



**GOVERNMENT OF ARUNACHAL PRADESH**  
**OFFICE OF THE DIRECTOR**  
**TOMO RIBA INSTITUTE OF HEALTH & MEDICAL SCIENCES (TRIHMS)**  
**NAHARLAGUN – 791 110**

Telephone No.0360-2350331: Fax No.0360-2350791 :Email- trihmsap@gmail.com

No.TRIHMS-13011/9/2022

Dated, Naharlagun the 25<sup>th</sup> July 2022

To

The Director  
Information & Public Relation  
Govt. of Arunachal Pradesh  
Naharlagun.

Sub : Publication of Tender Notice.

Sir,

Please find herewith the attached tender notice regarding outsourcing of security services for TRIHMS for publication in the local dailies and kindly forwarded the bill to the undersigned for release of payment.

Yours faithfully

(Dr. Moji Jini)  
Director TRIHMS  
Naharlagun.



**OFFICE OF THE DIRECTOR**  
**TOMO RIBA INSTITUTE OF HEALTH & MEDICAL SCIENCES (TRIHMS)**  
**Naharlagun – 791 110, Arunachal Pradesh**  
Telephone No.0360-2350331: Fax No.0360-2350791 : Email - trihmsap@gmail.com

File No.TRIHMS-13011/9/2022

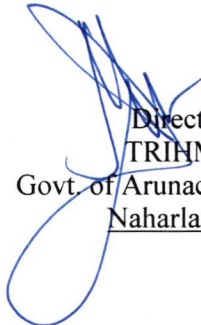
Date:25<sup>th</sup>July 2022

**TENDER NOTICE FOR SECURITY SERVICE FOR TRIHMS,**  
**NAHARLAGUN**

Tenders in sealed cover are invited under **two-bid** system from reputed and experienced agencies on behalf of the Chairman, Governing Council, TRIHMS for providing Security Services at the premises of TRIHMS Medical College and Hospital, Naharlagun on contract basis initially for a period of 3(three) years and extendable further subject to satisfactory performance of the service provider, requirement of the services by TRIHMS subject to availability of fund, and mutual agreement thereon between the two parties.

Name of Work	Approximate value of work (Rs.)	Earnest Money Deposit (Rs.)	Security Deposit (Rs.)	Last Date of receiving of sealed tender bids	Date of opening of Technical Bids
Security Services	1.35 cr	1,35,000/- for APST and 2,70,000/- for others	10% of annual contract value	25-08-2022	25-08-2022

The detailed tender documents can be obtained from the office of the Director, TRIHMS, Naharlagun, on any working day from 26<sup>th</sup> July 2022 to 17<sup>th</sup> August 2022 between 10.00 AM to 04.00 PM or may also be downloaded from the website of the institute [www.trihms.com](http://www.trihms.com) by tendering an amount of Rs.5000/- (Rupees Five thousand) only through anon-refundable demand draft of any commercial Bank drawn in favour of "Director, Tomo Riba Institute of Health and Medical Sciences" and payable at Naharlagun.

  
Director  
TRIHMS  
Govt. of Arunachal Pradesh  
Naharlagun.



**OFFICE OF THE DIRECTOR  
TOMO RIBA INSTITUTE OF HEALTH & MEDICAL SCIENCES (TRIHMS)**

**Naharlagun – 791 110, Arunachal Pradesh**

Telephone No.0360-2350331: Fax No.0360-2350791 : Email - trihmsap@gmail.com

File No.TRIHMS-13011/9/2022

Date: .....

**NOTICE INVITING TENDER**

FOR

**SECURITY SERVICES**

FOR

**TOMO RIBA INSTITUTE OF HEALTH AND MEDICAL SCIENCES (TRIHMS)**

Tenders in sealed covers are invited under **two-bid** system from reputed and experienced agencies on behalf of the Chairman, Governing Council, TRIHMS for providing Security Services at the premises of TRIHMS Medical College and Hospital, Naharlagun on contract basis initially for a period of 3 (three) years and extendable further subject to satisfactory performance of the service provider, requirement of the services by TRIHMS subject to availability of fund, and mutual agreement thereon between the two parties.

