No. NIV/DGR/SS/2026-27/I Date – 10.07.2026

EXTENSION NOTICE

The submission validity of the Limited Tender Invited vide office Notice No. NIV/DGR/SS/2026-27/I dated 15.06.2026 for the engagement of Security Services Agencies sponsored / registered with Directorate General of Resettlement (DGR) on a contract basis for ICMR-National Institute of Virology (ICMR-NIV), Pune, is hereby extended by **7 days, i.e., up to 16.07.2026.**

All other terms and conditions of the tender shall remain unchanged.

Director
ICMR-NIV, Pune

LIMITED TENDER FOR ENGAGEMENT OF

DGR SECURITY MANPOWER AGENCY

AT

ICMR – NATIONAL INSTITUTE OF VIROLOGY, PUNE

(Indian Council of Medical Research, New Delhi)

Department of Health Research,

Ministry of Health and Family Welfare

Government of India

Published Date	**: 15/06/2026**
Last date of receipt of Tender	**: 06/07/2026**
Date of opening	**: 06/07/2026**

Address

Director, ICMR – National Institute of Virology, Pune

20/A, Dr. Ambedkar Road, Post Box No.11, India, Pune 411001

Tel.:+91-020-26006290/ 306 / 307 / 205

Email: mcc_pashan@yahoo.co.in

Websites: **www.niv.co.in / www.icmr.nic.in & https://eprocure.gov.in**

ICMR - NATIONAL INSTITUTE OF VIROLOGY, PUNE

(INDIAN COUNCIL OF MEDICAL RESEARCH)

No.NIV/DGR/SS/2026-27/1 Date: 15.06.2026

NOTICE INVITING LIMITED TENDER

To,

Sponsored/Registered Agencies of
Directorate General Resettlement (DGR)

DUE DATE FOR RECEIPT OF BID ON OR BEFORE 06/07 /2026 **by 17.00 Hours**

SUB: Tender Enquiry for engagement of Security Services Agencies Sponsored / Registered with DGR on Contract Basis for two campuses in Pune.

Sir/Madam,

ICMR – National Institute of Virology, Pune is functioning under the aegis of the Indian Council of Medical Research, Department of Health Research, Ministry of Health & Family Welfare, Government of India, New Delhi. The Institute is having its campuses at Pune and Pashan and its Units at Alappuzha (Kerala), Mumbai (Maharashtra) & Bangalore (Karnataka).

We intend to invite Tender Enquiry to award annual contract for engagement of the DGR sponsored/registered Agencies for Security Services for two campuses in Pune, as per the combined requirement of the following minimum contractual staff. Agencies are requested to submit detailed bid in the prescribed format **under two bid system** in separate sealed covers i.e. **Technical Bid and Financial Bid**, duly superscribed with our Enquiry Number, Due Date, Time and Subject, so as to reach this Institute well before the due date and time.

S. N.	Particulars and description	Minimum manpower required (Including shift duties)	Remarks
1.	Annual Contractual Services for following manpower a) Security Supervisor for three shifts (Highly Skilled) b) Gunman for three shifts (Highly Skilled) c) Security Guards for three shifts (Skilled) NOTE: Terms & Conditions are illustrated in enclosed sheet.	**06 No.** **09 Nos.** **30 Nos.**	For round the clock Security Services on 24 x 7 x 365 basis for Dr. Ambedkar Road & Pashan Campus Pune at Maharashtra

*** The above requirement is tentative and may vary.**

NOTE: The DGR sponsored agencies are advised to inspect the campuses and ascertain the scope of work as per details on reverse of this NIT.

Yours Sincerely,

Administrative Officer

TEL. 020-26006290/306/307/205
E-mail: director.niv@icmr.gov.in / mcc_pashan@yahoo.co.in

ICMR-NIV, PUNE

SCOPE OF WORK/CONTRACT

PROVIDING ROUND THE CLOCK SECURITY SERVICES FOR TWO CAMPUSES IN PUNE

The Agencies registered / sponsored with DGR will have to provide high standard of trained and experienced Security Guards (without Arm), Gunman (with Arm) and Security Supervisors those who are 100% from ex-servicemen category, as required from time to time during the contract period by ICMR-National Institute of Virology, Pune, subject to the initial minimum requirement of Security Staff as per details provided in the enquiry on the following terms & conditions:-

i) To provide round the clock (24x7x365) safety and security of all land, buildings, fitting, furniture, plant and machinery, moveable and immoveable properties at both the campuses of ICMR-NIV, Pune.

