services/2024-25

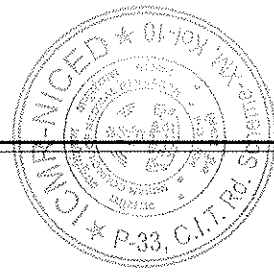
# **SEPARATION PAGE**

**FOR**

**FINANCIAL BID FOR SECURITY SERVICES at**

**ICMR-NIRBI, KOLKATA, through DGR**





Annexure-II

**FINANCIAL PROPOSAL**  
*Covering Letter*  
*(On Bidder's letter head)*

Date -----

Reference No. -----

To,  
The Director,  
ICMR- National Institute For Research In Bacterial Infection,  
Department of Health Research, Ministry of Health and Family Welfare,  
Government of India,  
P-P-33, C.I.T. Road, Scheme-XM,  
Beliaghata, Kolkata-700010

Sub: Response to Notice Inviting Tender for Engagement of DGR Security Agency at ICMR-NIRBI, Kolkata

Dear Sir,

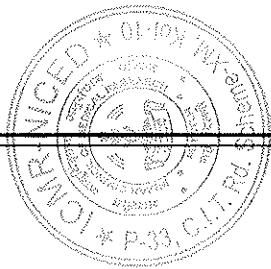
I/We, (Applicant's name) have uploaded/submited the Financial Proposal for selection of my / our company for Engagement of DGR Security Agency at ICMR-NIRBI, Kolkata as a Bidder.

I/ We agree that this offer shall remain valid for a period of 180 (One hundred and eighty) days from the date of opening of Bid or such further period as may be mutually agreed upon.

Yours faithfully,

**(Signature, name and designation of the Authorized Signatory)**

Note: The Financial/Commercial Proposal is to be submitted strictly as per forms given in the Notice.

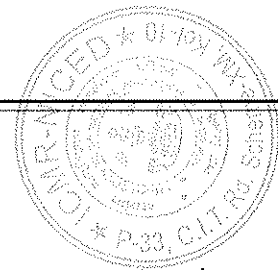


**FORMAT-1**

**FINANCIAL BID**

**Name of work:** - Tender for engagement of agency on contract basis for "Security Staff" services at ICMR-NIRBI, Kolkata as per the latest DGR wage structure.

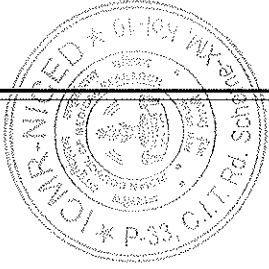
S.No.	Particulars	Security Supervisor	Security Guard	Amount (In Rs.)	Remarks
<b>I</b>	<b>Mandatory payments as per Govt. norms</b>				
a	Basic Wages(BW)				
b	Variable Dearness Allowance (VDA)				
<b>A</b>	<b>Sub Total</b>				
<b>II</b>	<b>Mandatory allowances as per Govt. norms</b>				
a	Employees Provident Fund (12% of BW + VDA)				
b	Employees Deposit Linked Insurance(EDLI) (0.5% of BW + VDA)				
c	Administrative Charges (EPF & EDLI) (0.5% of BW +VDA)				
d	Employees State Insurance / Medical Allowance (3.25% of BW + VDA)				
e	House Rent Allowance (HRA) (24% of BW +VDA or RS.5400/- whichever is higher)				
f	ESI on HRA (3.25% of HRA)				
g	Bonus (As per Bonus Act, 8.33% of INR 7000 or the minimum wage for the scheduled employment, as fixed by the appropriate Govt. whichever is higher)				
h	Uniform Outfit Allowance (5% of BW + VDA)				
i	Uniform Washing Allowance (3% of BW + VDA)				
<b>B</b>	<b>Sub Total</b>				
<b>C</b>	Relieving charges (1/6 <sup>th</sup> of A+B)				
<b>D</b>	<b>Total Cost Per Head (A+B+C)</b>				
<b>E</b>	Required Quantity	<b>03 Nos.</b>	<b>30 Nos.</b>		
<b>F</b>	<b>Total ( D*E)</b>				
<b>G</b>	<b>Total Cost Per Day</b>				
<b>H</b>	Service Charges (@.....% (of serial G)				
<b>I</b>	Total (G +H) (Excluding GST)				
<b>J</b>	GST (As applicable)				
<b>K</b>	<b>Grand Total (I+J)</b>				



**NOTE:-**

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

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



FORMAT-2

Covering Letter

Date:-----

Reference No: \_\_\_\_\_

From: [Insert name and address of Bidding Company]

Tel#:

Fax#:

Email address#

To,

The Director,  
ICMR- National Institute For Research In Bacterial Infection,  
Department of Health Research, Ministry of Health and Family Welfare,  
Government of India,  
P-P-33, C.I.T. Road, Scheme-XM,  
Beliaghata, Kolkata-700010

Subject: Response to Notice Inviting Bid No. NIRBI/S&P/Security Services/2024-25  
dated for Engagement of DGR sponsorship Security Agency at ICMR-NIRBI,  
Kolkata - Reg.