Sl. No.	Particulars	Numbers
1	Supervisor (preferably Ex- serviceman or Paramilitary Forces / Police) 8 hrs. duty.	2
2	Assistant Supervisor (preferably Ex- serviceman or Paramilitary Forces / Police) 8 hrs. duty.	4
3	Security Guards for 3 shifts <u>without arm.</u> 8 hrs. duty.	66

The interested agencies are required to submit the technical and financial bids separately. The bids in Sealed Cover-I containing “Technical Bid” and Sealed Cover-II containing “Financial Bid” should be placed in a third sealed cover superscribed “**Tender for Security Services for TRIHMS, Naharlagun**” and should reach at the office of “**Director, TRIHMS, Govt. of Arunachal Pradesh, Naharlagun**” before 1200 hrs on or before **25-08-2022**. The tenders shall be opened on the same day at 1500 hrs in the Lecture Hall-II, TRIHMS, Naharlagun. In the event of the above-mentioned date being declared as a holiday / closed day, the tenders will be opened on the next working day at the appointed time.

EMD	1% for APST and 2% for other
Security Deposit	10 % of Total Tender Value
Last Date and Time of receipt of NIT	25-08-2022 at 12.00 Noon
Date & Time for Opening of Technical Bid & Financial Bids	25-08-2022 at 15.00 PM
Pre-bid meeting	22-08-2022
Condition for participating of Bidder of this tender	A valid license for last 3 (three) years under the Private Security Agencies (Regulation) Act 2005 (PSARA) as amended from time to time.
Place of Submission of Tender	Office of the Director, Tomo Riba Institute of Health and Medical Sciences, Govt. of Arunachal Pradesh, Naharlagun.

The detailed tender documents can be obtained from the office of the Director, TRIHMS, Naharlagun, on any working day from 26<sup>th</sup> July 2022 to 17<sup>th</sup> August 2022 between 10.00 AM to 04.00 PM or may also be downloaded from the website of the institute [www.trihms.com](http://www.trihms.com) by tendering an amount of Rs.2500/- (Rupees two thousand five hundred) only through a non-refundable demand draft of any commercial Bank drawn in favour of “Director, Tomo Riba Institute of Health and Medical Sciences” and payable at Naharlagun.

For any change of Time and Date etc the interested parties are requested to view the institution web site [www.trihms.com](http://www.trihms.com) frequently.

**Note:** Application with incomplete information and not conforming to the directions are liable to berejected.

  
Director  
TRIHMS  
Naharlagun





All tenderers are requested to read the tender document carefully including its terms and conditions and procedures to fill the tender form and tender assessment criteria.

**TENDER DOCUMENTS CONSIST OF THE FOLLOWING: -**

- I. Scope of Work
- II. Eligibility criteria
- III. General Instructions to Tenderers
- IV. General Terms and Conditions of Contract
- V. Technical Bid (Annexure-I)
- VI. Financial Bid (Annexure-II)
- VII. Draft Agreement format (Annexure-III)
- VIII. Declaration (Annexure-IV)





**TERMS & CONDITIONS OF  
CONTRACT**

**(Annexure to Agreement)**

**A. Scope of Work:**

Providing Security services at TRIHMS Naharlagun by deploying required number of Security Personnel.

1. The Agency shall provide security services by deploying adequately trained and well-disciplined security personnel, who shall safeguard the TRIHMS Naharlagun site, buildings, movable and immovable assets, equipment and other items at the above address from any thefts, pilferage or damage and also ensure safety of the students, employees, visitors, guests or any other persons working in its complex /premises.
2. The security personnel shall be deployed round the clock in 3 shifts at the TRIHMS Naharlagun to safeguard the premises.
3. The Security Agency will be responsible for all police liaison work
4. The Agency shall be responsible for opening / closing of the building and rooms as necessitated / directed by Director/Chief Medical Superintendent located at TRIHMS Naharlagun site on working and closed days.
5. The Agency shall ensure that water taps / lights / ACs are not left open/on, after close of working hours on normal working days as well as on off days, as the case maybe.
6. The agency shall supervise the cleaning of the premises and alsowater supply, if necessary.
7. The Agency shall maintain records of inward and outward movement of Students, TRIHMS Employees, Guests & Visitors, along with the inward & outward record of materials & vehicles etc with proper check on the same as per instructions given from time to time by Director or Chief Medical Superintendent TRIHMS Naharlagun.
8. The security personnel deployed shall take regular rounds of the premises to maintain vigil and remain alert.
9. The security personnel shall be duly trained in Fire Safety Operations. They should be trained to operate various fire control equipment installed at TRIHMS Naharlagun.
10. The Agency shall keep the Client informed of all the matters of security and co-operate in the investigation of any incident relating tosecurity.
11. The Agency will carry out any otherworkallottedbyTRIHMS officeinincidentofsecurityofthepremises.