ii) Safety of plants, trees & shrubs, electric overhead installations, water pipelines, boundary walls etc. at both the campuses of ICMR-NIV, Pune and any fresh additions/ installations thereto in ICMR-NIV, Pune & Pashan from time to time.

iii) To verify identity and allow the employees of both the campuses of ICMR-NIV, Pune to perform them their official work / duty.

iv) To ensure that no employee is permitted beyond duty hours, except with special permission assigned by the appropriate authorities / designated Officers of the Institute. The Security staff shall record the entry of employees attending work on holidays including the vehicles those are entering the campuses.

v) The Security staff will inspect and monitor the vehicles entering and making exit from the campus. They shall ensure that nothing illegal or detrimental is done to the safety and security of the employees, as well as moveable and immoveable properties of the Institute within the campus.

vi) The security staff shall permit entry to visitors / vendors after confirming from the concerned department / officers of both the campuses of ICMR-NIV, Pune & 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 verifying the appropriate Material Gate Pass / Delivery Challan. Before scrutiny of the Gate Pass/ Delivery Challan, it will be compulsory for the Security staff to physically verify and check the stores / materials.

viii) In case of natural emergencies like flood, fire, earthquake etc., the security staff must be trained enough to evacuate the staff, moveable properties etc.

and should initiate immediate action to inform the Police, Fire and other required departments as quickly as possible as part of their quick action plan.

ix) The Security staff shall ensure to watch the proper locking system of premises, common area etc. In case of any theft, breakage, pilferage of any fixture and / or fittings, furniture, equipment, instrument, machineries etc. the responsibility shall be of the Security personnel and they will immediately report the same to the appropriate authority of the Institute. In the circumstances, after Institutional enquiry, it is found that the loss has occurred due to the negligence of the Security Staff on duty, ICMR-NIV, Pune will have full discretion / power to recover the loss in full or adjust from the dues or from the performance guarantee submitted by the Agency. The decision of the Director, ICMR-NIV in this regard will be final and binding on the Agency.

x) The Security staff must be able to promptly answer query of visitors or telephone calls and have communication skill of replying in courteous manner.

xi) The Institute will conduct surprise check/s at regular intervals by the authorized Officer. During this surprise check, if a Security Staff is found negligent / sleeping / illegal activity / drunk or consumption of any interactive product on duty, the Agency will have to withdraw the staff immediately from the premises forthwith. This may even entail cancellation / termination of contract henceforth.

xii) The Agency shall provide proper uniforms, Identity Cards, badges, whistles, lathi, umbrellas, raincoat, Torch and other necessary gadgets etc. to Security personnel for proper vigil of both the campuses of ICMR-NIV, Pune and its units.

xiii) The Agency to ensure that all Security personnel deployed at both the campuses of ICMR-NIV, Pune 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) It will be the duty of the contract security personnel to monitor all the CCTV cameras of the Institute and immediately report if any suspicious behaviors and incidents to the respective In-charge / Caretaker. The complete control of CCTV cameras will be in the hands of permanent officers deputed by the Director of the Institute.

xv) A separate security guard should be deployed for each shift. Same security guard should not be deployed for double / next shift on the same day. Security guards should not be deployed on duty for more than 8 hours in a day. A reliever should be placed on seventh day in place of the guard working for six days.

xvi) On days of National importance viz. 26th January, 15th August etc. the Security personnel will carry all codal formalities of hoisting the National Flag, marching parade, guard of honor, National Anthem etc. They are highly expected to wear washed ironed uniform, polished shoes, Barrett cap etc. while executing the code of conduct of the ceremony.

xvii) The contractor is responsible for deputing the guards / supervisors as per the duty requirement. In case of absence of any workmen, it will be obligatory on part of the contractor to provide replacement for the same.

xviii) Any other security measures, as deemed fit, in case of security issues in the interest of the Institute.

