



आईसीएमआर - राष्ट्रीय जैव आयुर्विज्ञान अनुसंधान जंतु संसाधन सुविधा
ICMR-National Animal Resource Facility for Biomedical Research

Department of Health Research, Ministry of Health and Family Welfare, Government of India,
Shamirpet, Genome Valley, Kolthur, Hyderabad - 500 101, India

(Visit us at <https://narfbr.icmr.gov.in>)

TenderNo.ICMR-NARFBR/Maint/TechnicalEvaluation/SecurityServices/2023-24

**LIMITED TENDER FOR ENGAGEMENT OF DGR
SECURITY MANPOWER AGENCY**

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आईसीएमआर-राष्ट्रीय जैव आयुर्विज्ञान अनुसंधान जंतु संसाधन सुविधा
हैदराबाद,

ICMR – National Animal Resource Facility for Biomedical
Research, Hyderabad

आवेदन प्राप्त करने की अंतिम तिथि/Last date to receive the applications: 23-02-2026 (17.00 Hrs)

निविदाकर्ता का नाम/Name of the tenderer: _____

Signature of the participating Agency with date

आईसीएमआर - राष्ट्रीय जैव आयुर्विज्ञान अनुसंधान जंतु संसाधन सुविधा
ICMR-National Animal Resource Facility for Biomedical Research

Section-I

SCOPE OF WORK

PROVIDING ROUND THE CLOCK SECURITY SERVICES AT ICMR-NARFBR, SHAMIRPET MANDAL, GENOME VALLEY, KOLTHUR, HYDERABAD

The DGR Sponsored Agency will have to provide high standard of trained and experienced manpower (without arms) I). Security Guards those who are from ex-servicemen category / as per the norms of DGR, as required from time to time during the contract period by ICMR-NARFBR, Shamirpet Mandal, Genome Valley, Kolthur, Hyderabad 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-NARFBR, Shamirpet Mandal, Genome Valley, Kolthur, Hyderabad, Telangana.
- ii) Safety of plants, trees & shrubs, electric overhead installations, water pipelines, boundary walls etc. at ICMR-NARFBR, HYDERABAD and any fresh additions/installations thereto from time to time.
- iii) To identify and allow the employees of ICMR-NARFBR, HYDERABAD including outsourcing manpower to perform their official works / services.
- iv) The Security staff shall record the entry of employees including outsourcing manpower attending work / services 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-NARFBR, Shamirpet Mandal, Genome Valley, Kolthur, Hyderabad, Telangana
- vi) The security staff shall permit entry to visitors / vendors after confirming from the concerned department / officers of ICMR-NARFBR, HYDERABAD & 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, move able 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.

Signature of the participating Agency with date

- 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 forth with, without any further negotiations. 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-NARFBR, Shamirpet Mandal, Genome Valley, Kolthur, Hyderabad, Telangana.
- xiii) The Agency to ensure that all security personnel deployed at ICMR-NARFBR, Shamirpet Mandal, Genome Valley, Kolthur, Hyderabad, Telangana 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 honour, National Anthem etc. They should wear well 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 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.
- xvii) Last date to receive the applications: 23-02-2026 by 17.00 Hrs
- xviii) The requirement of category wise manpower will be as under:-

Sl. No	Particulars and Description	Manpower required	Remarks
<i>Annual Contractual Services for following manpower (unarmed for all shifts):</i>			
1.	Security Guards(3 Full Shifts)(Skilled)	10 No.	Three shifts

Note:- The above number of manpower may be increased or decreased at any value as per requirement of the Institute accordingly the supplier will be bound to depute the same.

The above are noted and acceptable by me.