Dear Sir,

We, the undersigned [**insert name of the Bidder**] having read, examined, and understood in detail the notice hereby submit response to tender document. We confirm we have not submitted more than one response. We are submitting the Bid at ICMR– National Institute For Research In Bacterial Infection, Kolkata

1. We give our unconditional acceptance to the Notice Inviting Tender dated.....issued by ICMR – NIRBI and the same have been initiated by us and enclosed with the Bid.
2. We have enclosed Bid Security Declaration



3. We have submitted our Bid strictly as per formats for Bid submission of this Bid document, without any deviation, condition and without mentioning any assumptions or notes in the said formats.
4. We are hereby submitting our Proposal, which includes Compliance to Eligibility Criteria, Technical bid and Financial/Commercial Bid.
5. We hereby unconditionally agree and accept that the decision made by ICMR-National Institute For Research In Bacterial Infection, Kolkata in respect of any matter regarding or arising out of the Notice Inviting Bid shall be binding on us. We hereby expressly waive and withdraw any and all claims in respect of this process.
6. We are enclosing herewith our response to the tender document with formats duly signed as desired in the tender document for your consideration.
7. It is confirmed that our response to the tender document is consistent with all the requirements of submission as stated in the tender document and subsequent communications from ICMR-NIRBI, KOLKATA.
8. The information submitted in our response to the tender document is correct to the best of our knowledge and understanding. We would be solely responsible for any errors or omissions in our response to the tender document.
9. We hereby declare that our company has not been debarred/ black listed by any Central/State Govt. Ministry or Department/Public Sector company/ Government autonomous body.
10. We confirm that all the terms and conditions of our Bid are valid upto **[insert date in dd/mm/yyyy]** for acceptance (i.e. period of One hundred and eighty (180) days from the date of opening of bids).

11. Contact Person

Details of the representative to be contacted by ICMR-NIRBI, Kolkata are furnished asunder:

Name:

Designation:

Company:

Address:

Phone Nos:

Mobile:

Fax Nos:

Email address:



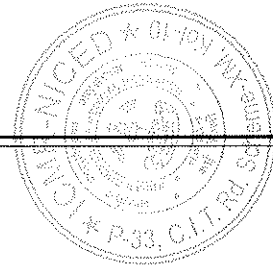
12. We have neither made any statement nor provided any information in this Bid, which to the best of our knowledge, is materially inaccurate or misleading. Further, all the confirmation, declaration and representation made in our Bid are true and accurate. In case this is found to be incorrect after our selection as successful bidder, we agree that the same would be treated as a Seller's event to default.

Dated the      day of,                      20...

Thanking you,

Yours faithfully,

(Name, Designation and Signature of Authorized Person)



**Format 3**

**Annual Turnover**

It is hereby certified that the Gross turnover of M/s. \_\_\_\_\_ (name of the bidder) from services for the last three years is as given below:

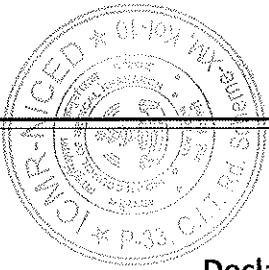
Annual Gross turnover for the last 3 Financial Years in Indian Rupees (in crore)

Year(2021-22)	Year(2022-23)	Year(2023-24)

(Signature)

Name of Firm:

Seal



**Format 4**

**Declaration that the Company has not been blacklisted in last three years**  
(To be submitted on the Letterhead of the responding Security Agency)

{Place}  
{Date}

To,

The Director,  
ICMR- National Institute For Research In Bacterial Infection,  
Department of Health Research, Ministry of Health and Family Welfare,  
Government of India,  
P-P-33, C.I.T. Road, Scheme-XM,  
Beliaghata, Kolkata-700010

Ref: No: ----- dated -----

Subject: Self Declaration of not been blacklisted in response to the Tender for Engagement of  
DGR Security Agency at ICMR-NIRBI, Kolkata.

Sir,

We confirm that our company, M/s.\_\_\_\_\_, is not blacklisted in any manner whatsoever by any of the State/UT and/or Central Government in India in last three years on any ground including but not limited to indulgence in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

Further it is confirmed that there is no legal incapacity that will bar the Bidder from entering into a Contract or Agreement or to undertake the specified Scope of Work.