Signature, Date and Seal of the Agency / Contractor

ICMR-NIV, PUNE

T E R M S A N D C O N D I T I O N S

1) Contract period will be initially for one year extendable for further one year, if services found satisfactory to provide Security services at ICMR-NIV, Pune & Pashan. The Institute reserves all rights to extend or reduce the period of contract at the discretion of the Director, ICMR-National Institute of Virology, Pune.

2) On the basis of DGR sponsorship letter only, the agency will participate and also eligible for Tender Enquiry inviting for Security Services by the Principal Employer. DGR sponsored ESM are not required to deposit Earnest Money Deposit (EMD) and Tender fee.

3) Institute reserves the rights to terminate the contract 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 judge in these regards. Decision regarding whether the security service is effective / proper / timely maintaining etc. shall be with the Institute.

4) Agencies / Interested may visit our campus on any working day between 15.00 to 16.00 hours and quote their rates thereafter. The duly filled Tender should be accompanied by a certificate that the agency / contractor has visited the campus and understood the scope / nature of work. No claim what so ever shall be entertained regarding the ignorance about the site conditions on later date.

5) Offer must be kept open for six months from the date of submission of the Tender.

6) The Director, ICMR-National Institute of Virology does not bind to accept only the lowest quotation and reserves the right to accept or reject any Tender without assigning any reason thereof. Parallel contract may also be awarded to other Agency, as per the discretion of the competent authority of the Institute.

7) Any dispute arising out of the terms of this contract on the interpretation of any clause herein shall be settled by mutual discussion between the Institute and the Agency / Contractor. The Director, ICMR-National Institute of Virology will be the final authority in resolving such disputes and his decision will be finding and binding on the agency.

8) The Agency / Contractor should possess the requisite registration license of Shop Act / Establishment, PSARA License, CLRA License, ESI, EPF, 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. Institute shall not be responsible in any way for any breach of these rules and regulations by the Agency / Contractor. **The tender with service charge less than the TDS value shall not be entertained and considered for further bidding process. Tenders with service charges beyond the limits of DGR guidelines shall not be considered.**

9) **As per DGR, Pune city comes under 'A' category area.**

10) The Contractor shall pay the wages of the personnel by bank transfer/RTGS/NEFT by 7th day of each month positively and shall comply with the statutory regulation relating to EPF, ESI, Bonus etc. (if applicable). The details / documentary proof of payment released by the Contractor to the personnel shall be provided along with bank statements of security personnel to whom payments have been released by day of every month.

11) In case it is noticed and found by NIV at any stage that the statutory regulations relating to EPF, ESI, Bonus etc. are not being complied with by the Contractor, then NIV shall have the right to deduct and withhold up to 50% of that dues of the Contractor till the time the proper documents showing proof of compliance are not submitted to the NIV.

12) **The contract employees shall be paid wages and other all statutory allowances as per DGR guidelines issued from time to time.**

13) Any payment due to the workmen employed by the Contractor shall be 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.

14) 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 provisions of any of the Laws / Acts in relation to the Contract.

15) The contractor shall also ensure that no workmen below the age of eighteen (18) years are employed by him for the above mentioned jobs.

16) The Contractor shall on his own cost, if required, take necessary insurance coverage in respect of staff and other personnel for service to be rendered to the Principal Employer.

17) The contractor will deposit the GST with concerned authority as applicable and submit the documentary proof of same to the Principal Employer from time to time.

18) 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.

19) Contractor shall ensure that the payment of wages to the workmen employed by him shall be made by RTGS / NEFT and provide us with the bank statement copy for having transferred the amount to each individual as proof.

20) Attendance muster cum wages register maintained of personnel deployed should be duly signed with In-Out Timings by the individual employees and countersigned by the representative of the Agency / Contractor and ICMR-NIV. The contract staff will be required to mark their attendance in the Biometric attendance system presently installed in the campus.

21) All employees have to be paid wages, special allowance at rates, not lesser than the 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 Institute shall not be responsible for any lapse on the part of the Agency / Contractor in this regard.