Signature, Date and Seal of the Agency/Contractor

Signature of the participating Agency with date

Section-II

TERMS AND CONDITIONS OF CONTRACT

This Invitation for tenders is open to DGR Sponsored agencies. ***The tenderer should fulfill the following eligibility criteria: -***

PERIOD OF CONTRACT:

1. The Contract period will be initially for Two year extendable up to one more year, if services are found satisfactory to provide Security Services at ICMR-NARFBR, Shamirpet Mandal, Genome Valley, Kolthur, Hyderabad, Telangana. The Institute reserves all the rights to extend or reduce the period of the contract at the discretion of the Director, ICMR-NARFBR, HYDERABAD, (Telangana)
2. On the basis of DGR sponsorship letter only, the agency will participate and also be eligible for 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-NARFBR, Shamirpet Mandal, Genome Valley, Kolthur, Hyderabad, Telangana on any working day between 10:00 to 16:00 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 works. 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-NARFBR, Hyderabad, Telangana does not bind to accept only the lowest quotation / senior and reserves the right to accept or reject any Tender without assigning any reason thereof. Parallelcontract may also be awarded to other Agency, as per the discretion of the competent authority of the Institute.
7. Anydispute arisingout of the terms of this contracton the interpretationof any clauseherein shall be settled by mutual discussion between the Institute and the Agency / Contractor. The Director, ICMR-NARFBR, Hyderabad, Telangana 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 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- NARFBR, Hyderabad, Telangana shall not be responsible in any way for any breach of these rules and regulations by the Agency/Contractor.
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 satisfyabout his/her character and

Signature of the participating Agency with date

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 deploy a person who has served as a member in Army, Navy and Air force or other central paramilitary forces, Central Police forces, even for posts which are not specifically indicated as that of Ex-service man in the roles and responsibilities.
 - 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-NARFBR, Hyderabad, Telangana.
 - e) The service provider shall deploy his personnel only after obtaining the approval of ICMR-NARFBR upon duly submitting curriculum vitae (cv) and police verification details of personnel ICMR-NARFBR, Hyderabad, Telangana shall be informed at least one week in advance and service provider shall be required to obtain approval of ICMR-NARFBR, Hyderabad, Telangana for all such changes along with their CVs.
 - f) The contractor is responsible for deputing the guards 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 cover age 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 / manpower and countersigned by the representative of the Agency / Contractor and ICMR-NARFBR, Hyderabad, Telangana.
 17. All employees / manpower 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- NARFBR shall not be responsible for any lapse on the part of the Agency / Contractor in this regard. The wage slips and wage statement is to be enclosed with every monthly bill else it will be rejected.
 18. The contractor shall specifically ensure compliance with the following Laws / Acts and their Enactments / Amendments / Codes issued from time to time:
 - 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

Signature of the participating Agency with date

- 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.
 20. The employees of the agency shall not be covered by EPF if wage + VDA is more than Rs, 15,000 p.m. & ESI if wage + VDA is more than Rs. 21,000 p.m. or as amended from time to time EPF / ESI authorities.
 21. None of the employees of the Agency / Contractor will have any right on facilities offered by the ICMR-NARFBR, HYDERABAD to its staff / manpower. The deployed manpower shall not be treated or considered as employees of ICMR-NARFBR, HYDERABAD 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 and / 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-NARFBR, Hyderabad, Telangana authorities. One set of verified documents must be provided for records.
 27. The appropriate payments of wages and other benefits to the employees / manpower 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-NARFBR, HYDERABAD 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-NARFBR, Hyderabad, Telangana.
 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 does not resemble the uniform of Armed Forces of the Union of India / CAPF or State Police.
 31. ICMR-NARFBR, Hyderabad, Telangana 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-NARFBR, HYDERABAD's premises.

Signature of the participating Agency with date

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 redressed of such disputes and shall be solely responsible for the outcome. The manpower deployed shall not have any claims of master and servant relationship vis-a-vis ICMR-NARFBR, Hyderabad, Telangana nor have any principal and agent relationship with or against ICMR-NARFBR, HYDERABAD.
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-NARFBR, Hyderabad, Telangana. 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-NARFBR, Hyderabad, Telangana. The Agency / Contractor will be solely responsible if the employees of the contractor misbehave or create problems to the ICMR-NARFBR, Hyderabad, Telangana; such employees of the contractor 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 Contractor shall visit Institute at least twice in a month to ensure supervision and smooth functioning of the Agency contract. If the contractor fails to visit the Institute at least twice in a month, the same will be report to the DGR authorities and it will be treated as breach of contract and the contract will be cancelled.
39. The contractor shall not be allowed to sub-contract any part of the contract.

