**Regional Resource Centre for North East States**

**(Branch of National Health Systems Resource Centre)**

1st Floor, Krivi Square, Opposite Assam Administrative Staff College

Jawahar Nagar, Khanapara, Guwahati - 781022

Tel. +91-361-2360181, 183 Fax: +91-361-2360163

RRC-NE Website: [www.rrcnes.gov.in](http://www.rrcnes.gov.in)

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**RRC, NE/Accts & Admin/Tender [9]/2016/264 Date: 31-08-2023**

**Tender Document- Providing Security Services at RRC,NE office premise, Guwahati.**

**Tender Fee – Rs. 200/-**

On behalf of the Director, RRC,NE, the Indenter, Sealed Tenders are invited in TWO BID SYSTEM from reputed and experienced Agencies having experience providing security services for the last three years to any Central / State Govt. organization or a large Public Sector Undertaking or reputed private organization in Assam, strictly subject to the Terms and Conditions of the Contract as notified in the tender document available on the official RRC,NE website [www.rrcnes.gov.in](http://www.rrcnes.gov.in). Eligible and interested agencies may send their Tenders by **15th September, 2023 at 10:00 AM** to **The Director, Regional Resource Centre for North East States (Branch of National Health Systems Resource Centre), Ministry of Health & Family Welfare, 1st Floor, Krivi Square, Opposite Assam Administrative Staff College, Jawahar Nagar, Khanapara, Guwahati – 781022, Assam.**

**Schedule to the Invitation of Tender**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. | Tender document download/Sale date/time | : | 31st August ,2023 from 10:00 am |
| 2. | Tender document download/sale end date/time | : | 14th September ,2023 till 5.30 pm |
| 3. | Last date and time for receipt of bids | : | 15th September, 2023 at 10:00 am |
| 4. | Date and time for opening of Prequalification-cum-technical bid |  | 15th September , 2023 at 11:00 am |
| 5. | Service to be provided | : | Providing security services at RRC,NE office premise at Guwahati |
| 6. | PERIOD/EXTENSION OF CONTRACT | : | One year from the date of signing the contract with an option of extension for a further period at the same rate & terms and conditions subject to provision of satisfactory services and at the sole discretion of RRC, NE. |
| 7. | Validity of tender offers | : | 180 days from date of opening of prequalification-cum-technical bid. |
| 8. | Bid Security (EMD) total estimated value | : | Rs. 12,540/- |
| 9. | Performance Security total cost of Bid (for Finalised Bidder only) | : | Rs. 31,349/- |

**IMPORTANT INFORMATION:**

RRC, NE requires security services for its office in Guwahati to provide 24 x 7 security.

In this regard, RRC,NE is interested in undertaking the process of engagement of reputed security agency to provide properly trained uniformed security guards initially for a period of one year with an option for extension for a further period at the same rate & terms and conditions subject to provision of satisfactory services and at the sole discretion of RRC, NE.

**1. Scope of Work**

In order to provide 24 x 7 security services, 3 numbers of trained security guards are required in shift basis (8 hrs for each security guard) at RRC, NE office premise.

**2. Eligibility Criteria**

The bidder should be bonafide, which shall mean an entity:

* 1. Security Agency duly registered under Registration Act 1908 / Indian Partnership Act 1932 / Companies Act 1956.
	2. Having Permanent Account Number;
	3. Having GST Registration, PF Registration, ESI Registration.
	4. Having valid License, issued by Regional Labour Commissioner, Govt of India
	5. Licence Provided by Govt. of Assam under PSA(R) Act 2005
	6. Having annual turnover of Rs. 10 Lakh annually.
	7. Having experience of providing security services to any Central / State

 Govt. organization or a large Public Sector Undertaking or reputed private

 organization in Assam in last three years.

* 1. Meeting all other requisites laid down in this Section and elsewhere in the tender document.

**3. Assessment of proposals**

Proposals received will be assessed by a committee constituted for the purpose. The Committee will technically evaluate proposals of eligible agencies (as per criteria) of the Tender Document, based on profile & track record, previous experience in carrying out works of similar nature and quality of sample materials printed / produced by the agency.