22) All personnel employed by contractor shall be engaged by him as his own employees in all respects express or implied. The responsibilities whatsoever, incidental or direct, arising out of or for compliance with or enforcement of the provisions of various Labour Laws / Industrial Laws of the country, shall be that of the contractor. The contractor shall specifically ensure compliance with the following Laws / Acts and their Enactments / Amendments:-

    i. The Contract Labour (Regulation and Abolition) Act, 1970
    ii. The Contract Labour (Regulation and Abolition) Central Rules. 1971
    iii. The Minimum Wages Act, 1948
    iv. The payment of Wages Act, 1936
    v. The Workmen’s Compensation Act, 1923
    vi. The Employees’ Provident Funds and Misc. Provision Act, 1952
    vii. The ESI Act, 1948
    viii. The Payment of Bonus Act, 1965
    ix. The Payment of Gratuity Act, 1976
    x. GST Act
    xi. Income Tax Act

23) Contractor shall abide by provision of the other rules and regulations of Government issued from time to time to this effect.

24) All the employees shall be covered by EPF & ESI as per their eligibility under EPF & ESI Act and appropriate deductions may be made from the salary / wages as per the provision of the payment of Wages Act.

25) None of the employees of the Agency / Contractor will have any right on facilities offered by the Institute to its staff.

26) In case of loss of property due to the theft / negligence of the agency / contractor during the contract period, the cost of properties shall be borne by the Agency / Contractor and such loss of property shall be recovered from the monthly bills or security deposit of the agency / contractor.

27) A clientele list with their name, address and telephone numbers where the agency / contractor is presently rendering its services / has rendered its services along with the performance certificate issued by such establishments must be enclosed.

28) The employees engaged by the agency / contractor should observe the discipline and office decorum during their course of employment.

29) Absence or deploying less or fewer personnel shall be liable for penal recovery from monthly bills.

30) Agency / Contractor should supply 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-NIV authorities. One set of verified documents must be provided for records.

31) The appropriate payment of wages and other benefits to the employees of the Agency / Contractor shall be the EXCLUSIVE RESPONSIBILITY OF THE AGENCY and persons so employed by the agency / contractor shall have NO CLAIM whatsoever on the Institute.

32) 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.

33) All personnel employed by the Agency / Contractor shall be medically fit during the course of employment at ICMR-NIV.

34) 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.

35) The gunman should have a gun license issued by the appropriate competent authority and it will be whole responsibility of the agency to verify the original license of the gun before deploying them. It will be whole responsibility of the Agency to check renewal / expiry date of license time to time and accordingly get the license updated from the concerned gunman before the expiry of license.

36) If the DGR empanelment certificate of the agency is canceled or withdrawn by the DGR, the same should be intimated to the Institute by the agency immediately.

37) Institute 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 Institute's premises.

38) 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. He shall also indemnify Principal Employer from and against any claims under the aforesaid Act and the Rules.

39) Principal Employer shall have the right to check the implementation of labour welfare laws and rules made thereafter.

40) All the workers employed by contractor shall be considered as employees of the contractor and they shall not make any claim in respect of employment and or other service benefits from the Principal Employer in any manner either outside the court or in the court of law. It is further provided that any kind of dispute arising between the contractor and the employees shall be entirely the dispute between them only. The Principal Employer shall not in any manner be a party to it. The contractor will take all necessary steps for redressal of such disputes and shall be solely responsible for the outcome.

41) **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 immediately after awarding the contract and continue to have a valid License until the completion of the contract.**

42) 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 Institute. 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 Institute. The Agency / Contractor will be solely responsible if the employees misbehave or create problems to the Institute; such employees may be removed from his duties immediately and shall provide replacement.

43) Institute has a right to modify any conditions as and when required with the mutual understanding with the Agency / Contractor.

44) The proprietor or his subordinate shall visit Institute at least twice in a month to ensure supervision and smooth functioning of the Agency contract.

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

46) In case of any ambiguity/ dispute in the interpretation of any of the clauses/ terms and condition, Director, ICMR-NIV's interpretation of the clauses/ terms and conditions shall be final and binding on all the parties. The jurisdiction of arbitration shall be Pune.

Signature, Date and Seal of the Agency / Contractor

ICMR-NIV, PUNE

RATES / QUOTATION

1) The Agency has to claim the GST as revised by the government from time to time.

2) Agency / Contractor shall not be entitled to any additional payment during the period of contract except revised special allowance / variable dearness allowance / basic pay etc. depending on the appropriate government orders from time to time, with permission of the competent authority.