PERFORMANCE GUARANTEE:

40. The successful bidder shall be required to enter into an Agreement on stamp paper worth ₹. 100/- in the format approved by ICMR-NARFBR, HYDERABAD containing inter-alia all the terms and conditions of the contract.
41. The successful Tenderer shall, within 7 days from the date of receipt of communication of acceptance of quotes from ICMR-NARFBR, HYDERABAD shall intimate his acceptance of the order. An Integrity Pact shall be submitted by the successful Tenderer.
42. The successful bidder shall be required to submit a Performance Security equivalent to 10 percent of One month's wage bill in the form of Bank Guarantee (including e- Bank Guarantee)/ Demand Draft/Insurance Surety Bonds/Fixed Deposit receipt from a commercial bank issued or online payment in an acceptable form.
43. The performance Guarantee will remain valid for 60 days beyond the date of completion of all contractual obligations of the service provider.
44. The Performance security will be forfeited and credited to the ICMR-NARFBR, HYDERABAD account in the event of breach of contract by the contractor.

45. 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.
46. In case of any ambiguity/ dispute in the interpretation of any of the clauses/ terms and condition, Director, ICMR-NARFBR, HYDERABAD's interpretation of the clauses/ terms and conditions shall be final and binding on all the parties. The jurisdiction of arbitration shall be at Hyderabad, Telangana.

The above are noted and acceptable by me

Signature, Date and Seal of the Agency/Contractor

Signature of the participating Agency with date

Details about ICMR-NARFBR, HYDERABAD

- Total campus area with high-rise compound wall and barbed wire fencing on top of the wall.
- Administrative Building.
- Rodent Experiment Facility.
- Rodent Breeding Facility
- Sheep, Goat and Porcine Facility.
- Equine Breeding and Experiment Facility.
- Canine Breeding and Experiment Facility
- Non Human Primate Facility.
- Coral Independent Houses.
- Service Plant (Sub Station).
- Students Hostel / Canteen.
- No. of entry points to the campus - 2.
- East Side Open Plot (5Acres).
- Details of working hours of different facilities: - 9.30 AM to 6.00 PM from Monday to Friday (General working hours). Generally, the offices of ICMR-NARFBR, HYDERABAD shall remain closed on all Govt. of India holidays as applicable to Hyderabad, Telangana.

❖ 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-NARFBR Complex, Hyderabad 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 contractor 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 mock-drill of fire fighting is to be conducted for every six months.
- The Security Guards shall perform regular paraded drill/physical training in order to maintain discipline & physical fitness.
- 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.

Signature of the participating Agency with date

- 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:-**

- The Security Guards deployed by the agency shall ensure that there is no unattended object inside the ICMR- NARFBR Complex 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- NARFBR 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- NARFBR. 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- NARFBR 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- NARFBR, Shamirpet Mandal, Genome Valley, Kolthur, Hyderabad, Telangana.

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- NARFBR, HYDERABAD.

❖ **Main Entrance Gate of ICMR-NARFBR, Hyderabad: -**

This gate must be opened to allow all the staff / manpower on all working days for the incoming of persons, materials and vehicles as and when required. It may be required to operate this gate beyond the said hours, whenever required by the authorities of ICMR-NARFBR, HYDERABAD:

- Ensure 100% frisking of visitor's luggage using hand-held metal detector.
- Ensure cabin search/front bottom search of visitor's vehicle with under belly mirror.
- Guide visitors' vehicle towards parking zone.
- Inform 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.
- Women guard need to be in General shift.

❖ **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-NARFBR Complex 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

Signature of the participating Agency with date

- Administrative Officer or Authorized Officer immediately.
- iii. Check every day in the morning the barbed wire fencing 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.