RRC,NE reserves the right to award the contract to the Tenderer whose bid has been determined to be substantially responsive to the tender document and who has offered the lowest Evaluated Tender Price, provided further that the tenderer has the capability and the resources to carry out the tender effectively. The contract shall not be awarded merely because the rate quoted is low but the competence of the term in relation to managerial capabilities, sustainability, track record, technical soundness etc. shall be given due consideration and the final decision shall depend all these parameters.

**4. Details of Service:**

Providing Security services at RRC, NE by deploying required number of Security Personnel.

i) The Agency shall provide Security services by deploying adequately trained and well-disciplined security personnel of good health (maximum age of 45 years) who shall safeguard the RRC, NE Guwahati office building, moveable and immovable assets, equipment and other items at the above address from any thefts, pilferage or damage and also ensure safety of the employees, visitors, guests or any other persons working in its complex/premises.

ii) The security personnel shall be deployed round the clock in 3 shifts at the RRC, NE, Guwahati to safeguard of the premises. There shall be 3 numbers of security guards providing 24 x 7 (8 hrs shift for each guard).

iii) The Security guards shall be responsible for opening/closing of the building and rooms as necessitated/directed by RRC, NE, Guwahati office on working and closed days.

iv) The Security guards shall ensure that water taps/lights/AC/Computers are not left open/on after close of working hours on normal working days as well as on off days, as the case may be.

v) The Security guards shall maintain records of inward and outward movement of visitors, employees, materials and vehicles etc as per instructions given from time to time by the authorized officer at RRC, NE, Guwahati.

vi) The security guards deployed shall take regular rounds of the premises to maintain vigil and remain alert.

vii) The security guards shall be duly trained in Fire Safety Operations. They should be trained to operate various fire control equipment installed at RRC, NE, Guwahati. A mock fire drill may be organized every month.

vii) The Agency shall keep the Client informed of all the matters of security and co-operate in the enquiry/investigation of any incident relating to security.

viii) Any other work as directed by Director, RRC-NE from time to time regarding maintenance of security.

**5. Important information**

(a) Unsatisfactory performance of any agency in terms of delays, repeated non participation in bids, withdrawing from bids on opening of financial bids resulting in re-tendering of job, etc. can result in dropping of the Agency.

(b) The applications should be complete in all respects. Conditional/incomplete applications are liable to be rejected.

(c) RRC, NE reserves its right not to accept bids from agencies resorting to unethical practices or on whom investigation /enquiry proceedings has been initiated by Government Investigating Agencies /Vigilance Cell.

(d) Consortium of Agencies /Sub-Contract of work are not allowed without prior permission of RRC,NE.

(f) RRC,NE will periodically review the performance of the Security Guards provided. RRC,NE reserves its right to direct agency for replacement Security Guard in cases where the performance of any guard is not found satisfactory. Also, RRC-NE reserves the right to withdraw the empanelment of the agency at any time.

(g) RRC,NE will take action as deemed fit in cases of underperformance, submission of erroneous bids, irregularity in participation in RRC,NE’s tender processes / bids, etc. Action taken could include removal of the agency from the empanelled list.