3) **Successful Agency / Contractor have to enter into agreement with the Institute as per detailed terms and conditions and to pay Bank Guarantee should be up to a maximum limit not exceeding 10% of one month's wage bill to the Institute, which shall bear no interest.** The Bank Guarantee will be released to the Agency / Contractor on written request within a period of two months after completion and fulfilling of all the liabilities of the contract.

4) Nil Service charges are not acceptable and such bids shall be rejected.

5) **The contract employees shall be paid wages and other all statutory allowances as per DGR guidelines issued from time to time.**

6) 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 thirty days after receipt of bill along with copy of ESI & EPF deposit list of previous month. TDS will be deducted as per prescribed rate every month. Agency / Contractor should make payment to its workers on or before 7th day of every month. The Agency / Contractor should pass on all the benefits offered by the Institute to the contractual staff and mandatorily make the payments to the staff through electronic bank transfer only and issue monthly pay slips separately. Documentary proof of their payments should be attached to the bills.

7) Criteria for shortlist will be exclusive of GST.

8) 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-NIV, Pune.

9) All Tenders must be sealed and superscribed on the cover along with attested valid copies of their DGR sponsorship/register letter, DGR Empanelment Certificate, PSARA License, Labour Contract License, Shop

Act / Establishment Certificate, EPF, ESI, GST Registration Certificate, Professional Tax Enrolment Certificates, Agency & Proprietor PAN Card, three years latest IT Return / clearance Certificate **and Profile of the agency.** The above said documents are mandatory, failing which Agency / Contractor shall be treated as disqualified. **Present Client List along with satisfactory experience certificate is not mandatory, if any, please provide as prescribed in Annexure-B.**

10) 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.

11) The Agency / Contractor will be scrutinized by the committee for opening of commercial bid on the basis of their eligibility criteria.

12) The Agency / Contractor shall abide by this terms & conditions of ICMR-NIV, Pune. No other terms & conditions of the Agency / Contractor are binding on ICMR-NIV, Pune.

13) In the eventuality of all the DGR sponsored Agencies quoting the same rates, the award will be contracted to the senior most sponsored Agency, fulfilling all the eligibility criteria mentioned in Technical Bid.

Acceptance from agency / contractor:

I have gone through the Terms and Conditions of the tender documents and the same are acceptable to me. I know that the Liveries / Uniforms of good quality are to be provided by me at my cost to all the staffs engaged in this contract. I have given the price bid / quotation after visiting / confirming the nature of work in ICMR-National Institute of Virology, Pune.

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)

Name of work	: Tender Enquiry for engagement of Security Services Agencies Sponsored / Registered with DGR on Contract basis for two campuses in Pune.
Tender Ref No.	: No.NIV/DGR/SS/2026-27/1
Due date	: 06/07/2026 (Upto 17:00 Hrs.)
Addressed to	: Director, ICMR – National Institute of Virology, Pune 20/A, Dr. Ambedkar Road, Post Box No. 11, India, Pune - 411001
From	: Name & Address of the Tenderer

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

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

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

NOTE:

1. All the photocopies of the documents enclosed with the Technical Bid in support of qualifying criteria should be signed by the Tenderer.

2. 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)

Name of work : Tender Enquiry for engagement of Security Services Agencies Sponsored / Registered with DGR on Contract basis for two campuses in Pune.

Tender Ref No. : No.NIV/DGR/SS/2026-27/1

Due date : 06/07/2026 (Upto 17:00 Hrs)

Addressed to : Director, ICMR – National Institute of Virology, Pune 20/A, Dr. Ambedkar Road, Post Box No. 11, India, Pune - 411001

From : Name & Address of the Tenderer

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

Both the sealed envelope i.e. Envelope-I and Envelope-II shall be put in another third envelope and sealed properly superscribed with "Tender for Annual Contract for Providing Security Services at ICMR-NIV, Pune.