Place:

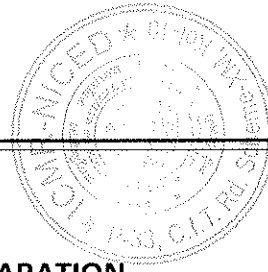
Date:

Bidder's Company Seal:

Authorized Signatory's Signature:

Authorized Signatory's Name and Designation:





**BID SECURING DECLARATION**

(to be given by Bidders in Company letter head by Authorized Signatory)

Date: [insert date (as day, month and year)]

Notice Inviting Tender No.: [insert number of No]

To  
The Director,  
ICMR- National Institute For Research In Bacterial Infection,  
Department of Health Research, Ministry of Health and Family Welfare,  
Government of India,  
P-P-33, C.I.T. Road, Scheme-XM,  
Beliaghata, Kolkata-700010

Sir,

We, the undersigned, declare that:

We hereby agree that, our firm will be disqualified from bidding in any contract with ICMR-NIRBI, Kolkata for a period of One Year starting from the date that we receive a notification from ICMR-NIRBI, Kolkata, under the bid conditions, which are as follows:

- (a) have withdrawn/modified/amended, impairs, or derogates from the tender conditions during the period of bid validity specified in the tender document; or
- (b) having been notified of the acceptance of our Bid by NIRBI, Bengaluru during the period of bid validity,
  - i. fail or refuse to execute the Contract Form, if required,
  - ii. fail or refuse to furnish the performance security, in accordance with the tender terms and Conditions mentioned in the tender document,
- (c) have breached a provision of the Code of Integrity specified in the tender document;

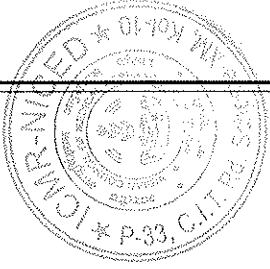
We understand this Bid-Securing Declaration shall expire if we are not the successful Bidder, upon the earlier of

- i. our receipt of your notification to us of the name of the successful Bidder; or
- ii. thirty days after the expiration of our Bid.

Signature: [insert signature of person whose name and capacity are shown]

In the capacity of: \_\_\_\_\_  
[insert legal capacity of person signing the Bid-Securing Declaration]

Name: \_\_\_\_\_  
[insert complete name of person signing the Bid-Securing Declaration]



**PERFORMANCE BANK GUARANTEE**

(To be on Rs 200/- non-judicial stamp paper)

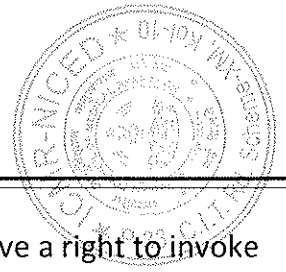
In consideration of the [Insert name of the Bidder] (hereinafter referred to as selected Bidder') submitting the response to Bid inter alia for "Engagement of DGR sponsorship Security Manpower Agency at ICMR-NIRBI, Kolkata in response to the Bid dated..... issued by ICMR- National Centre for Disease Informatics and Research (herein after referred to as ICMR-NIRBI, KOLKATA)and ICMR-NIRBI, KOLKATA considering such response to the Bid of .....[insert the name of the selected Successful Bidder](which expression shall unless repugnant to the context or meaning thereof include its executers, administrators, successors and assignees) and selecting Successful Bidder/Trader and issuing Letter of award No... to(Insert Name of selected Successful Bidder)as per terms of Bid and

the same having been accepted by the selected Successful Bidder, M/s ----- , if applicable]. As per the terms of the tender, the [insert name, branch code & address of bank] hereby agrees unequivocally, irrevocably and unconditionally to pay to ICMR-NIRBI, KOLKATA at [Insert Name of the Place from the address of ICMR- NIRBI] forthwith on demand in writing from ICMR-NIRBI, KOLKATA or any Officer authorized by it in this behalf, any amount up to and not exceeding Rupees----- [Total Value] only, on behalf of M/s [Insert name of the selected Successful Bidder]

This guarantee shall be valid and binding on this Bank up to and including and shall not be terminable by notice or any change in the constitution of the Bank or the term of contract or by any other reasons whatsoever and our liability hereunder shall not be impaired or discharged by any extension of time or variations or alternations made, given, or agreed with or without our knowledge or consent, by or between parties to the respective agreement.

Our liability under this Guarantee is restricted to Rs----- (Rupees only).

Our Guarantee shall remain in force until..... ICMR-NIRBI, KOLKATA shall be entitled to invoke this Guarantee till .....