**6. Tax Deduction at Source:** Tax deduction at source shall be governed as per prevailing rules.

**7. Other Terms and Conditions:**

1. The agency shall ensure that the security personnel deputed are healthy and not more than **45 years of age**. The agency will get their antecedents, character and conduct verified and submit to the RRC,NE complete record of such verification reports.
2. The full particulars of the personnel to be deployed by the agency including their names and full addresses with their photo identity cards like PAN Card, Passport, Voter Identity Card shall be furnished to RRC,NE along with testimonials before they are actually deployed for the job.
3. The agency shall not deploy/substitute or shall discontinue any person(s), at any time without taking RRC,NE into confidence.
4. A local representative of Agency shall be In-charge of the security system and shall be responsible for the efficient rendering of the service under the contract. The security personal shall be equipped with latest communication systems/mobile. Night Guards shall be equipped with proper protection and lighting devices. While working at the premises of RRC,NE, they shall work under directives and guidance of RRC,NE and will be answerable to the Director or officer authorized by him. This will, however, not diminish in any way, the agency’s responsibility under contract to the RRC, NE.
5. The agency shall deploy security guards trained in all facets of security work, including firefighting. The Agency shall provide necessary undertaking in this regard.
6. A senior level representative of the Agency shall visit RRC,NE premises at least once-a-week and review the service performance of its personnel. During the weekly visit, Agency’s representative will also meet the representative of RRC,NE for mutual feedback regarding the work performed by his personnel and removal of deficiencies, if any, observed in their working.
7. The Agency shall ensure that any replacement of the personnel, as required by RRC,NE for any reason specified or otherwise, shall be effected promptly without any additional cost to the RRC,NE. If the agency wishes to replace any of the personnel, the same shall be done with prior concurrence of RRC,NE at Agency’s own cost.
8. The Agency shall provide reasonably good uniform with name badges to its personnel deployed at RRC,NE site at its own cost and ensure that they are used by the personnel deployed and are maintained in good condition. The incidentals, such as, belt, shoes, socks, caps, torch with cell, cane stick, gun, bullets, etc shall also be borne/supplied by the Agency at its cost.
9. The agency shall ensure that the personnel deployed by it are disciplined and do not participate in any activity prejudicial to the interest of the RRC,NE/MoH&FW/Govt. of India/any State or any Union Territory.
10. The day-to-day functioning of the services shall be carried out in consultation with and under direction of RRC,NE. Proposals for efficient functioning of the security systems shall be discussed, considered and implemented from time to time by the agency with approval of RRC,NE.
11. The agency shall be solely responsible for compliance to the provisions of various Labour and industrial laws, such as, wages, allowances, compensations, EPF, Bonus. Gratuity, ESI etc. relating to personnel deployed by it at RRC, NE office or for any accident caused to them and RRC, NE shall not be liable to bear any expense in this regard. The Agency shall make payment of wages to workers engaged by it by the stipulated date irrespective of any delay in settlement of its bill by RRC, NE for whatever reason. The Agency shall also be responsible for the insurance of its personnel. The security agency shall specifically ensure compliance of various Laws/Acts, including but not limited to with the following and their re-enactments/amendments/modifications:
12. The Payment of Wages Act 1936
13. The Employees Provident Fund Act, 1952
14. The Factory Act, 1948
15. The Contract Labour (Regulation) Act, 1970
16. The Payment of Bonus Act, 1965
17. The Payment of Gratuity Act, 1972
18. The Employees State Insurance Act, 1948
19. The Employment of Children Act, 1938
20. The Motor Vehicle Act, 1988
21. Minimum Wages Act, 1948 etc.