**B. Eligibility Criteria:**

1. The Bidder may be a proprietary firm/Agencyconstituted and registered who possesses the required licenses, registrations (such as **Private Security Agencies (Regulation) Act 2005**) etc as per law.



2. The Bidder shall have at least 3 years of experience of providing Security services in State Govt./Central Government/PSU/Autonomous Body under Government/Govt. Institutions / Educational Institutions.Having successfully completed at least one work of similar magnitude and duration (worth Rs.50,00,000/- (Rupees Fifty lakhs or more per year) in last two years in State/Central Government/PSU/Autonomous Body under Government/ Govt. Institutions / Educational Institutions along with Performance certificate.
3. The bidder should have an office in ICR. If not, an office should be opened in ICR within 30 days of the award of work.
4. There should be no case pending with the police against the Proprietor / Firm / (Agency).
5. The bidder should be a registered firm of state of Arunachal Pradesh and should have license to operate all across the state.
6. The bidder shall have the following Registrations and license and details of the same be provided in the Technical Bid:
  - (a) EPF Registration:
  - (b) ESI Registration:
  - (c) GST Registration:
  - (d) Valid License, issued by Labour Commissioner, Govt. of Arunachal Pradesh, under the Contract Labour Act, 1970, or should give an undertaking that the bidder would obtain it positively within 30 (Thirty) days of the award of the work.
  - (e) Registration / License under the Private Security Agencies (Regulation) Act,2005
7. As per the Contract Labour Act, 1970, it is very essential to maintain the following records by the contractor and should be maintained.
  - (a) Employment Card
  - (b) Register of person employed
  - (c) Employee provident fund as per EPF rule the deduction is to be made from the wage of workers and to be deposited with equal amount to EPF commissioner.

*If the bidder fails to obtain the valid license under the Contract Labour Act, 1970 within the stipulated period, for whatsoever reason, this Agreement shall automatically stand terminated and TRIHMS Naharlagun shall be at liberty to recover losses, if any, from the Security Deposit / EMD of the bidder.*

### **C. Information and Conditions relating to Submission of Bids**

1. The period of contract shall be for 3 (three) years which may be extended for further by mutual agreement depending on performance of the Agency and at discretion of the Director, TRIHMS, Naharlagun.
2. The tender document containing eligibility criterion, scope of work, terms & conditions and draft agreement can also be downloaded from Website [www.trihms.com](http://www.trihms.com). Those who download the tender document from Website should enclose a DD for **Rs. 5000/-** (Rupees five thousand)only as a processing fee in favour of “Director, TRIHMS”, payable at Naharlagun, along with their bid in the Cover-I containing “Technical Bid”.
3. The interested agencies are required to submit the technical and financial bid separately in the format enclosed. The bids in sealed Cover-I containing “Technical Bid” and sealed Cover-II containing “Financial Bid” should be placed in a third sealed cover super scribed “Tender for Security Services” should reach at the office of “**The Director, Tomo Riba Institute of**





**Health and Medical Sciences, Old Assembly Complex, Naharlagun - 791110**, before 1200 hrs on or before 29<sup>th</sup> July 2022. The tenders shall be opened on the same day at 1500 hrs in the Lecture Hall-II of TRIHMS, Naharlagun in presence of the bidders or their authorized representatives who choose to remain present.