SECURITY SERVICE RATES/TENDER AT ICMR-NARFBR, HYDERABAD

- 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 wage etc. depending on the appropriate government orders from time to time, with permission of the competent authority.
- 3) Nil Service charges are not acceptable and such bids shall be rejected.
- 4) Agency/Contractor can submit bills once in a month by 1st day of every month and payment will be made by Crossed Cheque / Demand Draft / online (PFMS) after receipt of bill along with copy of wage slips etc.,. TDS will be deducted as per prescribed rate every month. Agency / Contractor should make payment to its workers on or before 7th day of every month. The Agency / Contractor should pass on all the benefits offered by the ICMR-NARFBR, HYDERABAD to the deployed staff and mandatorily make the payments to the staff through electronic bank transfer only and issue monthly wage 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.
 - b. Wage Statement indicating earnings and deductions with net payable to the each Security persons.
 - c. Bank statement for proof of transfer of wages.
 - d. Wage Slips etc.,
- 5) Criteria for shortlist will be on Service Charge as per DGR guidelines.
- 6) The Contractor shall conform to the provisions of various Central/State Act(s) or the Regulations on the subject as well as terms and conditions of the contract. **He 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- NARFBR, Hyderabad.
- 7) All Tenders must be sealed and superscribed on the cover and requested to attach 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.
- 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 shall abide by these terms & conditions of ICMR-NARFBR, HYDERABAD. No other terms & conditions of the Agency / Contractor are binding on ICMR-NARFBR, HYDERABAD.
- 10) 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.

(On the letter head)

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-NARFBR, Hyderabad, Telangana

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 superscribing the following:

ENVELOPE – I(TECHNICAL BID)

Nature of Work: Tender Enquiry for engagement of Security Services Agencies
Sponsored/Registered by DGR on Contract basis at ICMR- NARFBR,
Shamirpet Mandal, Genome Valley, Kolthur, Hyderabad– 500 101, Telangana

TenderRefNo: ICMR-NARFBR/Maint/TechnicalEvaluation/SecurityServices/2023-24

Due date: 23-02-2026(Upto17.00Hrs)

Address to: The Director, ICMR-National Animal Resource Facility for Biomedical
Research, Shamirpet Mandal, Genome Valley, Kolthur, Hyderabad–500 101,
Telangana, India

From Name and Address of the Tenderer

On the top of the cover Technical bid for Security Services
to mention

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 (Telangana) 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.

Signature of the participating Agency with date

- 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 ICMR-NARFBR, Shamirpet
Mandal, Genome Valley, Kolthur, Hyderabad Campus.

Tender Ref No: ICMR-NARFBR/Maint/TechnicalEvaluation/SecurityServices/2023-24

Due date: 23-02-2026 (Upto17.00Hrs)

Address to: TheDirector,ICMR-National Animal Resource Facility for Biomedical Research,
Shamirpet Mandal, Genome Valley, Kolthur, Hyderabad-500 101 (India)

From Name and Address of the Tenderer

On the top of the cover Financial bid for Security Services to mention

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 / anyotherrequest 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-NARFBR, Shamirpet Mandal, Genome Valley, Kolthur, Hyderabad, Telangana.**”

BIDDER'S INFORMATION

1.	Name of the Tendering Agency	:	
2.	Name of Proprietor	:	
3.	Address of Office/Offices full particulars of Office including Telephone No., & Email ID	:	
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	:	
6.	Whether the copies of EPF, ESIC, PAN and GST Registration Certificates has been enclosed	:	
7.	Whether the statement of experience in the similar filed as per Annexure B has been enclosed.	:	
8.	Whether the undertaking as per Annexure C has been enclosed	:	
9.	Whether valid copy of DGR Empanelment has been enclosed	:	
10.	Whether the DGR sponsorship letter has been enclosed	:	
11.	Whether copy PASARA License for state (Telangana) of operation of the security services has been enclosed.	:	
12.	Whether the Shop Act License has been enclosed	:	

Signature, Date and Seal of the Agency/Contractor

Signature of the participating Agency with date

ANNEXURE – B FORMAT FOR SUBMITTING DETAILS OF SIMILAR WORKS COMPLETED / ONGOING

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

Sl.No.	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

Signature of the participating Agency with date

UNDERTAKING

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

1. I declare that I am not a defaulter to any Govt. organization / PSU since last 2 years from the date of issue of this tender on No. ICMR-NARFBR/Maint/TechnicalEvaluation/Security Services/2023-24 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 am well aware of the fact that furnishing of any false information / fabricated documents is liable for prosecution under appropriate law.
3. I have apprised myself fully about the services 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 part.