22. In case of any theft or pilferages, loss or other offences, the agency will investigate and submit a report to RRC,NE and maintain liaison with the police. FIR will be lodged by RRC, NE, wherever necessary. If need be, joint enquiry comprising of both the parties shall be conducted and responsibility fixed.
23. The agency shall ensure that security staff appointed by them is fully loyal-to and assist RRC,NE during normal periods as well as during strike and other emergencies for the protection of personnel and property both moveable and immoveable to the entire satisfaction of the RRC,NE.
24. In case of any loss that might be caused to the RRC, NE due to lapse on the part of the security personnel discharging security responsibilities, will be borne by the Agency and in this connection, RRC, NE shall have the right to deduct appropriate amount from the bill of contracting agency to make good such loss to RRC, NE besides imposition of penalty. In case of frequent lapses on the part of the security personnel deployed by the contractor, RRC, NE shall be within its right to terminate the contract forthwith or take any other action without assigning any reason whatsoever.
25. In the event of any security personnel being on leave/absent, the agency shall ensure suitable alternative arrangement to make up for such absence. To meet such eventualities the agency shall make provision for leave reserve.
26. As and when RRC, NE requires additional security strength on temporary or emergent basis, the agency will depute such security personnel under the same terms and conditions. For the same, a notice of three days will be given by RRC, NE. Similarly, if the security personnel deployed by the agency any time are found absent from duty or sleeping or found engaged in irregular activities, RRC,NE shall deduct the requisite amount at the pro-rata rates from the bill of the agency besides imposition of penalty for non-observance of the terms of contract.
27. RRC,NE reserve every right to check authenticity of attendance claimed and also may devise any further methodology to safeguard the RRC,NE’s interest. The agency shall cooperate in implementation of any such methodology. Regarding attendance,
28. The agency shall arrange to maintain at the security desk/booth, the daily shift-wise attendance record of the security personnel deployed by it showing their arrival and departure time. The Agency shall submit to RRC,NE an attested photocopy of the attendance record and enclose the same with the monthly bill. RRC,NE will be entitled to satisfy themselves regarding authenticity and factuality of claims of attendance by any reasonable methodology of their choice. If any discrepancy is found in attendance it may lead to severe penalty or any action deemed fit by the RRC,NE including termination of contract.
29. RRC,NE shall pay the agreed amount on production of monthly bill and all necessary document.
30. There would be no increase in rates payable to the Agency during the Contract period except reimbursement of the statutory wages revised by the Government.
31. The TDS as applicable shall be deducted from the bill unless exempted by the Income-tax Department.
32. The Security personnel deployed by the agency shall have at least the minimum elementary knowledge of reading and writing so as to be able to make entries in the registers kept at the security desk/booth whenever required and also to write their names in the attendance register and mark their arrival and departure by signing in the register.
33. In case of non-compliance/non-performance of the services according to the terms of the contract, RRC, NE shall be at liberty to make suitable deductions from the bill without prejudice to its right under other provisions of the contract.
34. The agency shall be solely liable for all payment/dues of the security guards employed and deployed by it. The agency shall fully indemnify RRC,NE against all the payments, claims, and liabilities whatsoever incidental or directly arising out of or for compliance with or enforcement of the provisions of any of the labour or other laws to the extent they are applicable to establishment /work in RRC,NE premises/facility.
35. In case of any dispute between the Agency and RRC,NE, RRC-NE shall have the right to decide. However, after exhausting arbitration option all matters of jurisdiction shall be at the local courts located at Guwahati.