The Guarantor Bank hereby agrees and acknowledges that ICMR - NIRBI shall have a right to invoke this BANK GUARANTEE in part or in full, as it may deem fit.

The Guarantor Bank hereby expressly agrees that it shall not require any proof in addition to the written demand by ICMR-NIRBI, made in any format, raised at the above-mentioned address of the Guarantor Bank, in order to make the said payment to ICMR-NIRBI, KOLKATA.

The Guarantor Bank shall make payment hereunder on first demand without restriction or conditions and notwithstanding any objection by [Insert name of the selected Successful Bidder]and/or any other person. The Guarantor Bank shall not require ICMR -NIRBI to justify the invocation of this BANK GUARANTEE, nor shall the Guarantor Bank have any recourse against ICMR-NIRBI in respect of any payment made hereunder.

This BANK GUARANTEE shall be interpreted in accordance with the laws of India and the courts at Kolkata shall have exclusive jurisdiction.

The Guarantor Bank represents that this BANK GUARANTEE has been established in such form and with such content that it is fully enforceable in accordance with its terms as against the Guarantor Bank in the manner provided herein.

This BANK GUARANTEE shall not be affected in any manner by reason of merger, amalgamation, restructuring or any other change in the constitution of the Guarantor Bank.

This BANK GUARANTEE shall be a primary obligation of the Guarantor Bank and accordingly ICMR-NIRBI shall not be obliged before enforcing this BANK GUARANTEE to take any action in any court or arbitral proceedings against the selected Successful Bidder , to make any claim against or any demand on the selected Successful Bidder or to give any notice to the selected successful bidder or to enforce any security held by ICMR-NIRBI, KOLKATA or to exercise, levy or enforce any distress, diligence or other process against the selected successful bidder.

Notwithstanding anything contained hereinabove, our liability under this Guarantee is restricted to Rs. (Rs. only) and it shall remain in force until.....

We are liable to pay the guaranteed amount or any part thereof under this Bank Guarantee only if ICMR-NIRBI, KOLKATA serves upon us a written claim or demand.

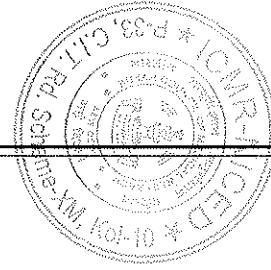
Signature

Name

Power of Attorney No.

For

[Insert Name of the Bank]



Banker's Stamp and Full Address. Dated this day of ,20

Witness:

1. ....

Signature

Name and Address

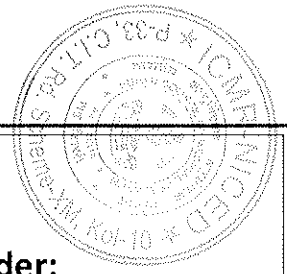
2. ....

Signature

Name and Address

Note:

1. The Performance Bank Guarantee shall be executed by any of the commercial Bank in India.



**List of DGR Sponsored Agencies who can participate in the tender:**

*Re: No 2112/SA/ICMR Beliaghat /WB/2025/6207/8638/8958/9082/9583/Emp from DGR (Zone East) dated 29<sup>th</sup> Jan 2025.*

1. SENIOR MOST SECURITY AGENCY

**M/s 6207 Rakesh Trivedi Security Agency**

Office - 1/68, Jahura Bazar Lane, Kasba, Kolkata, West Bengal - 700042. Mob No. 9868207866, Email ID: trivedi.22@gmail.com

2. 2ND MOST SECURITY AGENCY

**M/s 8638 Raja Dutta Security Agency**

Office at - 74, Ishan Mitra, Lane, PO- Rajpur, PSSonarpur, West Bengal 700149. Mob NO. 8860778811, Email ID: [rd3468@gmail.com](mailto:rd3468@gmail.com)

3. 3ND MOST SECURITY AGENCY

**M/s 8958 Neelotpal Mukherjee SA**

Office at - 6A/118. Mukundapur, PS Purba Jadavpur Kolkata 700099, Mob 9434059115. Email ID [nmsecureagency@gmail.com](mailto:nmsecureagency@gmail.com)

4. 4th MOST SECURITY AGENCY

**M/s 9082 Mayanglambam Bishwaramdas Singh Security Agency**

74, Ishan Mitra Lane, Ward No -17. 10 Rajpur, Sonarpur, Kolkata - 700149, Mob:8335801166.

5. JUNIOR MOST SECURITY AGENCY

**M/s 9583 Sneh Lata Security Agency**

H No-180/1, G.T Road(N) Shop No-4, P.O - Salkia, P.S - Malipanchghara, Dist - Howrah, West Bengal -711106 Mob No: 8604311812,