Signature, Date and Seal of the Agency/Contractor

Department of Health Research, Ministry of Health and Family Welfare, Government of India, Shamirpet Mandal, Genome Valley, Kolthur, Hyderabad, Telangana-500 101 (India)

(Visit us at <https://NARFBR@icmr.org.in>)

TenderNo.ICMR-NARFBR/Maint/TechnicalEvaluation/SecurityServices/2023-24

SEPARATION PAGE
FOR
FINANCIAL BID FOR SECURITY SERVICES at
ICMR-NARFBR,Shamirpet Mandal, Genome Valley,
Kolthur, HyderabadThrough DGR

FINANCIAL PROPOSAL

Covering Letter

(On Bidder's letter head)

Ref. No.

Date -

To

The Director,
ICMR–National Animal Resource Facility for Biomedical Research, Hyderabad,
Shamirpet, Genome Valley, Kolthur, Hyderabad - 500 101.

Sub:- Response to Notice Inviting Limited Tender for engagement of DGR
sponsored Security Agencies for ICMR- NARFBR, Hyderabad – Reg.

Dear Sir,

I, (Applicant's name) submit the Financial Bid for selection of my agency for engagement of DGR
sponsored Security Agency at ICMR-NARFBR, HYDERABAD, Hyderabad as a bidder.

I 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 bid is to be submitted strictly as performs given in the Notice.

FINANCIAL BID

Name of work:-Tender for engagement of agency on a contract basis for "Security Staff" services at ICMR-NARFBR, HYDERABAD as per the latest DGR wage structure:

Sl. No	Description	Security Guard without arms (Skilled)	Remarks
(a)	Service Charge (in percentage)		

NIT–No.ICMR-NARFBR/Maint/TechnicalEvaluation/SecurityServices/2023-24

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 high. The service charges shall be filled up in percentage only. Payment shall be made to the agency on the basis service charge 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 not payable by ICMR-NARFBR, Hyderabad
- ❖ The rate quoted for taxes shall be filled up as applicable as per rules.
- ❖ If there is a difference of percentage in words and numerical numbers, the lesser one will be considered.

Signature, Date and Seal of the Agency/Contractor

Covering Letter

Ref. No. _____

Date - _____

From: [Insert name and address of Bidding Company]

Tel. No. : _____

Full Address: _____

Email address: _____

To,

The Director,
ICMR–National Animal Resource Facility for Biomedical Research,
Shamirpet, Genome Valley, Koltur, Hyderabad - 500 101.

Subject: Response to Notice Inviting Limited Tender Bid No. ICMR-NARFBR/Maint/
TechnicalEvaluation/SecurityServices/2023-24dated_____for Engagement
of DGR sponsorship Security Agency at ICMR–NARFBR,Hyderabad-Reg.

Sir,

I, the undersigned [**insert name of the Bidder**] having read, examined, and understood in detail the notice here by submit response to tender document. I confirm I have not submitted more than one response. I submit the Bid at ICMR– National Animal Resource Facility for Biomedical Research.

1. I give my unconditional acceptance to the Notice Inviting Limited Tender date issued by ICMR – NARFBR, Hyderabad and the same has been initiated by me and enclosed with the Bid.
2. I have enclosed Bid Security Declaration.
3. I have submitted my 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. I hereby submit my Proposal, which includes Compliance to Eligibility Criteria, Technical bid and Financial Bid.
5. I hereby unconditionally agree and accept that the decision made by ICMR-NARFBR, Shamirpet Mandal, Genome Valley, Kolthur, Hyderabad in respect of any matter regarding or arising out of the Notice Inviting Bid shall be binding on me. I hereby expressly waive and withdraw any and all claims in respect of this process.
6. I enclose here with my response to the tender document with formats duly signed as desired in the tender document for your consideration.
7. It is confirmed that my response to the tender document is consistent with all the requirements of submission as stated in the tender document and subsequent communications from ICMR-NARFBR, Hyderabad.
8. The information submitted in my response to the tender document is correct to the best of my knowledge and understanding. I would be solely responsible for any errors or commissions in my response to the tender document.