In case of any dispute or differences arising under the terms of this Agreement the same shall be settled by reference to arbitration by a sole Arbitrator to be appointed by Director, RRC,NE. The provisions of Arbitration and Conciliation Act 1996 shall be applicable.

**8. Termination by Default:** RRC, NE reserves its right to terminate the contract of any agency /agencies in case of change in the Government procedures or unsatisfactory services.

**9. Force Majeure:** Neither party will be liable in respect of failure to fulfil its obligations, if the said failure is entirely due to Acts of God, Governmental restrictions or instructions, natural calamities or catastrophe, epidemics or disturbances in the country. The party affected by an event of Force Majeure will immediately notify the other party of such an event and will also notify the unaffected party on cessation of disability resulting from such Force Majeure act. Labour dispute or any breakdown of machinery / services at agencies premises shall not constitute Force Majeure.

Interested agencies may submit proposals as stated under guidelines to the Director, Regional Resource Centre for North East States (Branch of National Health Systems Resource Centre), Ministry of Health & Family Welfare, Government of India, 1st Floor, Krivi Square, Opposite Assam Administrative Staff College Jawahar Nagar, Khanapara, Guwahati-781022 **latest by 10:00 AM on 15th September, 2023.**

**Director**

**Regional Resource Centre for NE States**

**(Branch of National Health Systems Resource Centre**

**10. General Terms & Conditions of Tender (GCC)**

1. ***Original/downloaded tender document shall be duly filled in, signed and stamped by the bidder or his authorized representative***.
2. Telegraphic/ Telex/ Fax/ Email and letterhead quotations are not acceptable and will be rejected.
3. The bidder shall have no right to modify/ alter/ amend/ delete any terms/ conditions mentioned in tender document. Any failure on the part of the contractor to observe the prescribed procedure and any attempt to canvas for the work will prejudice the contractor’s quotation.
4. Offer will be accepted in Two Separate Sealed envelopes super scribed FINANCIAL BID containing Price Schedule (Annexure VII) and Technical Bid containing EMD and other documents respectively (Annexure I-VI). Both the envelope should be enclosed in a separate sealed envelope super scribed suitably **TENDER ENQUIRY FOR PROVIDING SECURITY SERVICES AT RRC,NE, ADDRESSED to Director, RRC-NE** with the address of the company on the bottom left hand side of the cover.
5. In case the date of opening of tenders is declared a holiday for unexpected reasons or any member of Tender Committee is absent, the tenders shall be opened at the same time on the next working day.
6. All documents submitted should be self-attested with seal of the bidder.
7. All pages of the bid including all enclosures should be numbered (except printed leaflets/catalogue) and must be duly filled in, signed and stamped by the bidder or his authorized representative. Offers received without signature and seal on all pages are liable to be rejected.
8. Bidders are requested to see the tender site [www.rrcnes.gov.in](http://www.rrcnes.gov.in)regularly before due date of submission for any probable corrigendum which could be uploaded subsequently against this tender.
9. The Tender Bids containing terms and conditions can be obtained from the Director, Regional Resource Centre for NE States (Branch of National Health Systems Resource Centre), Ministry of Health & Family Welfare, 1st Floor, Krivi Square, Opposite Assam Administrative Staff College, Khanapara, Guwahati-781022 on a payment of non-refundable Rs. 200/ (Rupees Two hundred only) by DD in favour of **“Regional Resource Centre for North East States” payable at Guwahati** during working hours/working days .The Tender document can also be downloaded from the website [www.rrcnes.gov.in](http://www.rrcnes.gov.in) and when submitted should be accompanied by a DD in favour of **“Regional Resource Centre for North East States” payable at Guwahati** of an amount of Rs. 200/-. Tenders may be sent by registered post/or may be dropped in Tender Box in this office, held at the Reception so as to reach before **10:00 AM on 15th September, 2023**. RRC,NE shall not be responsible for any postal delays. ***(Also, please note that no cheque shall be accepted)***.
10. Tenders shall be opened in the presence of tenderers or their authorised representatives if they wish to attend (only 1 rep).

**11. FINANCIAL BID:**

The Financial Bids must be submitted in the prescribed format in the **(Annexure-VII)** in a separate sealed cover kept inside the main cover. The Commercial Bids of those tenderers who are found technically compliant will be opened on a specified date and time to be intimated to the eligible tenderer only. A duly constituted Tender Evaluation Committee will evaluate the Commercial Bids.

**12. Bid Security (EMD)**

1. Each tender must be accompanied by Bid Security / EMD “in original” for an amount of Rs. 12,540/- (Rupees Twelve Thousand Five Hundred and Forty Only) in the form of a Bank Guarantee/ Fixed Deposit in favour of **“Regional Resource Centre for North East States” payable at Guwahati**. EMD should be valid upto 6 months starting from the last date of submission of Tender.
2. The Bid Security shall be valid and remain deposited with the Indenter for the period of **forty-five days** beyond the final bid validity period.
3. In case of non-submission of Bid Security, the tender would be rejected without assigning any reason.
4. No interest shall be payable by the Indenter on the Bid Security.
5. The Bid Security is liable to be forfeited if the Bidder withdraws or impairs or derogates the bid in any respect within the period of validity of this offer.
6. If the successful Bidder fails to furnish the Performance Security (as required under Rule 170, General Financial Rules, 2017) then the Bid Security (EMD) shall be liable to be forfeited.

**13. PERFORMANCE SECURITY**

1. The successful bidder shall furnish Performance Security for an amount of **Rs. 31,349/- (Rupees Thirty One Thousand Three Hundred and Forty Nine only)** to ensure due performance of the contract within fifteen (15) days or earlier from the date of receipt of communication from RRC,NE informing “Acceptance of Bid”.
2. The Performance Security shall remain valid for a period of **Thirty (30) days** beyond the date of completion of all contractual obligations of the Work Order/Agreement.
3. Failure of the bidder to submit the above-mentioned Performance Security shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security.
4. The Performance Security as mentioned in the sub-para (i) above shall be released on satisfactory completion of all contractual obligations.
5. The Performance Security shall be furnished in the form of a Bank Guarantee/Fixed Deposit in the name of **“Regional Resource Centre for North East States” payable at Guwahati.**

**14. COMMUNICATION OF ACCEPTANCE**

Acceptance of tender by the Indenter will be communicated by registered letter/ speed post/ cable/ telex/ fax/e-mail or a formal letter of ‘Acceptance of Bid’ or ‘Work Order’ informing amount of Performance Security to be deposited. The award of work order, when issued to successful bidder, constitutes the contract with collateral supports from terms and conditions of the tender limitation notices as well as formal agreement on non-judicial stamp paper if any, all of which finally form the contractual obligations to be adhered to / performed by the bidder Non-performance of any such obligations make the bidder liable for consequential effects.