4. All the pages of the tender should be signed by the owner of the firm or his Authorized Signatory. In case the tenders are signed by the Authorized Signatory, a copy of the power of attorney/authorization may be enclosed along with tender.
5. A copy of the terms & conditions shall be signed by the bidder on each page and submitted with the technical bid as token of acceptance of terms & conditions.
6. The bidder shall pay Bid Security (EMD) along with the technical bid by Demand Draft in favour of “**TomoRiba Institute of Health and Medical Sciences**” drawn on any Commercial Bank and payable at Naharlagun. Bids received without Earnest Money deposit (EMD) shall stand rejected and thus shall not be considered for evaluation etc at any stage.
7. The Bid Security (EMD) without interest shall be returned to the unsuccessful bidders after finalization of contract without any Interest.
8. As a guarantee towards due performance and compliance of the contract work, the successful bidder (Agency) will deposit an amount equal to 10 % (Ten) of Annual Contract value towards Performance Security Deposit by way of demand draft in favour of “**Tomo Riba Institute of Health and Medical Sciences**” drawn on any Commercial Bank and payable at Naharlagun.
9. The EMD shall be forfeited if successful bidder fails to undertake the work or fails to comply with any of the terms & conditions of the contract.
10. The bid shall be valid and open for acceptance of the competent authority for a period of 180 days from the date of opening of the tenders and no request for any variation in quoted rates and / withdrawal of tender on any ground by successful bidder shall be entertained.
11. To assist in the analysis, evaluation and computation of the bids, the Director, TRIHMS, may ask bidders individually for clarification of their bids. The request for clarification and the response shall be in writing but no change in the price or substance of the bid offered shall be permitted.
12. After evaluation, the work shall be awarded normally to the Agency fulfilling all the conditions and who has quoted the lowest rate after complying with the provisions of Minimum Wages Act. In case two or more agencies are found to have quoted the same rates, the Director, TRIHMS Naharlagun shall decide about the Agency to which the offer shall be granted based on the report on the past performance of the firm, and length of experience etc. Such decision by such authority shall be final.
13. The quoted rates shall not be less than the minimum wages of Govt. of Arunachal Pradesh and shall include all statutory obligations.
14. Director, TRIHMS, Naharlagun reserves the right to accept or reject any or all bids without assigning any reasons. The Director, TRIHMS, Naharlagun also reserves the right to reject any bid which in his opinion is non-responsive or violating any of the conditions / specifications without any liability to any loss whatsoever it may cause to the bidder in the process.





**D. Terms and Conditions:**

1. Duties of security supervisors and guards will be three (3) shifts of 8 hours each.
2. The Agency shall ensure that the security personnel deputed are healthy and emotionally stable. The Agency will get their antecedents, character and conduct verified and to submit a copy of Police Verification to the Director, TRIHMS, Naharlagun before engaging new SecurityGuard.

**A. Qualitative Requirements –Security Guards (Ex-service Man / General Security Guard)**

- (i) Minimum High School or equivalent
- (ii) Minimum Age 25 Year & Maximum Age 45Year
- (iii) Minimum Height- 160 cm
- (iv) Minimum Weight- as per standard table of height and weight.
- (v) Able to walk and patrol 8 hours aday
- (vi) Climb steep stairs or aladder
- (vii) Vision: As per rules presented under Private security Agencies (Regulation) Act,2005.
- (viii) Physically fit and healthy
- (ix) Knowledge of English Must. Able to read and write in Hindi & English Both.
- (x) No history or presence of any psychiatric disorder
- (xi) No disabilities
- (xii) Emotionally stable
- (xiii) The firm should ensure training the General security guards engaged for duty.

**B. Qualitative Requirements of Security Supervisor and Assistant Security Supervisor (Ex-Serviceman)**

- (i) Minimum Class XII or equivalent
- (ii) Minimum Age 35 Year & Maximum Age 50Year
- (iii) Minimum Height- 160 cm.
- (iv) Minimum Weight-65 Kg & Maximum Weight-80Kg
- (v) Physically fit and healthy.
- (vi) Good Communication skill.
- (vii) Knowledge of English Must. Able to read and write in Hindi & English Both& working knowledge of MS office.
- (viii) No history or presence of any psychiatric disorder
- (ix) No disabilities
- (x) Emotionally stable
- (xi) Experience: Min.5 years

3. The full particulars of the personnel to be deployed by the Agency including their names & addresses shall be furnished to the Director, TRIHMS Naharlagun along with testimonials before they are actually deployed for the job.
4. The Agency shall not deploy or shall discontinue deploying the person(s), if so desired by the Director, TRIHMS at any time without assigning any reason whatsoever.
5. 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 TRIHMS Naharlagun, they shall work under directives and guidance of the Director / Chief Medical Superintendent (CMS), TRIHMS and will be answerable to them. This will, however, not diminish in any way, the Agency's responsibility under contract to the TRIHMS Naharlagun.