ANNEXURE-A

BIDDER'S INFORMATION

1. Name of the Tendering Company/Firm :
2. Name of Owner/ Partners/ Directors :
3. Address of Office/Offices Full Particulars of Office Including Telephone No., Fax No. & Email :
4. Registration Details
   a. EPFO Registration Number :
   b. ESIC Registration Number :
   c. PAN Number :
   d. GST Registration Number :
   e. DGR Empanelment Number :
   f. Professional Tax Enrollment Certificate Number :
5. Whether latest three years Income Tax Return has been enclosed. : Yes/No
6. Whether the copies of EPF, ESIC, PAN and GST Registration Certificates has been enclosed. : Yes/No
7. Whether the Statement of Experience in the Similar field as per **Annexure B** has been enclosed. : Yes/No
8. Whether the Undertaking as per **Annexure-C** has been enclosed. : Yes/No
9. Whether valid copy of DGR Empanelment has been enclosed. : Yes/No
10. Whether the DGR Sponsorship Letter has been enclosed. : Yes/No
11. Whether copy of PASARA License for state (Maharashtra) of operation of the security services has been enclosed. : Yes/No
12. Whether the Shop Act License has been enclosed : Yes/No

Signature, Date and Seal of the Agency / Contractor

ANNEXURE-B

FORMAT FOR SUBMITTING DETAILS OF SIMILAR WORKS COMPLETED

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

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

Note:

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

Signature, Date and Seal of the Agency / Contractor

ANNEXURE – C

UNDERTAKING

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

1. I/we declare that I/we am/are not a defaulter to any Govt. organization / PSU since last 2 years from the date of issue of this tender on No.NIV/DGR/SS/2026-27/1 due to non-compliance of order.

2. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/we, am/are well aware of the fact that furnishing of any false information / fabricated documents would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

3. I/we have apprised myself/ourselves fully about the job to be done during the tenure of period of agreement and also acknowledge bearing the consequences of non-performance or deficiencies in services on my/our part.

Signature, Date and Seal of the Agency / Contractor

ANNEXURE – D

FINANCIAL BID

Name of work:- Tender for engagement of agency on contract basis for "Security Staff" services at ICMR-NIV, Pune & Pashan as per the latest DGR wage structure.

S.N.	Particulars	Security Supervisor	Security Guard (with arms)	Security Guards (without arms)	Amount (In Rs.)	Remarks
I	**Mandatory payments as per Govt. norms**					
a	Basic Wages (BW)					
b	Variable Dearness Allowance (VDA)					
A	**Sub Total**					
II	**Mandatory allowances as per Govt. norms**					
a	Employees Provident Fund (12% of BW+VDA)					
b	Employees Deposit Linked Insurance (EDLI) (0.5% of BW+VDA)					
c	Administrative Charges (EPF & EDLI) (0.5% of BW+VDA)					
d	Employees State Insurance / Medical Allowance (3.25% of BW+VDA)					
e	House Rent Allowance (HRA) (24% of BW+VDA or Rs.5400/- whichever is higher)					
f	ESI on HRA (3.25% of HRA)					
g	Bonus (As per Bonus Act, 8.33% of INR 7000 or the minimum wage for the scheduled employment, as fixed by the appropriate Govt., whichever is higher)					
h	Uniform Outfit Allowance (5% of BW+VDA)					
i	Uniform Washing Allowance (3% of BW+VDA)					
B	**Sub Total**					
C	Relieving charges (1/6th of A+B)					
D	**Total Cost Per Head (A+B+C)**					
E	Required Quantity	**06 Nos.**	**09 Nos.**	**30 Nos.**		
F	**Total (DxE)**					
G	**Total Cost Per Day**					
H	Service Charges(@ 10% (of serial G)					
I	Total (G+H) (Excluding GST)					
J	GST @ 18% of Sum Total					
K	**Grand Total (I+J)**					
	Total Sum					

NOTE:-

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

Signature, Date and Seal of the Agency / Contractor

List of DGR Sponsored agencies who can participate in limited tender:

1. **M/s. 10301 RANDHAKRISHNAN NAIR MR SECURITY AGENCY**
   I-122, Mega Centre, Off Solapur Road, Hadapsar, Pune, Maharashtra – 411 028

2. **M/S. 9730 SHIVPRASAD B RANDAD SECURITY AGENCY**
   Shop No.15, Muktai Heights, Survey No.215, Mahadev Colony, Ganga Nagar, Fursungi, Pune, Maharashtra – 412308

3. **M/S. 10827 SIDDHARTH DILIP DESHMUKH SECURITY AGENCY**
   Shop No.1, Plot No. 15/2, Ground Floor, Surendragaddh, Gajanan Society, Ward No.62, Nagpur, Maharashtra- 440006.