**15. DISCLAIMER**

The near relatives of employees of RRC,NE/NHSRC are prohibited from participation in this tender. The near relatives for this purpose are defined as:

1. Members of a Hindu Undivided Family.
2. The one is related to the other in the manner as father, mother, sons(s), son’s wife (daughter-in-law), Daughter(s) and daughter’s husband (son-in-law), brother (s) and brother’s wife, sister(s) and sister’s husband (brother-in-law)
3. Their husband and wife.

**16. INDEMNIFICATION**

The Bidder/Supplier shall, at its own expense, defend and indemnify the owner against all third-party claims.

The Bidder/Supplier shall expeditiously extinguish any such claims and shall have full rights to defend itself there from. The Indenter shall not pay any compensation to a third party resulting from such infringement and the Bidder/Supplier shall be fully responsible for the same, including all expenses and court and legal fees.

The Indenter will give notice to the Bidder/Supplier of any such claim without delay, shall provide reasonable assistance to the Bidder/Supplier in disposing of the claim, and shall at no time admit any liability for or express any intent to settle the claim.

Final payment to the Bidder/Supplier by the Indenter will not be made while any such suit or claim remains unsettled.

**17. PAYMENT TERMS AND CONDITIONS:**

The term ‘payment’ mentioned in this part includes all types of payment due to the contractor arising on of this contract excluding Earnest Money and Security Deposit governed by separate clauses of the contract.

* **All payments shall be made by PFMS portal only** at each stage preferably in the second week of following month in respect of previous month (in case of month by payments)
* Payment of Bills would take 2 to 3 week’s time on an average. However, no interest or penalty would be paid by RRC,NE in case of delay in payment due to official reasons.
* No payment shall be made in advance or that shall any loan from any bank or financial institutions be recommended on the basis of the order of Award of work.

**18. ARBITRATION**

All disputes and differences arising out of, or in any way, concerning this agreement (except those, the decision whereof is otherwise, hereinbefore provided for) shall be referred for sole arbitration by any person to be nominated by the Director, RRC,NE. The award of the arbitrator so appointed shall be final and binding on both the parties.

**19. NOTICES**

Any notice, request, or consent sought pursuant to the tender shall be in writing and shall be deemed to have been made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent by speed post, email, or facsimile to such Party i.e. the Indenter or Bidder.

Signature of the Bidder

(Authorised Signatory)

Witnesses: -

1.

2.

**ANNEXURE - I**

**Checklist for Pre-Qualification cum Technical Bid**

(Please also see eligibility criteria on page 2-3.)

Following documents are required to be submitted in the Pre-Qualification cum Technical Bid in a Sealed Envelope. Superscribed “TECHNICAL BID”

|  |  |  |
| --- | --- | --- |
| **Sl. No.** | **Items to be submitted** | **Remarks** |
| 1. | Covering letter indicating the list of all enclosures. |  |
| 2. | Original/downloaded tender document duly filled in, signed and stamped by the bidder or his authorized representative of the bidder.  |  |
| 3. | Bid Security (EMD)  |  |
| 4. | Attested Copies of following i) Registration Certificate of the firm. ii) Income Tax Return for the last three years.iii) Certificate from a Chartered Accountant regarding annual turnover of last three years.iv) PAN No/TIN No.iv) GST Registration.v) PF Registration, ESI Registration.vi) License, issued by Regional Labour Commissioner, Govt of India.vii) Licence Provided by Govt. of Assam under PSA(R) Act 2005vii) Trade Licence. |  |
| 5. | Proof of successfully providing of the similar security services i.e. certified copies of the work order for providing similar services for any other Govt. Institutions or reputed private institutions in Assam during last three years along-with endorsement from the concerned Institution. |  |
| 6 | Undertaking to accept Terms and Conditions of the Tender document and to comply with them. (On Non-Judicial stamp paper of denomination of Rs. Rs.100/-) |  |