6. The Agency shall deploy security guards trained in all facets of security work, including firefighting. The Agency shall provide necessary undertaking and documentary evidence in this regard.
7. The visitors shall be regulated as per the directions of the Director/ CMS, TRIHMS, Naharlagun and procedure and records thereof maintained as stipulated by them. Further, the visitors shall be attended with due courtesy.
8. A senior level representative of the Agency shall visit TRIHMS Naharlagun 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 Director or the Chief Medical Superintendent or the officer dealing with service under the contract for mutual feedback regarding the work performed by his personnel and removal of deficiencies, if any, observed in their working.
9. The Agency shall ensure that any replacement of the personnel, as required by the Director / CMS, TRIHMS Naharlagun for any reason specified or otherwise, shall be affected promptly without any additional cost to the TRIHMS. If the agency wishes to replace any of the personnel, the same shall be done with prior concurrence of the Director, TRIHMS, Naharlagun at Agency's own cost.
10. The Agency shall provide reasonably good uniform with name badges to its personnel deployed at TRIHMS Naharlagun 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 be borne/supplied by the Agency at its cost.
11. 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 TRIHMS / Department of Health & Family Welfare/Govt. of Arunachal Pradesh / Govt. of India.
12. The day-to-day functioning of the services shall be carried out in consultation with and under direction of the Chief Medical Superintendent, TRIHMS, Naharlagun or any other officer authorized in this regard. Proposals for efficient functioning of the security systems shall be discussed, considered and implemented from time to time by the agency with approval of the Director, TRIHMS, Naharlagun.
13. The Agency shall be solely responsible for compliance to the provisions of various Labour and Industrial laws relating to wages, allowances, compensations, EPF, Bonus, Gratuity, ESI etc. in respect of personnel deployed by it at TRIHMS, Naharlagun or for any accident caused to them and the TRIHMS shall not be liable to bear any expense in this regard. The Agency shall make payment of wages to workers engaged by it by seventh day of the succeeding month irrespective of any delay in settlement of its bill by the Director, TRIHMS, Naharlagun 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: -

(a) The Payment of Wages Act 1936

(b) The Employees Provident Fund Act, 1952





- (c) The Factory Act, 1948
  - (d) The Contract Labour (Regulation and Abolition) Act, 1970
  - (e) The Payment of Bonus Act, 1965
  - (f) The Payment of Gratuity Act, 1972
  - (g) The Employees State Insurance Act, 1948
  - (h) The Employment of Children Act, 1938
  - (i) The Motor Vehicle Act, 1988
  - (j) Minimum Wages Act, 1948
  - (k) Private Security Agencies (Regulation) Act, 2005
14. In case of any theft or pilferages, loss or other offences, the agency will investigate and submit a report to the Director /Chief Medical Superintendent, TRIHMS, Naharlagun and maintain liaison with the police. FIR will be lodged by the Chief Medical Superintendent / Director, TRIHMS Naharlagun, wherever necessary. If need be, joint enquiry comprising of both the parties shall be conducted and responsibility fixed.
  15. The agency shall ensure that security staff appointed by it are fully loyal-to and assist the Director and the Chief Medical Superintendent, TRIHMS, Naharlagun during normal periods as well as during strike and other emergencies for the protection of personnel and property both movable and immovable to their entire satisfaction.
  16. In case of any loss that might be caused to the TRIHMS Naharlagun due to lapse on the part of the security personnel discharging security responsibilities will be borne by the Agency and in this connection, Director, TRIHMS Naharlagun shall have the right to deduct appropriate amount from the bill of contracting agency to make good such loss to TRIHMS besides imposition of penalty. In case of frequent lapses on the part of the security personnel deployed by the contractor, Director, TRIHMS, shall be within its right to terminate the contract forthwith or take any other action without assigning any reason whatsoever.
  17. 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.
  18. As and when the Director, TRIHMS, 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 two days will be given by the Director, TRIHMS. Similarly, if the security personnel deployed by the agency any time are found absent from duty or sleeping or found engaged in irregular activities, the Director, TRIHMS, 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.
  19. 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 the Director, TRIHMS, an attested photocopy of the attendance record and enclose the same with the monthly bill.
  20. The Director, TRIHMS, shall pay the agreed amount on production of monthly bill. No other charges of any kind shall be payable.
  21. There would be no increase in rates payable to the Agency during the contract period except reimbursement of the statutory wages and tax rates revised by the Govt. In case the wage quoted become lesser than the minimum wage revised by the Govt. in future the rates shall be





increased by the difference amount to comply with the statutory requirement.