**SIGNATURE OF BIDDER**

**(PROP. / Partner/ Authorized Signatory)**

**Name & Address with Seal of the firm**

**(FOR OFFICIAL USE ONLY)**

**Bid (PQB) Accepted for further processing.**

**\* Bid rejected (Reasons for rejection……………………………………………………………..)**

**ANNEXURE – II**

**TECHNICAL BID**

**Additional Information**

**(To be submitted in a sealed envelope to Director, Regional Resource Centre for North East States (Branch of National Health Systems Resource Centre), Ministry of Health & Family Welfare, 1st Floor, Krivi Square, Opposite Assam Administrative Staff College, Khanapara, Guwahati -781022, so as to reach before the last date and time of the closing of the bid )**

1. Name & Address of Bidder/ Indian Agent:

3. Permanent Income Tax A/c No. of the bidder:

4. Name & Address of Banker of the Bidder:

5. Business Name and constitution of the Bidder firm.

Also state if the firm is registered under

i) The Indian Companies Act, 1956

ii) The Indian Partnership Act, 1932

iii) Any act, if not, who are the owners.

(Please give full Names and Address)

6. For partnership firms state whether they are registered or not registered under Indian Partnership Act. 1932. Should the answer to this question by a partnership firm be in the affirmative, please state further: -

(i) Whether by the partnership agreement authority to refer disputes concerning the business of the partnership to arbitration has been conferred on the Partner who has signed the tender.

(ii) If the answer to (i) is in the negative, whether there is any general power of attorney executed by all the partners of the firm authorizing the partner who has signed the tender to refer dispute concerning business of the partnership to arbitration.

7. State whether business dealing with you has been banned by any Central/ State Government Organization? If so, give details.

**Signature of witness Signature of Bidder**

Full Name and Address of Witness 1. Full name & address of the

 Person signing (In BLOCK

 LETTER)

2. Whether signing as

 Proprietor/Partner/

 Constituted Attorney/

 duly authorized by

 company.

**ANNEXURE - III**

**Bid Security (EMD)**

Bid Security (EMD) as required by this Tender Enquiry is being submitted in the form of Bank Guarantee/FD favouring the **“Regional Resource Centre for North East States”** payable at Guwahati and duly discharged in its favour in advance.

Details of Demand Draft/Pay order attached:

No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Dated\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Drawn on (Bank)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SIGNATURE OF BIDDER**

**(PROP. / Partner/ Authorized Signatory)**

**Name & Address with Seal of the firm**

**ANNEXURE - IV**

**Income Tax Return & PAN Number**

Self-Attested Copies of IT Return & PAN Number, as required by this Tender Enquiry is being submitted along with this tender as per details given below: -

|  |  |
| --- | --- |
|  | Remarks |
| Copies of Income Tax Returns for last three Assessment Years |  |
| Certificate of Chartered Accountant declaring annual turnover of last three years  |  |
| Copy of Permanent Account Number |  |
| Copy of GST Registration Number |  |
| Copy of PF Registration, ESI Registration. |  |
| Copy of Trade Licence |  |
| Copy of license, issued by Regional Labour Commissioner, Govt of India. |  |
| Copy of licence Provided by Govt. of Assam under PSA(R) Act 2005 |  |

**SIGNATURE OF BIDDER**

**(PROP. / Partner/ Authorized Signatory)**

**Name & Address with Seal of the firm**

**ANNEXURE - V**

(a) Whether any work of Govt. or Semi Govt. Deptt. or Reputed Private Organization has been done in previous year Y/N\_\_\_\_\_\_\_\_\_\_

(b) It yes, furnishes full details (along with copy of work order/ agreement etc with list.

**SIGNATURE OF BIDDER**

**(PROP. / Partner/ Authorized Signatory)**

**Name & Address with Seal of the firm**

**ANNEXURE - VI**

**UNDERTAKING**

(To be submitted on Rs. 100/- stamp paper)

**Declaration by the Bidder**

I/We \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hereby declare that:

1. I/We am/are the agency of security service provider duly recognized by the Govt. of India/State Govt./Any other reputed Public Institution/Body have examined the above-mentioned tender document including amendment/corrigendum (if any) the receipt of which is hereby confirmed.