22. The Security personnel deployed by the Agency shall have at least the minimum elementary knowledge of reading and writing English 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.
23. In case of non-compliance/non-performance of the services according to the terms of the contract, the Director, TRIHMS shall be at liberty to make suitable deductions from the bill without prejudice to its right under other provisions of the Contract.
24. The Agency shall be solely liable for all payment/dues of the Workers employed and deployed by it. The Agency shall fully indemnify TRIHMS 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 TRIHMS Naharlagun premises / facility.
25. The decision of TRIHMS in regard to interpretation of the Terms & Conditions and the Agreement shall be final and binding on the Agency.
26. In case of any dispute between the Agency and TRIHMS, the TRIHMS shall have the right to decide, failing which the dispute shall be referred to the sole arbitrator to be appointed by the parties through mutual consent. The arbitrator shall settle the case under the provision of Arbitration and Conciliation Act 1996. The jurisdiction of the Arbitration shall be at Itanagar/Naharlagun. The language of the Arbitration shall be in English. The parties shall bear the cost of Arbitration equally. The order of the Arbitration shall be final and binding on the parties. If the issues are not settled by arbitration, the competent civil court in the state of Arunachal Pradesh shall have the jurisdiction.
27. Penalty Clause-In case of any irregularities noticed, the penalty amount will be levied by TRIHMS up to the extent of 10% of the monthly charges due for relevant month, after issuing show cause notice to the agency and considering the explanation of the agency, if submitted within stipulated time. Such repeated irregularities will make the agency liable for cancellation of contract with forfeiture of the Security deposit.
28. Any violation of instructions/agreement or suppression of facts will attract cancellation of agreement without any reference.
29. An agreement shall be signed with the successful bidder as per specimen enclosed.

**Note:** *These terms and conditions are part of the Contract/Agreement as indicated in the Agreement between 'Client' (First Part) and the 'Agency' (Second Part) and any non-compliance shall be deemed as breach of the Contract/Agreement.*

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**TECHNICAL BID**

(In separate sealed Cover-I super scribed as “Technical Bid”)

1	Name & Address of the Tendering Organization /Agency with phone number, <b>email</b> and <b>name</b> and <b>mobile number</b> of contact person.					
2	<b>Experience</b> in the work of providing Security Services. Particulars of experience (Attach certificates, testimonials). This shall cover the details of works of similar nature, approximate magnitude and duration carried out and/or on hand for last 3 years along with a <b>Performance certificate</b> from the organization where the job was carried out for last 3 years.					
Sl. No.	Name of Organization with complete address and telephone numbers to whom services provided	From	To	Total contract period (in Yr/Month)	Total contract <b>amount</b> (in Rs.)	Reason for termination
3	Set-up of your Agency, clearly indicating details of managerial, supervisory and other staff, also indicate the number of master roll staff available for performing this service:					
(a)	Is the establishment / agency registered under Private Security Agencies (Regulation) Act 2005 (PSARA); please give details with <b>document/evidence</b> .					
(b)	Do you have Labour license please provide details and attach a copy of License to keep armed guards and license for guns /shots should also be enclosed.					
(c)	Undertaking of the Agency confirming the availability of the adequate manpower of requisite qualification and experience for deployment in TRIHMS Naharlagun.					
4	Are you covered by the labour Legislations, such as, ESI, EPF, Gratuity Act etc.					
5	Please give EPF No: ESI Code:					
6	Are you governed by minimum wages rules of the Govt. of Arunachal Pradesh? If yes, please give details.					
7	Please attach copy of latest GST return filing					
8	Please attach balance sheet of the company [duly certified by Chartered Accountant for last three (3) years]					
9	PAN No. (Please attach copy)					
10	Trade License No. (Please attach copy)					



# TOMO RIBA INSTITUTE OF HEALTH & MEDICAL SCIENCES (TRIHMS)

Naharlagun – 791 110, Arunachal Pradesh

Telephone No.0360-2350331: Fax No.0360-2350791 : Email - trihmsap@gmail.com

11	GST Registration No. (Please attach copy)	
12	Acceptance of terms & conditions attached (Yes/No). Please sign each page of terms and conditions as token of acceptance and submit as part of tender document.	
13	Power of Attorney/authorization for signing the bid documents	
14	Undertaking that the security agency has not been blacklisted by any Government Department.	
15	Undertaking that no case is pending with the police against the Proprietor/firm/partner or the Company (Agency). In addition to the undertaking, the firm shall produce	
16	List of Other Clients	

### Declaration by the Tenderer:

This is to certify that I before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself to abide by them.

### Enclosed:

1. Technical Bid Document with EMD with Terms & Conditions (each page must be signed and sealed).
2. Financial Bid.

Place:.....

(Signature of Tenderer with seal)

Date:.....

Name:

Address

Phone No (O):

Mobile No.:

E-mail:





**ANNEXURE-II**

**FINANCIAL BID**

**(In sealed Cover-II superscribed “Financial Bid”)  
TENDER FOR PROVIDING “SECURITY SERVICES TO TRIHMS  
NAHARLAGUN”**

Sl. No.	Description	Percentage [to be read in conjunction with latest rules, Acts, policies etc. of the Competent Authorities]	Supervisor [Per unit] Ex-Serviceman	Assistant Supervisor[per unit] Ex-Serviceman	General Security Guard [per Unit]
1	Wages <b>Per Month</b>				
2	ESI, if applicable in Arunachal Pradesh	4 % (of wages)			
3	EPF	12 % of wages			
4	House Rent Allowance	As applicable			
5	ESI on HRA	@ 4 %			
6		<b>Total-A</b>			
7	Leave / weekly off etc. (Leave reserve)	@4.33 days (Coloumn-6/30*4.33)			
8		<b>Total-B</b>			
9	Bonus	8.33% of Rs. 7000/- or wages whichever is higher			
10		<b>Total-C</b>			
11	Uniform outfit/washing allowances	@8% (of wages)			
12		<b>Total (A+B+C)</b>			
13	<b>Service Charges</b>	-----%	Rs.		
14	<b>GST (as applicable) on services</b>	18%			
15	<b>Grand Total</b>				

**NOTE:**

1. TRIHMS Naharlagun may ask to depute additional Security Guards with or without arms as and when needed.
2. The rate is inclusive of weekly off.
3. The tenderer has to provide uniform, Identity Card, Batten, Umbrella, Heavy Duty Torch & Raincoat etc. to each Security Guard.
4. The quote for wages should not be less than the minimum wage notified by Govt. of Arunachal Pradesh.

**Declaration by the Bidder:**

This is to certify that I before signing this tender have read and fully understood all the terms & conditions contained herein and undertake myself to abide by them.

**Note:**

- (i) No other charges would be payable by Client.
- (ii) There would be no increase in rates during the Contract period except provision under the terms & conditions.

Place .....

(Signature of Bidder with seal)

Date .....

Name :

Seal :

Address :

Phone No (O):

E- mail:



**ANNEXURE-III**

**(To be made on Rs 100.00 Non-Judicial Stamp Paper)**

**DRAFT AGREEMENT FORMAT**

This agreement is made at Naharlagun on the \_\_\_\_\_ day of \_\_\_\_\_ Two thousand twenty two between the Chairman, Governing Council, Tomo Riba Institute of Health and Medical Sciences (TRIHMS) Society, Naharlagun **acting through the Director, TRIHMS, Old Assembly Complex,, Naharlagun – 791110** (hereinafter called 'Client' which expression shall, unless repugnant to the context or meaning thereof be deemed to mean and include its successors, legal representatives and assigns) of the **First Part**.

**Second Part**

M/s \_\_\_\_\_, **having its registered office at** \_\_\_\_\_

(Hereinafter called the 'Agency' which expression unless repugnant to the context shall mean and include its successors-in-interest assigns etc.) of the **Second Part**.