2. I/We do hereby offer to provide security services at the prices and rates mentioned in the price bid. The service shall be as per the terms & conditions mentioned in the tender document.

3. I/We agree to abide by my/our offer for a period of 180 days from the date of opening of the tender.

4. I/We have carefully read and understood all the Terms and Conditions of the tender and shall abide by them.

5. I/We agree for the all clauses and payment terms & conditions of this tender enquiry. In case any condition put forth by us is against the terms & conditions of tender, the same shall be treated as to be having no affect whatsoever and that the tender terms and conditions shall only prevail upon such conditions, if any.

6. I/We agree that in the event of any dispute or differences, the decision of the Director, RRC,NE, Guwahati shall be final and binding on me/us.

7. The tender document has been downloaded from the official website i.e. [www.rrcnes.gov.in](http://www.rrcnes.gov.in)/purchased from RRC,NE, Guwahati office for bidding purpose and is a true copy of the original.

8. I/we hereby undertake that none of my relative (s) as defined in Disclaimer Clause (15) is/are employed in RRC,NE/NHSRC.

**SIGNATURE OF BIDDER**

**(PROP. / Partner/ Authorized Signatory)**

**Name & Address with Seal of the firm**

**Annexure VII**

**FINANCIAL BID**

RRC,NE is committed to pay the amount for the each security guard employed through the agency [Immediate Employer] as the statutory wages plus other statutory claims stipulated by related Laws of the Land like Minimum Wages Act etc. in favour of employee in a manner deemed fit to ensure compliance of these laws. Therefore, to make things simple, **RRC,NE is inviting FINANCIAL BID in form of agency’s commission to perform the services as Immediate Employer on behalf of the Principal Employer i.e. RRC,NE.**

**Bidders have to quote this commission as PERCENTAGE of total amounts to be paid by RRC,NE for the employees through the agency. This commission will be treated as service charge or any similar nomenclature to be paid additionally by the RRC,NE for the benefit of the agency.**

This should be absolutely clear that the agency will have no right to deduct even a single paisa from the money to be paid by RRC,NE for employees’ wages plus other statutory deposits. Any violation by the agency will construe criminal offence of cheating and will be dealt with accordingly.

|  |  |  |
| --- | --- | --- |
| **Sl.** | **Particulars** | **Quoted Amount**  |
| 1 | Basic (Should comply with the Minimum Wage Act as per Central Government of India)Latest Govt. Notification in this regard to be enclosed. |  |
| 2 | ESIC |  |
| 3 | EPF |  |
| 4 | Medical Benefit |  |
| 5 | Any other allowances |  |
|  | **Sub Total (per Security Guard)****(Remuneration to Security Guards)** |  |
|  | **Total Remuneration (for 3 Security Guards)** |  |
| 7 | Commission/Service Charge of the Security Agency **(%)** |  |
| 8 | Applicable Service Tax (%) |  |
|  | **Total :** |  |

Declaration by the Bidder:

This is to certify that I/We before signing this tender have read and fully understood all the content, terms and conditions contained anywhere in this tender document and undertake myself/ourselves to abide by them.

Note:

I) No other charges would be payable by RRC, NE.

1. **Minimum Service charges quoted above by the bidders must be more than 2.0% (two-point zero percent) as TDS at the rate of 2.0% is required to be deducted from the total bill value as per Income Tax Act, 1961. Failing which bid shall be summarily rejected.**
2. In case of tie, lowest bidder will be decided by the lottery in presence of all the bidders engaged in the tie. Detailed methodology of lottery process will be decided by the Director, RRC-NE, if such situation arises.

IV) ***Wages and may be revised at the time of signing of the agreement at the discretion of RRC,NE. Rates will be mandatorily revised as and when Central Government or the Body authorised by the same amends/revises these provisions.***

1. There would be no increase in quoted commission rate during the Contract Period except provision under the terms and conditions.

**SIGNATURE OF BIDDER**

**(PROP. / Partner/ Authorized Signatory)**

**Name& Address with Seal of the firm**