WHEREAS the 'Client' is desirous to engage the 'Agency' for providing Security Services for TRIHMS at Naharlagun on the terms and conditions stated below:

1. The Agency shall be solely responsible for compliance to provisions of various Labour, Industrial and any other laws applicable and all statutory obligations, such as, Wages, Allowances, Compensations, EPF, Bonus, Gratuity, ESI, etc relating to security personnel deployed in TRIHMS Naharlagun. The 'Client' shall have no liability in this regard.
2. The Agency shall be solely responsible for any accident / medical / health related liability / compensation for the personnel deployed by it at TRIHMS Naharlagun site. The 'Client' shall have no liability in this regard.
3. Any violation of instruction / agreement or suppression of facts will attract cancellation of agreement without any reference or any notice period.
4. The contract can be terminated by giving three months' notice on either side.
5. In case of non-compliance with the contract, the 'Client' reserves its right to:
  - a) Cancel / revoke the contract; and /or
  - b) Impose penalty up to 10% of the Total monthly bill.
6. Security Deposit equal to 10% of the Annual Contract Value (refundable without interest after two months of termination of contract) in the form of Pay Order / Demand Draft shall be furnished by the 'Agency' at the time of signing of the Agreement.
7. The 'Agency' shall be fully responsible for timely monthly payment of wages and any other dues to the personnel deployed in TRIHMS Naharlagun site.
8. The security personnel provided by the 'Agency' will not claim to become the employees of TRIHMS Naharlagun and there will be no Employee and Employer relationship between the TRIHMS and the personnel engaged by the 'Agency' for deployment in TRIHMS Naharlagun site.
9. There would be no increase in rates payable to the 'Agency' during the contract period except reimbursement of the statutory wages and tax rates revised by the Govt. In case the wage quoted become lesser than the minimum wage revised by the Govt. in future the rates shall be





**TOMO RIBA INSTITUTE OF HEALTH & MEDICAL SCIENCES (TRIHMS)**

**Naharlagun – 791 110, Arunachal Pradesh**

Telephone No.0360-2350331: Fax No.0360-2350791 : Email - trihmsap@gmail.com

increased by the difference amount to comply with the statutory requirement.

- 10. The 'Agency' also agrees to comply with annexed Terms and Conditions and amendments thereto from time totime.
- 11. Decision of 'Client' in regard to interpretation of the Terms and Conditions and the Agreement shall be final and binding on the'Agency'.
- 12. The 'Agency' shall ensure full compliance with tax laws of India with regard to this Contract and shall be solely responsible for the same. The 'Agency' shall keep 'Client' fully indemnified against liability of tax, interest, penalty etc. of the 'Agency' in respect thereof, which may arise.
- 13. In case of any dispute between the 'Agency' and 'Client', 'Client' shall have the right to decide, failing which the dispute shall be referred to the sole arbitrator to be appointed by the parties through mutual consent. The arbitrator shall settle the case under the provisions of Arbitration and Conciliation Act 1996. The jurisdiction of the Arbitration shall be at Itanagar/Naharlagun. The language of the Arbitration shall be in English. The parties shall bear the cost of Arbitration equally. The order of the Arbitration shall be final and binding on the parties. If the issues are not settled by arbitration, the competent civil court in the state of Arunachal Pradesh shall have the jurisdiction.

This Agreement will take effect from \_\_\_\_\_. The period of contract will be valid for three years and it may be further extended subject to the satisfactory performance by the service provider.

IN WITNESS WHEREOF both the parties hereto have caused their respective common seals to be hereunto affixed / (or have hereunto set their respective hands and seals) the day and year mentioned above in Naharlagun in the presence of the witness:

For and on behalf of the 'Agency'

For and on behalf of the 'TRIHMS Naharlagun'

Signature of the authorized Official

Signature of the authorized Official

Name of the Official

Name of the Official

Stamp / Seal of the 'Agency'

SIGNED, SEALED AND DELIVERED

By the said \_\_\_\_\_

By the said \_\_\_\_\_

\_\_\_\_\_(Name)

\_\_\_\_\_(Name)

on behalf of the 'Agency' in presence of

on behalf of the 'TRIHMS' in presence

of Witness Witness

Name \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_





**ANNEXURE-IV**

**DECLARATION**

1. I,..... Son /  
Daughter of Shri  
..... Proprietor / Partner / Director / Authorized  
Signatory of  
..... competent to sign this declaration and execute this  
tender document.
2. I have carefully read and understood all the terms and conditions of the tender and hereby  
convey my acceptance of the same.
3. 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 document would lead to rejection of my tender at any stage  
besides liabilities towards prosecution under appropriate law.

Date:

Place:

Signature of Authorized Person

Full Name:

Company's Seal:

N.B.: The above declaration, duly signed and sealed by the authorized signatory of the company,  
should be enclosed with Technical Bid